

College of Nursing By-laws

Preamble

In accordance with **Article III** of the Policies of the Board of Trustees of the State University of New York, the faculty of the College of Nursing organizes and adopts these Bylaws as standards of governance for the Assembly of the College of Nursing State University of New York Upstate Medical University.

Definitions

"Academic Rank." Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian.

"Academic Staff." The staff comprised of those persons having academic rank or qualified academic rank.

"Academic Year." Starts with the Fall semester and includes Fall, Spring & Summer. A new academic year begins the following Fall.

"Administrative Staff." (management-confidential) The Dean.

"Board of Trustees." The Board of Trustees of the State University of New York.

"Center for Continuing Nursing Education." The Center for Continuing Nursing Education provides professional development opportunities for nurses including the post-master's certificate program and continuing education conferences, workshops, and mini courses.

"Chancellor." The Chancellor of the State University of New York.

"College." Academic component of Upstate as defined by the Administration of Upstate. Unless otherwise specified in these bylaws, college shall refer to the College of Nursing.

"CON." College of Nursing.

"Dean." Chief Administrative Officer of the college; in these bylaws, Dean refers to the Dean of the College of Nursing.

"Department." An administrative unit of the College of Nursing as found on the organizational chart of Upstate.

"President." Chief Administrative Officer of the SUNY Upstate Medical University.

"Qualified Academic Rank." Rank held by those members of the academic staff having titles of lecturer or titles of academic rank preceded by the designations "clinical," "adjunct," or "visiting," or other similar designations.

"Student Representative." A student matriculated in the College of Nursing who has been designated to represent the student body.

As used in these bylaws, unless otherwise specified, the following terms shall mean:

"University." State University of New York.

"Upstate." SUNY Upstate Medical University.

"Upstate Faculty." The organization comprised of all the full and part-time members of Upstate Faculty and chaired by the Upstate University President.

"The Faculty." The Chancellor, the President, the Dean, other Administrative Officers of Upstate whose primary responsibility involves educational programs, and the Academic staff.

Upstate Faculty -The CON Assembly works with-in the Upstate Faculty framework

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

Article I -CON of the Upstate Medical University of the State of New York

Name

The name of this organization shall be "The College of Nursing of the Upstate Medical University of the State University of New York," hereinafter referred to as College of Nursing (CON) Assembly. The CON Assembly works in an advisory manner and ensures all the work of "Upstate Faculty Council's Standing Committees" has CON representatives and reports to the CON Assembly at assigned meetings.

Article II

MISSION

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

VISION

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

PURPOSE

In Shared Governance, the Faculty is responsible for curriculum and ensuring students meet the criteria for graduation.

The CON Assembly's purpose is therefore:

1. Provide a means for the members to exercise their right and obligation to participate significantly in the initiation, development, and implementation of educational policies and programs at the CON level and the University as a whole level.
2. Be responsible for the conduct of the college's education, research and service programs.
3. Provide the means for fulfillment of the responsibilities and prerogatives of the members as stated in the Bylaws of the Assembly, Upstate Faculty and Faculty Council, and in the policies of the Board of Trustees.
4. Provide a means for formal channels of communication among members of the Assembly.
5. Acts in an advisory capacity in all works of the CON All Faculty.

Article III

Functions of the CON Assembly

1. The Assembly shall consult with and inform the Chancellor, the President, the Dean, and other administrative officers or staff, when necessary, on matters pertaining to issues of the Assembly in the education, research, and service mission of Upstate.
2. The Assembly shall review and act upon all matters referred to it by the Chancellor, President, Dean, Upstate Faculty Council, committees of the Assembly, or individual members of the Assembly.
3. The Assembly shall review and/or act upon the reports and recommendations of the Upstate Faculty, Faculty Council and all standing and ad hoc committees of the Assembly.
4. Through Faculty Affairs the CON representative will participate in multi-college Administrative Officers' and President performance review process. (Faculty Council By-laws).
5. Design, implement, and evaluate curricula which prepares graduates to assume a generalist or an advanced practice nursing role in meeting the current and future health care needs of society.
6. Establish academic policies, standards, and other general policies to guide achievement of the mission of the College of Nursing.
7. Support continuing nursing education activities.
8. Ensures College of Nursing representation to the Senate, the University's Faculty Organizations to assure participation in the governance process at the local and state level. The Faculty Assembly will follow the nomination and voting policies of the University to ensure CON representation.

If a CON faculty member needs to withdraw from a University faculty level committee, the Dean of the CON will appoint a replacement to serve out the term of the faculty member needing to withdraw.

Organization of the CON Assembly

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 the Doctor of Nursing Practice programs and are led by the faculty. Duties and

work of the college not delegated to the College of Nursing Assembly's By-Laws will remain as Department of Nursing responsibilities and be overseen by the Dean through faculty approved policies and procedures.

Article IV

A. Membership for CON Assembly

1. Members
 - a. Membership in the CON Assembly shall be extended to members of the academic staff and faculty of the college holding academic rank
 - b. Student representatives as defined in Article IV
2. Voting Members
 - a. Members of the academic CON Faculty, with rank
 - b. Student representatives on committees
 - c. Support Staff- pertaining to Nursing Department committee votes
3. Non-Voting Members
 - a. Persons having adjunct/TA appointments
 - b. Voluntary faculty
 - c. Support Staff-For CON Assembly Work
4. The Secretary of the Assembly in consultation with the Dean shall keep an official and up to date membership list of the Faculty indicating those members who are eligible to vote in the meetings of the Assembly.

B. Dues

Membership in the Assembly shall not be conditional upon payment of dues.

Article V

A. Officers for CON Assembly:

The officers of the CON Assembly shall be the Chairperson, Vice-Chairperson and Secretary (staff support member), nominated and elected by the faculty. The Chairperson and Vice-Chairperson will have voting privileges.

1. Qualifications: The Chairperson and Vice-Chairperson must be voting members and may not hold an administrative (management) staff position at the college level.
2. Term of office: The term of office for each officer shall be two years. Term shall begin at the start of the academic year (Fall, Spring, Summer). On the even years, the Assembly shall elect a Chairperson and on the odd years, the Assembly shall elect a Vice Chairperson and secretary.
3. No officer shall be eligible to serve more than two consecutive terms* in the same office. A vacating officers' term will be completed by an appointed faculty member by the Assembly Chair.
4. Duties: These officers shall perform the duties prescribed by these bylaws and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Assembly.

- a. The Chairperson shall:
 - i. Be the presiding officer at all Assembly meetings.
 - ii. Prepare an agenda for meetings of the Assembly.
 - iii. Appoint the Parliamentarian to the Assembly.
 - iv. Serve as non-voting member on the Faculty Council.
- b. The Vice-Chairpersons shall:
 - i. Be responsible for the orientation to faculty governance for new faculty in the college.
 - ii. The Vice-Chairperson shall assume the duties of the chair in his / her absence and shall assist in all duties and responsibilities of the chair as requested
- c. The Secretary shall:
 - i. In consultation with Dean's Office keep an official and up-to-date membership list of the members, indicating those members who are eligible to vote in the meetings of the Assembly.
 - ii. Keep and post minutes, ensure student representatives who cannot attend a meeting receive minutes and an opportunity to vote on issues.
 - iii. Inform referring bodies of actions taken at Assembly meetings as directed by the Chair
 - iv. Ensure membership in and term limits are followed according to the university's/CON policies

B. Councilors to University Faculty Council

Two elected Councilors shall represent the Assembly at Faculty Council meetings. Elected Councilors or their alternate must attend at least 75% of all regular Council meetings, annually. If more than 25% of all regular meetings are missed without representation that Councilor is automatically removed and cannot be eligible for membership for a period of 2 years, following the year of removal. The Councilor's alternate then shall serve out the remainder of the Councilor's term.

1. Qualifications

Councilors must be academic faculty from the Assembly for a period of one year of FT/PT service.

2. Election

Councilors shall be elected by the voting members at the January Faculty assembly meeting to begin their terms in the start of the Fall Academic year or electronically determined in January with term commencing in the Fall academic year. Election of Councilors shall be consistent with the Upstate Faculty Bylaws, Article V: D.2

Term-

- a. Councilors shall serve a 3 years term or until a successor is elected and shall assume office immediately upon election with the proviso that the first year terms may be shorter to establish a rotation.
- b. Elected Council members may serve no more than two consecutive terms unless at least one year has elapsed from the conclusion of the second term.

3. Duties

Councilors shall report to the Assembly following each meeting of the Upstate Faculty Council and shall bring items to the Council as recommended by the Faculty Assembly.

Upstate Faculty Council Standing Committees

The general responsibilities of standing committees of the Faculty Council in consultation with the appropriate Upstate constituency shall be to:

1. Bring to committee for report and/or discussion those issues, concerns and plans from their college faculty governance which fall within the purview of the committee and to bring information and suggestions back to their college faculty governance for discussion.
2. Request information and reports from, and provide suggestions to the President, appropriate President appointed committees, other administrative officers and college assembly chairs with respect to any matter affecting Upstate.
3. Deal with matters referred to the committee
4. Committees report monthly to CON Assembly

Each committee has a liaison from administration to help it deliberate issues.

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.

Committee specific areas of involvement include:

Academic Affairs

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

Upstate Affairs

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

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

Council Operations

1. Conducting nomination and election process for:
 - a. SUNY University Faculty Senators
 - b. Upstate Faculty Council Officers
 - c. Elected Standing Committee members
2. Periodic review of the Faculty Governance and SUNY Board of Trustees Bylaws including pertinent Upstate and SUNY policies to ensure compliance.
3. Oversight of Upstate Faculty Council and committee performance.
4. Oversight and updating of Faculty Governance webpage.
5. Addressing other issues as assigned by the Upstate Faculty Council.

C. University Judicial Board, Academic Honesty Committee, and Appeals Board

The student judicial process includes the University Judicial Board, Academic Honesty Committee and Appeals Board. The Judicial Board is responsible for hearing cases of personal/social misconduct, the Academic Honesty Committee is responsible for hearing cases of academic misconduct/dishonesty, and the Appeals Board hears cases when a student appeals the outcome of misconduct or dishonesty review. The Judicial Board, Academic Honesty Committee and Appeals Board are under the purview of the Dean of Student Affairs and function in accordance with the judicial process outlined in the Student Code of Conduct.

1. Membership

The faculty members elected by the Assembly serve as the faculty pool for these judicial bodies. For a particular case, the Dean of Student Affairs selects the faculty members from the pool to serve in accordance with judicial policies.

2. Election

Annually, the Assembly shall elect one faculty member from the college to serve in the pool with the proviso that in the first year, a sufficient number will be elected to establish a pool of 3 faculty members with staggered terms. Elections will occur in January and term will start in the Fall of the next academic year. Election of the representative shall be in accordance with campus judicial policies.

3. Term

The Representative to the Judicial Board shall serve a 3 year term or until a successor is elected, and assume office immediately upon election with the proviso that for first election, terms will be adjusted to establish a rotation.

4. Duties

Representatives shall perform those duties specified by campus judicial policies.

D. Nominations and Elections to University wide committees as listed above

a. The CON Assembly secretary shall establish a slate for the following positions based on a faculty survey of who is interested in specific committees. This is done in January for terms beginning in the fall of the new academic year.

b. The slate shall be presented and nominations accepted from the floor at the January Assembly meeting that is considered the deemed Annual faculty Meeting.

i. Assembly officers,

ii. Judicial Board, 1 member and 1 alternate

iii. University Faculty Councilors (2) who have volunteered to serve and 2 alternates

iv. Student Evaluation Executive -2 members

If vacancies remain on these committees the Dean will appoint faculty members to fill the vacancies and present this information at the next CON Assembly Meeting.

Elections

- a. The Faculty secretary shall present the final slate for vote and conduct the election at the Annual Meeting (January) of the Assembly or by electronic ballot. Nominations should be decided 2 weeks prior to the January (Annual) Meeting and shared with the faculty when the agenda is distributed.
- b. Voting shall occur by ballots, written or electronic, prepared in a manner that allows for confidentiality, except when there is but one nominee for office, when a voice vote may be called.
- c. When written ballots are used, absentee ballots may be obtained from the Faculty assembly secretary prior to the Annual (January) Meeting or in the case of a special election meeting called for that purpose. Absentee Ballots must be returned to the Faculty Assembly Secretary prior to the meeting for election.
- d. Election results shall be determined by Roberts Rules.

Vacancies

1. Chairperson -

If the Chairperson becomes disqualified, removed from office, resigns, or dies, the Vice-Chairperson shall succeed to the vacated office.

2. Other Officers or Representatives

Vacancies created by disqualification, removal, resignation, or death of other officers or representatives shall be filled by special election following the directions under "Elections" section of these by-laws.

3. Removal from Office

a. If an officer is temporarily unable to perform the duties of his or her office, the Chair of CON Assembly may, after a review of the circumstances appoint an interim.

b. In the event that an elected officer is unable or chooses not to fulfill the duties of his / her office, the Faculty Assembly Chair may, after a review of the circumstances, notify the secretary of the Faculty Assembly of the intent to declare the office vacant, and initiate procedures to fill the office.

Article VI

A. Meetings

1. The CON Assembly meeting includes the Dean's report, committee chair reports (CON and University committees), and matters that pertain to old business and new business. The Dean and support staff will excuse her/himself at least ten minutes prior to the end of the meeting if requested by the Chair of the Assembly to address any faculty concerns. Minutes for this section of the meeting shall be the responsibility of the Vice-Chair.
2. The annual meeting is considered the January meeting.
3. The CON Assembly of the College of Nursing shall meet at least once each month during the academic year.
4. Additional meetings may be called by the Chair of the CON Assembly or at the request of any faculty member.
5. Meetings may be cancelled at the discretion of the Dean.
6. Written notices, minutes and agenda shall be distributed to all members of the Faculty Assembly members prior to the regularly scheduled meeting.

B. Quorum and Voting-For CON Assembly

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 and students serving on Standing committees of the CON.
3. *Roberts Rules* are followed for voting determinations.
4. e-voting and e-discussion according to *Robert Rules* are allowed.
5. The voting faculty of the college shall be composed of: the Chancellor, the President of the University, the Dean of the college and members of the academic staff of the CON.
6. Support staff of the CON shall have voting rights for any issues presented relating to the Department of Nursing and not related to the responsibilities of the CON Assembly.

7. By-Laws
 - a. The By-laws shall be reviewed and revised every two years by the Policy & Student Affairs Committee.
 - b. Revisions must be approved by 2/3 of the voting members as per *Roberts Rules* when notice of the proposed amendments is provided to each member at least ten working days prior to the meeting.
 - c. These By-Laws may be amended without prior notice and by unanimous vote, at any scheduled meeting of the CON Faculty Assembly.

Article VII

- A. **CON Assembly Committees**-Given the Faculty is responsible for the curriculum and ensuring students have met the criteria to graduate as well as participating in SUNY's shared governance framework, the following committees report to:
 - a. Nursing Department (report to Dean)
 1. Admissions and Enrollment
 2. Policy and Student Affairs
 3. Appointment, Promotion and Tenure
 4. Outcomes and Evaluation
 - b. CON Assembly (report to committee Chair)
 1. Curriculum Assessment
 2. Faculty Council
 3. University Committees
- B. The Dean provides report at the beginning of the meeting and all non-faculty are permitted to either stay or leave for the CON Assembly committee reports.
- C. Ad Hoc Committees shall be formed as needed to conduct the extra business and special tasks of the CON. Ad Hoc committees shall be dissolved after their duties have been fulfilled.
- D. The Dean and Chair will meet prior to and following the CON Assembly meeting to discuss matters arising and for follow up planning. In the absence of the Chair of the CON Assembly, the Vice Chair of the CON Assembly will be the assigned meeting representative.

The Dean is an ex-officio member of all CON Assembly and Nursing Department Committees.

Student representatives will be selected at the beginning of the academic year (Fall semester) by the CON Student Representative on the Student University Council. The secretary of the CON Assembly will notify students of scheduled meetings and if needed send the student representative minutes of their respective committee's meeting and obtain their vote on issues needing to be decided.

CON Assembly Standing Committees -Responsibilities and membership as established by
Upstate Faculty

1. Faculty Council
 - a) Academic Affairs
 - b) Faculty Affairs
 - c) Upstate Affairs
 - d) Council Operations

Article VII

Parliamentary Procedure

Except as otherwise provided in these Bylaws, Roberts Rules of Order, Newly Revised shall govern the procedure of all meetings of the Faculty Assembly Committees and its committees.