

Michigan State University

College of Nursing

BYLAWS

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MICHIGAN STATE UNIVERSITY

COLLEGE OF NURSING BYLAWS

PREAMBLE: The Bylaws for Academic Governance, Michigan State University (MSU) provide the framework for faculty and student involvement according to the four modes of participation in the development of policy, programs, and procedures in academic and related matters. These Bylaws define the organizational structure and procedural roles of faculty and students in policy formation for Academic Governance of the College of Nursing (“the College”) and indicate the relationship to the administration.

MODES OF PARTICIPATION

There are four modes of faculty and student participation identified for use in academic governance.

Consultation

A body of faculty or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator’s decision.

Advisory

A deliberative body of faculty or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

Shared Responsibility

A deliberative body of faculty or students makes recommendations to an administrator. If the administrator and deliberative body cannot agree and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator.

Delegated Authority

A deliberative body of faculty or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

1. The Faculty

1.1. Composition

- 1.1.1. The tenure system faculty shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, and assistant professor.
- 1.1.2. The fixed-term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, or assistant instructor, but not appointed under the rules of tenure.
- 1.1.3. The health program faculty shall consist of all persons appointed under the rules of the Health Programs (HP) appointment system and holding the rank of professor, associate professor, or assistant professor. For the purpose of elections to University Committees, health program faculty are considered to be fixed-term faculty.
- 1.1.4. All faculty appointed without salary, i.e., adjunct faculty, clinical preceptors, visiting professors and professor emeriti shall be faculty with voice, but no vote.

1.2. Faculty Voting Rights

- 1.2.1. The voting faculty shall consist of all tenure system, fixed-term, and HP faculty appointed at least 50% time across the academic year.
- 1.2.2. Faculty may vote internally and externally. External voting refers to all matters concerned with university issues and representation. Internal voting refers to all college-level issues and representation.
 - 1.2.2.1. A faculty member jointly appointed in the College and one or more units in the University outside the College may vote externally only if the College has primary responsibility for initiating personnel actions on behalf of this faculty member.
 - 1.2.2.2. A faculty member without primary appointment in the College will have voice without vote unless granted otherwise by the voting faculty.
- 1.2.3. Faculty whose administrative appointments in the College are 50% or greater, and who have a dean title, are considered administrators who may serve as non-voting, ex-officio members on College committees.

1.2.4. Ex-officio members on committees other than administrators of the College shall have voice but no vote.

1.3. Faculty Responsibilities

1.3.1. The faculty shall have shared responsibility with the Dean to adopt and publish bylaws provided they are in conformity with the University Bylaws for Academic Governance.

1.3.2. The faculty shall advise the Dean in the formulation and interpretation of major policies affecting the College.

1.3.3. The faculty shall represent the College in the University according to the Bylaws.

1.4. Faculty Meetings

1.4.1. Faculty shall meet at least once each semester, except during the summer, at a time posted at least five working days prior to the meeting date. Faculty shall attend all meetings. Additional meetings may be called by the Dean or the College Advisory Council (CAC) or by two-thirds of the membership of the faculty. Special meetings may be called with less notice and shall address only the specific concerns for which they are called.

1.4.2. Action may be taken by the voting faculty present, provided a quorum exists and an agenda and recommendations have been distributed at least five working days in advance, except for amendments to these bylaws (see Section 7).

1.4.2.1. A simple majority of the voting faculty membership shall constitute a quorum. In the presence of a quorum, a simple majority of those present shall constitute a definitive vote.

1.4.2.2. Voting faculty may suggest to the CAC or to the Dean items for the agenda of faculty meetings.

1.4.2.3. Additional agenda items not requiring a vote may be brought up from the floor at regular (not special) faculty meetings.

1.4.2.4. An electronic ballot, instead of a vote at a meeting, may be

employed for significant issues as determined by the faculty present at a faculty meeting.

1.4.3. The Chair of CAC or, in his/her absence, the Chair-elect shall preside at College Faculty meetings following *Robert's Rules of Order* (most recent edition).

1.4.4. Minutes of the meeting shall be recorded and distributed to the faculty five days prior to the next meeting. All minutes shall be maintained by the elected Secretary of each standing committee. The Secretary of CAC will also preside as Secretary for Faculty meetings. Each committee Secretary is responsible to assure that meeting minutes are reviewed, corrected, and filed in the College shared drive.

Commented [PC1]: How many days?

Commented [PC2]: Shared drive is being phased out. Need replacement language here.

2. The Students

2.1. Student Constituency

2.1.1. The student constituency shall consist of all persons officially enrolled as majors in the College. A person who has enrolled for two consecutive semesters may retain student status for one semester when not enrolled if the person has not been awarded a degree or enrolled as a degree candidate at another college or university, or been withdrawn or recessed by the University or dismissed from the College program.

2.1.1.1. Those students who are enrolled in the College for a baccalaureate degree shall be deemed undergraduate students.

2.1.1.2. Those students who are enrolled in the College for Master's, DNP, or PhD degrees shall be deemed graduate students. (A post-doc who is conducting research and taking a class, is deemed a student).

2.2. Student Participation on Designated College Committees

2.2.1. Students shall have voice and vote on college committees in the same mode as faculty except in matters reserved to the faculty. The matters reserved include:

2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.

2.2.1.2. Decisions concerning credentialing, appointment, salary,

reappointment, promotions, tenure, or dismissal of individual faculty members.

- 2.2.1.3. Election of faculty to the College and University committees.
- 2.2.1.4. The professional responsibility of the faculty to establish and maintain the intellectual authority of the College.
- 2.2.1.5. The admission, promotion, and retention of individual students in the College.
- 2.2.1.6. The time, place, and agenda of faculty meetings.
- 2.2.1.7. Shared responsibility with the Provost in determining procedures for review of the Dean.
- 2.2.1.8. Selection of students for awards, traineeships, special scholarships and other sources of financial aid, unless stipulated by award criteria.

2.2.2. A single term of office for students on standing committees of the College shall be limited to one academic year, but a student may serve up to two consecutive years on the same committee.

3. College Academic Administrators

3.1. Chief Executive Officer

- 3.1.1. The Chief Executive Officer of the College is designated as Dean.
- 3.1.2. The Dean is appointed by the Board of Trustees upon recommendation of the President.
- 3.1.3. The voting faculty has shared responsibility with the Provost or designees to determine procedures for the selection of the Dean, with the ultimate decision made by the Provost. Hiring and selection procedures must conform to University policies.
- 3.1.4. Faculty and students of the College advise the Provost or designee in the nomination of a Dean.
- 3.1.5. The Dean is responsible to the Provost or designee for the education,

practice, research, and service programs; budgeting matters, physical facilities, and personnel matters within his/her jurisdiction, taking into account the advisory procedures of the College.

3.1.6. The Dean participates in academic governance as part of his/her administrative responsibility. This participation includes those responsibilities listed in the University Bylaws for Academic Governance (Section 2.1.5).

3.1.7. The Dean may constitute ad hoc consultative and advisory committees.

3.1.8. The Dean designates an individual to assume the administrative responsibilities of the College in his/her absence.

3.1.9. Dean's Review

3.1.9.1. The Dean is subject to regular review by the Provost or designee at intervals not to exceed five years.

3.1.9.1.1. A request for a review may be made to the Office of the Provost by the CAC upon the vote of two-thirds of the faculty.

3.1.9.2. CAC shall have shared responsibility with the Office of the Provost to determine procedures for the review of the Dean. All review procedures must conform to the policies of the University.

3.1.9.3. There is no limit on the number of times an individual may be continued in the position of Dean.

3.1.9.4. At any time during the term of office, the appointment of the Dean, as Dean, may be terminated either by resignation or by action of the Board of Trustees upon recommendation of the President and the Provost.

3.2. Administrative Appointments

3.2.1. The selection of administrative appointees shall be the responsibility of the Dean who shall receive the views of faculty and students through the Academic Governance system.

3.2.1.1. The Dean shall consult with the CAC concerning the

appointment or replacement of Administrative appointees.

3.2.1.2. Assistant and associate deans shall be reviewed at intervals not to exceed five years.

3.2.1.3. It is the shared responsibility of the Dean and the CAC, in consultation with the College representative to the University Committee for Academic Governance, to determine procedures for review.

4. Standing Committees of the College of Nursing

4.1. Faculty standing committees are: College Advisory Council (CAC), Undergraduate Program Committee (UPC), Advanced Practice Program Committee (APPC), PhD Program Committee (PPC), the Faculty Practice Committee (FPC), and the Research Committee (RC).

4.2. General Procedures

4.2.1. All committees shall follow *Robert's Rules of Order* (most recent edition).

4.2.2. Committee meetings, except those in which specific personnel recommendations are discussed, shall be open to faculty.

4.2.3. Approved minutes of the meetings of the CAC and the College committees shall be made available to the faculty in a timely manner.

Commented [PC3]: Specify timeline. i.e. # of days prior.

4.2.4. All minutes of committee meetings shall be kept in a master file on the College shared drive.

4.2.5. The Chairperson of each standing committee shall ensure distribution of the agenda of the next committee meeting to the committee members at least five business days prior to the meeting date.

4.2.6. The Chairperson of each standing committee shall submit an annual report for the academic year to the Dean's Office.

4.3. General Functions

4.3.1. Standing committees shall provide recommendations to the Dean on matters within their purview and inform the faculty of these recommendations as appropriate via memoranda or reports at faculty meetings.

4.3.2. The standing committees shall review at regular intervals--not to exceed three years--their composition, procedures, and functions and recommend appropriate Bylaw revisions to the CAC and to the Dean.

4.4. Meetings of Standing Committees

4.4.1. The administrator(s), or a designee, being advised by a committee shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.

4.4.2. Each standing committee shall meet at least once a semester during the academic year.

4.4.3. Special meetings may be called by the Chair of the committee upon request of committee members, the Dean, or the CAC.

4.5. Composition of Faculty Standing Committees

4.5.1. Membership of standing committees' Chair of CAC shall serve a two-year term; Chair-elect of CAC shall serve a three-year term, one as Chair-elect and two years as CAC Chair.

4.5.2. Following the election and prior to the end of spring semester, the newly elected committee shall meet for the purpose of electing a Chair-elect and a Secretary. A member in their first year of their first term may be elected as Chair-elect but may not be elected as Chair, except for CAC, as the Chair, Chair-elect, and Secretary are elected by faculty.

4.5.2.1. Following the election of the new committee chair and prior to the beginning of fall semester, the incoming and outgoing committees shall meet together for orientation and transition.

4.5.2.2. Each committee shall develop goals and strategies that align with the College's goals and develop what is to be accomplished in the coming academic year.

4.5.3. Term of office for committee members shall be two years. Terms shall be staggered so that approximately one-half of the members of each committee are elected each year.

4.5.4. A faculty member may serve on the same committee a maximum of two

consecutive terms.

- 4.5.5. A faculty member who serves on a University committee shall be an ex-officio member of the comparable College committee.
- 4.5.6. Membership of standing committees shall include voting faculty, student representatives as appropriate, and ex-officio administrators as appropriate.
- 4.5.7. Student members of faculty standing committees shall be selected by the procedures established by the Student Advisory Council (SAC). Student members shall serve a one-year term beginning fall semester, and are eligible for re-appointment for one additional year. If a need arises, e.g., student only able to serve one semester, another student shall be selected to serve by the SAC.

4.6. Composition and Functions of Faculty Standing Committees

4.6.1 College Advisory Council (CAC)

4.6.1.1. Composition

4.6.1.1.1. The CAC shall consist of nine members as follows: Three elected faculty members (Chair, Chair-elect, Secretary); the Chairs of the five standing committees [Advanced Practice Program Committee (APPC); PhD Program Committee (PPC); Undergraduate Program Committee (UPC); Faculty Practice Committee (FPC); Research Committee (RC)]; and the faculty-elected Senator.

4.6.1.1.2. The CAC shall appoint additional faculty to participate in annual peer review evaluations as needed to ensure representatives across appointment systems.

4.6.1.2. Functions

4.6.1.2.1. Serve as the advisory committee to the Dean, in accordance with the Bylaws, on matters such as long range planning, setting

priorities for College initiatives, fiduciary matters, and relationships with the University community.

- 4.6.1.2.2. Review and recommend changes in the College's mission, philosophy, and vision.
- 4.6.1.2.3. Have shared responsibility with the Dean to set the agenda, time, date, and place for faculty meetings.
- 4.6.1.2.4. Develop ballots and conduct all faculty elections for the standing faculty committees of the College and College representatives to the University committees.
- 4.6.1.2.5. Appoint and/or conduct elections to fill College Standing Committee and the University committee vacancies as necessary.
- 4.6.1.2.6. Review materials of faculty seeking appointment, reappointment, promotion, tenure, and annual review according to the College review guidelines and make recommendations to the Dean. Faculty in the same appointment system (tenure system, fixed-term, HP) as the faculty member being reviewed are eligible to review faculty who are applying for tenure and/or promotion at or below the present rank of the reviewer. For annual review, faculty reviewers must be at or above the rank of the faculty they are reviewing. MSU faculty appointed in units outside the College may be asked to participate as reviewers.
- 4.6.1.2.7. Review guidelines and procedures for the peer review component of the annual faculty evaluation at least every three years and make recommendations to the faculty.

- 4.6.1.2.8. Inform faculty about annual peer review guidelines and timeframe for submission.
- 4.6.1.2.9. Conduct the peer review of faculty according to guidelines and procedures.
- 4.6.1.2.10. Identify, review and recommend faculty for awards.
- 4.6.1.2.11. Review and recommend changes in the College Bylaws at regular intervals, not to exceed five years.

4.6.2. Undergraduate Program Committee (UPC)

4.6.2.1. Composition

- 4.6.2.1.1. The UPC shall consist of five voting members representing tenure system and fixed-term faculty.
- 4.6.2.1.2. Ex-officio members include the Associate Dean for Academic Affairs, Associate Dean for Support Services, the Associate Dean of Community Engagement and Public Service, and the Assistant Dean and Director of the Undergraduate Program.
- 4.6.2.1.3. One student, plus an alternate, who are currently enrolled in an undergraduate nursing curriculum shall serve on the committee, and is eligible to serve another term, and shall be a voting member.

4.6.2.2. Functions

- 4.6.2.2.1. Review programs for consistency with the vision, mission and philosophy of Michigan State University and the College.
- 4.6.2.2.2. Create an instructional environment conducive to student learning.

- 4.6.2.2.3. Evaluate process and outcomes of instruction.
- 4.6.2.2.4. Formulate, review and evaluate policies and procedures pertaining to student recruitment, admission, progression through, and graduation from, the program.
- 4.6.2.2.5. Review and recommend students for admission to and graduation from undergraduate programs.
- 4.6.2.2.6. Review and recommend students for scholarships and awards.
- 4.6.2.2.7. Oversee the process and procedures of formal student grievances and appeals.

4.6.3. Advanced Practice Program Committee (APPC)

4.6.3.1. Composition

- 4.6.3.1.1. Five voting faculty members, four of whom are advance practice registered nurses, representing each of the Advanced Practice Programs (NP, CNS, NA).
- 4.6.3.1.2. Ex-officio members include the Associate Dean for Academic Affairs, Associate Dean for Support Services, Associate Dean for Research, and the Associate Dean for Community Engagement and Public Service.
- 4.6.3.1.3. One student currently enrolled in each of the programs shall serve on the committee for one academic year, and may also be reappointed for one additional year, and shall serve as a voting member.

4.6.3.2. Functions

- 4.6.3.2.1. Review programs for consistency with the vision, mission, and philosophy of the

Commented [PC4]: Replace "Design programs consistent" with "Review programs for consistency"

University, the College, and other relevant National Professional Guidelines.

- 4.6.3.2.2. Create an instructional environment conducive to student learning and faculty development.
- 4.6.3.2.3. Evaluate process and outcomes of instruction.
- 4.6.3.2.4. Formulate, review, and evaluate policies and procedures pertaining to student recruitment, admission, progression through and graduation from the graduate programs.
- 4.6.3.2.5. Review and recommend students for admission to and graduation from graduate programs.
- 4.6.3.2.6. Review and recommend students for scholarships and awards.
- 4.6.3.2.7. Oversee the process and procedures of formal student grievances and appeals.

4.6.4. PhD Program Committee (PPC)

4.6.4.1. Composition

- 4.6.4.1.1. Four faculty voting members who are in the tenure system, three of whom are tenured. The Chairperson shall be tenured.
- 4.6.4.1.2. Ex-officio members include the Associate Dean for Research and Director of PhD Program, the Associate Dean for Academic Affairs, Associate Dean for Support Services, and the Associate Dean for Community Engagement and Public Service.
- 4.6.4.1.3. One PhD student currently enrolled in the PhD program shall serve on the committee

and may also be reappointed for one additional year, and shall serve as a voting member.

4.6.4.2. Functions

- 4.6.4.2.1. Review programs for consistency with the vision, mission, and philosophy of the University, the College, and other relevant National Professional Guidelines.
- 4.6.4.2.2. Create an instructional environment conducive to student learning and faculty development.
- 4.6.4.2.3. Evaluate process and outcomes of instruction.
- 4.6.4.2.4. Formulate, review, and evaluate policies and procedures pertaining to student recruitment, admission, progression through and graduation from the graduate programs.
- 4.6.4.2.5. Review and recommend students for admission to and graduation from the program to the Associate Dean for Research and Director of PhD Program.
- 4.6.4.2.6. Review and recommend students scholarships, and awards to the Associate Dean for Research and Director of PhD Program.
- 4.6.4.2.7. Oversee the process and procedures of formal student grievances and appeals.

4.6.5. Faculty Practice Committee (FPC)

4.6.5.1. Composition

- 4.6.5.1.1. Four faculty members who have Practice as part of their assignment and who are actively practicing. Members of the Practice

Committee shall be elected at-large.

4.6.5.1.2. Ex-officio member shall be the Associate Dean for Community Engagement and Public Service and the Associate Dean for Support Services

Commented [PC5]: Add Associate Dean for Student Support Services

4.6.5.1.3. Two students shall serve on the committee: Both shall be APRN program students. Each student may be reappointed to serve another year, and shall be a voting member.

4.6.5.2. Functions

4.6.5.2.1. Recommend practice initiatives consistent with the vision, mission, and philosophy of the University, of the College, and other relevant National Professional Guidelines.

4.6.5.2.2. Review policies related to faculty practice.

4.6.5.2.3. Evaluate practice resources and make recommendations to the Associate Dean for Community Engagement and Public Service.

4.6.5.2.4. Develop and implement plans for evaluating of the quality of faculty practice.

4.6.5.2.5. Provide a forum to keep faculty informed of the status of local, state, regional, national, and global practice issues.

4.6.5.2.6. Recommend opportunities for new clinical practices.

4.6.5.2.7. Support and facilitate opportunities for clinical research and scholarship.

4.6.5.2.8. Report decisions made by MSU, the College, and other committees that impact practice to the committee.

4.6.6. Research Committee (RC)

4.6.6.1. Composition

4.6.6.1.1. Six voting members meeting the following criteria:

4.6.6.1.1.1. Three voting members are in the tenure system with active research programs or a substantial research record and three voting members are fixed-term faculty with a track record of scholarly activity. The Associate Dean for Research and PhD Program, and the Associate Dean for Academic Affairs shall be an ex-officio members. The Chair shall be tenured.

4.6.6.1.1.2. One BSN, one PhD, and 1 APRN student shall serve on the committee for the academic year as a voting member. Each student may be reappointed to serve another year.

Commented [PC6]: Consider changing to 1 BSN, 1 PhD, and 1 APRN student.

4.6.6.2. The RC shall

4.6.6.2.1. Advise regarding the research agenda for the College, including policy development, procedural recommendations, and faculty development.

4.6.6.2.2. Evaluate resources and support, such as the Center for Nursing Research, Scholarship, and Innovation (CNRSI) and make recommendations.

4.6.6.2.3. Support a climate for internal exchange of ideas and partnerships, including recommendation of faculty development activities related to research.

4.6.6.2.4. Facilitate collaborative efforts among the College, the University, and community researchers, students, practitioners, and the

like, to advance the College research efforts.

- 4.6.6.2.5. Review and update research quality performance indicators and make recommendations to the faculty.
- 4.6.6.2.6. Advise the Associate Dean for Research and PhD Program regarding adherence to operating guidelines for intellectual integrity and ethical issues consistent with University and funding agency guidelines.
- 4.6.6.2.7. Develop and implement procedures for support of student research and scholarly development.
- 4.6.6.2.8. Serve in an advisory role to the Associate Dean for Research and PhD Program on general research matters and needs within the College.

5. Student Advisory Council (SAC or “the Council”)

5.1. Composition

5.1.1. Membership shall consist of student representatives and faculty.

5.1.1.1. Student representatives shall be selected according to the Bylaws of the SAC. The Dean, or designee, and the Director for Student Support Services shall be ex-officio members.

5.1.1.2. A faculty member shall be appointed by the CAC to serve as faculty Advisor to the SAC.

5.2. The SAC shall

5.2.1. Advise the Dean on matters pertaining to the College’s academic programs and student health and welfare.

5.2.2. Meet with faculty and the appropriate administrators to discuss matters of mutual concern.

- 5.2.3. Establish procedures to identify student representatives to the College and to the University committees, and name replacements as needed.
- 5.2.4. Notify the Dean's office of committee membership by the second week of the semester.
- 5.2.5. Establish procedures for and implement activities pertaining to student involvement in the College.

6. Academic Unit Grievance Procedure

- 6.1. The College has adopted the University Faculty Grievance Policy as developed by the University Committee on Faculty Affairs. (Reference: University Bylaws)

7. Interpretation and Amendment Process

- 7.1. Proposed amendments to these Bylaws shall be introduced through the CAC to the faculty at meetings of the faculty.
 - 7.1.1. Proposed amendments may be submitted to the CAC by individual or group action.
 - 7.1.2. A proposed amendment shall become a part of the Bylaws when passed by a two-thirds vote of the faculty participating in the vote, providing that a quorum has been met.
 - 7.1.3. Proposed amendments shall be distributed to voting faculty members at least one week prior to the faculty meeting at which they are introduced and discussed.
- 7.2. Copies of the College Bylaws and amendments thereto shall be available to all the faculty and students of the College.

BYLAWS ACTION:

Bylaws adopted June 1981.
Revisions adopted June 15, 1984.
Revisions adopted May 17, 1985.
Revisions adopted March 19, 1987 with amendments.
Revisions adopted November 12, 1987.
Revisions adopted November 30, 1990.
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Revisions proposed February 18, 2005.
Revisions adopted April 2005 (electronic vote).
Revisions proposed February 2, 2007.
Revisions proposed April 6, 2007.
Revisions adopted April 20, 2007.
Revisions proposed December 19, 2008.
Revisions adopted January 14, 2009 (electronic vote).
Revisions proposed and adopted March 15, 2013.
Revisions proposed and adopted May 11, 2015.
Revisions proposed March 16, 2016 (BY UCAG).
Revisions adopted April 7, 2017 (electronic vote).