

SOUTHEASTERN LOUISIANA UNIVERSITY
COLLEGE OF NURSING AND HEALTH SCIENCES
SCHOOL OF NURSING
BYLAWS OF THE FACULTY ORGANIZATION

ARTICLE I
TITLE

The official title is the Faculty Organization of the School of Nursing

ARTICLE II
PURPOSE AND FUNCTIONS

- Section I The purposes of the Faculty Organization are to serve as the policy making body of the faculty in all matters requiring faculty action or approval and to make recommendations to the Dean on matters affecting the general welfare of the School of Nursing. The business of the Faculty Organization shall be accomplished through a committee structure of the faculty. These bylaws are consistent with the bylaws of the Graduate Faculty Organization at Southeastern and the Intercollegiate Consortium for a Master of Science in Nursing program and are congruent with the bylaws of the Council of the Intercollegiate Nursing Consortium.
- Section II The functions of the Faculty Organization are to:
1. Adopt rules to govern established procedures
 2. Establish committees to conduct the business of the faculty
 3. Foster a philosophy of excellence in teaching, research, and service consistent with the stated mission and goals of the School of Nursing, and of the University
 4. Contribute to the development of the nursing profession within the academic community and health care system
 5. Promote the general welfare of the School of Nursing faculty and students

ARTICLE III
MEMBERSHIP

- Section I The membership of the Faculty Organization shall consist of the Dean, the Department Head and all faculty with fulltime appointments. Part-time faculty shall hold associate membership with no voting privileges.
- Section II The membership year is on an annual basis beginning with the fall semester.
- Section III Those eligible for active membership shall constitute the voting body.

ARTICLE IV
OFFICERS AND DUTIES OF OFFICERS

- Section I The officers of the Faculty Organization shall be the Chairperson, the Vice Chairperson, and the Treasurer. A secretary shall be appointed on an ad hoc basis for meetings of the Faculty Organization.
- Section II The chairperson shall be the Department Head who shall:
1. Serve as the presiding officer of the Faculty Organization
 2. Serve as ex-officio member of all standing committees without voting privileges
 3. Make appointments to standing committees as specified in these by-laws and create ad hoc committees to carry out specific functions
 4. Call at least two Faculty Organization meetings per academic year
 5. Send written notifications of all meetings, including agenda, to the members prior to each meeting
- Section III The vice chairperson shall be the Assistant Director, who shall:
Represent the Department Head in case of absences, including presiding at meetings.
- Section IV The Treasurer shall be designated by the Department Head as the person who shall:
1. Collect all contributions; keep records of debits/credits and report balance at each meeting of the Faculty Organization
 2. Expend funds in accordance with these by-laws
- Section V. The Secretary shall be appointed at each meeting by the Department Head and shall:
1. Record minutes of the Faculty Organization
 2. Distribute copies of minutes to all Full Faculty, post on SON Moodle site, Copies shall be maintained electronically.

ARTICLE V
CONTRIBUTIONS TO FACULTY GIFT FUND

- Section I. Contributions by the faculty are optional and shall be determined annually by the faculty. All contributions are payable in the fall semester to the Treasurer and/or according to call by the Treasurer if the fund is depleted.
- Section II Contributions shall be used for:
1. Remembrances/ gifts to faculty, staff, and others as deemed appropriate by the faculty
 2. Contributions shall be expended in accordance with guidelines developed by the faculty

3. Retirement receptions

**ARTICLE VI
MEETINGS**

- Section I The annual meeting of the Faculty Organization shall be the first meeting of the fall semester. There shall be a minimum of two faculty organization meetings per academic year. Special meetings may be called by the chairperson or upon request of 2/3 of the full-time faculty.
- Section II The time and location of the meeting shall be specified in writing at least one week prior to the meeting. Agenda items may be added prior to or during any meeting by faculty request.
- Section III A simple majority of the membership shall constitute a quorum. A simple majority of the faculty present and voting shall be required for the passage of a motion.

**ARTICLE VII
FACULTY STRUCTURE**

- Section I Faculty
Serve in faculty positions as outlined in the Southeastern Louisiana University Faculty Handbook and the School of Nursing Bylaws.
- Section II Course Coordinators
Shall be appointed by the Department Head and shall serve as the leaders of course faculty in planning, implementing and evaluating a specific course.

Chair nursing faculty meetings related to the implementation and evaluation of courses being coordinated.
- Section III ICMSN (Intercollegiate Consortium for a Master of Science in Nursing) Coordinator

Assists the Graduate Program Coordinator with tasks related to ICMSN curriculum implementation.

Serves on ICMSN committees as appointed by the Graduate program Coordinator.
- Section IV Graduate Program Coordinator
Appointed to serve as leader of the Graduate Faculty in planning, implementing and evaluating all degree programs in Graduate Nursing: Doctor of Nursing Practice (DNP), Post Masters Certificate Programs (Post

MSN), and Master of Science in Nursing (MSN). Collaborates with Department Head to appoint graduate level program **faculty and** coordinators.

Section V Assistant Director (School of Nursing)
Oversee day-to-day operations at the Baton Rouge Center.

Assess and make recommendations to resolve student and/or faculty issues related to implementation and evaluation of nursing courses.

Assist the Department Head with tasks related to curriculum implementation

Section VI Department Head (School of Nursing)
Responsibilities outlined in the University and School of Nursing Faculty Handbooks and further delineated in these bylaws.

Administratively responsible for managing the department in Hammond and at the Baton Rouge Center.

Serves as compliance officer for policies related to drug testing, health requirements, and for LSBN policies related to prior criminal records.

Serves as ex-officio to all SON committees and shall be specifically invited by committee chairs when input is needed to facilitate decision making.

Monitor the implementation and evaluation of nursing courses by course coordinators and faculty.

Assess and make recommendations to resolve student and/or faculty issues related to implementation and evaluation of nursing courses. –

Section VI Dean
Responsibilities as outlined in the University and SON Faculty Handbook and further delineated in these bylaws.

ARTICLE VIII

STANDING COMMITTEES AND COUNCIL

Section I There shall be a School of Nursing Council and standing committees as follows:

1. Curriculum Committee (Baccalaureate)
2. Evaluation Oversight Committee (Baccalaureate)
3. Faculty Affairs Committee
4. Student Affairs Committee (Baccalaureate)
5. Resources Committee
6. Progression and Retention Committee (Baccalaureate)
7. Scholarship Committee

8. Standardized Testing Committee (Baccalaureate)
9. Graduate Faculty Committee
10. DNP Curriculum Committee
11. DNP Program Evaluation Committee
12. Graduate Programs Administrative Council

Functions: Functions common to all committees are:

1. Annual Review of bylaws to evaluate the membership and functions of the committee
2. Communicate and coordinate activities with other committees, the School of Nursing Council, and the Faculty Organization.
3. Seek recommendations from the Faculty Organization and apprise the faculty of recommendations being forwarded to the School of Nursing Council.
4. Establish ad hoc committees as needed to accomplish functions.
5. Forward recommendations to the School of Nursing Council for action.
6. Meet at least twice each semester.
7. Meetings may be called by the chair or by request of a majority of the committee membership.
8. Post date and time of all meetings.

Membership: Criteria for membership and terms of membership are designated for each committee/council. Interest as well as expertise shall be considered in selecting members of each committee. Members are eligible for reappointment to a second consecutive term unless otherwise designated in these bylaws. Faculty shall serve on at least one standing committee. Service on ICMSN and DNP committees shall be considered in committee appointments.

Quorum: The quorum for standing committees/councils shall be analogous to that of the faculty organization.

Voting: Voting privileges are extended to committee members, including student representatives.

Minutes: Minutes from all meetings shall be recorded and disseminated to committee members and placed on file in the School of Nursing Faculty Moodle Site.

Section II School of Nursing Council

Functions: The function of the School of Nursing Council is to:

1. Recommend School of Nursing administrative actions.

2. Respond to questions and recommendations from standing committees.
3. Engage in strategic planning for the School of Nursing.
4. Provide input regarding activities that impact the effectiveness of the School of Nursing and general welfare of the faculty and the students.
5. Assure that program outcomes are consistent with the mission of the School of Nursing.
6. Serve as the medium for sharing information from University-wide committees, councils and administrators.

Membership: The School of Nursing Council shall be composed of:

1. The Department Head of the School of Nursing who shall serve as Chair.
2. The Assistant Director
3. The Graduate Program Coordinator
4. The ICMSN Coordinator
5. The Chairperson of each Standing Committee

Terms: The term of service shall be consistent with tenure in the positions that identify the membership.

Section III Curriculum Committee

Functions:

1. Develop, maintain, and revise curriculum consistent with evaluation findings.
2. Monitor the implementation of curriculum.
3. Assure implementation of the curriculum component of the evaluation plan.
4. Recommend to the School of Nursing Council and the University Curriculum Council on matters pertaining to curriculum.
5. Collect and submit analysis of evaluation data to the Evaluation Oversight Committee for aggregate analysis.
6. Monitor the implementation and evaluation of nursing courses by course coordinators and faculty.

Membership: The Curriculum Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. Seven faculty appointed from the Faculty Organization as follows:
 - a. Two faculty teaching at Foundations Level
 - b. Two faculty teaching in Integrative courses
 - c. One faculty teaching in Synthesis courses
 - d. Two faculty at large
3. Coordinator, Foundations courses Ex officio member
4. Coordinator, Integrative/Synthesis courses Ex officio member

5. Three student representatives elected by students, one each from Foundations, Integrative, and Synthesis courses.

Terms: The term of service for faculty shall be two years with eligibility for re-appointment. Students are elected on an annual basis.

Section IV Evaluation Oversight Committee

Functions:

1. Review the Comprehensive Assessment Plan (CAP) on an annual basis.
2. Coordinate implementation of a master plan for evaluation of all components of the program.
3. Review the annual report, which includes a summary of aggregate data, submitted by committees.
4. Prepare an aggregate data report of the data from: Alumni Survey, Employer Survey, and Senior Exit Survey to present to faculty organization.
5. Review the University Academic Assessment Plan and other evaluation plans as necessary.
6. Track program evaluation data and make recommendations for improvement.
7. Direct recommendations concerning policies, procedures, recommendations pertaining to evaluation material or matters of a substantive nature to the School of Nursing Council or appropriate recipients.

Membership: The Evaluation Oversight Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. Faculty appointed from the Faculty Organization as follows:
 - a. One faculty teaching at Foundations Level
 - b. One faculty teaching Integrative course
 - c. Two faculty at large
 - d. Two student representatives elected by students, one from Foundations courses and one from Integrative/ Synthesis courses.

Terms: The term of service for faculty shall be two years with eligibility for re-appointment. Students are elected on an annual basis.

Section V Faculty Affairs Committee

Functions:

1. Develop and periodically assess the evaluation, tenure, and promotion guidelines consistent with those of the University.
2. Assess and revise bylaws according to the evaluation plan.
3. Collect and submit analysis of evaluation data to the Evaluation oversight

- Committee for aggregate analysis.
4. Promote the professional development of the faculty.
 5. Recommend to the School of Nursing Council matters pertaining to Faculty Affairs.
 6. Annual review and revision of the faculty handbook.

Membership: The Faculty Affairs Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. Six faculty appointed from the Faculty Organization as follows:
 - a. Two faculty teaching at Foundations Level
 - b. Two faculty teaching Integrative courses
 - c. One faculty teaching Synthesis courses
 - d. One faculty with graduate faculty status

Terms: The term of service for faculty shall be two years with eligibility for re-appointment.

Section VI Student Affairs Committee

Functions:

1. Collect and submit analysis of evaluation data to the Evaluation Oversight Committee for aggregate analysis.
2. Develop and maintain policies, revise Student Handbook consistent with policy changes and evaluation findings.
3. Serve as a venue to promote communication between faculty and students.
4. Participate in planning and conducting interdepartmental and/or departmental students' Honors Convocation in collaboration with other departments in the College of Nursing and Health Sciences as appropriate.
5. Direct recommendations to the School of Nursing Council.
6. Oversee pinning ceremony.

Membership: The Student Affairs Committee shall be composed of:

1. The chairperson (from either the Hammond or Baton Rouge Campus), appointed by the Department Head to serve until replaced.
2. Five faculty appointed from the Faculty Organization as follows:
 - a. At least two faculty members from the Hammond Campus
 - b. At least two faculty from the Baton Rouge Campus
3. Three student representatives with one being the current semester's class president (Synthesis level) and one being the up and coming class president (integrative level).

Terms: The term of service for faculty shall be at least two years with eligibility for

re-appointment. Students are elected on an annual basis.

Section VII Resources Committee

Functions:

1. Assess adequacy of resources and make recommendations to the School of Nursing Council and/or appropriate committee or budget head.
2. Serve as advisory liaison in assessing current library holdings and requests for library acquisitions to maintain validity, currency, and accuracy.
4. Collect and submit analysis of evaluation data to the evaluation Oversight Committee for aggregate analysis.
5. Identify grant sources to facilitate resource acquisition and participate in preparing grant applications as appropriate.
6. Direct recommendations to the School of Nursing Council for action.

Membership: The Resources Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. The Skills Lab Coordinator
3. Four faculty appointed from the Faculty Organization as follows:
 - a. One faculty teaching at Foundations Level
 - b. One faculty teaching Integrative courses
 - c. One faculty teaching Synthesis courses
 - d. One faculty from Graduate level
4. Three student representatives elected by students, one each from Foundations, Integrative, and Synthesis courses.
5. One representative from Sims Memorial Library Ex- officio
6. Technology consultant Ex-Officio
7. Simulation Coordinator Ex-Officio.

Terms: The term of service for faculty shall be two years with eligibility for re-appointment. Students are elected on an annual basis.

Section VIII Progression and Retention Committee

Functions:

1. Develop, maintain and revise progression/retention policies and procedures.
2. Act on appeals from students regarding progression/retention issues and recommend action to the Dean.
3. Collect and submit analysis of evaluation data to the Evaluation Oversight Committee for aggregate analysis.
4. Recommend to the School of Nursing any matters of a substantive issue and any changes in policies or procedures.

- Membership: The Progression and Retention Committee shall be composed of:
1. The chairperson, appointed by the Department Head to serve until replaced.
 2. Four faculty appointed from the Faculty Organization as follows:
 - a. One faculty teaching at Foundations Level
 - b. One faculty teaching Integrative courses
 - c. One faculty teaching Synthesis courses
 - d. One faculty at large representative.
 3. Dean of the College of Nursing and Health Sciences (ex-officio)

Terms: The term of service for faculty shall be two years with eligibility for re-appointment.

Section IX Scholarship Committee

Functions:

1. Establish and review procedures for awarding undergraduate and graduate scholarships and extramural awards within the School of Nursing.
2. Review applications for scholarships and extramural awards and make recommendations regarding the awarding of such.
3. Assist in data collection and completing reports to scholarship granting agencies, donors, and evaluating groups as indicated.
4. Maintain records regarding scholarship and other extramural awards.
5. The chair of the committee will, with assistance of committee members, serve as liaison to the SLU Office of Financial Aid.

- Membership: The Scholarship Committee shall be composed of:
1. The chairperson, appointed by the Department Head to serve until replaced.
 2. Four faculty appointed from the Faculty Organization as follows:
 - a. Three faculty teaching undergraduate courses
 - b. One member of the graduate faculty

Terms: The term of service for faculty shall be two years with eligibility for re-appointment.

Section X Standardized Testing Committee

Functions

1. Establish and maintain policies and procedures for diagnostic testing in the School of Nursing.
2. Coordinate the implementation of diagnostic testing across the curriculum.
3. Collect and submit analysis of testing results to Curriculum and

- Evaluation oversight committees annually.
4. Periodically evaluate diagnostic testing resources and make recommendations to curriculum committee as appropriate.
 5. Facilitate utilization of standardized testing resources among School of Nursing faculty and students.

Membership: The Standardized Testing Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. Three faculty appointed from the Faculty Organization as follows:
 - a. One Foundation Faculty Member
 - b. Two Integrative/Synthesis faculty members

Terms: The terms of service for faculty shall be two years with eligibility for re-appointment.

Section XI Graduate Faculty Committee

Functions:

1. Collaborate with faculty of other Intercollegiate Consortium for a Master of Science in Nursing (ICMSN) member universities to formulate and implement policies in relation to curriculum and instruction, and operation of the master's program consistent with the mission and goals of the School of Nursing and the University.
2. Provide representation on the following ICMSN Committees:
 - Curriculum
 - Evaluation
 - Research
 - Communication
3. Utilize standards of the accrediting agency and national nursing education organizations to plan, implement, monitor, and evaluate the curriculum of the graduate nursing program.
4. Provide leadership and mentoring for scholarship among nursing faculty and students.

Membership: Faculty with graduate faculty status.

Terms: Indefinite, as long as graduate faculty status is maintained.

Section XII Doctorate of Nursing Practice (DNP) Evaluation Oversight Committee

Functions: The function of the DNP Evaluation Oversight Committee is to:

1. Review the DNP Comprehensive Assessment Plan (CAP) on an annual basis.

2. Coordinate implementation of an action plan for collection and evaluation of all components of the CAP.
3. Prepare an aggregate data report of the data from: Alumni Survey, Employer Survey, and Exit Survey.
4. Track CAP data and make recommendations for improvement.
5. Direct recommendations concerning policies, procedures, recommendations pertaining to evaluation material or matters of a substantive nature to the DNP Administrative Council and/or Graduate Faculty Committee and/or appropriate recipients.
6. Review the CAP, and University DNP Academic Assessment Plan (AAP) for congruency biannually.

Membership: The DNP Evaluation Oversight Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. DNP Program Coordinator
3. Two graduate faculty at large
4. One student representative is appointed from the DNP program.

Terms: The term of service for faculty shall be two years with eligibility for reappointment. Students are appointed for a term of two years or until graduation.

Section XIII Doctorate of Nursing Practice (DNP) Program Curriculum Committee

Functions: The function of the DNP Program Curriculum Committee is to:

1. Develop, maintain, and revise DNP curriculum consistent with evaluation findings.
2. Monitor the implementation of curriculum.
3. Assure implementation of the curriculum component of the evaluation plan.
4. Recommend to the DNP Administrative Council and/or Graduate Faculty, the University Graduate Council, and the University Curriculum Council on matters pertaining to DNP curriculum requiring changes in policy and/or catalogue content.
5. Collect and submit analysis of DNP course evaluation data to the DNP Evaluation Oversight Committee for aggregate analysis.
6. Assure the DNP curriculum addresses the AACN DNP Essentials

Membership: The DNP Program Curriculum Committee shall be composed of:

1. The chairperson, appointed by the Department Head to serve until replaced.
2. DNP Program Coordinator
3. Two graduate faculty at large

4. One student representative is appointed from the DNP program.

Terms: The term of service for faculty shall be two years with eligibility for re-appointment. Students are elected on a two-year basis or until graduation.

Section XIV Graduate Programs Administrative Council

Functions: The functions of the Graduate Programs Administrative Council include:

1. Reviews and/or proposes policies and procedures specific to graduate programs (ICMSN and DNP)
2. Monitors quality and rigor of graduate students' scholarly projects
3. Oversight of ICMSN and DNP Curriculum changes requiring policy and/or catalogue changes
4. Review and analysis of variances identified by the ICMSN Evaluation Committee and DNP Evaluation Oversight and other committees or community of interest

Membership: The Graduate Programs Administrative Council shall be composed of:

1. Dean of the College of Nursing and Health Sciences
2. The Department Head of the School of Nursing
3. The Graduate Nursing Coordinator
4. The DNP Coordinator
5. The ICMSN Coordinator

Terms: The term of service for membership shall be the duration of appointment to the designated positions.

ARTICLE IX PARLIAMENTARY AUTHORITY

Section I Roberts Rules of Order, newly revised, shall govern the proceedings of the faculty Organization in cases not otherwise provided for in these bylaws.

ARTICLE X AMENDMENT OF BYLAWS

Section I Any faculty or committee/council may recommend bylaws amendments to the Faculty Affairs committee. Faculty consensus will be sought by the Department Head following recommendations to the School of Nursing Advisory council prior to acceptance of bylaws amendments.

Section II All faculty shall receive copies of proposed bylaws amendments final to prior action being proposed.

Bylaws adopted, 1975
Major amendments, 1995
Adopted 12/1996
Revised: 3/1997
Revised: 12/1998
Revised: 1/2000
Revised: 8/2005
Revised: 8/2011
Revised: 5/2013
Revised: 5/2014
Revised: 2/2015
Revised: 5/2016
Revised: 9/2018
Revised: 5/17/2021
Revised: 01/13/2022