

**BYLAWS OF THE
UNIVERSITY OF MICHIGAN SCHOOL OF NURSING**

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PREFACE

The School of Nursing, one of the schools of the University of Michigan and subject to provisions of the Bylaws of the Board of Regents, has the authority to select its own organization and conduct its business according to the rules and regulations provided below.

PREAMBLE

Within the parameters set by the Board of Regents, the intent of these bylaws is to state the rights of the faculty, the power the faculty has to make what decisions, and what faculty can vote and serve in what circumstances. Changes to the bylaws must be made thoughtfully, and with due process as indicated in Article V.

As a guiding principle, in order to share power and accountability for the success of the school, those with administrative authority to impact others and suppress the voice of the faculty through providing evaluation or other means, would not be eligible to serve as elected standing committee members or on the Executive Committee.

Another guiding principle, conflicts of interest should be routinely considered by faculty, both when being nominated for committee membership/leadership, and on an ongoing basis. Each individual has a responsibility to reflect and disclose any potential conflict of interest not only as they take on new roles but whenever their situation changes.

ARTICLE I: THE FACULTY

Section 1. Definitions. Refer to Appendix I for University of Michigan Board of Regents, Section 5.01.

Section 2. Definitions of voting privileges.

- (a) As a general rule, faculty who are eligible to vote will vote on matters that pertain to the role they hold at least 50% time.
- (b) Tenured/tenure-track professorial faculty vote on all matters.
- (c) Clinical professorial faculty vote on all matters except those pertaining to tenure matters. Same provision applies to part-time clinical professorial faculty once the eligibility criteria stated in Appendix I, Section 1, #3 are met.
- (d) Clinical instructors vote on curricular and student matters equivalent to their area of teaching.
- (e) Research track faculty vote on matters of research policy.

Section 3. Powers and Duties of the Governing Faculty

- 5.02 (1) The governing faculty shall be in charge of the affairs of the School of Nursing except those affairs delegated to the Executive Committee.
- 5.03 (2) The governing faculty of the school shall from time to time recommend to the Board of Regents for approval such regulations as are not included within the Regents Bylaws and which are pertinent to the structure and major operating procedures of the school, such as departmental organization, requirements for admission and graduation, and other educational matters, such as curricula,

program development, the determination of which is within the particular competence of the faculty.

- (3) Subject to the ultimate authority of the Board of Regents, the faculty is also vested with plenary powers to make rules and regulations concerning other matters such as grading regulations, class attendance, committee organization and related internal matters. All such regulations shall be recorded in the minute books of the adopting authority and filed with the secretary of the university.
- (4) The faculty shall provide suitable instruction for the students enrolled in the school. The faculty shall recommend to the Board of Regents students under its jurisdiction who qualify for university degrees. The faculty shall, subject to the Board of Regents, possess such other powers as are necessary to the performance of its duties.

- 6.02 (5) Graduate programs that provide Rackham degrees shall be administered in accordance with the rules and coordinating powers of the Horace H. Rackham School of Graduate Studies.

Section 4. Faculty Organization

- (1) All faculty members have a primary appointment in a department and/or the undergraduate program. A small number of faculty members may also have a secondary appointment in an administrative unit of the school as appropriate to their duties and responsibilities.
- (2) Each department shall have a chair appointed by the dean. The dean shall consult with the Executive Committee and the department faculty prior to the appointment of the department chair.
- (3) The administrative organizational structure is located in Appendix II.

ARTICLE II: ADMINISTRATION OF THE SCHOOL

Section 1. The Dean

- 5.06 (1) The dean shall be appointed by the Board of Regents on recommendation of the president to act as executive officer of the faculty and chairperson of its Executive Committee.
- In addition to professorial duties, the dean shall perform such duties as may be prescribed by the Board of Regents, the president, the provost and executive vice president for academic affairs, and by the rules and regulations established by the governing faculty.

Section 2. Administrative Officers

- (1) The appointment of administrative officers, with the rank of assistant or associate dean, shall be recommended to the president by the dean after consultation with the Executive Committee of the school.
- (2) The administrative officers of the school shall assist the dean in performing the executive functions of the school and shall act for the dean as designated.

Section 3A. The Executive Committee

- 5.06 (1) Shall be appointed by the Board of Regents.
- (2) The Executive Committee shall be charged to:

- (a) Assist the dean with administrative functions and in setting strategic directions for the school.
- (b) Investigate and formulate educational and instructional policies for consideration by the faculty.
- (c) Act for the faculty in matters of budget.
- (d) Act for the faculty in matters of promotion and appointments as outlined in appointments, promotion, and tenure guidelines located in the School of Nursing Faculty Handbook.
 - i. Review the policies, including criteria for promotion and tenure and make recommendations to the governing faculty for changes as needed.
 - ii. Annually inform all relevant parties regarding current review procedures for appointment, promotion and tenure, end-of-term review, and mock review.
 - iii. Make recommendations regarding all instructional, clinical, research, and LEO lecturer appointment, promotion, and tenure decisions to the dean as outlined in School of Nursing and University appointment, promotion, and tenure guidelines.
 - iv. Review end-of-term and mock reviews of faculty progressing toward promotion and/or tenure, according to established policy.
 - v. Review LEO lecturer cases referred by department chairs and the associate dean for undergraduate studies, send recommendations to the dean (a copy of the full procedure is provided to LEO lecturers who will be reviewed in a given year).

Section 3B. The composition of the Executive Committee shall be as follows:

- (1) Persons not eligible to serve on Executive Committee include department chairs and those faculty administrators who report directly to the dean (refer to the administrative organizational structure chart in Appendix II). Additionally, Executive Committee members are not eligible to serve as Chair of the Faculty.
- (2) Dean, School of Nursing, ex officio, will serve as chairperson. In this capacity the dean votes only to break a tie.
- (3) Any ex officio membership, without vote, will be determined by the dean and the Executive Committee.
- (4) Executive Committee will consist of eight (8) members; six (6) tenured faculty members, who are members of the University Senate, at least four (4) of whom will be tenured full professors, and two (2) senior clinical professorial faculty (associate or full professor level), who are nominated by the governing faculty, and shall be appointed by the Board of Regents on recommendation of the president.
- (5) The appointed members shall hold office for three years and shall not be eligible for reappointment until after the lapse of one year. Their terms shall be so adjusted that two shall expire each year, whenever possible. Unexpired term vacancies shall be filled from those on the most recent ballot. The dean will forward to the regents the name of the faculty member receiving the next

highest number of votes. Members appointed to fill unexpired terms are eligible for re-election if they have served 18 months or less.

- (6) Associate deans, assistant deans, and department chairs shall not be eligible to serve on the Executive Committee.
- (7) On matters of appointments and promotions, members will vote for ranks at or below their own rank. In addition, only tenured faculty will vote on tenure related decisions.

Section 4. Administrative Group

- (1) The Administrative Group shall include the dean, the associate and assistant deans, and department chairs.
- (2) The Administrative Group shall meet regularly to discuss, provide bidirectional feedback, and develop policies and procedures for implementation of decisions made by the governing faculty.
- (3) As an advisory body, the Administrative Group shall identify directions of change and generate strategies for forward movement.
- (4) The council shall be chaired by the dean or designee.

ARTICLE III: FACULTY MEETINGS

Section 1. Regularly scheduled faculty meetings of this school shall be held at monthly intervals from September through May.

Section 2. The chair of the faculty shall preside at all faculty meetings, and when needed, shall identify a designee to preside in his/her absence.

Section 3. Special meetings may be called by the chair of the faculty, dean or by the Executive Committee or shall be called upon the written request of 10% of the members of the governing faculty. The purpose of the meeting shall be so stated in the call and no other business may be transacted. Except in cases of emergency, at least seven days' notice shall be given.

Section 4. A quorum for meetings of the faculty of the school shall consist of one more than one-third of the members of the governing faculty.

Section 5. Chair of the Faculty

- (1) The chair of the faculty shall be a tenured faculty member elected by the governing faculty to serve for a two-year term, and shall not be eligible for reappointment until after the lapse of one year.
- (2) The chair of the faculty shall oversee the accurate recording of faculty meetings and other faculty business.
- (3) The responsibilities of the chair shall be to:
 - (a) Preside at all faculty meetings.
 - (b) Develop the agenda for each faculty meeting in consultation with the faculty, chairs of the standing committees, and the dean.
 - (c) Place on the agenda for the first faculty meeting of the university fall semester, the consideration, by governing faculty, of granting voting privileges in specified areas for individuals in various tracks and ranks as specified in Article I of these bylaws.

- (d) Compile an annual report with all the official faculty decisions from faculty meetings for the preceding year, which will be included in the annual reports to the faculty.
- (e) Request all standing committees to prepare an annual report for presentation to the faculty.
- (f) Appoint a faculty parliamentarian to advise the chair and the faculty on the conduct of faculty business.
- (g) Perform other duties as the governing faculty may assign.

Section 6. Permanent records of all faculty meeting minutes and annual reports shall be kept in the dean's office.

ARTICLE IV: COMMITTEES OF THE SCHOOL OF NURSING

Section 1. (1) In addition to the Executive Committee there shall be three (3) standing committees of the governing faculty: Curriculum Committee, Academic Admissions and Scholastic Standing Committee and the Faculty Practice Advisory Committee.

(2) All faculty members of committees shall have voting privileges on that committee, unless specified otherwise, and in cases where they have ex-officio status. A quorum shall be one more than one-half of the committee's faculty membership.

Section 2. **The process governing elections to committees shall be as follows:**

- (1) To prepare a slate of qualified candidates of diverse representation for the general faculty election, the following guidance provided in these bylaws and in relevant university documents for positions/representatives to campus bodies, the Executive Committee in consultation with the department chairs will bring forth a proposed ballot to the faculty at large for approval.
- (2) Whenever possible, the ballot shall contain at least two (2) candidates for each vacant position. The person receiving the second highest number of votes shall be the alternate and will fill an unexpired term or portion of the unexpired term if a vacancy arises. Should the vacancy involve the chair position and an alternate is not available, the committee may select a qualified member from its membership to fill the unexpired term or portion of the unexpired term. The resulting vacancy in committee membership can be filled by an alternate from the most recent ballot. Should an alternate not be available a special faculty election will be held to fill the member vacancy for the designated period of time. For the Executive Committee, the dean will forward to the Regents the name of the faculty member receiving the next highest number of votes on the most recent ballot.
- (3) For election of any faculty representatives to university-wide bodies the relevant university documents and guidelines therein will be followed. In addition, for representatives to faculty governance bodies, the slate will not include those faculty members who hold administrative positions in the School of Nursing, such as associate/assistant deans or department chairs.
- (4) The election for Executive Committee members will occur no later than April. The general election will be held each May. Votes will be collected and

tallied under the supervision of the Executive Committee. For the Executive Committee, election results listing names from highest to lowest vote count will be forwarded to the dean. The dean will forward to the Regents the list of nominees in order of faculty vote and recommend appointments accordingly.

- (5) The Dean's Office will maintain the historical record of faculty committee service and retain election ballots on file for one year.
- (6) When requirements for the number of candidates on the ballot cannot be met, Article IV, Section 2, #2 can be suspended, but only by majority vote of the governing faculty.

Section 3. The rules governing all STANDING COMMITTEES shall be as follows:

- (1) Standing committees shall be established or dissolved by a bylaw change with an affirmative vote of two-thirds of the members of the governing faculty present at an official meeting.
- (2) Standing committees shall have written standing rules, which apply to the procedures, used in carrying out the functions as delineated in the bylaws. Standing rules must be reviewed and approved at the first regularly scheduled meeting of the year.
- (3) All standing committees shall report their business at faculty business meetings, and submit a written report of all actions taken each year and recommendations for action for the coming year at the last regularly scheduled faculty meeting of the university year.
- (4) Standing rules and minutes of all meetings of standing committees shall be available in the dean's office.

Section 4. Standing Committee Terms of Membership:

- (1) Members of the Academic Admissions and Scholastic Standing Committee and the Curriculum Committee shall be elected by the governing faculty.
- (2) All chairpersons have voting privileges.
- (3) Terms of membership are two years for faculty and one year for student and alumni representatives, unless otherwise indicated. Faculty members may serve two consecutive terms and will not be eligible for re-election until after the lapse of one year.
- (4) Chairpersons may serve two consecutive terms and will not be eligible for re-election until after the lapse of one year.
- (5) The total number of committee members for each committee includes the chairperson.

Section 5. The bylaws governing all AD HOC COMMITTEES shall be as follows:

- (1) Ad hoc committees may be established by a majority vote of the governing faculty or by the dean, associate/assistant deans, and/or the Executive Committee.
- (2) The manner in which the members shall be selected or appointed must be specified when the committee is established.
- (3) The charge and the date for completion shall be submitted in writing to all ad hoc committee members.
- (4) Ad hoc committees shall not be required to keep minutes of their meetings; a written report of the completed task shall be submitted in lieu of minutes.

Section 6A. The CURRICULUM COMMITTEE is a standing committee whose charge shall be as follows:

To recommend and advise on the curricular development work of the faculty at large. The governing faculty as a whole are responsible for voting to approve curricula. Curricular work is responsive to accrediting body standards, milestones, and deadlines, the goals of specific programs within the school, and academic calendar timeframes. Specifically, the Curriculum Committee shall:

- (1) Review proposed developments of and revisions to courses and programs, and advise on readiness for faculty governance approval.
 - a. Establish and monitor a schedule to plan for program evaluations.
 - b. Review and monitor for curricular aspects of program evaluations.
- (2) With staff support members, jointly define and monitor procedures for assuring sufficient support for the work of the committee.
- (3) Work with a School of Nursing liaison to the Office of the Registrar, who will follow-up with the chairs of the departments to manage the logistical and procedural steps necessary for implementation of new curricular initiatives or curricular changes voted in by faculty.

Section 6B. The composition of the CURRICULUM COMMITTEE shall be as follows:

- (1) Voting members shall be eight (8) in number, five (5) faculty and three (3) students:
 - (a) Two (2) members elected by governing faculty with staggered terms, one to serve as chair (one-year term) and the chair-elect (two-year term). At least one person, either the chair or chair-elect must be a tenured faculty member at the level of associate professor or full professor. The other may be of tenured/tenure track or clinical professorial rank. Elections will reflect the requirement for a tenured faculty or not, depending on the current composition of the leadership.
 - (b) One (1) member from each department elected by governing faculty (two-year term).
 - (c) One (1) representative of the undergraduate program.
 - (d) Three (3) student members representing different programs and voting on matters at or below the level of the degree program in which they are enrolled. Student members will be recruited by the academic program leaders in the offices of Undergraduate Studies and Practice and Professional Graduate Studies in collaboration with student organizations.
- (2) Non-voting, ex officio members shall include, as follows:
 - (a) Vice-chairs and directors for academic programs.
 - (b) A representative from Admissions and Records.
 - (c) An informationist from the Taubman Health Sciences Library.
 - (d) The lead for diversity and multicultural affairs.
 - (e) A liaison to the University Registrar.

Section 7A. The ACADEMIC ADMISSIONS AND SCHOLASTIC STANDING COMMITTEE is a standing committee whose charge shall be as follows:

- (1) Review and recommend for governing faculty approval all admission, progression, and graduation policies for the undergraduate/graduate programs.

- (2) Act on petitions for exception to School of Nursing admission, progression, and graduation policies.

Section 7B. The composition of the ACADEMIC ADMISSIONS AND SCHOLASTIC STANDING COMMITTEE shall be as follows:

- (1) The chairperson will be elected for a two-year term by the governing faculty.
- (2) Six (6) faculty members, at least four (4) of whom are of tenured/tenure track professorial and/or clinical professorial ranks, elected for a two-year term by the governing faculty. Department chairs are not eligible to serve on this committee.
- (3) One student representative from each of the following: the baccalaureate program, master's program, doctoral programs, selected by their respective student bodies. Student members vote only on policies and petitions pertaining to their level of study.
- (4) The special advisor to the dean on diversity, ex officio, without vote.
- (5) The student advisor from the Office of Undergraduate Studies, ex officio, without vote.
- (6) Associate deans can serve as ex officio members, without vote.

Section 8A. The FACULTY PRACTICE ADVISORY COMMITTEE is an advisory committee of the faculty, and shall have the following charge:

- (1) To recommend to the Associate Dean for Practice policies associated with the overall management of faculty practice including credentialing processes.
- (2) To recommend to the Associate Dean for Practice a long range plan/strategy for clinical practice engagement to promote faculty practice and student clinical experiences.
- (3) To review and comment on the scope of services to be provided as part of faculty practice and student clinical engagement, including fiscal projections and outcomes.
- (4) To review and approve faculty practice credentials in the credentialing and re-credentialing process.
- (5) To review outcomes of faculty practice including reports of peer review, financial sustainability, clinical activity and associated outcomes for patients, providers, populations, communities and health systems.
- (6) To offer guidance to the Associate Dean for Practice and dean/Executive Committee on issues of clinical practice, education, scholarship, and related resources to support excellence in clinical practice as provided by School of Nursing faculty.

Section 8B. The composition of the FACULTY PRACTICE ADVISORY COMMITTEE Shall be as follows:

Composition: The FPAC will have seven (7) total members, five (5) who are elected and two (2) who are ad hoc appointments:

- (1) Five (5) active voting members of those faculty engaged in at least twenty percent faculty practice will be elected by those in professorial rank (tenure and clinical tracks) that are also engaged at least twenty percent time in faculty practice. Faculty practice is defined as practice that is

conducted as part of the faculty members appointment as faculty at the School of Nursing.

- a. The ballot will consist of four categories:
 - i. Representative from the Department of Health Behavior and Biological Sciences;
 - ii. Representative from the Department of Systems, Populations and Leadership;
 - iii. Representative from the Undergraduate Program; and
 - iv. General Membership Representatives (two (2) candidates selected from professorial clinical track faculty)
- (2) Committee chair will be appointed by the Associate Dean for Practice from the five (5) elected members.
- (3) The Associate Dean for Practice, ex officio member, without vote.
- (4) Member appointed by the Chief Nursing Officer, University of Michigan Health System, ex officio member, without vote.
- (5) Other individuals may be invited as guests, without vote.

ARTICLE V: AMENDMENTS TO BYLAWS

Section 1. These bylaws shall automatically stand amended when necessary to concur with the bylaws of the regents of the university. Such amendments shall be brought to the attention of the faculty.

Section 2. Procedures to Amend Bylaws

- (1) These bylaws may also be amended by an affirmative vote of two-thirds of the members of the governing faculty present at an official faculty meeting provided written notice of the proposed amendment is sent to each member of the faculty at least two weeks before the vote is taken.
- (2) They may also be amended without prior notice by affirmative vote of 99% of the governing faculty present at an official faculty meeting.
- (3) For extensive revisions, the governing faculty shall elect, or the Executive Committee shall appoint, an ad hoc committee to prepare revisions for approval by the governing faculty.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

5.04

In the absence of specific written procedures which govern this school or its committees, the rules of parliamentary procedure which shall be followed are presented in Robert's Rules of Order (revised).

Section 2. This parliamentary authority is in accordance with procedures of the bylaws of the Board of Regents

March 1975

Amended May 1977

Amended April 1979

Amended April 1981

Amended February 1983
Amended May 1985
Amended April 1988
Amended October 1989
Edited January 1991
Amended May 1991
Amended December 1993
Amended July 1994
Amended May 1997
Amended November 2002
Amended May 2009
Amended September 2011
Amended March 2016
Amended April 2016
Amended February 2017
Amended March 2018

ADDENDUM NOTES:

1. University Governance: The School of Nursing is allocated two (2) representatives on the Senate Assembly, a representative body of the university faculty. The School of Nursing Executive Committee and the faculty will follow Senate Assembly guidelines and rules in electing its representatives. A major consideration has to do with whether administrators should be eligible to serve on the Senate Assembly. In the spirit of these bylaws, it is suggested that associate/assistant deans and department chairs not be eligible for election as faculty representatives on the Senate Assembly. Those with the title “director” of programs or offices may be elected as school representatives. Further, Rules of the University Senate (1997) specify that clinical faculty are not members of the University Senate, and thus may not be elected as faculty representatives to the Senate Assembly, despite the fact that these faculty have governing faculty privileges in the School of Nursing. For more information, refer to:
<http://www.umich.edu/~sacua/rules/rules-april1997.pdf>
2. Those School of Nursing graduate programs that award graduate degrees through the Rackham School of Graduate Studies, all programs will observe Rackham rules and policies in matters of instruction, faculty qualifications for teaching, dissertation service, and the like. Rackham explicitly states that graduate level instruction is to be carried out by tenured and tenure track faculty. The policies provide procedures for approval of exceptions to the rule in special circumstances. Similarly, Rackham policies describe dissertation committee membership; roles for research track faculty and procedures are provided for consideration of exceptions to the stated policy such as for clinical faculty. For more details, see guidelines for course approval and faculty qualifications at:
<http://www.rackham.umich.edu/downloads/faculty/forms/CAGuide.pdf>
for guidelines for dissertation committee membership, see:
<http://www.rackham.umich.edu/downloads/oard/forms/disscommitteeguidelines.pdf>
3. From time to time the School of Nursing is asked to identify faculty members to serve on Rackham committees [such as for awards, fellowships, etc.]. Faculty being nominated

for such roles need to be members of the graduate faculty [“regular faculty”] with experience and background relevant to the task at hand. In these instances the request is likely to go to the dean or department chairs/directors, and these typically do not involve election.

**APPENDIX I: UNIVERSITY OF MICHIGAN BOARD OF REGENTS,
CHAPTER V. THE FACULTIES AND ACADEMIC STAFF**

Section 5.01. Definitions (revised October 2003):

1. The term *faculty* shall include members of the teaching and research staff together with the executive officers, the directors of various teaching, research, and library units, research associates, curators, and persons with similar duties.
2. The term *professorial staff* shall include professors, associate professors, and assistant professors.
3. The term *governing faculty*, when used in connection with a school or college, shall include those members of the school or college who are professors, associate professors, and assistant professors. The governing faculty shall include instructors and lecturers who hold appointments of one-half time or more; provided, however, that such instructors and lecturers may vote at faculty meetings only if they have held appointments for one or more years and are authorized to vote by a majority of the professorial staff of the appropriate school or college. The governing faculty may include clinical professors, clinical associate professors, clinical assistant professors, research scientists, associate research scientists, assistant research scientists, research investigators, research professors, research associate professors, and research assistant professors when authorized by, and in accordance with, the policies and bylaws of the appropriate school or college.
4. The term *teaching staff* shall include professors, associate professors, assistant professors, instructors, lecturers, and teaching fellows.
5. The terms *teaching fellow*, *teaching associate*, *teaching assistant*, *student assistant*, *research assistant*, *technical assistant*, *laboratory assistant*, and *assistant* shall be used to designate junior appointees who participate in the processes of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.
6. The term *university year*, as used in connection with appointments of members of the faculty and other personnel, contains any two terms in the calendar, as defined for the year in question. Faculty members are expected to participate in orientation, registration, and commencement.

APPENDIX II: ADMINISTRATIVE ORGANIZATIONAL STRUCTURE CHART

