BYLAWS

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Preface

These bylaws, which establish the policies and procedures of the Daniel K. Inouye Graduate School of Nursing (GSN), are established within the guidelines set forth by the Uniformed Services University of the Health Sciences (USUHS) and the Board of Regents.

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**ARTICLE 1**

**SHARED GOVERNANCE**

Section 1: Purpose

The purpose of this organization of the faculty is to provide programs in nursing education to foster excellence in practice and research in the Federal Health Care System through the promotion of mutual involvement of the faculty and administration.

The organization shall:

A. Develop, implement and evaluate educational programs designed to prepare:

1. Advanced practice nurses at the master’s and doctoral levels

2. Post master’s certificate advanced practice nurses and leaders.

3. Nurse scientists at the doctoral level.

B. Create an environment that emphasizes a commitment to student learning and encourages maximum personal and professional development.

C. Provide services to the local, regional, national and international communities and the profession at large through a variety of channels.
D. Formulate policies for the GSN, which are consistent with University policies and shared governance.

Section 2: Functions

The functions of this organization are to:

A. Consider and vote upon policy and curricular issues placed on the agenda by the various committee’s established within the GSN. Issues brought to the faculty should be summarized, distributed to faculty in advance and recorded in or attached to the minutes of the meeting.

B. Discuss and vote upon issues which involve all faculty but do not fall under the functions of an established committee.

Section 3: All Faculty Membership

The faculty of the GSN shall:

A. Be composed of the Dean, Associate and Assistant Deans, all professors, associate professors, assistant professors, and instructors who are employed by, billeted, or detailed to, the University through the -GSN.

B. Constitute the voting body of this organization.

Associate members shall:

A. Be composed of assistant instructors, adjunct faculty, teaching and research fellows, graduate assistants, members of the administrative staff who do not hold faculty appointments, individuals who are employed by the University through the Graduate School of Nursing part time, and individuals who have secondary appointments in the GSN.

B. Have voice and are eligible to serve on committees. Only those Associate Members who are part time faculty employed by, or detailed to, the University minimally 51% of their time are eligible to vote.

Vacancies: In the event that the President of the faculty, a Chair or Pro Tem Chair is deployed or otherwise unable to fulfill the obligations of the office, a mid-term election within the affected Committee will be held to elect an “Interim, Acting or Replacement” as outlined in these bylaws.
Section 4: All-Faculty Meetings

A. The All-Faculty members shall meet monthly during the academic year.

B. The President of the Faculty may cancel any regularly scheduled meeting.

C. A written agenda shall be submitted to the All-Faculty members at least three working days prior to a meeting if an item is anticipated to be subject to a vote. Members and committees wishing to have matters placed on the agenda shall submit them to the President of the Faculty in writing (including email) at least one week prior to any scheduled meeting. The Dean may add items that require immediate attention at any time.

Section 5: Quorum

Two-thirds (2/3) of voting members of the faculty shall constitute a quorum at any meeting of the faculty.

Section 6: Voting

Voting may occur in one of three ways: by voice, by show of hands, or by ballot, with the results determined by a simple majority. Voting by mail ballot following a meeting can occur if the vote concerns an issue that was identified on the circulated agenda and discussed in the faculty meeting. A simple majority of eligible voters in a computer mail ballot (51%) is required for the vote to be valid. Voting shall be expedited if an issue is determined urgent. There are two mechanisms for faculty to vote in advance of a missed meeting where there is intent for a vote to take place: 1) proxy, or 2) email. If voting by proxy, the individual representing must have written authority to bestow a vote in another’s behalf. If voting by email, the email message must be received by the President of the Faculty prior to the meeting. Absentee voters are not counted in the Quorum, but their votes are counted in the 51% simple majority.

Section 7: Parliamentary Authority

Robert’s Rules of Order shall be the parliamentary authority. The rules contained in this Graduate School of Nursing Faculty Bylaws shall govern the faculty in all cases to which they are applicable. These bylaws supersede previous GSN bylaws.

Section 8: Amendments

These bylaws may be amended at any regularly scheduled All Faculty meeting if 51% of the faculty quorum votes to do so. Notice of intent must be given at the previous regularly scheduled faculty meeting or submitted in writing to all faculty at least two weeks (14 days) prior to the meeting vote.
Section 9: Committees

The Standing Committees, as established by the Faculty and Dean shall be:

Section 10: Functions of the Standing Committees

In addition to the functions defined in these bylaws, all standing committees shall:

A. Report to the All-Faculty anything that concerns the faculty at large and/or needs action/approval.

B. Appoint subcommittees, task forces, or ad hoc committee chairs to carry out any portion of the work of the committee. Other members of the ad hoc committees shall be appointed by the chair of the standing committee, and may include any member of the organization who meets the criteria for appointment.

C. Submit minutes of meetings to the Office of the Dean.

D. Maintain records and property of the committee and transmit them to the newly elected chair.

E. Develop procedures and policies consistent with these bylaws and in keeping with University policies.

F. Submit an annual written report to the Dean to include an evaluation of the committee’s purpose and functions.

Section 11: Committee Membership

A. Faculty Chairs

1. Serve the committee at the request of the committee.

2. Must be full time faculty members.

3. President of the Faculty and Pro tem are elected by the All-Faculty membership.

4. Chairs of all other committees are elected by the members of those committees.

5. Whenever possible, will have served on the committee the preceding year.

6. Will hold the term of office for 1-2 years.
B. Faculty Committee Members

7. Either volunteer to serve or are nominated by faculty members, and are approved by the Dean.

2. Associate faculty may serve on committees as specified in these bylaws with full voting privileges in committee meetings if their appointment to the GSN/University is at least 51%.

C. Administrative Personnel

When appropriate, administrative personnel are appointed to committees by the Dean’s Executive Administrator based on their position in the University.

D. Student Members

1. May serve on GSN Committees as provided for in the composition of the committees and have full voting privileges at the committee meetings.

2. May serve on committees in accordance with (IAW), the rules established by the Student Advisory Council (SAC). Student membership is governed by GSN P&P 98-01 and GSN SOP 002-2015.

3. May select an alternate student member with full voting privileges as their representative when the regular student member is not present at the meeting.

E. Ex-Officio Members

1. Are committee members by virtue of their office, and therefore, are termed ex-officio members.

2. There is no distinction between the role of an Ex-Officio member and other members on the committee. Ex-Officio members have full voting privileges, unless otherwise stated in the committee rules, if the ex-officio committee member is detailed to the GSN 51% of the time.

3. All GSN Committees may include the Dean and the President of the Faculty, who are permitted, but not required, to participate. The Dean and President of the Faculty should NOT be counted when counting a quorum, but each has all committee member privileges, including the right to vote.
F. Terms of Office:

1. Regular term of office for appointed members will adhere to the academic year, beginning 01 May and terminating May 31st.

2. Members may serve for two terms; including terms as chair, and may not be re-elected to the same committee until one year has elapsed.

3. When possible, faculty shall be appointed at staggered terms.

4. Students may serve for one year and may be re-appointed for a second term.

G. Elections

a. Nominations for committee service and elections will be conducted during each spring semester. Elections will be held no later than April.

b. The President of the Faculty will solicit nominations no later than March and present a slate of nominees for office and committee service to the Dean. The dean will make final committee appointment decisions and share with the All-Faculty membership by April.

c. Faculty elections and committee appointments will be made in time for service to begin in May.

ARTICLE 2
LEADERSHIP COUNCIL

Section 1: Purpose

The purpose of the Leadership Council is to provide an opportunity for faculty input into the governance of the Daniel K. Inouye Graduate School of Nursing (-GSN), to bring issues of faculty interest to the Dean, and to deliberate on subjects impacting on the GSN.

Section 2: Functions

The function of the Leadership Council is to liaison and coordinate with the Dean on GSN, policies which promote achievement of the teaching, scholarship, leadership, and (community) building of the faculty. This includes:

A. Policy and recommendations on matters referred by faculty, committees, and as otherwise provided for in the bylaws.

B. Discussions of policy and any other matter of concern to the membership.
C. Assist/coordinate (community) building activities as agreed upon by the Dean and President of the Faculty.

D. Periodic review and amendment of GSN bylaws, master evaluation plan, and policy and precedent statements on an annual basis.

Duties of the President of the Faculty, President Pro Tem and Past President of the Faculty.

A. The President of the Faculty will:

a. Represent the GSN Faculty and be available for consultation on issues related to the GSN faculty and the welfare of the GSN.

b. Attend the Dean’s Cabinet Meeting as a faculty representative.

c. Co-Preside over GSN All Faculty Meetings with the Dean.

d. Chair the Leadership Council.

Bring the nominations and recommendations to the Dean for faculty committee appointments to the GSN and USUHS.

e. Decide all questions of order, subject to appeal and respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the All Faculty.

B. The President Pro Tem will:

a. Serve as President of the Faculty with the full duties of the Office in case of the absence or inability of the President to serve. This service will not affect succession to President of the Faculty in the year following election as President Pro Tem.

b. Attend all GSN All Faculty Meetings and will assist the President of the Faculty to conduct the duties of the office.

A. The Past President of the Faculty (Past President) will:

a. Serve at the discretion of the President of the Faculty or the Dean and at the availability of the Past President. The immediate Past President is the individual who has served as President of the Faculty in the year immediately preceding the current Presidential term of office. The Past President may only serve one year in this capacity.

b. Serve as President of the Faculty with the full duties in the event of the absence or inability of both the President of the Faculty and President Pro Tem to serve.
c. Attend GSN All Faculty meetings and perform other duties as directed/delegated by the President of the Faculty.

Section 3: Membership

The Leadership Council of the Daniel K. Inouye Graduate School of Nursing shall:

A. Consist of elected members to include the President of the Faculty, Pro Tem, Past President of the Faculty (if invited by President) and chairs of standing committees of the faculty.

B. Consist of a nominated representative from the Dean’s Leadership Team.

The President of the Faculty and President pro tem election process is as follows:

C. The President of the Faculty shall be elected by a simple majority vote (51%) by voting members of the Faculty biennially in April. The Chair shall serve for two years. One year will be as pro tem, and one year as President of the Faculty.

D. The President pro tem shall be elected by a simple majority vote (51%) by voting members of the Faculty biennially in the April. The President pro tem shall serve with the President of the Faculty for one year and then serve as the President of the Faculty for the second year.

E. At the request of the President of the Faculty or the Dean, the immediate Past-President of the Faculty may serve an additional year as the Past-President of the Faculty.

Section 4: Meetings

A. The Leadership Council will meet routinely each quarter.

B. The Leadership Council will meet each spring to review and make recommendations to fill or replace committee vacancies for the upcoming academic year.

C. The Leadership Council will convene in the spring to deliberate on and make recommendations regarding the Dean’s annual faculty awards.

D. The Leadership Council will review the master evaluation plan annually.

E. The Leadership Council will meet each September to annually review faculty/committee bylaws and the annual committee reports. A written report will be submitted to the Faculty for discussion and then forwarded to the Dean.
Section 5: Quorum

A quorum is a 2/3 majority of the members of the Leadership Council.

ARTICLE 3
CURRICULUM COMMITTEE

Section 1: Purpose

The Curriculum Committee shall review and make recommendations regarding all courses and curricular materials; make recommendation regarding admissions, and admission policies/procedures; and review and make recommendations regarding the Master Evaluation Plan. The Curriculum Committee operates in accordance with GSN-APS 001-2014.

Section 2: Functions

The function of the Curriculum Committee is to:

A. Monitor, formulate, and recommend policies governing the curriculum, including admission policies.

B. Review and make recommendations regarding the ongoing Master Evaluation Plan as it relates to the curricula. The Master Evaluation Plan is included as a policy addendum to the Bylaws.

C. Collaborate with faculty and administration of the school on curricular matters.

D. Review proposals for new or substantially revised courses according to guidelines for curricular course review submitted by the Program Directors, task forces, or other committees or subcommittees.

E. Review and propose revisions to curricula, as per the Master Evaluation Plan and/or at the request of the administration or faculty.

F. Serve as a resource to the Admissions Advisory Groups (subcommittees of the Curriculum

G. Advise the Dean regarding admissions
H. In conjunction with the Associate Dean for Academic Affairs, oversee systematic program reviews for all GSN curricula in keeping with the Master Evaluation Plan, and report results and recommendations to faculty.

I. In conjunction with the Associate Dean for Academic Affairs, conduct systematic evaluation of all GSN courses and make necessary recommendations to the faculty.

Section 3: Membership

A. Voting members include:
   1. Curriculum Committee Chair
   2. Associate Dean for Academic Affairs
   3. Three to five faculty representatives
   4. One (1) MSN or DNP and one (1) PhD student representative

B. Non-voting members include:
   1. Registrar
   2. Others as determined by the committee

C. The Curriculum Committee membership selection process is as follows:
   1. Department Chairs will forward the names of faculty who wish to serve on the Curriculum Committee to the President of the Faculty. Final appointment of faculty Curriculum Committee Representatives rests with the Dean in collaboration with Faculty President and Leadership Council.

   2. Faculty terms on the Curriculum Committee will be 2-3 years in length, with staggered rotations. Typically, the Chair of the Curriculum Committee will have held membership on this committee for a minimum of one year prior to selection by the committee as Chair.

   3. The Chair of the Curriculum Committee will be selected by a simple majority vote (51%) of a quorum of committee members annually.

   4. The Student Advisory Committee will submit the names of interested students who wish to serve on the Curriculum Committee to the President of the Faculty. Final appointment of the student representative rests with the Dean. The student representative serves on the Curriculum Committee for a one (1) year term.
Section 4: Meetings

The Curriculum Committee will conduct meetings on a monthly basis when there are substantive items for review. Additional meetings may be scheduled on an “as needed” basis. Meetings of the Admissions Advisory Group will be held in addition to Curriculum Committee meetings.

Section 5: Quorum

A quorum is a 2/3 majority of the members of the Curriculum Committee.

Section 6: Admissions Advisory Groups

The APRN and PhD Program Admissions Advisory Groups shall review files of students seeking admission to programs offered by the GSN and make recommendations to the Dean of the Graduate School of Nursing to accept or deny the application. Policies and procedures relating to the purpose, function, and membership of the Admissions Advisory Groups are included as a policy addendum to the Bylaws.

ARTICLE 4
COMMITTEE ON APPOINTMENTS, PROMOTIONS, AND TENURE (CAPT)

Section 1: Purpose

The purpose of the Committee on Appointments, Promotions, and Tenure (CAPT) is to make recommendations to the Dean regarding faculty appointments, promotion, and tenure. CAPT is governed by USU Instruction 1100B, 10/2014.

Section 2: Functions

The functions of the CAPT are to:

A. Review the recommendations of the Daniel K. Inouye Graduate School of Nursing (DKI-GSN) Search Committee and Program Chair for appointment, appointment renewal, reappointment, promotion, and/or the tenure of individuals for the faculty rank of Associate Professor or Professor for primary appointment.

B. Review the recommendations of the Program Chair for a secondary appointment or promotion of faculty at the rank of Associate Professor or Professor.

C. Determine if the academic rank proposed is consistent with current DKI-GSN policy and criteria.
D. Review the recommendation and report of the Program Chair regarding academic qualifications for tenure of eligible faculty members not later than four (4) months prior to the end of the last probationary year.

E. Submit in writing to the Dean, a recommendation to approve or deny an appointment, renewal of appointment, reappointment, promotion, tenure, sabbatical leave, or removal of tenure.

F. Review recommendations of the Program Chair concerning faculty sabbatical leave per procedures specified in USU Instruction 1410. Recommendation to the Dean for approval of a sabbatical request can be made by the Chair, or Co-Chair in the absence of the Chair, of the CAPT and does not require full committee review. Sabbatical actions will be provided as information items at the next scheduled CAPT meeting.

Section 3: Membership

The CAPT will consist of five (5) voting members (normally Professors) appointed by the Dean who meet the requirements specified below. Membership will include four (4) civilian faculty and one (1) uniformed active duty faculty member.

A. Associate Professors may be appointed to serve on the Committee, but only vote in the case where a faculty member is being considered for appointment or promotion at an equal or lower rank.

B. Both tenure and non-tenure track members may participate in decisions on the appointment or the promotion to Associate or Professor rank.

C. Since rank may be separated from tenure track decisions, only tenured faculty shall participate in decisions regarding tenure.

D. The CAPT will be augmented with appropriately ranked faculty when membership does not allow a quorum decision.

E. The Chair of the CAPT shall be a tenured faculty member.

F. Appointment to the CAPT will be for three years with one to two new members appointed each year on a staggered basis.

G. CAPT membership will be distributed among the Programs depending on the number of eligible faculty members.

H. No CAPT member shall serve consecutive terms unless approved, in writing, by Dean.
I. In the event of an unexpected vacancy, the Dean shall appoint a replacement member of similar category to complete the term of service.

Section 4: Meetings

The CAPT Committee will conduct meetings on an “as needed” basis.

Section 5: Quorum

A quorum is a 2/3 majority of the members of the CAPT.

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ARTICLE 5
STUDENT PROMOTIONS COMMITTEE

Section 1: Purpose

The Student Promotions Committee (SPC) is an advisory body to the Dean and Associate Dean for Academic Affairs, GSN, whose purpose is to provide an objective review of a student’s record and performance and make recommendations as to the status of that student. The SPC is governed by GSN-APS 003-2014.

Section 2: Functions

The functions of the SPC are:

A. Provide objective review of a student’s academic and/or clinical performance and progress.

B. Provide objective review of programmatic documentation of and response to individual student academic and/or clinical needs and issues.

C. Synthesize those reviews into recommendations for the Associate Dean for Academic Affairs and the Dean. Those recommendations can include but are not limited to set back, remediation, probation or dismissal from the program.

Section 3: Membership

The SPC consists of a minimum of 10 members and 7 voting members. The standing members are:

A. SPC Chair (voting)
B. Vice Chair (voting). The Vice Chair will become the Chair after a year as Vice unless otherwise directed.
C. A minimum of five (5) voting GSN Faculty members from the various GSN programs.
D. The GSN Commandant/Assistant Dean for Student Affairs (non-voting).
E. The Brigade JAG or OGC Representative (non-voting)
F. A Recorder – Appointed administrative personnel (non-voting)

Section 4: Meetings

The SPC will conduct meetings on a monthly basis with the authority to call an ad hoc meeting as urgent cases come forward.

Section 5: Quorum

A quorum is a 2/3 majority of the members of the SPC.

Standard Operating Policies:

- APS 001-2014
- SOP 10-01 Master Evaluation Plan
- SOP 10-02 Admissions Advisory Group (Master’s and Doctoral Programs)
- P&P 98-01
- SOP 002-2015.
- USU Instruction 1100B
- APS 003-2014

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