

**CALIFORNIA STATE UNIVERSITY, FULLERTON**  
**School of Nursing**

**BYLAWS OF THE GENERAL FACULTY**

**PREAMBLE**

The Bylaws of the School of Nursing (SON) at California State University, Fullerton, are established by the approval of the Faculty of the SON. The Bylaws of the general faculty serve to provide the Department Personnel Committee with a description of expectations for Teaching and Service. The Bylaws provide for election or appointment, terms of service, and succession of representatives from the SON Faculty to the College (Health and Human Development), University, and other professional committees on a local, state and national level. The roles and terms of service for administrators, including the SON director, program coordinators, and course resource faculty are delineated in the Faculty Handbook.

**ARTICLE I**

**Name**

1.1 Name: The name of this organization is the California State University, Fullerton, School of Nursing Faculty, hereafter referred to as the General Faculty.

**ARTICLE II**

**Purpose**

- 2.1 Purpose: The threefold purpose of the General Faculty is to facilitate involvement of members of the faculty and administration of the SON in:
- A. Communication and joint planning to achieve the goals of the SON and the University.
  - B. Shared authority and interdependent responsibility for decision-making and performance of the SON and the University.
  - C. Meeting the criteria for tenure and retention.
- 2.2 Principle: The guiding principle of these bylaws is that, in the operation and administration of the SON, all recommendations, decisions, or actions on policies significantly affecting the SON are taken only with prior approval of the General Faculty and consistent with UPS documents. Such matters include (but are not limited to) the following:
- A. Policies concerning admission, retention, readmission, withdrawal, progression, and graduation of students.
  - B. Policies regarding student performance in relation to professional standards.
  - C. Proposals for changes in the curriculum, such as addition or deletion of courses, the addition or deletion of credit hours, or the incorporation of technological modalities.

- D. Any proposal or renewal with respect to any project or program sponsored by the SON.
- E. Recommendations on priorities related to budgetary expenditures and resource allocation.
- F. Policies affecting the SON General Faculty membership or its standing committees.
- G. Faculty membership on College, University and other committees.
- H. Any significant change of policy in any College or University organization affecting the SON, its faculty, student body, or student organizations.

### **ARTICLE III Membership**

- 3.1 Members: The voting members of the General Faculty are all full-time faculty members, including faculty who are in the Faculty Early Retirement Plan (FERP) and full time faculty of program partners at the Kaiser Permanente School of Anesthesia.
- 3.2 SON Director: The SON Director acts as Director of the General Faculty (hereafter known as Director).
- 3.3 Recorder of the General Faculty:
  - A. The Recorder of the General Faculty is selected annually. The Recorder may be a faculty member or a staff employee chosen for this purpose.
  - B. The duties of the Recorder of the General Faculty are:
    - 1. To prepare, amend at the direction of the General Faculty, and sign the minutes of the General Faculty meetings.
    - 2. To circulate the minutes to all members of the General Faculty, and to file one copy in the SON office.

### **ARTICLE IV Meetings of the General Faculty**

- 4.1 Regular Meetings: The regular meetings are scheduled once a month during the academic year. The Director designates the dates and times at the beginning of each academic semester.
- 4.2 Special Meetings: Special meetings may be called by the Director or upon request of two (2) or more faculty members, the purpose being specified.
- 4.3 Quorum: A quorum for any meeting is one-half (1/2) plus one (1) of the full-time voting members.
- 4.4 Attendance: All full-time SON faculty including faculty in the FERP program, are voting members and attendance is required. Full time faculty from partner programs are voting members and attendance is required in person or via a partner designee. Staff, temporary part-time faculty, ad-hoc, and ex-officio members are encouraged to attend as non-voting members.

4.5 Agenda:

- A. The Director is responsible for the preparation and distribution of the agenda.
- B. A matter may be included on the agenda for any meeting at the request of any member of the General Faculty. Additions to the agenda also may be requested at the meeting with approval of the membership.
- C. The agenda includes:
  - 1. Call to Order/Additions to Agenda
  - 2. Approval of Minutes and Agenda
  - 3. Action Items
  - 4. New Business
  - 5. Continuing/Ongoing Business
  - 6. Reports of Standing and Ad Hoc Committees
  - 7. Questions, Announcements, Correspondence (that cannot be dispersed via electronic mail)

4.6 Function: To make decisions regarding all policies and procedures affecting the SON and/or program functioning, including curricular, student, faculty, resource and evaluation issues.

**ARTICLE V**  
**Committees of the General Faculty**

5.1 Committees:

- A. College and University Committees
  - 1. Representatives to College and University committees may be self-selected, nominated by the faculty, or elected to serve, based on eligibility for the position.
- B. School of Nursing
  - 1. Decision making is delegated to SON standing committees unless such decisions significantly influence other committee's work or general faculty functioning. All SON standing committees report their decisions to the General Faculty. All committee members are expected to participate in the work of the committee and any subgroups (i.e. taskforce) that are formed by the committee. The standing committees are:
    - 1. Evaluation Committee
    - 2. Faculty and Staff Development Committee
    - 3. Graduate Program Committee
    - 4. Undergraduate Program Committee
  - 2. School of Nursing Personnel Committee  
Selected according to UPS 210.000 and the *Department Personnel Standards*. Responsible for faculty personnel issues including the review and revision, as needed, of all School personnel documents such as Student Opinion Questionnaires (SOQs).
  - 3. School Search/Recruitment Committee.

Selected according to UPS 210.001. Any faculty member may recommend the name of a suitable tenured/tenure track candidate for membership as needed. The Director will inform the General Faculty of the final composition of the committee.

a. Committee membership will be announced in April for the following academic year.

4. Any Ad Hoc committee or Taskforce deemed necessary to facilitate the work of the General Faculty. The Director can convene an Executive Committee as needed.

## 5.2 Membership: General Rules

A. In addition to attendance at the General Faculty meeting, each full-time tenured/tenure-track faculty member is required to actively serve on a minimum of two committees, one in the SON, the other may be a college or university committee. FT lecturers will serve on one committee in addition to General Faculty meeting if given release time for this purpose. SON committee needs will take priority when considering appointments to committees outside of the School. All standing committees must have the minimum number of members as stated in the bylaws in order to carry out functions assigned. Committee members need to attend all committee meetings. If unable to attend due to teaching load, committee member must show active participation through completing assignments given by Committee Chair.

1. A term of committee membership is a minimum of one year. During Spring semester, the SON Director will request faculty volunteers to serve on committees for the following Fall.
2. Representatives to Standing Committees may be self-selected, nominated by the SON Director or the General Faculty, or elected to serve.
3. A Co-Chair may be identified by a committee as needed.
4. The SON Director and the Assessment and Accreditation Coordinator are ex-officio members of all standing committees.
5. Each committee member has voting privileges.
6. All efforts will be made to recruit student members of the Graduate and Undergraduate Program committees. Once recruited, such student members carry full voting privileges on appropriate issues.
7. Resource persons may be asked to advise any committee.

B. Faculty are encouraged to attend other committee meetings as non-voting guests.

## 5.3 Officers: General Rules

A. Committee Chair

1. The Chair of each standing committee will be selected by the committee. This should be done in May for the next academic year by a vote of committee members. In the absence of a Committee Chair or inability of the selected Chair to serve in the next academic year, the SON Director will appoint a Chair.
2. The duties of the Committee Chairs are to:
  - a. Call meetings of the committee and provide an agenda.
  - b. Chair all meetings of the committee.
  - c. Prepare a written annual report of goals and accomplishments
  - d. Plan for presentation and discussion of committee decisions, recommendations and reports to the General Faculty.

B. Recorder

1. The Recorder may be selected annually from among or rotated among the committee membership if staff support is not provided.
2. The duties of the Recorder are:
  - a. To prepare and amend the minutes of the committee meetings.
  - b. To circulate the minutes to the Chair and all members of the committee in a timely manner.
  - c. To place one copy, with all relevant attachments, in the SON master file.

5.4 Meetings: General Rules

- A. Each standing committee shall meet as often as necessary to carry out its stated functions, but meetings are scheduled once a month during the academic year.
- B. A quorum for any meeting of a standing committee shall consist of 50% + 1 of the committee membership.
- C. The SON Director, Program Coordinators, and any faculty members present during summer and winter intersession are given authority, as required, to make decisions for adequate program functioning during these time periods.
- D. The meetings shall occur according to a preset schedule that allows more than one committee to meet simultaneously and/or for joint meetings of two committees as needed.
- E. A matter may be included on the meeting agenda at the request of any Standing Committee Chair, or of any member of the General Faculty and Staff. Additions to the agenda also may be requested at the meeting with approval of the membership.
- F. The agenda includes:
  - Call to Order/Additions to Agenda
  - Approval of Minutes and Agenda
  - Action Items
  - New Business
  - Continuing/Ongoing Business

- Questions, Announcements, Correspondence
- Other
- Adjournment

G. A meeting may include a variety of formats. Some of the meetings must be conducted in person. Meeting format is to be determined by consensus.

## 5.5 Standing Committees

### A. Evaluation Committee

1. Regular meetings: The committee meeting shall be scheduled once a month during the academic year.
2. Membership: The committee consists of at least four (4) full-time SON faculty, representatives from graduate partner institutions, and the SON Evaluation Assessment and Accreditation Coordinator. The Assessment and Accreditation Coordinator will serve as Chair of the Evaluation Committee.
3. Purpose: On-going quality improvement processes.
4. Functions:
  - a. Develop, monitor, and revise, as needed, the SON evaluation plan.
  - b. Oversee evaluation procedures and processes, including administration, review, and analysis of survey and other SON data, as appropriate.
  - c. Review aggregate data as indicated in evaluation plan and identify trends/patterns.
  - d. Present a summary report of statistical and other findings to the appropriate standing committees and the General Faculty.
  - e. Participate in the BRN and CCNE approval/accreditation self-study processes. Ensure Resource Room files (CCNE-Standard IV) are available for BRN and CCNE scheduled site visits

### B. Faculty and Staff Development Committee

1. Regular meetings: The committee meeting shall be scheduled once a month during the academic year.
2. Membership: The committee consists of at least three (3) full-time SON faculty, and three (3) full-time Staff members from the SON.
3. Purpose: Develop, implement, and evaluate processes, programs, and material to support faculty and staff in orienting to the SON and developing expertise in their respective roles.
4. Functions:
  - a. Increase scholarly practice to include research and teaching excellence
  - b. Develop and promote a culture of growth and learning for staff and faculty
  - c. Provide input and contributions to Faculty and Staff Retreats
  - d. Assist with faculty and staff orientation (teaching, scholarship, SON policies and expectations, advising).
  - e. Facilitate faculty and staff linkage to campus resources
  - f. Develop and maintain TITANium Community for Faculty resources
  - g. Maintain list of SON contact personnel and their available duties to support SON functionality.
  - h. Promote faculty and staff camaraderie and collaboration
  - i. Promote employee wellness
  - j. Maintain recognition of accomplishments and milestones for faculty and staff.

- k. Develop a culture of inclusion among faculty and staff

#### Graduate Program Committee

- a. Regular meetings: The committee meeting shall be scheduled once a month during the academic year.
- b. Membership: The committee consists of at least six (6) full-time SON faculty, not on the undergraduate committee, representing graduate curriculum, KPSA representatives, one member from the Advising Center staff, and at least one graduate student representation. The student representative's role will be per the Student Handbook. Faculty will not serve on more than one program committee.
- c. Purpose: To initiate, review, and determine all educational and student policies and procedures and curricula for the graduate program.
- d. Functions:
  - 1. Evaluate, recommend, and revise policies and procedures for admission to, progression and retention in, and graduation from graduate programs considering consistency with University admission criteria and ensuring compliance with statewide and national standards related to admission requirements and exit testing (e.g. certification).
  - 2. Review and give recommendations about student appeals related to Graduate program admission, readmission, probation, and dismissal.
  - 3. Provide for a systematic review of the graduate program, considering course and program evaluation outcomes, Professional/Educational Program Standards, the needs of society, community or health care industry changes, or revision of the mission, philosophy and/or objectives of the SON.
  - 4. Review, determine, and make recommendations to the General Faculty for all curricular changes, new MSN courses, concentrations, and/or certifications
  - 5. Keep faculty informed of major curriculum changes within the College of Health and Human Development and the university system, especially those that affect the SON.
  - 6. Coordinate recommendations for library and media resources.
  - 7. Concentration leads review clinical placement facilities and preceptors and report results annually.
  - 8. Update web and printed information related to the graduate program, *MSN Student Handbook*.
  - 9. Participate in the CCNE accreditation self-study process and the CCNE scheduled site visits.
  - 10. Ensure appropriate resources are archived and available for accreditation.

#### E. Undergraduate Program Committee

- 1. Regular meetings: The committee meeting shall be scheduled once a month during the academic year.
  - 2. Membership: The committee consists of at least six (6) full-time faculty, not on the graduate committee, representing undergraduate curriculum, one member of the Advising Center staff, and at least one undergraduate student representative. The student representative's role will be per the Student Handbook.
  - 3. Purpose: To initiate, review and determine all educational policies and curriculum for the undergraduate program.
- Functions:

- a. Evaluate, recommend, and revise policies and procedures for admission to, progression and retention in, and graduation from undergraduate programs considering consistency with University admission criteria and ensuring compliance with statewide and national standards related to admission requirements and
- b. Handle student appeals related to Undergraduate program admission, readmission, probation, and dismissal.
- c. Provide for a systematic review of the undergraduate curriculum considering course and program evaluation outcomes, Professional/Educational Program Standards, the needs of the community of interest or health care industry changes, or revision of the mission, philosophy and/or objectives of the SON
- d. Review, determine, and make recommendations to the General Faculty for all curricular changes, new BSN courses, and/or certifications.
- e. Coordinate recommendations for library and media resources.
- f. Review clinical placement facilities and preceptors annually.
- g. Update web and printed information related to the undergraduate program, *BSN Student Handbook*.
- h. Develop and maintain currency of the *BSN Student Handbook*
- i. Participate in Board of Registered Nursing self-study process and the Collegiate Commission of Nursing Education accreditation process.
- j. Ensure appropriate resources are archived and available for accreditation purposes.

## **ARTICLE VI**

### **Faculty Professional Expectations**

In keeping with the general faculty policies of the University and College, SON faculty are expected to:

- 6.1 Support the SON mission and goals.
- 6.2 Provide for a student centered environment.
- 6.3 Attend all required faculty committee, and ad hoc/taskforce meetings.
- 6.4 Per UPS 230.020, provide three hours per week of office hours, at least 2 of which must be on-campus for faculty teaching campus classes. Faculty teaching online or hybrid classes will schedule an appropriate mix of in-person and online hours. A minimum of one hour is required for part-time faculty. Maintain all office hours for the purpose of academic and professional advisement.
- 6.5 Represent the University and SON at professional functions.

## **ARTICLE VII**

### **Parliamentary Authority**

- 7.1 Robert's Rules of Order (Revised): governs the proceedings of the General Faculty in all cases not provided for in these Bylaws.

## **ARTICLE VIII**

### **Revision of Bylaws**

- 8.1 These Bylaws will be reviewed every two (2) years by a committee of the General Faculty appointed for this purpose. These Bylaws may be amended at a General Faculty meeting by written notice to the faculty one (1) week prior to the meeting. Voting on the

amendment will occur at the next regularly scheduled meeting, and will require a vote of two-thirds (2/3) of the General Faculty.

*Approved: 9/3/86*

*Revised and Approved: 8/88, 5/89, 12/98, 6/01, 8/01, 9/03, 1/04, 5/05, 5/07, 3/09, 8/09, 8/10, 5/13, 9/15, 1/18, 1/19, 5/20*