UNIVERSITY OF WASHINGTON
SCHOOL OF NURSING

BYLAWS


SCHOOL OF NURSING FACULTY

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Dean as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the School of Nursing establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedures.

ARTICLE I
PURPOSE AND FUNCTION

Section 1. The purpose of the School of Nursing shall be to provide programs for professional nursing within the larger context of the University of Washington, whose mission is defined in Faculty Handbook, RCW, 28 B-20.020 Vol. 1.

Section 2. The faculty of the School of Nursing, University of Washington, is the School's governing body, under Faculty Code, Section 23-41.

ARTICLE II
VOTING MEMBERSHIP

Members of the School faculty who are voting members of the University faculty shall be voting members of the School faculty, to wit: Faculty Code, Section 21-32.

VOTING MEMBERSHIP IN THE FACULTY

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of (tenure, research track, and, WOT): professor, associate
professor, assistant professor, full-time instructor, or full-time
lecturer.

B. Notwithstanding the rank held, the following are not voting
members of the faculty:

persons serving under acting or visiting appointments;
*persons serving under research appointments, holding less than
50% appointments;
persons on leave of absence;
persons serving under clinical or affiliate appointments;
persons of emeritus status unless serving on a part-time basis;
persons serving under adjunct appointments insofar as their
adjunct appointments are concerned.

C. Presidents of the undergraduate and graduate student nursing
organizations shall have the right to speak but without vote.

Section 13-31, April 16, 1956; S-A 32 May 8, 1967; S-A 37, February 8,
1971; Section 21-32A, 21-32C, March 6, 2001; all with Presidential
approval.

*As of March 6, 2001, voting membership in the faculty was expanded to include research assistant professors, research
associate professors and research professors who have a 50% or greater appointment. Retired faculty at these ranks who are
employed would be permitted to vote during the quarter of their employment. Sec. 21-32A. Research faculty, as described
above, are permitted to vote on all personnel issues described by the Faculty Code except those relating to the promotion to
and/or tenure of faculty to the ranks of senior lecturer, assistant professor, associate professor, professor, associate professor
WOT and professor WOT. Sec. 21-32C.

ARTICLE III
FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council

Responsibilities: There shall be a Faculty Council whose
responsibilities shall be to advise the Dean on matters of policy
regarding faculty promotion and tenure, and advise the Dean on
matters involving academic policy, including priorities, resource and
salary allocation, and budgets (Sec. 23-45B). The Faculty Council
shall provide governance for the faculty of the School of Nursing.
This body shall be concerned with all domains of faculty authority
and duties of the School of Nursing faculty and the professional and
personnel issues affecting faculty. The Faculty Council is directly
accountable to the faculty as a whole, from which it is elected. It may
act on behalf of the School of Nursing faculty and shall account to the School of Nursing faculty for those acts.

The Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all School of Nursing standing committees, and (2) election of the chair and members of the Faculty Council, the chairs of the program coordinating committees (BSNCC, MCC, PhDCC, and DNPCC), and the chair of the Appointment, Promotion, and Tenure Committee.

At the request of the Faculty Council Chair or Dean, a session chaired by Faculty Council Chair may be held to discuss matters of joint faculty and administrative concerns involving decisions and strategic planning. The Faculty Council Chair, in consultation with the Dean, will identify faculty, administrative, staff, and student representatives appropriate to attend. Non-voting attendees who may be invited to attend shall include the School of Nursing Director of Finance and Administration, staff, and student representatives.

Membership: There shall be six (6) members, consisting of one (1) chair, one (1) chair-elect, three (3) departmental representatives, and one (1) representative from the department not represented by the chair or chair-elect. All members of Faculty Council shall serve two-year terms of office.

The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The chair-elect shall be elected from the associate and full professors of the School and shall not be from the same department as the chair. The term of office for the chair shall be one year.

Section 2. Program Coordinating Committees

Responsibilities: There shall be program coordinating committees (BSNCC, MCC, PhDCC, and DNPCC) whose responsibilities shall be to formulate policy, to plan and oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination and curriculum development shall be the responsibility of the program coordinating committees in collaboration with the Faculty Council and the Associate Dean for Academic Services.
Chairpersons: The chairs of the BSNCC, MCC, PhDCC, and DNPCC shall be elected from associate and full professors in the School of Nursing and will have graduate faculty standing. The terms of office will be for two years. No more than two consecutive terms as chair may be served.

Membership: Members of the program coordinating committees shall be appointed by the Faculty Council in consultation with the relevant continuing committee members and on the expressed interest of eligible faculty. Members of the PhDCC, DNPCC, and the MCC shall be graduate faculty. Each of the program coordinating committees shall be composed of three departmental representatives plus the elected chair. The departmental representatives to the BSNCC shall be level coordinators for the BSN Program. Members of BSNCC shall also include one faculty representative from the Bothell campus BSN program and one faculty representative from the Tacoma campus BSN program. Additional members of BSNCC and DNPCC shall be appointed by the BSNCC and DNPCC chairpersons as needed. The members of the MCC shall also include a faculty representative from the Bothell and Tacoma campuses. The Associate Dean for Academic Services (or a designee) shall be an ex officio member of each of the program coordinating committees. Each program coordinating committee shall also include student representation. Student representatives on each coordinating committee shall have one collective vote regardless of the number of student representatives serving on the Committee.

Section 3. Research and Intramural Funding Committee (RIFC)

There shall be a Research and Intramural Funding Committee whose major responsibilities shall be to facilitate scholarly activities in matters pertaining to faculty research, including recommendations for the awarding of intramural research monies.

Membership and Chairperson. The members of the Research and Intramural Funding Committee (RIFC) shall be six (6) persons, appointed by the Faculty Council on the recommendation of the RIFC for two (2) year terms of office. The Associate Dean for Research (or a designee) shall be an ex officio member of the RIFC. Appointments shall be made on the basis of expressed interest, expertise, and with consideration of diversity of department of primary appointment when feasible. An administrator from the Research office shall not be
a representative of the general faculty. The chair of RIFC shall be elected from the membership of the Committee for a two-year term.

Section 4. Appointments, Promotion, and Tenure Committee

There shall be an Appointments, Promotion and Tenure Committee whose functions shall be to:

1. Formulate and periodically review criteria for implementation of University Policy for faculty appointment, promotion, and tenure (University Handbook, Vol. II, Section 13-23[5] and 13-31[4,5]). Proposed changes in criteria shall be referred to faculty through the Faculty Council for approval.

2. Evaluate procedures for appointment, promotion and tenure decisions and to change these as necessary while maintaining congruence with relevant University Handbook and Operations Manual directives.

3. Serve as an advisory panel to the Dean relative to recommendations for APT review and decisions concerning School of Nursing faculty (University Handbook, Vol. II, Section 23-43[b]).

All criteria and procedures pursuant to recommendations for APT decisions shall be consistent with University Handbook, Section 23-46 and Chapters 24 and 25, and with the University of Washington Operations Manual, Vol. 2, Sections D41.0, D41.2 and D46.2.

Membership: The School of Nursing APT Committee shall be composed of one (1) chair, six (6) regular members, and three (3) alternate members with two regular members and one alternate elected from each department. The department representatives shall not be the Dean or department chairs. A minimum of one associate professor and one full professor shall be elected from each department. Each member serves a total of three (3) years including an initial one (1) year term as alternate followed by a two (2) -year term as regular member. Terms begin 15 September. Each department shall elect an alternate member to serve in the absence of a regular member. An alternate is elected yearly, serves in the capacity as an alternate for one year, then succeeds the outgoing representative the following year and serves a two-year term as regular member. Quorum for School of Nursing APT meetings
addressing appointment and promotion action is six (6) with alternates attending in the absence of regular members.

Chairperson: The chair of the School of Nursing APT Committee shall be elected from among the full professors for a term not to exceed two years. The chair position rotates among the departments, and there is no option for a second consecutive term of office. The chair shall be a non-voting member of the group and shall have been a member of the School of Nursing faculty for at least three years. The chair of the Faculty Council shall not serve as the chair of the School APT Committee.

Section 5. Diversity Committee

Responsibilities: There shall be a Diversity Committee whose responsibility shall be to promote an environment of respect, teamwork, and mutual understanding among students, staff, and faculty, bringing increased attention to diversity and resulting in more equitable treatment of all individuals in the School of Nursing.

Membership. The School of Nursing Diversity Committee shall be composed of one (1) chair, at least one (1) staff member appointed by Staff Advisory Council, and at least one (1) faculty member appointed by Faculty Council. Terms of membership are one-year. Remaining membership of the Diversity Committee shall consist of interested faculty, staff, students, and post-doctoral fellows. Meetings shall be open to all persons in the School of Nursing.

Chairperson. The School of Nursing Diversity Committee chairperson shall be a faculty member, student, post-doctoral fellow, or staff member, who shall be elected by Diversity Committee members for a two-year term: the first year as chair-elect, and the second year as chair. A member may be appointed as chair-elect/chair for an unlimited number of two-year terms.

ARTICLE IV
VACANCY IN OFFICE

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, or failure to attend three (3) consecutive regular meetings of any committee without excuse.
Filling Vacancies. If a vacancy should occur during the term of any office, Faculty Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

ARTICLE V
QUORUM

A quorum for any meeting of the School of Nursing faculty shall consist of at least half the voting members of the faculty, with all departments represented.

ARTICLE VI
VOTING

Voting shall occur during a meeting orally, by show of hands, or by ballot and be decided by a simple majority of the quorum present. If a quorum is not present at the meeting a mail ballot, or an electronic ballot, may occur if the vote concerns an issue that was identified on the circulated agenda and that was discussed in that meeting, or if a discussion has occurred via electronic means, with all eligible faculty having had the opportunity to participate. Mail ballots or electronic ballots will be passed by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots. Voting shall be expedited if an issue is urgent, as long as the opportunity for discussion has been afforded either at a faculty meeting or via electronic means, with all faculty members having had the opportunity to participate.

ARTICLE VII
FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

1. MEETINGS. At least one meeting of the faculty shall be held during each academic quarter; in Summer Quarter a meeting shall be held if there is business to conduct. The chairperson of the Faculty Council will chair the faculty meetings. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Faculty Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. The annual meeting shall be held during Spring Quarter.
Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by twenty percent (20%) of the voting membership of the School faculty.

2. ORDER OF BUSINESS. The Faculty Council shall determine the order of business.

3. AGENDA. The agenda shall be developed by the Faculty Council from input received from individual faculty members, departments, divisions, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in these School of Nursing Faculty Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

ARTICLE IX
AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least two weeks (14 days) prior to the meeting at which action is taken. The bylaws may be amended by mail ballot by two-thirds of those voting providing that the requirements for a quorum established in Article V have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least two weeks (14 days) prior to the date on which the ballots will be tallied.

_________________________________