

**Policy Number:** 100  
**Policy Name:** College Faculty Bylaws  
**Reviewed by:** College Faculty Organization  
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**COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES**

**Faculty Bylaws**

***I. The Faculty***

1. The College faculty is responsible for the welfare of the College in cooperation with the Dean and in accordance with the College bylaws and the University constitution.
2. For purposes of conducting business, the College faculty consists of all full-time faculty as defined by their respective departments at the rank of instructor or above who are appointed to the Departments of Nursing, Nutrition and Dietetics and Social Work. This definition does not prevent departments from including others in their definitions of voting membership on departmental matters.
3. The College faculty meets at least once a semester on call of the Dean or College Faculty Chairperson. In addition, a meeting of the College faculty will be called within fourteen business days of a written request by twenty-five percent of the faculty. The faculty of the College considers the welfare of the group and makes recommendations to the Provost and University Senate, but such faculty may not nullify legislation that touches in any way the general policies of the University. Attendance at college faculty meetings is expected of all faculty as designated in Section 1.
4. College faculty elect a Chair- Elect at the spring College faculty meeting; The Chairperson Elect serves a term of one year and then automatically assume the role of Chairperson the fall of the next year. The Chairperson collaborates with the Dean to develop agendas for College faculty meetings and chairs faculty meetings.
5. A simple majority of the full membership constitutes a quorum, one of whom is the Dean. Faculty on developmental leave are not counted related to quorum. Per university policy, faculty on leave are urged to refrain from attending faculty meetings.
6. All faculty are evaluated according to the criteria and procedures indicated in the "State Board of Higher Education Regulations on Academic Freedom, Tenure and Due Process" (Policy 605) and UND Faculty Handbook. College evaluation of faculty utilizes departmental procedures and criteria approved by the Dean and Vice President for Academic Affairs for continuing evaluation, promotion and tenure. Procedures for evaluation vary according to the type (continuing, promotion, and tenure) and are stipulated in the UND Faculty Handbook and by the Board of Higher Education.

The progress of tenure seeking faculty toward tenure is considered by the College Promotion and Tenure Committee in an advisory capacity during the fourth year in a tenure track appointment and when a formal request for tenure and/or promotion is made. Documentation is developed in accordance with university policy as articulated by the University Vice-President of Academic Affairs/Provost and as found in the University of North Dakota Faculty Handbook.

***II. The Dean***

1. The academic Dean is appointed by the Vice-President of Academic Affairs/Provost. When request for tenure is made for a newly appointed Dean, the PTE Committee seeks Department and College tenured faculty approval. The State Board of Higher Education approves that request, upon the recommendation of the President.

2. The academic Dean has governance responsibilities which normally include most matters related to students, faculty, curricula, planning, evaluation, budget, and development. The Dean's primary responsibilities are to provide academic leadership for the College and to administer the College according to its bylaws. The Dean, or his or her delegate, represents the College on the Vice-President of Academic Affairs Academic Cabinet.
3. The academic Dean also has responsibilities to promote the general mission and administrative goals of the entire University through her/his (1) advisory role as a member of the Vice-President Academic Affairs Academic Cabinet, (2) liaison roles as a member of the University-wide administrative team, and (3) leadership role as a model of pride and commitment to the intellectual vitality of their University and colleague.
4. The Dean, with the advice of the Council of Chairpersons, appoints whatever professional and administrative personnel he or she deems appropriate.
5. The Dean reports to the Vice-President of Academic Affairs/Provost and receives an initial evaluation in the semester following the second anniversary of the appointment. The Dean thereafter is evaluated on a five year cycle during the same semester as the initial evaluation.
6. The Dean seeks nominations for the College representatives to the University Committees when requested to appoint unfilled committee positions.
7. The Dean appoints or asks for volunteers to serve on committees or task forces felt to be necessary and/or requested by the Council of Chairpersons.

### **III. Chairpersons**

The role of a chairperson is to provide leadership and support for members of the department in carrying out its mission. The chairperson seeks to create a community for learning that includes the department faculty, students, and the broader community of practice. The chairperson also encourages and supports the faculty in teaching, research, advising, and service activities that convey the department's mission. These duties and responsibilities are classified in the following general categories: academic program, personnel activities, resources, and college administration.

1. **Academic Program:** The department chairperson works to assure that the academic programs of the department represent its mission and philosophy and are coordinated to meet the needs of students. In doing this, the Chairperson has responsibilities that may be characterized as management issues and as leadership issues. Leadership responsibilities are supported by an awareness of state and national trends in the field, in faculty development and in curriculum development. A key responsibility is to foster interaction, collaboration, and community engagement. Management responsibilities for the academic programs include such duties as coordinating student recruitment and admission to department program, program evaluation, and program development, as well as working to assure that students, staff and faculty are provided with up-to-date program information assuring reaffirmation of accreditation. Other management responsibilities include overseeing preparation of class schedules, catalogue copy, recruitment brochures, and other vehicles of communication for the department.
2. **Personnel:** These responsibilities include administration of searches and appointments of new faculty, the faculty processes associated with evaluation, tenure and promotion, and staff appointments and evaluations. The chairperson appoints graduate assistants and temporary faculty as needed and provides for or coordinates evaluation and guidance of such teaching staff. The chairperson also assists the faculty in seeking appropriate resources for self-development or special projects and shares or recognizes the accomplishments of the faculty as appropriate.

3. **Resources:** The department chairperson arranges and seeks resources to enable the department to accomplish its mission in line with stated policies. The chairperson manages the departmental salary and operating budget, special project budgets and other funds of the department. The chairperson advises on and approves faculty-initiated grants and other externally funded projects.
4. **College Administration:** The chairperson represents the department in the College Council of Chairpersons and works with the Dean and other college administrators to facilitate long-term planning and use of resources in the common interest.
5. **Chair Evaluation:** In accordance with the UND Faculty Handbook, chairpersons are evaluated on an annual basis. The Dean of the College is ultimately responsible for the evaluation of the administrative performance of the chair. The Dean solicits feedback from department faculty and staff as a part of the evaluation process.

#### ***IV. The Council of Chairpersons***

1. The department chairpersons constitute the Council of Chairpersons, with the Dean, the Associate Dean and the four chairs: Graduate Nursing, Undergraduate Nursing, Nutrition and Dietetics, and Social Work. In the event that a department chairperson cannot attend a meeting, he/she may designate a voting alternate member to attend the meeting for the department. The Associate Dean serves as ad hoc member to the Council of Chairpersons. The Dean has the authority to include others at meetings.
2. The Council of Chairpersons represents the faculty at the College level and advises the Dean on matters of policy and business.
3. The Council of Chairpersons meets regularly during the academic year. Additional meetings called at the dean's discretion or by a written request of any two Council members.
4. The Council of Chairpersons reviews the College bylaws every three years and creates a task force if special needs arise.
5. Agendas of the Council meetings are distributed to all members of the Council at least forty-eight hours in advance of Council meetings. Minutes of the Council meetings are posted on the "S" drive within a week after approval.

#### ***V. College Committees***

The College has three standing committees (Curriculum; Promotion, Tenure and Evaluation; and Research and Scholarship); and two ad hoc committees (Faculty Grievance and Student Grievance). Each standing committee will elect its own chair at the beginning of each academic year.

- a) Curriculum Committee
- b) Promotion, Tenure and Evaluation Committee
- c) Research and Scholarship Committee
- d) Faculty Grievance Review Committee
- e) Student Grievance Review Committee

Elections to standing committees occur in the spring and as vacancies occur. Newly elected committee members assume office at the beginning of the next academic year. Committee members elected to fill vacancies begin serving immediately. Faculty from each department provide nominations to fill vacancies. Committee members serve two year terms.

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1. The College Curriculum Committee has at least five members, and is composed of the following:
  - a) Chair of the Nursing Undergraduate Council or designee.
  - b) Chair of the Nursing Graduate Council or designee.
  - c) Chair of the Nutrition and Dietetics Curriculum Committee or designee.
  - d) Director of the BSSW Program or designee.
  - e) Director of the MSW Program or designee.
  - f) College Representative to the University Curriculum Committee (may be one of the individuals listed under a-e above).
  - g) College Representative to the Graduate Committee (may be one of the individuals listed under a-e above).

The responsibilities of the College Curriculum Committee are to:

- a) Address general curriculum issues of interest to the college.
- b) Consider requests for course/program changes and proposals and for new courses/programs; forward recommendations to the dean.
- c) Consider Stage I and Stage II requests for new programs as well as program changes; forward recommendations to the dean.
- d) Consider requests for new courses, course changes and course deletions; forward recommendations to the dean.
- e) Forward the approved curriculum changes to the appropriate campus committees after the Dean's approval.

The Chair or a designee reviews, approves, and forwards to the Dean minor changes including:

- a) Changes in semesters existing courses are offered, course titles and minor course descriptions.
- b) Course deletions if the course is not required by other departments/programs.

The entire committee will review, approve and forward the following to the Dean:

- a) New programs.
- b) New courses.
- c) Major course revisions.
- d) Course deletions if required by other departments/programs.
- e) Program suspensions/terminations.
- f) Changes in program titles.

2. The College's Promotion, Tenure and Evaluation (PT&E) Committee is composed of three tenured faculty members. If a department does not have a tenured faculty member available to serve, then a tenured faculty member from another department is appointed. Similarly, if a sufficient number of faculty above the rank of a faculty member seeking promotion is unavailable, then faculty from outside the College is appointed. Membership of the PT&E Committee is as follows:

- a) One tenured member selected by Nursing.
- b) One tenured member selected by Social Work.
- c) One tenured member selected by Nutrition & Dietetics.

The responsibilities of the PT&E Committee are as follows:

- a) To develop and oversee College-level guidelines, processes and procedures related to the evaluation of tenured and tenure-seeking faculty. Non-tenure seeking full-time faculty will be evaluated for retention and promotion according to their respective department-level guidelines.
- b) To advise the Dean of the College on faculty tenure and promotion recommendations.
- c) To consider promotion applications as presented by candidates upon recommendation by their respective academic departments.
- d) To consider tenure in the fourth year of tenure-eligible appointments for advisory purposes, and no later than the sixth year for tenure decisions.

Only tenured PT&E Committee members may vote on tenure and promotion decisions. In reviewing departmental recommendations of faculty for tenure, the primary focus of the Committee's deliberations

are the faculty member's conformance to departmental performance standards. The Committee examines adherence of the department to its own procedural guidelines and the thoroughness and consistency of its documentation of faculty performance, particularly when the departmental vote is split or against tenure. Although tenure evaluation focuses primarily on departmental criteria and procedures, college- or university-wide expectations of research, teaching, and service also provide a context for the evaluation.

The committee's advice to the dean regarding promotion recommendations is based upon evaluation of documented faculty performance with respect to the standards for teaching, research and service appropriate for the rank, as defined in Section 4I of the UND Faculty Handbook.

3. The College's Research and Scholarship Committee ~~will be~~ is composed of the following faculty active in research and scholarship:

- a) One tenured or tenure-seeking member selected by Nursing.
- b) One tenured or tenure-seeking member selected by Social Work.
- c) One tenured or tenure-seeking member selected by Nutrition & Dietetics.
- d) One member from at-large Special Appointment faculty.
- e) One graduate student representative from each department as approved by the Committee Chair (students are ex-officio non-voting committee members).
- f) A member of the Office of Sponsored Projects & Scholarly Activity (ex-officio member).

The responsibilities of the Research and Scholarship Committee are as follows:

- a) Facilitate research/scholarship development activities through the planning of workshops, training seminars, and other strategies to promote research and scholarship activities and outcomes.
- b) Promote interdisciplinary opportunities for scholarly collaboration among researchers, students and practitioners.
- c) Review applications for internal College grant support for faculty.

4. The College's Faculty Grievance Review Committee is an ad hoc committee appointed by the Dean or the dean's designee for each appeal, and is composed of three full-time faculty members who are not members of the College's PT&E Committee. Members may represent a mix of tenured and non-tenure seeking faculty. The chair is elected by committee members.

The responsibilities of the College's Faculty Grievance Review Committee are as follows:

- a) In adherence with the UND Faculty Handbook, develop and oversee College guidelines, policies and procedures related to any faculty grievance which has become the subject of action at the College level.
- b) Upon notification from the Dean, make recommendations for the resolution of any faculty grievance that has not been resolved at the departmental level.

5. The College Student Grievance Review Committee is an ad hoc committee appointed by the Dean or the dean's designee for each appeal, and is composed of three full-time faculty members and two students. The chair of the committee is appointed by the Dean or the Dean's designee.

The responsibilities of the College Student Grievance Review Committee are to hear appeals of students who have an unresolved grievance or who are appealing dismissal from the College of Nursing and Professional Disciplines.

## **VI. Procedures for Amending College By-laws**

1. Should these bylaws not be in accord with University Policy, University Policy will take precedence.

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2. Amendments to the by-laws may be submitted at any regular or special meeting, but must be circulated at least ten business days in advance of a vote.
3. Notice of any proposed bylaws amendments is included in the agenda of the college faculty meeting. A complete copy of the bylaws with the proposed amendments and a rationale for the changes are included with the agenda.
4. The vote on the amendments is conducted at the faculty meeting. Amendments to the by-laws require a two-thirds majority of full time faculty membership in the College.

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