The School of Nursing (SN) is an educational unit of Rutgers, the State University of New Jersey. The organization and administration of SN is designed to conform to these Bylaws.

ARTICLE I. CONSTRUCTION AND APPLICATION

Section 1. Construction

1.1 These Bylaws specify the procedures and practices for the conduct of the business of the faculty of SN. Nothing in these Bylaws shall be construed as an infringement upon the powers and authority of the Board of Governors or upon the powers and authority of the University President as delegated by the Board. Where the faculty and administration exercise authority under these Bylaws to establish policies and procedures, they shall be consistent with any policy established by the Board of Governors.

1.2 As a basic principle in the construction of these Bylaws, policies of SN shall be developed by the faculty and administration through appropriate consultation and discussion, as needed, with the student body, alumni and citizens in the areas served by SN.

Section 2. Application

2.1 These Bylaws shall apply to all faculty and faculty activity within SN and shall be reviewed and approved by the Board of Governors.

ARTICLE II. ADMINISTRATIVE ORGANIZATION

Title A. School of Nursing

Section 1. Organization Principles

1.1 The mission of SN is to promote excellence in healthcare through quality, innovative education of nurses and other professionals. The school affirms its commitment to clinical practice, scholarship, advocacy for underserved populations, and the diverse communities it serves.

1.2 The term “academic program” is used within SN to identify a discrete curriculum of study. Each program of study addresses a specific level of education. The faculty and support staff of a program includes all individuals assigned or appointed to it for any portion of their time, regardless of their source of income or status within the University.
1.3 The term “joint program” is a specific educational curriculum in which two or more academic institutions partner to offer the program.

1.4 The School of Nursing faculty is organized into departments.

Section 2. Academic Programs

Recommendation for major academic program changes or establishment of a new academic program, as well as the dissolution of a program, may be initiated by the Dean, the Executive Council, the Curriculum Committee or any member of the faculty, and require the approval of the Dean, the Chancellor and the Board of Governors.

Title B. Officers of Administration

Section 1. The Dean

Under the Chancellor and the President, the Dean shall be the chief academic and administrative officer of SN with primary responsibility for implementing the mission of SN.

1.1 The Dean shall be appointed by the Rutgers Board of Governors. The Chancellor shall choose the nominee for Dean from a slate of nominees provided by a Dean’s Search Committee. The Chancellor shall appoint the Members of the Dean’s Search Committee, the majority of whom shall be selected from a list of individuals chosen by the faculty of the School, based upon recommendations by the Executive Council of the School. A majority of those recommended by the Executive Council shall not be members of the Council. The Dean’s Search Committee shall consult with students, alumni and community representatives in the School’s service areas.

1.2 The Dean’s duties and powers shall include the following:

1.2.1 primary responsibility for the school's educational, research, health care and service programs, for the development of teaching and research affiliations, for administration of the school, for promotion of the school's development and effectiveness, and for maintaining accreditation with appropriate groups or agencies;

1.2.2 evaluation and final approval of curricula;

1.2.3 supervision of the members of the academic and non-academic staff of the school;
1.2.4 recommendation to the Chancellor and the Board of Governors of appointment, reappointment and promotion of and conferral of tenure upon qualified individuals to serve as faculty of the school;

1.2.5 oversight of a system of review of the effectiveness of performance of individual faculty members;

1.2.6 development and implementation of a system of career development for individual faculty members;

1.2.7 recommendation to the Chancellor and the President of the University of appointment, reappointment and promotion of qualified individuals to serve as administrators of the school;

1.2.8 preparation and recommendation of the annual budget;

1.2.9 review and approval of the expenditure of funds allocated to the school;

1.2.10 assignment of space within the school;

1.2.11 development of liaisons and mechanisms to foster consultation and discussion with appropriate community and other external constituent groups;

1.2.12 submission of reports and recommendations to the Chancellor and the Board of Governors concerning the operation, plans and development of the school.

1.3 The Dean shall serve at the pleasure of the Chancellor.

1.4 There shall be a periodic review of the School and the stewardship of the Dean at least once every five (5) years. The Chancellor shall appoint a committee to conduct the review and to report its findings and recommendations to the Chancellor, who will recommend appropriate actions to the President and Board of Governors. The committee shall take steps to ensure that the faculty and other appropriate constituencies have opportunity for input to the committee’s review.

Section 2. Subordinate Administrative Officers

2.1 The Dean may, after a formal consultation with Faculty and the Executive Council of SN and with the approval of the President of the University upon the recommendation of the Chancellor to whom the Dean reports, appoint and delegate authority and/or responsibility to such Subordinate Administrative Officers as deemed necessary for effective administration. All appointees shall serve at the pleasure of the Dean.
2.2 There shall be a periodic review and evaluation of the stewardship of the Subordinate Administrative Officers at least once every five (5) years. The Dean, with the advice of the Executive Council, shall appoint a committee to conduct the review and to report its findings and recommendations to the Executive Council and the Dean who will take appropriate action. The committee shall take steps to ensure that the faculty and other appropriate constituencies have the opportunity for input to the committee’s review.

ARTICLE III. ORGANIZATION OF FACULTY

Title A. The Faculty

Section 1. Composition

1.1 The Faculty shall consist of those individuals who hold academic rank in SN. All faculty with a 50% or more appointment shall be voting members of the Faculty Assembly and all standing committees.

Section 2. Duties and Powers

2.1 Under the Dean, the Chancellor and the Board of Governors, the Faculty of SN shall have the following duties and powers with regard to academic matters:

   2.1.1 Establishment of requirements for admission and development of criteria and procedures for selection and progression of students, and via a committee of the faculty, recommendation of students for admission;

   2.1.2 Design, approval, implementation, evaluation, and revision of the curriculum;

   2.1.3 Establishment and promulgation of the academic calendar;

   2.1.4 Formulation of the policies and procedures for the instructional, research and service programs of the School;

   2.1.5 Encouragement of research activities of faculty and students;

   2.1.6 Establishment of standards for examinations, grading, academic standing, honors in courses, attendance and other related matters;

   2.1.7 Establishment of requirements for degrees and certificates;

   2.1.8 Election of faculty to serve on standing committees;
2.1.9 Recommendation through the Dean and the University President to the Board of Governors of those candidates who have fulfilled the requirements for degrees and certificates;

2.1.10 Establishment of regulations and procedures under which the faculty operates;

2.1.11 Recommendation to the dean on academic criteria for appointment and promotion of faculty and;

2.1.12 Recommendation to the Board of Governors of amendments to these Bylaws through the Dean and the Chancellor.

Section 3. Faculty Governance

3.1 Regular meetings of the faculty (Faculty Assembly) shall be scheduled a minimum of four (4) times during the year.

3.2 The Dean or designee shall be the presiding officer of the faculty. The presiding officer may vote only in case of a tie.

3.3 Fifty percent (50%) plus one (1) of the faculty holding full academic rank shall constitute a quorum for the transaction of its business.

3.4 Special meetings of the faculty may be called at any time upon the direction of the Executive Council or upon request from the Dean, the Chancellor or the SN Faculty President.

Section 4. Officers of the Faculty

4.1 The SN faculty shall elect a full-time faculty member as the Faculty President.

4.2 The SN faculty shall elect a full-time faculty member as Faculty President-Elect.

4.3 The SN faculty shall elect a full-time member to serve as Faculty Secretary.

Section 5. Communication with University’s Administration

5.1 Ordinarily, communication between the faculty and the Chancellor or regarding issues of importance to the faculty or SN shall be through the Dean. However, when appropriate or necessary, the faculty may communicate directly with the Chancellor.

Title B. Committees of the Faculty

Section 1. Executive Council
1.1 **Membership.** The membership of the Executive Council shall consist of the Dean of the School who shall serve as the presiding officer and who may vote only in case of a tie; the faculty President; Chairs of Curriculum Committee, Student Affairs Committee and Committee on Appointments, Promotion and Tenure and three (3) faculty members elected at large, and all pertinent Subordinate Administrative Officers. The Secretary of the Executive Council shall be a SN staff member appointed by the Dean.

1.1.1 If an elected member of the Executive Council resigns or otherwise becomes unable to serve, the Nomination Committee of the Faculty Assembly shall initiate the nomination and election process as described in Article III, Title B, Section 2, 2.1 of these by-laws.

1.1.2 If an elected member of the Executive Council is designated as a Faculty Administrator or elected as SN Faculty President, that member must resign the position as an elected member of the Executive Council. The vacancy shall be filled as described in Article III, Title B, Section 2, 2.1 of these by-laws.

**Section 1.2 Duties and Powers of the Executive Council**

1.2.1 The Executive Council shall act for the faculty in all matters affecting the operation and policies of the school over which the faculty have jurisdiction as described in Article III, Title A, Section 2 of these bylaws. However, the right of the faculty to review and to accept or reject decisions of the Executive Council shall not be abridged. Policies and recommendation from committees will be reviewed and approved by the Executive Council and then forwarded to the Faculty Assembly.

**Section 2. Nominating Committee**

2.1 There shall be a Nominating Committee consisting of three faculty members elected from among the Faculty. The overall purpose of the Nominating Committee is to assure and facilitate faculty involvement in the conduct of business of the School.

2.2 The list of nominations for membership on standing committees shall be prepared by the Nominating Committee of the Faculty in accordance with the charges specified for each committee. The roster of committees shall be approved by the Executive Council and the Faculty.

2.3 Responsibilities of this committee shall include:

2.3.1 Submit SN standing committee faculty membership nomination to Faculty
for vote;

2.3.2 Define and monitor the conduct of election procedures within SN;

2.4 If an elected member of a committee resigns or otherwise becomes unable to serve, the nomination committee shall follow procedures pursuant to Article III, Title B, Section 2, 2.2 of these by-laws.

Section 3. Other Standing Committees

3.1 The faculty shall annually elect members to the following standing committees:

3.1.1 Curriculum Committee;
3.1.2 Student Affairs Committee;
3.1.3 Committee on Appointments, Promotion and Tenure
3.1.4 Research Committee;
3.1.5 Faculty Practice Committee;
3.1.6 Ethics Committee
3.1.7 Evaluation Committee
3.1.8 Diversity Committee

3.2 Ex-officio members of standing committees shall be without vote.

3.3 Nominations for student membership on SN standing committees shall be made by mechanisms to be determined by the student governance body.

3.4 School committees which have continuing responsibilities shall meet monthly or at more regular intervals as needed at a time designated by the Chair after consultation with members of the committee. Committees with responsibilities of a periodic nature shall meet upon the Chair’s call.

3.5 Membership on any standing committee of the school shall not normally exceed three successive years. If the Nominating Committee, however, believes that the best interest of SN might be served by a longer tenure, the committee may recommend that a member serve additional years.

3.6 Members of the faculty and other persons, within or outside the University, may be called upon for consultation and may be asked by the Chair of the parent committee with the concurrence of the committee to serve as ex-officio on special subcommittees.

3.7 The size of the committee shall be determined by the committee’s service obligations.
3.8 The Dean of SN or representative shall be a member ex-officio of all committees of the school and as such shall receive notices of all meetings and copies of the minutes of all meetings.

3.9 The Chair of each standing committee shall receive at the time of election a statement of the charge to that committee as recorded in this document, including amendments and revisions.

3.10 Meetings of all standing committees of SN except for the Committee on Appointments, Promotion and Tenure are open to the student and faculty of SN. Committees may hold executive session when lawful and appropriate.

3.11 Faculty shall make recommendations for the constitution of a new standing committee, or the discontinuation of an existing standing committee, to the Executive Council and full faculty.

Section 4. Curriculum Committee

4.1 The Curriculum Committee shall be composed of elected School of Nursing faculty members who are representatives of all programs. There shall be student representation. The pertinent Subordinate Administrative Officers of the programs can serve on the committee in an ex-officio capacity.

4.2 This Committee will be a school wide committee with responsibility for overseeing curricular matters in all nursing programs. The responsibilities of the Committee are:

4.2.1 Develop, evaluate and revise the philosophy, objective and organizing framework of the SN;

4.2.2 Review and recommend all new programs and course offerings;

4.2.3 Review and evaluate all courses offered during the academic year;

4.2.4 Review and evaluate all general education and/or elective courses that are part of the various nursing curricula and;

4.2.5 Review course evaluations and recommendations.

Section 5. Student Affairs Committee

5.1 The Student Affairs Committee shall be composed of elected School of Nursing Faculty members. There shall be student representation. The Assistant Dean for Student Affairs and other pertinent Subordinate Administrative Officers of programs serve on the committee in an ex-officio capacity.
The Student Affairs Committee shall be responsible for student related issues within SN. The responsibilities of this Committee are:

5.2.1 Develop, evaluate and revise policies and procedures within the Student Catalog/Handbook.

5.2.2 Develop, evaluate, and revise policies of student admission, progression and/or eligibility for continuance in, completion of, or dismissal from, an academic program;

5.2.3 Evaluate and make recommendations on issues related to student life;

5.2.4 In Executive Session, hear academic grade appeals pursuant to the Academic Grade Appeal policy (06-01-05-08:00). Pursuant to policy, hearings in these matters will include faculty and administrators only.

Section 6. Committee on Appointments, Promotion and Tenure

6.1 The Committee on Appointments, Promotion and Tenure shall be composed of elected tenured or tenure-track School of Nursing faculty members, two of whom must be tenured faculty, one at the rank of full professor and one at the rank of Associate Professor. The Chair shall be elected from among the faculty members. The President of the Faculty Assembly shall serve on the committee in an ex-officio capacity.

6.2 This Committee will be responsible for all faculty centered issues in the SN. The responsibilities of this committee are:

6.2.1 Review the criteria for eligibility for faculty rank, appointment, promotion, and tenure as outlined in these bylaws;

6.2.2 Establish and implement mechanisms for initiating requests for appointment, promotion and tenure by individual faculty members;

6.2.3 Distribute guidelines for promotion and award of tenure to faculty;

6.2.4 Review all material presented for a candidate’s academic appointment, promotion and tenure;

6.2.5 Develop policies and procedures for the appeal decisions on appointments, promotion and tenure;

6.2.6 Review and recommend changes to the Faculty Handbook to the Faculty Administrator of Graduate Studies;
6.2.7 Review and make recommendations regarding applications for the faculty renewal programs;

6.2.8 Make recommendations regarding faculty appointment, promotion and award of tenure and;

6.2.9 Review and recommend faculty for membership in the Master Educator Guild.

Section 7. Research Committee

7.1 The Research Committee shall be composed of elected doctoral prepared School of Nursing faculty members. There shall be graduate student representation. The Associate Dean for Research will serve on the committee in an ex-officio capacity.

7.2 The Research Committee is responsible for promoting the research related activities of nursing faculty and students, as well as facilitating collaborative research efforts between nursing faculty and other health professionals. The Research Committee has the following responsibilities;

7.2.1 Serve in an advisory capacity to the Associate Dean for Research;

7.2.2 Facilitate, review and development of intra and interdisciplinary collaborative research activities;

7.2.3 Recommend resources that will facilitate and support faculty scholarship to the Associate Dean for Research and;

7.2.4 Propose an annual strategic/faculty development plan for research to the Associate Dean for Research.

Section 8. Faculty Practice Committee

8.1 The Faculty Practice Committee shall be composed of the Faculty Practice Director, appointed by the Dean, and elected faculty members who are participating in the Faculty Practice Plan. The Chairperson will be the Faculty Practice Director. The Committee will be responsible for all faculty practice issues in SN. New terms of office begin at the beginning of the Academic Year (AY). The responsibilities of the committee are:

8.1.1 Deliberate all matters having to do with the Faculty Practice Plan and advise the Dean in such matters;

8.1.2 Develop guidelines for the preparation of the Annual Plan, budgets and recommend such budgets and;
8.1.3 Develop and maintain an evaluation plan for faculty practice outcomes.

Section 9. Ethics Committee

9.1 The Ethics Committee shall be composed of elected School of Nursing faculty members, staff and students. An Administrator of the School of Nursing shall serve as an ex-officio member. The Ethics Committee is the School’s Disciplinary Hearing Body.

9.2 This Committee will be School-wide with responsibility for overseeing ethical matters in the School. The responsibilities of the Committee are:

9.2.1 Conduct ongoing education for students and faculty about the School of Nursing Honor Code and academic integrity as well as healthcare and workforce ethics.

9.2.1.1 Facilitate formal gatherings among faculty, administration, staff and/or students for addressing ethical concerns impacting the work, educational and clinical environments of the School of Nursing.

9.2.1.2 Prepare educational opportunities for the School of Nursing in matters related to academic integrity, healthcare, and workforce ethics.

9.2.2 At the recommendation of the Dean and in accordance with Student Rights, Responsibilities and Disciplinary procedures and policies, hold hearings to address a Request for Student Disciplinary Action and make recommendations to the Dean.

9.2.2.1 Student hearings will be conducted in closed session by faculty, student and administrator members of the Committee.

9.2.2.2 Recommendations will be made by majority vote of the committee.

9.2.3 Solicit information from faculty, staff, and students about ethical issues affecting or potentially affecting the work, educational and clinical environments of the School of Nursing.

9.2.3.1 Serve as a conduit for resolution of those issues.

9.2.4 Review and revise the School of Nursing Honor Code and other academic integrity policies in accordance with the University Policy on Policies.

Section 10. Assessment and Evaluation Committee
10.1 The Assessment and Evaluation Committee shall be composed of elected School of Nursing Faculty members with representation from the BSN, MSN and DNP programs, the SN Evaluator, the Accreditation Facilitator (appointed by the Dean), a supervisory and non-supervisory staff member and student members who are representatives of each program. A liaison from the Curriculum and Student Affairs committee will be appointed. An Administrator of the School of Nursing shall serve as an ex-officio member. Nominations for student membership shall be made by mechanisms to be determined by the SN Student Government Association.

10.2 The assessment and evaluation committee is charged with responsibility for development and maintenance of the school-wide assessment and evaluation process to track academic and School of Nursing environment evaluations. The responsibilities of the committee are:

10.2.1 Review, revise and implement an all-encompassing Evaluation plan.

10.2.2 Ensure that the evaluation plan is in alignment with the School, program-specific accreditation efforts, and with the School’s strategic plan.

10.2.3 Disseminate evaluation results to stakeholders and seek feedback.

10.2.4 Make recommendations to administration, faculty and staff for continuous quality improvement.

Section 11. Diversity Committee

11.1 The Diversity Committee shall be composed of elected School of Nursing Faculty members with representation from the BSN, MSN and DNP programs, the SN Evaluator, SN Recruiter, Director of the Center for Academic Success, a supervisory and non-supervisory staff member and student members who are representatives of each program. An Administrator of the School of Nursing shall serve as an ex-officio member. Nominations for student membership shall be made by mechanisms to be determined by the SN Student Government Association.

11.2 The diversity committee is charged with responsibility of fostering a school community reflective of values which welcome, celebrate and promote respect for the entire variety of human experience. The responsibilities of the committee are to:

11.2.1 Facilitate and promote ongoing opportunities for public discussion relating to diversity and solicit input about diversity issues from students, staff, and faculty in the School of Nursing.
11.2.2 Develop and communicate policies and promote values which discourage intolerance and discrimination.

11.2.3 Assess and monitor aspects of culture in the curriculum and courses within the School of Nursing.

11.2.4 Identify and assess existing diversity resources that might be accessed by students, faculty, and staff of the School, as well as by members of the greater community.

11.2.5 Sponsor development programs on cultural competency and cultural diversity.

11.2.6 Participate in monitoring the ethnic and gender mix of faculty, students and staff.

11.2.7 Recommend proactive activities to increase diversity among faculty, students, and staff.

Section 12. Ad Hoc Committees

12.1 Ad Hoc Committees may be appointed by the Dean as needed to assist in the orderly conduct of the affairs of the faculty and SN. No Ad Hoc Committee shall exist beyond one year after its establishment without review by the Executive Council.

ARTICLE IV. APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY

Title A. Academic Titles

Section 1. Definitions

1.1 Full Academic Rank: Rank held by those members of the faculty having the titles of professor, associate professor, assistant professor, and instructor.

1.2 Qualified Academic Rank: Rank held by those members of the faculty having the titles of lecturer, associate and titles preceded by the designations “clinical,” “adjunct,” and “visiting”.

1.2.1 Part-time faculty participating primarily in the programs involving patient care shall be designated by the titles clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor.

1.2.2 Part-time faculty who participate primarily in research and teaching shall
be designated by the titles adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor.

1.2.3 Faculty whose service is for a limited time may be appointed as visiting faculty, e.g., visiting professor, visiting associate professor, visiting assistant professor.

1.2.4 Faculty whose service is discontinuous or intermittent may be appointed as lecturers.

1.2.5 The title of associate may be used when other academic titles are judged not to be appropriate.

1.3 Full-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulation of the SN and the University and whose professional careers and academic assignments are fully dedicated to the instructional, research, health care, or service missions of SN and the University.

1.4 Part-Time Faculty: Those members of the faculty who have agreed to abide by all the rules and regulation of SN and the University and whose professional careers and academic assignments are only partially committed to SN. They may participate in teaching, research, clinical, or service programs and in general SN and University service. Faculty with a 50% or more academic appointment is eligible to be voting members.

1.5 Part-Time Faculty with a 50% or more academic appointment may be elected to be members of SN committees.

1.6 Emeritus Faculty: Members of the faculty who, by virtue of retirement, have been relieved of regularly assigned teaching and administrative responsibilities may be designated as emeriti.

1.7 Distinguished Professors: Distinguished professors are faculty members of surpassing academic achievement. Such achievement may include outstanding and continued research and scholarly work, excellence in teaching, and major contributions in areas such as clinical service, curriculum, program development, and service to SN or the University.

Section 2.  Approved Titles

2.1 The following academic titles are approved for use in the SN: distinguished professor, emeritus professor, emeritus associate professor, professor, associate professor, assistant professor, instructor, clinical professor, clinical associate professor, clinical assistant professor, clinical instructor, adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, visiting
professor, visiting associate professor, visiting assistant professor, lecturer, and associate.

Section 3. Determination of Academic Titles

3.1 In determining the academic title to which an individual is recommended for appointment or promotion, the qualities to be considered shall be those which determine (a) the effectiveness of the individual in performing the prescribed duties and (b) the overall contributions of the individual to the goals and purposes of SN and the University.

3.2 Determination of academic titles shall take into consideration the following factors:

(a) Mastery of subject matter as demonstrated by such factors as degrees, licenses, honors and awards and reputation.

(b) Effectiveness in teaching as demonstrated by such factors as performance evaluation, judgment of peers, student response and performance, and development of teaching materials and techniques.

(c) Research and scholarly or professional accomplishments as demonstrated by such factors as contributions to scientific, educational or clinical knowledge, publications, grants, and reputation.

(d) Contributions to and implementation of the service mission of SN and the University; that is, service to the host communities of the University’s campuses, the entire state, the nation and the global communities.

(e) Continuing growth as demonstrated by such factors as advance study or research, ability to handle increasing responsibility and reputation.

(f) Degree and effectiveness of service to the University and SN through activities such as service on SN or University committees and performance of administrative responsibilities.

Title B. General Provisions

Section 1. Appointment

All members of the faculty shall have an appointment specified with regard to the School of Nursing Program.

Section 2. Date of Appointment
2.1 Twelve (12) month appointments and reappointments shall be based on the academic year which shall commence on July 1 of each year and extend through June 30 of the following year. Continuing appointments and reappointments shall take effect on July 1. Initial appointments may take effect on any specified date. If the date is other than July 1, an anniversary date shall be specified for the purpose of determining years of service. The anniversary date shall be July 1 of the current academic year or July 1 of the following academic year, whichever is closer to the effective date of appointment.

2.2 Ten (10) month appointments and reappointments shall be based on the academic year which shall commence on August 15 of each calendar year and extend through June 15 of the following year. Continuing appointments shall take effect on August 15. Initial appointments may take effect on any specified date. If the date is other than August 15, an anniversary date shall be specified for the purpose of determining years of service. The anniversary date shall be August 15 of the current academic year or August 15 of the following academic year, whichever is closer to the effective date of appointment.

Section 3. Terms and Conditions of Appointment

3.1 The terms and conditions of appointment, including tenure where applicable, shall be stated in writing at the time of appointment or reappointment and shall be signed by the faculty member and the Dean and in the possession of both the institution and the appointee before the appointment or reappointment may be considered valid.

Section 4. Computation of Service

4.1 In computing consecutive years of service for the purposes of this title, periods of vacation leave, periods of sick leave with full salary and periods of leave under the Faculty Renewal Program shall be included. Periods of unpaid leave of absence shall not be included, but shall not be deemed an interruption of otherwise consecutive service.

Title C. Full Academic Rank

Section 1. Eligibility for Full Academic Rank

1.1 Full-Time Faculty: Full-time faculty as defined in Article IV, Title A, Section 1, 1.3, and subject to the provisions and guidelines governing academic appointments to full academic rank. In order to qualify for full academic rank, faculty members shall demonstrate ability to carry responsibilities at a level of proficiency appropriate to their rank.

1.2 Academic Administrators: Academic administrators within SN who qualify for faculty appointments may be appointed to full academic rank.
1.3 **Coterminous Full-Time Faculty:** Faculty at affiliated institutions of SN or at another school of the University who qualify as full-time as defined in Article IV, Title A, Section 1, 1.3 may be appointed to full academic rank.

Academic appointments given under this Section shall be coterminous with the expiration or termination of the faculty member’s contract with the affiliated institution or with the other school of the University. Financial responsibility for such appointments shall rest with the affiliated institution or with the other school of the University.

1.3.1 Academic administrators appointed to full academic rank under Article IV, Title C, Section 1, 1.2 may be awarded faculty appointments which shall be coterminous with the termination of the administrative appointment.

1.3.2 Where fifty percent (50%) or more of the academic base salary of a full-time member of the faculty is derived from sources other than the state appropriation of the University (“outside funding”) at the time of the full-time appointment, the appointment may be made to full academic rank and may have a provision that the faculty member must agree in writing that the appointment shall be coterminous with the availability and receipt of the outside funding for the position, and that said appointment shall be without tenure.

1.4 **Part-Time Faculty:** Under special circumstances and following the review process described below, a few part-time faculty may be appointed to the position of full academic rank. Such appointments may be considered for individuals who do not qualify as full-time faculty as specified in Article IV, Title A, Section 1, 1.3, but whose professional service contributions are particularly meritorious and whose professional careers are heavily committed to the University. Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, a 2/3 majority of those present at a regular meeting of the Executive Council, the Dean, and the Chancellor, appointments of part-time faculty to positions of full academic rank shall be considered by the Board of Governors. Such appointments may be made only by the Board of Governors after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Executive Council, the Dean and the Chancellor.

**Section 2. Procedures and Criteria for Appointment and Promotion to Full Academic Rank**

2.1 SN shall develop and maintain procedures and clearly define criteria for appointment and promotion to each full academic rank. There shall be separate sets of criteria for appointment and promotion for faculty whose efforts are
focused on (1) clinical activity, on (2) research, and on (3) education, administration or service. In establishing such criteria, SN shall stake into consideration faculty who have significant responsibilities in more than one mission related area.

2.2 The School of Nursing criteria and procedures shall be in writing; the Dean shall assure that faculty are informed and receive a written copy of these criteria and procedures.

Section 3. Process of Appointment

3.1 Initial Appointment

3.1.1 Upon the positive recommendation of the pertinent Subordinate Administrative Officers, the Dean, and the Chancellor, appointment of instructors shall be made by the President, or his or her designee, after advice from the University Promotions Review Committee.

3.1.2 Upon the positive recommendation of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, Chancellor, and the President, appointments to assistant professors on the tenure track or to the tenure track from a non-tenure track shall be considered by the University Promotions Review Committee. Assistant professors may be appointed on or to the tenure track only by the Board of Governors after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, the Chancellor and the President. Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, Dean, and the Chancellor, appointments of assistant professors on or to the non-tenure track shall be made by the President, or his or her designee, after advice from the University Promotion Review Committee. The Committee on Appointments, Promotion and Tenure shall provide guidelines for review and recommendation of assistant professor appointments. Assistant professors on the non-tenure track shall be made by the President, or his or her designee, after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean and the Chancellor.

3.1.3 Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, the Chancellor and the President, appointments of associate professors and professors on the tenure track or to the tenure track from a non-tenure track or with tenure shall be considered by the University Promotion Review Committee. The Committee on
Appointments, Promotion and Tenure shall provide guidelines for review and recommendation of associate professor and professor appointments. Associate professors and professors may be appointed on or to the tenure track or with tenure only by the Board of Governors after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, the Chancellor, and the President. Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, and the Chancellor, appointments of associate professors and professors on the non-tenure track or to the non-tenure track shall be made by the President Associate professors and professors on or to the non-tenure track shall be appointed by the President after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, and the Chancellor.

3.2 **Reappointment**

The process of reappointment shall be the same as for initial appointment on the non-tenure track except that in no case shall action be taken by the Committee on Appointments, Promotion and Tenure.

**Section 4. Term of Appointment**

4.1 Non-tenured faculty may be appointed for terms of one to five years and may be reappointed for additional terms of one to five years.

**Section 5. Notice of Non Reappointment**

5.1 Written notice that a term of appointment is not to be renewed upon expiration is to be given to the appointees by the Dean as soon as possible and not less than:

(a) Four months prior to the expiration of a one year appointment as computed from the anniversary date;

(b) Six months prior to the expiration of a two year appointment as computed from the anniversary date and;

(c) Twelve months prior to the expiration of an appointment longer than two years as computed from the anniversary date.

**Section 6. Process of Promotion**

6.1 SN’s Guidelines and Procedures for Appointment and Promotion to Academic Rank shall specify procedures for nomination of individuals for promotion as well
as procedures by which a member of the faculty may enter a formal request to be considered for promotion.

6.2 The process for promotion shall be the same as for initial appointment to each rank except that there shall be a process for self-nomination as provided for in Article IV, Title C, Section 6, 6.1, and a positive recommendation by the Committee on Appointments, Promotion and Tenure shall require consideration by the Board of Governors or by the President, depending on the tenure, tenure track or non-tenure track status, regardless of negative recommendations of the pertinent Subordinate Administrative Officers, the Dean, and/or the Chancellor.

Section 7. Distinguished Professors

7.1 Privileges

7.1.1 The distinguished professor may have for a stipulated period of time supplemental funds for research, educational or clinical activities, as well as other perquisites to be determined by the Dean.

7.2 Designation of Distinguished Professors

7.2.1 Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, and the President, designations of Distinguished Professors shall be considered by the Board of Governors. Designations of Distinguished Professors shall be made only by the Board of Governors after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean and the President.

Title D. Qualified Academic Rank

Section 1. Eligibility for Qualified Academic Rank

1.1 Part-Time Faculty: The part-time faculty as defined in Article IV, Title A, Section 1.4, and subject to the provisions and guidelines governing academic appointments set forth in Article IV, are eligible for appointment to positions of qualified academic rank within the SN. The amount of time devoted to SN shall be determined by the pertinent Subordinate Administrative Officers in consultation with the Dean. Their service may be paid or voluntary.

1.3 Full-Time Faculty as defined in Article IV, Title A, Section 1, 1.3 whose academic qualifications or role does not qualify them for appointment to full academic rank, may be appointed, on an exception basis, to qualified academic rank.
Section 2. Procedures and Criteria for Appointment and Promotion to Qualified Academic Rank

2.1 Appointment and promotion of faculty to positions of qualified academic rank shall be based upon demonstrated ability to carry out responsibilities at a level of proficiency appropriate to their rank.

2.2 SN shall develop and maintain procedures and clearly defined criteria for appointment and promotion to each qualified academic rank with salary and for appointment and promotion to each non-salaried qualified academic rank. SN’s criteria and procedures shall be in writing and the Dean or designee shall assure that faculty is informed in writing of these criteria and procedures.

Section 3. Process and Appointment

3.1 Initial Appointment

3.1.1 Upon the positive recommendation of the pertinent Subordinate Administrative Officers and, Dean, and the Chancellor, appointments of instructors shall be made by the President, or his or her designee, after advice from the University Promotion Review Committee.

3.1.2 Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, and the Dean, appointments to qualified academic rank of assistant professors shall be made by the President, or his or her designee, after advice from the University Promotion Review Committee.

3.1.3 Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Faculty Affairs Committee on Appointments, Promotion and Tenure and Dean, and the Chancellor, appointments to qualified academic rank of associate professors and professors shall be made by the President, or his or her designee, after advice from the University Promotion Review Committee.

3.2 Reappointment

3.2.1 The process for reappointment shall be the same as for initial appointment except that in no case shall action be taken by the Committee on Appointments, Promotion and Tenure.

Section 4. Maximum Duration of Appointment

4.1 Appointments to qualified academic rank shall not continue beyond June 30 of each academic year. Individuals with such appointments may be reappointed
after review to ensure ongoing service to the University. Appointments to qualified academic rank shall not carry tenure.

Section 5. Process of Promotion

5.1 The process of promotion shall be the same as for initial appointment to each qualified rank.

Title E. Academic Freedom and Academic Responsibility

It is the policy of SN to foster and maintain full freedom of discussion, inquiry, teaching, and research. It is the responsibility of the faculty of SN to foster and maintain high standards of professional, academic, and public conduct and morals. Every member of the faculty is entitled to discuss relevant subjects freely in the classroom. In research and publication each faculty member is entitled to discuss freely those subjects with which he or she is competent to deal, to pursue inquiry thereunto and to present and endeavor to maintain the opinions and conclusions relevant thereunto. While free to express those ideas which seem to him or to her justified by the facts, the faculty member is expected to maintain standards of sound scholarship and competent teaching. Every member of the faculty is obliged by his or her position and the standards of his or her profession to work for the betterment of SN and the University, the academic community and the communities where SN facilities are located. Each faculty member should lend his or her counsel as may be required and should undertake in the spirit of community a fair share of the burdens of organization, legislation and deliberation within the University, SN and the region. Every member of the faculty, outside of the fields of instruction, research and publication should conduct himself or herself in a manner that is neither reprehensible nor yielding of discredit to the University or SN. When speaking or writing as a citizen, he or she shall be free from institutional censorship or discipline, but should be accurate, should exercise appropriate restraint, should show respect for the opinions of others and must clearly indicate that he or she is not a spokesperson for the institution.

Title F. Tenure

Section 1. Purpose

1.1 Tenure may be regarded as a means to assure application of the policies set forth in Title E above.

Section 2. Definition of Tenure

2.1 Tenure is continuous academic employment until retirement as long as the duties of the position are performed effectively, absent financial exigency or cause. Only the full academic rank of associate professor or professor may carry tenure.
Tenured appointments shall continue until terminated in accordance with the rules set forth in these bylaws.

Section 3. Eligibility and Criteria

3.1 Tenure may be granted when merited upon or at any time following appointment or promotion to the rank of associate professor or professor. Tenure shall be conferred for achievements of the highest order, the greatest distinction in carrying out the responsibilities of the position, and for unusual promise for continued achievements. Criteria for tenure shall be outstanding, meriting recognition within the relevant discipline as being among the best in the field. Faculty members eligible for tenure shall also be influential and able teachers, and, if applicable, excellent clinicians. They shall have demonstrated a history of continued expansion of competence in their discipline(s) over a significant period of time. Their accomplishments shall represent important contributions to the mission and reputation of SN and the University such that they are deserving of employment as faculty members until retirement subject to the conditions set forth in Article IV, Title F, Section 2, 2.1 of these bylaws.

3.2 Faculty members who are granted tenure are expected to sustain their accomplishments and contributions to the teaching, research and, where applicable, clinical and service programs of the University and to their area(s) of expertise throughout the duration to the tenure appointment.

3.3 SN shall develop criteria for recommending individuals for tenure and procedures for evaluating faculty eligibility for tenure. These criteria and procedures shall be in writing and shall be widely disseminated; the Dean shall ensure that the faculty is informed of these criteria and procedures.

Section 4. Award of Tenure

4.1 Individuals appointed or promoted to the rank of assistant professor may be appointed in either non-tenure or tenure-track status. Assistant professors appointed to the tenure track and who remain on the tenure track shall have a formal review of tenure by their pertinent Subordinate Administrative Officers no later than the tenth year after the appointment to the tenure track, with the procedure for such review to be established by the Committee on Appointments, Promotion and Tenure. If, following such review, the pertinent Subordinate Administrative Officers declines to recommend a faculty member for tenure, the faculty member may self nominate for tenure following procedures as specified in SN’s Guidelines and Procedures for Appointment and Promotion to Academic Rank.

4.2 The SN’s Guidelines and Procedures for Appointment and Promotion to Academic Rank shall specify procedures for nomination of individuals for tenure
as well as procedures by which a member of the faculty may enter a formal request to be considered for tenure.

4.3 The process for the award of tenure shall be as follows: Upon the positive recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, and the Chancellor, awards of tenure shall be considered by the Board of Governors. There shall be a process for self nomination as provided for in Article IV, Title F, Section 4, 4.1, and a positive recommendation by the Committee on Appointments, Promotion and Tenure shall require consideration by the Board of Governors regardless of negative recommendations of the pertinent Subordinate Administrative Officers, the Dean, the Committee on Appointments, Promotion and Tenure, and/or the Chancellor. Associate professors and professors may be awarded tenure only by the Board of Governors after considering the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean and the Chancellor.

Section 5 The Obligation of the University

An appointment with tenure carries with it an obligation on the part of the School of Nursing to continue to provide, until retirement or dismissal for cause, a salary for the appointed individual consistent with his or her rank and years of service except under conditions of financial exigency, which must be demonstrably bona fide as determined by the Board of Governors and with the participation and consultation of the faculty.

Section 6 Academic Tenure in Combination with Administrative Appointment

6.1 Academic tenure may be given to any eligible person concurrent with an administrative appointment, but such tenure shall apply to the position of academic rank and not to the administrative position. Such administrative position is terminable at will.

6.2 Any person holding a tenured appointment who is given an administrative appointment shall continue to hold such appointment in his or her position of academic rank.

Title G. Emeritus Faculty

Section 1. Privileges

1.1 Emeritus faculty shall be entitled to attend without vote, meetings of the faculty, to march in a position of honor in academic processions, to receive official University mailings, to avail themselves of the library and other facilities offered
to faculty members, to represent SN or the University on appointment at academic ceremonies of other institutions, and to take part with the faculties in all social and ceremonial functions of SN or the University.

Section 2. Designation of Emeritus Faculty

2.1 Upon positive recommendations of the pertinent Subordinate Administrative Officers, the Dean, and the Chancellor, designations of emeritus faculty shall be considered by the Board of Governors. SN shall provide for the review and recommendation of designations of emeritus faculty by the Committee on Appointments, Promotion and Tenure. Designations of emeritus faculty shall be made only by the Board of Governors after reviewing the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, the Dean, and the Chancellor. Such recommendations should be based upon significant contributions in teaching, research, or clinical or administrative services.

ARTICLE V. LEAVES OF ABSENCE

Title A. Faculty Renewal Program

Section 1. Policy and Purpose

1.1 There shall be a faculty renewal program, the purpose of which is to provide a means for improving or sustaining the professional competencies of faculty to the benefit and enrichment of the educational, research, healthcare, or services programs of SN and the University. To further this purpose, a period of paid leave may be granted on the basis of demonstrated service to SN and the University and an application describing a program of planned study, formal education, research, writing, or an equivalent.

Section 2. Eligibility

2.1 Full-time, full title SN faculty who have completed at least six consecutive years of service within SN or another school of RHBS or its predecessor, shall be eligible to be granted leave under this program. Consecutive years of service shall be computed as provided in Article IV, Title B, Section 4 of these bylaws. An individual granted leave under this program shall be ineligible until an additional six consecutive years of service have been accumulated.

Section 3. Approval

3.1 Leave under this program may be granted only by the Chancellor upon considering the recommendations of the pertinent Subordinate Administrative Officers, the Committee on Appointments, Promotion and Tenure, and the Dean. Faculty renewal leaves shall be reported annually to the Board of Governors.
Title B. Other Leaves

Upon the recommendations of the pertinent Subordinate Administrative Officers and the Dean, the Chancellor may approve other leaves of absence by members of the professional staff for other leaves of absence at full or reduced salary, or may grant such leave without salary for acceptance of assignments of limited duration with other universities and colleges, public service agencies, or as a delegate, expert, consultant or similar function for other appropriate purposes consistent with the needs and interest of SN and the University.

Salaried leaves under this Title B shall be reported annually to the Board of Governors.

Applications for such leaves of absence under this Title B shall be made to the Chancellor through the Dean upon recommendation of the pertinent Subordinate Administrative Officers. Each application shall include a statement of the purpose for which leave is requested, its anticipated duration and its value to the applicant, SN and the University.

ARTICLE VI. TERMINATION OF SERVICE

Title A. Termination at Will

Section 1. Appointments to Qualified Academic Rank

1.1 The service of individuals in any qualified academic rank may be terminated at will by the Dean.

Title B. Automatic Termination

Term appointments may not be extended. The service of members of the faculty having term appointments shall cease automatically at the end of their specified terms and such automatic cessation shall not be considered termination for cause within the meaning of Article VI, Title C of these bylaws.

Title C. Termination for Cause

Termination of service for cause of faculty with full academic rank shall be governed by the provisions of the applicable collective bargaining agreement.

ARTICLE VII. AMENDMENTS

Title A. Amendments to the By-laws

Section 1. Amendments initiated by the Faculty
1.1 Amendments to these Bylaws and procedures may be initiated by action of the Faculty Assembly or Executive Council. Proposals for amendments shall be presented to the Executive Council for transmission to the faculty. To become effective, such proposed amendments shall require approval by a 2/3 majority of the ballots cast in a poll by mail to the faculty members of School of Nursing holding full academic rank, the recommendation of the Chancellor and adoption by the Board of Governors.

Section 2. Amendments Initiated by the Board of Governors

2.1 Amendments to these Bylaws may be initiated and adopted by the Board of Governors provided that no such amendment shall be adopted unless sixty (60) days written notice therefore, and a copy of the proposed amendments have been provided to the salaried and full-time faculty and an opportunity granted to the faculty to present its views to the Board of Governors within the sixty (60) day period and further provided that no such amendment shall adversely affect any contract then existing between Rutgers, The State University of New Jersey and the faculty, or any rights of the faculty under law.

Bylaw amendments shall become effective upon approval by the President of Rutgers, The State University and its Board of Governors