

**CALIFORNIA STATE UNIVERSITY, FULLERTON****SCHOOL OF NURSING****BYLAWS OF THE GENERAL FACULTY****PREAMBLE****Background**

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 SON/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. **The Faculty Handbook can be found on the CSUF Faculty Affairs and Record website at <https://www.fullerton.edu/far/>.**

**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 and engagement 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. Communication and joint planning of goals for the SON, and collaboration with the College of Health and Human Development, and the University.
- B. Shared governance 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 all recommendations, decisions, or actions on policies affecting the SON are conducted with prior approval of the General Faculty and consistent with UPS documents.

- 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 major curriculum revisions, the introduction of a new curriculum or program, the addition or deletion of courses, the addition or deletion of credit hours, or changes to the grading scale.
- D. Recommendations on priorities related to budgetary expenditures and resource allocation.
- E. Policies affecting the SON General Faculty membership or its standing committees.
- F. Faculty membership on College, University and other committees.
- G. 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 have voting privileges on issues which directly relate to the KPSA program.

**3.2 SON Director:** The SON Director acts as Director of the General Faculty (hereafter known as Director). [See UPS 211.000](#), Responsibilities of Academic Units and Their Chairs and Directors

#### **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 digitally in the Dropbox.

### **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 for planning purposes. Meetings shall follow Roberts Rules of Order, unless otherwise noted.

**4.2 Additional 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 (tenured, tenure-track, full-time temporary lecturers in the FERP program, are expected to attend the General Faculty meetings. Staff, temporary part-time faculty, ad-hoc, and ex-officio members (i.e. Dean or Provost, etc.) are encouraged to attend as non-voting members.

#### **4.5 Agenda:**

- A. The Director is responsible for the preparation and distribution of the agenda with faculty input.
- B. Agenda topics for any meeting can be added at the request of the General Faculty membership prior to the meeting. Additions to the agenda that require immediate attention also may be requested at the beginning of meeting with approval of the membership.
- C. The agenda should minimally include
  - 1. Call to Order/Additions to Agenda
  - 2. Approval of Minutes
  - 3. Action Items including the faculty responsible for the action item
  - 4. Continuing/Ongoing Business, such as progress towards strategic plan goals
  - 5. New Business
  - 6. Reports of Standing, Ad Hoc Committees, and College and University committees, on which SON faculty are members
  - 7. Questions, announcements, including faculty accomplishments

**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. The General Faculty makes decisions regarding all policies and procedures affecting the SON and/or program functioning, including curricular, student, faculty, resource, and assessment and accreditation issues. The SON standing committees are responsible for developing, reviewing, evaluating, and revising policies and procedures, curricula, including the modification of, or the development of new courses, concentrations, programs, and certifications and making recommendations to the General Faculty with supporting rationale. All committee members are expected to be collaborative and participate in the work of the committee and any subgroups (i.e. taskforce) that are formed by the committee.

#### **5.2 Membership: General Rules**

- A. In addition to attendance at the General Faculty meeting, each full-time tenured/tenure-track faculty member is expected to actively serve on a minimum of two committees, one in the SON, the other may be a college or university committee. Full-time temporary lecturers will serve on one committee in addition to General Faculty meeting and receive a stipend for their participation. 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 conduct the committee's assigned functions. Committee members are expected 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 two years. 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. Faculty may also self-select to serve on one of the SON Standing committees or be elected to serve (i.e. School/DPC, Search).
  4. The SON Director and the Assessment and Accreditation Coordinator are ex-officio members of all standing committees.
  5. Each official committee member, including student representative(s) has voting privileges.
  6. All efforts will be made to recruit student members to serve on the Graduate, Undergraduate Program, and Assessment and Accreditation committees. Students are encouraged to engage in the collaborative process of the committee of which they are a member and provide feedback on issues or topics.
  7. Faculty or staff, such as Course Resource Faculty (CRF), former committee chairs, Program Coordinators, faculty in FERP, Student Advisors, Clinical Placement Coordinator, etc. may be asked, as needed, to provide information to any of the SON committees on issues with which they have expertise, to assist the committees in developing, reviewing, evaluating, and revising policies/procedures, curricula, including the modification of, or the development of new courses, concentrations, programs, and certifications.
- 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 at the first convened meeting for the academic year by a vote of committee members. The Program Coordinators of the Graduate and Undergraduate programs may also serve as chair or co-chair of their respective curriculum committees. The exception is the SON Search and School/DPC committees. They will convene in the Spring after the election and select their chair in the Spring semester for the next academic year (AY)
2. The duties of the Committee Chairs are to:
  - a. Call meetings of the committee and provide an agenda to all faculty prior to the meeting (so faculty can address concerns or get questions answered re: issues being discussed by other committees since faculty are only member of one curriculum committee)
  - b. Chair all meetings of the committee
  - c. Prepare a brief written annual report of goals and accomplishments and submit to the SON office at end of the AY.

- 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 to:
    - a. Prepare and amend the minutes of the committee meetings.
    - b. Circulate the minutes to the Chair and all members of the committee within one week of the meeting.
    - c. Upload one copy, with all relevant attachments, into the SON master digital file (Dropbox).

#### **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, Assistant Director, and Program Coordinators present during summer and winter intersession are given authority if needed prior to the reconvening of the General Faculty and or standing committees in the Fall semester to address urgent issues to ensure optimum program functioning during these time periods with SON Director approval.
- D. The standing committee 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 topic 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 beginning of the meeting that require immediate attention with approval of the membership.
- F. The agenda minimally should include:
  - 1. Call to Order/Additions to Agenda
  - 2. Approval of Minutes and Agenda
  - 3. Action Items including the faculty who is responsible for the action item
  - 4. Continuing/Ongoing Business, such as progress towards strategic plan goals; reports from College and University committees
  - 5. New Business
  - 6. Questions, including student concerns, announcements, correspondence
  - 7. Other
  - 8. Adjournment
- G. Meetings may be conducted in various formats; the format is to be determined by consensus during the first meeting of the academic year.

#### **5.5 Standing Committees**

- A. Assessment and Accreditation 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 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 EEAP.
    - b. Oversee evaluation procedures and processes, including administration, review, and analysis of survey and other SON data, such as Sky Factor.
    - c. Review aggregate data as indicated in evaluation plan and identify trends/patterns.
    - d. Present a summary report of statistical data and other findings to the appropriate standing committees and the General Faculty.
    - e. Participate in the Board of Registered Nursing (BRN) and-Collegiate Commission of Nursing Education (CCNE) approval/accreditation self-study processes.
    - f. Ensure Resource Room files, (CCNE-Standard IV) both digital and hard copies as needed are available for BRN, CCNE, and other accreditation 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: Promote faculty and staff camaraderie and collaboration and develop a culture of inclusion among faculty and staff.
  4. Functions:
    - a. Connect faculty and staff to SON and University resources.
    - b. Increase scholarly practice to include research and teaching excellence through workshops and Lunch and Learn activities.
    - c. Develop and promote a culture of growth and learning for staff and faculty.
    - d. Provide input and contributions to Faculty and Staff Retreats.
    - e. Develop and maintain the CANVAS site providing an online community for faculty and staff resources.
    - f. Promote employee wellness through activities and education.
- C. Graduate Program Committee (MSN and DNP)
1. Regular meetings: The committee meeting shall be scheduled once a month during the academic year. The meetings at the beginning and end of each semester will be in-person; the remainder of the meetings will be in a format agreed upon by the membership.
  2. 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. The student representative's role will be per the Student Handbook. and the aforementioned student role (5.2, A.6). Faculty will not serve on more than one program committee.

3. Purpose: To develop, review, evaluate, and revise as needed all graduate program curricula as well as educational and student policies and procedures. The GPC makes recommendations regarding the above and brings to the General Faculty with supporting rationale for consent
  4. Functions:
    - a. Develop, evaluate, and revise policies and procedures, curricula, including modification of, or the development of new courses, concentrations, programs, or certifications.
    - b. Review and revise policies related to admission, progression and retention, as well as graduation from graduate programs to ensure they are consistent with university admission criteria and compliant with statewide and national standards related to admission requirements and exit testing (e.g. certification).
    - c. Review and provide recommendations to the Director about student appeals related to Graduate program admission, readmission, probation, and dismissal.
    - d. Conduct a systematic review of the graduate programs (MSN, DNP), considering course and program evaluation outcomes, professional/educational program standards, societal and community needs, community, or health care industry changes, that may prompt the recommendation for and the development of new graduate programs to meet the community need.
    - e. Coordinate recommendations for library and media resources.
    - f. Concentration leads collaborate with clinical placement office on facilities/ preceptors.
    - g. Update website information related to the graduate program and the DNP and MSN. *Student Handbooks*. The handbooks can be found on the CSUF SON website, under the 'current student' tab.
    - h. Participate in the CCNE accreditation self-study process and the CCNE scheduled site visits as well as other accreditation activities related to specific concentration.
    - i. Collaborate with the Assessment and Accreditation officer to ensure appropriate resources are archived and available for accreditation.
    - j. Participate in the CCNE accreditation self-study process and the CCNE scheduled site visits.
    - k. Ensure appropriate resources are archived and available for accreditation.
- D. 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 for each program. The student representative's role will be per *the BSN Student Handbook*. The student handbooks can be found on the CSUF SON website, under the tab 'current students.'
  3. Purpose: To develop, review, evaluate, and revise as needed all undergraduate program curricula as well as educational and student policies and procedures. The UPC makes recommendations regarding the above and brings to the General Faculty with supporting rationale for consent.
  4. 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 exit testing (e.g. certification.).
  - 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 new BSN courses, and/or certifications. 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.
  - 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. Participate in Board of Registered Nursing self-study process and the Collegiate Commission of Nursing Education accreditation process.
  - i. Ensure appropriate resources are archived and available for accreditation purposes.
- E. School of Nursing/Department Personnel Committee (DPC)
1. Regular meetings: This committee shall be convened throughout the academic year by the Committee chair based on the committee activities.
  2. Membership: The committee consists of at least four (4) tenured SON faculty who are selected according to UPS 210.000 and the *Department Personnel Standards (DPS)*.
  3. Purpose: Responsible for faculty review processes for tenure, promotion, and reappointment as per the UPS.
  4. Functions:
    - a. Develop and revise as indicated the SON DPS and the SOQs in accordance with UPS 210.000 and bring recommendations to the General Faculty with supporting rationale.
    - b. Review faculty documents in accordance with UPS and DPS and make recommendations for tenure, promotion, and reappointment.
- F. Search Committee
1. Regular meetings: The committee meeting shall be convened by the committee chair based on the committee activities throughout the academic year.
  2. Membership: The committee consists of at least four (4) tenured SON faculty who are selected according to UPS 210.001.
  3. Purpose: With faculty input, identify faculty positions needed by the SON to maintain program integrity; to develop, review, and revise, position descriptions, as well as a recruitment plan that includes marketing to the target population (e.g. conferences, contact with doctorate granting institutions, professional organizations).
  4. Functions: Per the recruitment plan, seek qualified candidates for the SON positions; review application materials, interview candidates, and recommend a slate of

candidates to the SON; facilitate the final interview phase and present the faculty recommendations to the Director and Dean of HHD.

### **ARTICLE VI Faculty Professional**

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 that integrates shared governance.
- 6.3 Attend all required faculty committee, and ad hoc/taskforce meetings.
- 6.4 Maintain office hours per UPS 230.020.
- 6.5 Represent the University and SON at professional functions.

### **ARTICLE VII Parliamentary Authority**

- 7.1 Conduct meetings using Robert's Rules of Order.

### **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, 5/25*