

**RUTGERS SCHOOL OF NURSING – CAMDEN  
BY LAWS OF THE FACULTY ORGANIZATION**

**ARTICLE I**

**Name**

The name of this body shall be the Faculty Organization (FO) of the Rutgers School of Nursing-Camden (SNC).

**ARTICLE II**

**Objectives**

The purpose of this organization is to:

1. Formulate, develop, execute, and evaluate educational initiatives in the School of Nursing – Camden (SNC) in the interest of sound and progressive programs of study.
2. Contribute to the development and support of the mission, vision, philosophy, and policies of the SNC, Camden campus, and Rutgers University.

**ARTICLE III**

**Membership**

The membership of the Faculty Organization shall include:

- Dean
- Associate Deans
- Director, Office of Nursing Student Success
- Directors, Baccalaureate and Graduate Programs
- Director, Clinical Operations
- Director, Clinical Simulation Labs
- Faculty
  - A. All full-time faculty members with a rank of instructor or above
  - B. Visiting Professors
  - C. Joint Appointees
  - D. Part-time Lecturers (PTL)
- At least one student representative from each program of study
- The Co-Chairperson of the Faculty Organization, a full-time Clinical Assistant / Assistant Professor member of the faculty or above, shall be voted annually at the end of the academic year. The Dean of the SNC will reside in the other Co-Chairperson position.

**Voting Privileges**

All members of the Faculty Organization will have voting privileges except for part-time lecturers (PTLs) and student representatives. Ex-Officio members of committees will have voting privileges on their assigned committees.

**ARTICLE IV**

**Functions**

The faculty organization shall have jurisdiction to:

1. determine requirements for admission to SNC programs.

2. develop and monitor the requisite curriculum for each program of study and establish the sequencing of courses.
3. contribute to the development, adoption, and evaluation of academic policies regarding such areas as attendance, conduct of examination, grading, scholastic standing, and honors that are congruent with existing campus and University policies.
4. determine degree requirements consistent with University policy.
5. recommend to the Board of Governors through the Dean, those candidates who have fulfilled degree requirements.
6. adopt regulations governing its own conduct.
7. name a representative from the SNC to serve on the University Senate for a three-year term.
8. establish standing and special committees and task forces responsible for fulfillment of the school's mission, vision, philosophy, and objectives.
9. delegate work to appropriate standing committees.
10. consider and act upon recommendations from standing committees.
11. foster professional growth of faculty, staff, and students.
12. meet on a regular basis throughout the academic year. Of note, special meetings may be called by the Dean or upon request of 20% or more of the full time voting members of the faculty.
13. distribute all items for consideration of the Faculty Organization 72 hours prior to the Faculty Organization meeting.

## **ARTICLE V**

### **Appointments, Reappointments, and Promotions**

The School of Nursing will follow the University policy related to appointment, reappointment, and promotion as described in this link:

<http://ruweb.rutgers.edu/oldqueens/FACpromotions.shtml>

## **ARTICLE VI**

### **Standing Committees**

1. The Standing Committees include:
  - A. Baccalaureate Curriculum
  - B. Educational Resources
  - C. Long Range Planning
  - D. Scholastic Standing and Recruitment

- E. Faculty Development & Scholarship
- F. Faculty Affairs
- G. Graduate & Professional Programs Committee
- H. Executive Committee

2. Each committee shall have a Chairperson who shall be voted upon by the newly appointed committee and will serve for the upcoming academic year.

A. Duties of Chairperson

- 1) Prepare agenda
- 2) Preside at all meetings and oversee the recording and posting of minutes to a designated online location.
- 3) Report to Faculty Organization and present recommendations for action by the faculty.
- 4) Appoint ad hoc sub committees when necessary.
- 5) Prepare annual report from the committee to be forwarded to Dean by June 1<sup>st</sup>.
- 6) Direct members to address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).
- 7) Be an active member of the Executive Committee

3. Meetings

- A. Regular meetings shall be held and scheduled by Committee Chairpersons.
- B. Special meetings may be called by the Committee Chairperson or the Dean.

4. Request for Committee Membership

- A. Faculty may make a request to the Long Range Planning Committee to serve on a committee. Requests must be received by May 1<sup>st</sup> of the academic year.
- B. Faculty will be assigned a committee during the last Fac. Org. meeting of the year if their 2 year term is expiring based on faculty preference and school needs. New faculty will be assigned a committee by the LRP Committee based on faculty preferences and school needs.
- C. Committee membership will have terms of 2 years except in circumstances when excessive committee membership is noted. Faculty may request to extend service on a committee for one additional year based on committee and/or school need.

5. Committee Membership and Duties

A. **Baccalaureate Curriculum Committee**

1) Membership

A minimum of three appointed full-time nursing faculty representing each baccalaureate program (pre-licensure, RN to BS, and ABSN) shall be members of the committee. Each member will serve two-year terms. A minimum of one student representative from each program of study may participate on the committee. The Associate Dean for Baccalaureate Programs; Directors, Baccalaureate Programs; Director, Office of Nursing Student Success; Director of Clinical Operations; and the Senior Associate Dean will serve as ex officio members of the committee.

2) Duties

The Committee shall:

- a. direct the development and monitoring of all baccalaureate curricula.
- b. provide ongoing evaluation of all baccalaureate curricula.
- c. examine and recommend to the Faculty Organization all requests for additions, deletions, or major changes in courses and/or curricula in the baccalaureate programs.
- d. Collaborate with the Graduate and Professional Programs Committee regarding issues related to baccalaureate students enrolled in graduate courses.
- e. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

**B. Educational Resources Committee**

1) Membership

There shall be a minimum of three appointed full-time nursing faculty on the committee who will serve two-year terms. One student representative may participate on the committee. The Associate Dean for Baccalaureate Programs; Senior Associate Dean; and the Director of the Simulation and Clinical Learning Lab will serve as ex-officio members of the committee.

2) Duties

The Committee shall:

- a. serve as liaison between the SNC-Camden and other schools and departments regarding educational resources offered within and outside the University.
- b. make recommendations for learning resources for students including books, technology, and teaching aids for the Simulation and Clinical Learning Lab.
- c. annually evaluate all learning resources used in the nursing programs.
- d. implement policies addressing clinical performance and practice
- e. annually review all clinical site evaluations and provide a report to the Associate Dean for Baccalaureate Programs.
- f. query and review faculty recommendations for additional learning resources to be integrated into their respective courses
- g. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

**C. Long Range Planning Committee**

1) Membership

There shall be a minimum of three appointed full-time nursing faculty on the committee who will serve two-year terms. One student representative from each program of study may participate on the committee as non-voting member. The Dean, and the Senior Associate Dean will serve as ex officio members of the Committee

2) Duties

The Committee shall:

- a. propose long-range plans to the Faculty Organization.

- b. plan and oversee continuous evaluation of the School's programs. This will include evaluation of curricula, student course evaluations, faculty, administration, and resources according to the SNC's Systematic Evaluation Plan (SEP).
- d. collect and analyze annual committee reports evaluating congruence with the SEP
- e. review and revise the Systematic Evaluation Plan (SEP) when implementing structural and programmatic additions or changes to existing programs.
- f. nominate faculty for appointment to SNC standing committees at the end of each academic year.
- g. recommend By Laws changes to the FO for approval.
- h. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

#### **D. Scholastic Standing and Recruitment Committee**

##### 1) Membership

There shall be a minimum of three appointed full-time nursing faculty who will serve two-year terms. The Associate Dean for Baccalaureate Programs and the Director, Office of Nursing Student Success will serve as ex-officio members.

##### 2) Duties

The Committee shall:

- a. oversee the admission of students to all baccalaureate programs.
- b. develop, recommend and coordinate recruitment activities on behalf of all school programs.
- d. review, explore, and clarify any policy changes referred to the committee by the Faculty Organization.
- e. review and make recommendations for the School website, brochures, and Student Handbook.
- f. annually evaluate student selection methods, admission requirements, and attrition rate.
- g. determine recipients of student scholarships and awards
- h. oversee student grade appeals and grievances.
- i. oversee student academic integrity issues.
- j. monitor student academic standing.
- k. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

#### **E. Faculty Development & Scholarship Committee**

##### 1.) Membership

There shall be a minimum of three appointed full-time faculty on the committee who will serve two-year terms. The Senior Associate Dean will serve as ex-officio member of the committee.

##### 2.) Duties

The Committee shall:

- a. identify perceived faculty needs related to faculty development and scholarship.

- b. prioritize identified needs yearly based on faculty input.
- c. establish policies directing disbursement of faculty research support funds.
- d. organize and supervise delivery of faculty development and scholarship activities (e.g. research roundtable, digital development activities, etc.).
- e. interface with Dean or designee (e.g., Associate Dean) regarding funding available for faculty development presentations.
- f. provide recommendations regarding disbursement of reimbursement to requesting faculty for scholarly presentations.
- g. oversee faculty awards process
- h. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

## **F. Faculty Affairs**

### 1.) Membership

A minimum of five appointed nursing faculty representing Tenure, Tenure track, Non-tenure track, Instructor, and PTL levels will be represented on this committee. In addition, representation from each program will include: undergraduate (traditional, ABS, RN-BS) and the graduate programs. Each member will serve a minimum two-year term with the option to serve a third year.

### 2.) Duties

The Committee shall:

- a. Develop, evaluate, and/or revise SNC policies and procedures related to appointment, reappointment, promotion, and tenure of faculty consistent with University policies.
- b. Address all faculty governance, academic freedom, and support issues.
- c. Develop, evaluate, and/or revise SNC policies and protocols for faculty scholarly work related processes consistent with University policies (i.e. summer grant proposals, grievance policy).
- d. Serve as a liaison between faculty and administrators on all faculty issues.
- e. Representing the faculty, collaborate with administration on the development of faculty assignments and equitable workload policies.
- f. Develop/evaluate/revise faculty evaluation guidelines and processes consistent with University policies (i.e. self-evaluation template, peer evaluation process).
- g. Collaborate with the Faculty Development Committee and administrators on issues related to New Faculty Orientation and Mentorship Programs.
- h. A member of this committee shall be included on any faculty search task force.
- i. Address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

## **G. Graduate and Professional Programs Committee**

### 1.) Membership:

A minimum of four appointed full-time nursing faculty who teach in the graduate and/or professional programs and the other programs granting graduate credits shall be members of the committee and will serve two-year terms. A minimum of one student representative from each program of study may participate on the committee. The Associate Dean for Graduate and Professional Programs; Director of Clinical Operations; and the Director/Coordinator(s) of the DNP Program(s) will serve as an ex officio member of the committee.

2.) Duties:

The Committee shall:

- a. assure that all graduate curricular components are consistent with the School of Nursing's mission, philosophy, and curricula objectives.
- b. recommend curriculum revisions to the NP faculty.
- c. develop the Master Plan of Evaluation for graduate programs and oversee systematic program reviews in keeping with the SNC Systematic Evaluation Plan.
- d. report results and recommendations to faculty.
- e. direct the development, monitoring and evaluation of all graduate curricula.
- f. conduct annual reviews of all courses and appropriate sequencing to ascertain the necessity for any changes in the graduate program and ensure program currency and integrity.
- g. establish, monitor, and recommend policies governing graduate program curriculum, including admission, student retention, and progression; bring NP program and curricular issues/evaluations/revisions to FO for discussion and recommendations prior to a vote by NP faculty.
- h. recommend candidates for admission and graduation and conduct a yearly review of all students for satisfactory progress.
- i. oversee student recruitment and marketing strategies and ensure that the SNC website is accurate and up-to-date for graduate programs.
- j. collaborate with various schools on Rutgers University-Camden campus and the university at large and Health Sciences schools at regional universities on course development and potential shared resources.
- k. develop a Graduate Student Handbook and ensure the handbook is accurate and up to date.
- l. coordinate student awards and scholarships at the graduate level.
- m. collaborate with the Baccalaureate Curriculum Committee regarding issues related to baccalaureate students enrolled in graduate courses.
- n. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

## **H. Executive Committee**

### 1) Membership

The following administrators and faculty shall be ex officio members: The Dean, Senior Associate Dean, Associate Deans, Program Directors, Chairs of each standing committee, and the Faculty Co-Chair. The Co-Chairperson of the Faculty Organization will serve as chair of the Executive Committee. SNA President or their designee will be an ex officio member of the Executive Committee.

### 2) Duties

The Committee shall meet at least monthly, prior to the faculty organization meeting (as possible), to:

- a. Serve as a mechanism to facilitate faculty and academic program governance and communication
- b. Coordinate and clarify SNC committee work.
- c. Provide oversight of standing committees and faculty convened ad hoc committees and/or task forces
- d. address assigned responsibilities as noted in the Systematic Evaluation Plan (SEP).

## **ARTICLE VII**

### **Quorum**

1. Fifty percent of the Faculty Organization membership eligible to vote shall constitute a quorum for the transaction of business.
2. Votes shall be affirmed by a two-thirds (2/3) vote of the Faculty Organization members present and eligible to vote.

## **ARTICLE VIII**

### **Order of Procedure**

Robert's Rules of Parliamentary Procedure shall be the authority for all meetings.

## **ARTICLE IX**

### **Amendments**

These By-laws may be amended by a two-thirds (2/3) vote of Faculty Organization members who are eligible to vote, provided that proposed amendments are distributed one week prior to the Faculty Organization meeting. By Law changes to be executed semi-annually (December and May).

Approved 3/7/14

Revised 5/4/16; 12/2/16