

**COLLEGE OF NURSING FACULTY
GOVERNANCE AND BYLAWS**

ARTICLE I

NAME

The name of this organization shall be the College of Nursing at SUNY Upstate Medical University.

ARTICLE II

PURPOSE

MISSION

To leverage the powerful, professional voice of Nursing through outstanding education, clinical expertise and research to improve health across the communities we serve.

NAME

VISION

To be the preeminent public College of Nursing in New York State.

ARTICLE III

ORGANIZATION

The organizational structure of the College is designed to interface with campus wide governance and to support the philosophy, mission and core values of the College and to reflect the College's Strategic Plan. The organizational structure is made up of both administrative and programmatic functional appointments to ensure ongoing direction and support for the academic enterprise, including faculty advancement, research, education, and development. The academic programs of the College are organized into the Undergraduate Nursing, Advanced Practice, Post-Masters, and Doctor of Nursing Practice programs, and are led by faculty.

1. ADMINISTRATIVE LEADERSHIP

An organizational chart depicting administrative roles and relationships of the College of Nursing is attached.

Dean is the chief academic and administrative officer of the College and a member of the tenured faculty. The Dean is appointed by and accountable to the President of the University. The Dean provides the vision, overall direction, and leadership to ensure the ongoing development, quality, financial stability, and wellbeing of the College. The Dean works collaboratively with faculty, administrators, and other key colleagues in executing his/her responsibilities. The Dean is responsible for leading strategic planning; faculty recruitment, appointment, evaluation, and promotion, and for making decisions relating to the following matters; student and alumni relations; supervising the senior academic and administrative leaders within the College, establishing and implementing academic and administrative policy in the College, raising and managing funds, and promoting and representing the College to the broader external community.

Associate Deans, Assistant Deans With the approval of the President the Dean may appoint Assistant and Associate Deans in accordance with the Bylaws of the SUNY Board of Trustees. Associate and Assistant Deans will have such responsibilities as may be assigned to them by the Dean and shall report to the Dean.

College of Nursing Executive Committee (CNEC) provides advice and guidance to the Dean on matters relating to the overall wellbeing of the College, including its future direction, policy, planning, ongoing performance, budgetary matters, academic affairs and related policies and procedures. The membership consists of the Dean, Associate Dean and Assistant Deans, and is supported by the Dean's administrative assistant.

2. PROGRAM LEADERSHIP

The College's educational programs include the Undergraduate Nursing, Advanced Practice, Post Masters and Doctor of Nursing Practice (DNP) programs. The Undergraduate Nursing, Advanced Practice and DNP programs are led by program directors who report to the Dean.

Director of Undergraduate Nursing Program provides leadership in the management of the Bachelor of Science in Nursing program through curriculum development, systematic evaluation and program planning. The Director conducts continuous quality improvement activities in conjunction with the Outcomes and Evaluation Committee, and collaborates with the Curriculum

Committee in curriculum revisions. The Program Director provides direction and supervision to clinical and course coordination. They work in conjunction with the Office of Admission and Student Services for recruitment and marketing, respond to potential student inquiries, participate in the admission process, and serve as advisors to students. The Director of the Undergraduate Nursing Program is doctorally prepared and preferably tenured, with academic expertise in undergraduate education

Director of Advanced Practice Programs provides leadership in the management of the Advanced Practice programs and specialty tracks through curriculum development, systematic evaluation and program planning. The Director conducts continuous quality improvement activities in conjunction with the Outcomes and Evaluation Committee, and collaborates with the Curriculum Committee in curriculum revisions. The Program Director relates to external agencies and monitors and reports performance of students on certification examinations. The Program Director provides direction for and collaborates with specialty program coordinators, clinical coordinators, and oversees course coordination. They work in conjunction with the Office of Admission and Student Services for recruitment and marketing, respond to potential student inquiries, participate in the admission process, and serve as advisors to students in their specialty. The Director of Advanced Practice Programs is doctorally prepared, preferably tenured, and preferably nationally certified in a specialty offered by the College.

Director of Doctor of Nursing Practice (DNP) Program provides leadership in the management of the DNP program through curriculum development, systematic evaluation and program planning. The Director conducts continuous quality improvement activities in conjunction with the Outcomes and Evaluation Committee, and collaborates with the Curriculum Committee in curriculum revisions. The Director relates to external agencies and along with other faculty, supervises students in the clinical setting and oversees course coordination. The Director works with the Office of Admissions and Student Affairs for recruitment and marketing, responds to potential student inquiries, participates in the admission process, and serves as advisors to students. The Director of the Doctor of Nursing Practice Program is doctorally prepared, preferably tenured, nationally certified in a specialty offered by the College of Nursing, with academic and practice expertise in graduate education.

Leadership Council is the advisory body of the College and provides advice and guidance to the Dean on planning, ongoing program performance, and related policies and procedures. The Leadership Council is responsible for advancing the College's Strategic Plan. The membership consists of the Associate Dean, Assistant Deans, Program Directors and an elected member of the faculty, and is supported by the Dean's administrative assistant. The Dean chairs the Leadership Council and may appoint other members as the need arises.

3. **FACULTY**

Faculty are central to the academic enterprise of the College. They are responsible for the establishment of academic policy related to the admission, progression and retention of students; curriculum; student advisement; and the quality of programs in education, research and service. The faculty shall also be responsible for policy regarding selection, retention and

promotion of faculty, consistent with the bylaws of SUNY Board of Trustees and University policies and procedures.

ARTICLE IV

COLLEGE OF NURSING FACULTY MEMBERSHIP

The faculty of each SUNY College is comprised of the chancellor, the President, the chief administrative officer, members of the voting faculty of the college, and other members of the academic staff of the college.

Voting faculty

The voting faculty of the college shall be composed of:

- (a) the chancellor, the President, the chief administrative officer of the college; and
- (b) members of the academic staff of the college having academic rank and term or continuing appointment.

Others

Student participation shall be on regular and standing committees in accordance with the Bylaws of the Student Association of the College of Nursing (SACON) and at the discretion of the chief administrative officer. Adjunct faculty, consultants, resource persons, and representatives of cooperating agencies may participate in faculty and standing committees by invitation.

ARTICLE V

FACULTY MEETINGS

In accordance with SUNY Board of Trustees regulations, the chief administrative officer of the college shall be the chair of the faculty. Both the chancellor and the chief administrative officer of each college shall be empowered to call meetings of the college faculty. The agenda of each meeting of these bodies shall provide, as a priority order of business, an opportunity for both the chancellor and chief administrative officer to present their reports.

1. The Faculty of the College of Nursing shall meet at least once each month during the academic year.

2. Additional meetings may be called by the Chair or at the request of any faculty member.
3. Meetings may be cancelled at the discretion of the Chair.
4. Written notices, meeting materials, minutes, and agenda shall be distributed to all members of the Faculty one week prior to the regularly scheduled meetings.
5. Each meeting will include reports from leadership and standing committees.
6. Meetings of the Faculty of the College of Nursing shall be open to visitors invited by the Chair who may address the organization upon recognition by the Faculty Chairperson and with consent of the members.
7. An administrative staff member shall keep minutes, permanent files, correspondence, and other documents.
8. Student representatives will be selected at the beginning of the fall semester by the Student Association of the College of Nursing and attend Faculty committee meetings as invited by the Chair.
9. Annual reports of each standing committee will be reviewed at the last meeting of the academic year.

ARTICLE VI

QUORUM AND VOTING

1. A simple majority of the voting members shall constitute a quorum for transaction of business.
2. Each member holding academic rank and a full- or part-time appointment shall have one vote.
3. Only those present may vote; there will be no voting by proxy.
4. Decisions shall be made based upon a simple majority of those voting.

ARTICLE VII

COLLEGE OF NURSING COMMITTEES

The College of Nursing Standing Committees are permanent active committees that bring their recommendations to the Faculty for final approval.

Ad Hoc Committees shall be formed as needed to conduct the extra business and special tasks of the College of Nursing. Ad Hoc committees shall be dissolved after their specific duties have been fulfilled.

The Dean is an ex-officio member of all College of Nursing committees.

Student representatives will be selected at the beginning of the fall semester by the Student Association of the College of Nursing and attend Faculty committee meetings as invited by the Chair.

A quorum of a committee shall be a majority of its membership.

Each Standing Committee:

- a) Shall meet at least once each month during the academic year.
- b) May call additional meetings at the direction of the chair to address responsibilities of the committee.
- c) May cancel meetings at the discretion of the Chair.
- d) Will submit a report of substantive issues at each faculty meeting and an annual report at the end of the year faculty meeting.

Section 1 – College of Nursing Standing Committees

There shall be the following Standing Committees of the College of Nursing:

- 1. Curriculum and Assessment
- 2. Outcomes, Evaluation and Enrollment Management
- 3. Appointment, Promotion and Tenure
- 4. Policy & Student Affairs
- 5. Advanced Practice Nurse Committee
- 6. Faculty Assembly

Curriculum and Assessment

Purpose

Review curricula of each program at least once every 2 years to determine if objectives of the programs are being met in an effective manner and propose any needed changes to full faculty; review, and propose to faculty all proposals for new programs or tracks; review and propose to faculty all proposals for revisions in established programs;

Membership

- a) The Chair will be appointed by the Dean.

- b) Two members will be nominated by faculty and two will be appointed by the Dean.
- c) A student representative will be selected at the beginning of the fall semester by the Student Association of the College of Nursing.

Responsibilities

- a) Conduct formative and summative evaluation of the curricula offered by the College of Nursing.
- b) Review and make recommendations for revision of the curricula to meet needs identified through the evaluation process.
- c) The Chair shall prepare and submit proposals for curriculum revision to be presented to the full faculty for approval.
- d) Submit curriculum action forms to the registrar for approved curricular changes.
- e) Keep appropriate written documentation of committee activities which shall be available to all members of the faculty.
- f) A Curriculum Evaluation Workshop shall be held at conclusion each Fall and Spring semester.

Outcomes, Evaluation and Enrollment Management

Purpose

1. Propose and implement a plan of program evaluation in relation to the CON mission and goals. Perform ongoing program evaluation of all programs by collecting and analyzing data related to student learning outcomes, program outcomes, and *Essentials of Nursing Education* to meet the standards for accreditation and strengthen the College of Nursing academic programs.
2. Review and propose revisions to criteria for admission into each program; review individual applications and make recommendations for admission into each program; develop review processes to determine/recommend appropriate faculty/student ratios and size of each program.

Membership

- a) The Chair will be appointed by the Dean.
- b) Two members will be nominated by faculty and two will be appointed by the Dean; all programs will be represented.

Responsibilities

- a) The committee members shall serve on the campus CON Admissions Committee.
- b) Review applicant files and participate in decisions regarding admission and enrollment management.
- c) Review admission criteria annually and recommend revision as appropriate.
- d) Evaluate effectiveness of programs by student achievement related to: graduation rates, licensure/certification pass rates; job placement rates; and program satisfaction defined as graduate, alumni, and employer program satisfaction.
- e) Assessment and evaluation activities of the undergraduate and Advanced Practice Programs shall be reviewed annually.
- f) Develop and implement evaluation tools to measure program outcomes and the standards of accreditation bodies.

Appointment, Promotion and Tenure

Purpose

Review, recommend and implement policy related to the appointment, promotion and tenure of College of Nursing faculty.

Membership

- a) The Chair will be appointed by the Dean and hold continuing appointment.

- b) The committee shall consist of four members, two will be nominated by faculty and two will be appointed by the Dean.

Responsibilities

- a) Advertise, screen applications, and conduct interviews of faculty candidates for new positions.
- b) Evaluate faculty according to the *College of Nursing Guidelines for the Evaluation of Faculty for Appointment, Reappointment, Continuing Appointment, and Promotion*.
- c) Make recommendations to the Dean regarding new faculty appointments, reappointments, continuing appointments, and promotion of faculty.
- d) Review and recommend revisions of the *College of Nursing Guidelines for Faculty Appointment, Reappointment, Continuing Appointment, and Promotion*.
- e) Evaluate adjunct faculty according to the *College of Nursing Guidelines for the Appointment, Evaluation and Reappointment of Adjunct Faculty*.
- f) Make recommendations to the Dean regarding new or continuing adjunct faculty appointments.
- g) Review and recommend revisions of the *College of Nursing Guidelines for the Appointment, Evaluation and Reappointment of Adjunct Faculty*.
- h) Serve in an advisory capacity at the request of individual faculty members to consider issues related to their own professional development.
- i) Amend the roster of voluntary clinical faculty biannually.
- j) Recommend faculty for Faculty Awards, such as Presidents Award for Teaching, Chancellor's Award for Teaching.
- k) Maintain faculty handbook.

Policy & Student Affairs

Purpose

Review, recommend and implement policies related to admission, retention, progression, and graduation of students enrolled in the nursing programs.

Membership

- a) The Chair will be appointed by the Dean.

- b) Two members will be nominated by faculty and two will be appointed by the Dean.
- c) Ad hoc faculty members will be solicited as needed.
- d) A student representative will be selected at the beginning of the fall semester by the Student Association of the College of Nursing.

Responsibilities

- a) Review, revise, develop and recommend academic policy to the faculty committee to serve as guidelines for nursing program implementation.
- b) Ensure College of Nursing membership on the Student Evaluation Committee.
- c) Receive and review notice of students in academic difficulty at the end of each semester.
- d) Monitor progress of students who have been identified as having academic difficulty.
- e) Hear, review and decide the outcome of Appeal of Grades at CON level, following the approved CON Grievance Procedures.
- f) Establish criteria for student awards and honors; review and recommend students for graduation awards and academic scholarships.
- g) Serve in an advisory capacity to the Dean regarding the awarding of scholarships and awards.
- g) Review College of Nursing Bylaws every 2 years or as needed.
- h) Review and make recommendations annually for revision to the student handbook, college catalogue, website and other college related publications.
- i) Coordinate social media output for the College of Nursing.

Advanced Practice Nurse

Purpose

Review, recommend and implement policies and standards of practice related to the advanced practice clinical tracts.

Membership

- a) The Chair will be appointed by the Dean.
- b) Two members will be nominated by faculty and two will be appointed by the Dean.
- c) Ad hoc faculty members will be solicited as needed.
- d) A student representative will be selected at the beginning of the fall semester by the Student Association of the College of Nursing.

Responsibilities

- a) Coordinate implementation of the graduate and post master's clinical curricula in compliance with approved curriculum committee and faculty, essentials and accrediting standards.
- b) Collaborate with Curriculum and Assessment Committee to evaluate national trends and standards in advanced clinical practice to ensure clinical curricula and program goals remain consistent with current standards, and recommend new curricula as necessary.
- c) Ensure coordination and consistency in implementation of graduate curricula across specialty tracks.
- d) Collaborate with Outcomes, Evaluation and Enrollment Management Committee to monitor program outcomes and admission and progression standards and make policy and curricular recommendations as needed.

Faculty Assembly

Purpose

The Assembly of the College of Nursing is established to facilitate the attainment of faculty professional objectives in the conduct of instruction, research, and service programs for which the College is responsible.

Meetings

- a) This body meets monthly.

Membership

- b) It is composed of full and part time faculty of the College of Nursing.

Responsibilities

- c) Elect a chair.
- d) Elect a secretary.
- e) Keep appropriate written documentation of committee activities which shall be available to all members of the faculty.
- f) Submit a report of substantive issues at each faculty meeting and an annual report at the end of the year faculty meeting.

Section 2. Campus Standing Committees

Each member of the faculty of the College of Nursing is responsible for contributing to the success of the University by serving on standing and ad hoc campus committees as indicated.

SUNY University Faculty Senate

Purpose

The system-wide University Faculty Senate, representing the State-operated and statutory colleges, is the official agency through which SUNY faculty engage in governance of the University and promote educational policies within the University and serves as an advisory body to the Chancellor.

Membership

Composed of elected faculty from each of the colleges. Upstate Medical University is represented by 4 Senators and 4 Alternate Senators. The Faculty Senators serve as a liaison between our local campus and the University Faculty Senate.

College of Nursing Membership

To ensure the voice of the College of Nursing, volunteer membership by a faculty member on this committee is encouraged.

Upstate Faculty

Purpose

Upstate Faculty is the name of the organization representing all Faculty members at Upstate. One annual meeting is held as specified by the President.

Officers

- The Chair of the Upstate Faculty, by SUNY Board of Trustees Policies, is the President of Upstate.
- The Vice-chair and presiding officer is the Chair of the Upstate Faculty Council.
- The Secretary is the Secretary of the Upstate Faculty Council

Membership With vote:

- SUNY Chancellor and Upstate President
- Upstate Faculty with academic rank
- Upstate Faculty with qualified rank
- Research Foundation Faculty
- Administrative officers with faculty appointments

Upstate Faculty Council

Purpose

The inter-collegial body called the Upstate Faculty Council expresses the voice of the Upstate Faculty. The Upstate Faculty Council is composed of all faculty and addresses issues that are of concern to **more than one college**. Upstate Faculty Council involvement in multi-college issues is for promoting communication between colleges and the development of suggestions for the betterment of Upstate.

Upstate Faculty Council Standing Committees

Membership

1. Standing committees shall be comprised of no more than 7 faculty members from at least 3 colleges and the Library, of which 4 members are elected by the Upstate Faculty. The Upstate Faculty Council with consultation from Administrative Officers appoints the remaining members. The candidates with the most votes (plurality) who ALSO represent 3 different colleges and the library will be elected.

2. In addition to the above-mentioned members the student governing body shall be invited to appoint one undergraduate and one graduate student to serve on the Academic and University Affairs committees.
3. Terms of committee members shall be staggered 3-year terms.
Proviso: for the first election under these bylaws, terms shall be two years and three years as established by the plurality vote.
4. College of Nursing Membership

To ensure the voice of the College of Nursing, faculty will have membership on each of the Faculty Council's standing committees.

Academic Affairs

The Academic Affairs committee shall be responsible to address issues such as but not limited to:

1. Interprofessional Education: educational opportunities with potential for multi-college involvement.
2. Accreditation issues and experiences.
3. Commencement and Faculty Convocation.
4. Infrastructure and planning as it relates to the academic mission of Upstate.
5. Upstate Faculty research issues.
6. Academic calendars of Upstate.
7. Supportive services. (i.e. library, informational technology, etc)
8. Addressing other issues as assigned by the Upstate Faculty Council.

Upstate Affairs

Upstate Affairs committee shall be responsible to address issues such as but not limited to:

1. Participating in budget process through President's Budget Forums or other appropriate mechanisms.
2. Participating in the development and implementation of the strategic plan process.
3. Participating and providing suggestions regarding University-wide initiatives affecting student and faculty life such as diversity and environmental programs and regional community involvement.
4. Discussing and providing suggestions regarding University Faculty and Student Judicial policy and professionalism standards.
5. Address other issues as assigned by the Upstate Faculty Council.

Faculty Affairs

The Faculty Affairs committee shall be responsible to address issues such as but not limited to:

1. Reporting on Faculty demographics.
2. Faculty development programs and activities.
3. Evaluation of Faculty teaching effectiveness.
4. Faculty awards.
5. Multi-college administrators' search process.
6. Participate in multi-college Administrative Officers' and President performance review process.
7. Addressing other issues as assigned by the Upstate Faculty Council.

ARTICLE VIII

AMENDMENTS

Section 1 - Review and Revision

The Bylaws shall be reviewed and revised every second year by the Policy and Student Affairs Committee.

Section 2- Amendment with Notice

These Bylaws may be amended by a two-thirds vote of the Faculty Committee of the College of Nursing when notice of the proposed amendment(s) is provided to each member at least ten working days prior to the meeting.

Section 3 - Amendment without Notice

These Bylaws may be amended without prior notice and by unanimous vote, at any scheduled meeting of the Faculty Committee of the College of Nursing.

ARTICLE IX

PARLIAMENTARY PROCEDURE

Except as otherwise provided in these Bylaws, *Roberts Rules of Order* shall govern the procedure of all meetings of the Faculty Committee and its committees.

ARTICLE X

These Bylaws shall be effective immediately upon adoption.

Adopted:	12/87	Revised	4/4/96	Revised 7/ 24/13
Revised:	10/20/88	Revised	5/9/96	Revised 9/30/13
Revised:	1/91	Revised	2/02	
Revised:	7/7/94	Revised	6/02	
Revised:	3/12	Revised	3/13	

