BYLAWS
OF
THE UNIVERSITY OF OKLAHOMA COLLEGE OF NURSING

PREAMBLE

We, the faculty at the University of Oklahoma College of Nursing, in recognition of our common mission with the University to educate, conduct/promote research and creative/scholarly activity, and provide professional and University service and public outreach, and in recognition of the rights and obligations bestowed upon us by the State of Oklahoma through the Board of Regents of the University of Oklahoma for the accomplishment of this mission, do establish these Bylaws for the purpose of creating an organizational structure of faculty shared governance which will guide the orderly conduct and authority over affairs to achieve College of Nursing goals.

CON Philosophy
http://intranet.nursing.ouhsc.edu/OUCN_Philosophy.htm

OU Faculty Handbook
http://www.ouhsc.edu/Provost/FacultyHandbook/

OU Regents Policy Manual

THE BYLAWS OF THE FACULTY OF THE COLLEGE OF NURSING

ARTICLE I – Name

The name of this organization shall be The Faculty Assembly of the University of Oklahoma College of Nursing (hereafter referred to as The Faculty Assembly).

ARTICLE II - Governance

Faculty governance is defined as a collaborative partnership between faculty and administration with shared power in policy formulation and implementation in the domains of curricula, teaching, research, faculty practice, service, and faculty status. Faculty accept responsibility and accountability for their part of the domains (curricula, teaching, research, practice, service and faculty practice) and faculty actively participate in decision-making regarding faculty status and issues. The governance components shall be the Faculty Assembly and Faculty Leadership Board.

The Faculty governance system shall provide an:

Environment conducive to collegiality and responsive to change;

1. Avenue for consensus building among faculty and administration;

2. Avenue for input into short and long-term planning

3. Avenue for leadership in policy making and implementation in relation to teaching research, faculty practice, and service;

4. Avenue for input into resources allocation.
ARTICLE III – Goals

The Faculty Assembly, with authority conferred through the OU Board of Regents and with the expectation of participation from each individual faculty member, shall:

1. promote excellence in the education of nurses at the undergraduate and graduate levels;
2. promote excellence in research and create/scholarly activity;
3. provide professional and University service and public outreach;
4. provide a framework of shared governance for communication and recommendation for approval of academic and professional issues, policies, standards, and procedures pertaining to faculty and student affairs;
5. determine the philosophy and missions of the College of Nursing;
6. promote the welfare and protect the rights and privileges of faculty and students;
7. promote racial, ethnic, gender, and cultural diversity as well as nurture diversity of ideas.

ARTICLE IV – Membership

A. Members

Section 1. The membership of the faculty of the College of Nursing consists of: all full- and part-time faculty who are paid by the University.

a. Full Time Faculty
b. Part Time Faculty
c. Adjunct Faculty
d. Volunteer Faculty
e. Emeriti Faculty

Section 2. Definitions of full-time, part-time, adjunct, volunteer, and emeriti faculty are as follows:

a. Full-time faculty members are those faculty holding an appointment of 1.0 FTE, whether 9, 10, or 12 month appointments and whose major professional commitment and focus of professional activity is the College of Nursing and whose salary is provided by the College of Nursing.

b. Part-time faculty members have temporary appointments, and are those faculty members holding an appointment of less than 1.0 FTE and paid by the College of Nursing.

c. Adjunct faculty members have temporary appointments and assist with a duty of service to the College of Nursing and are paid by the College of Nursing.

d. Volunteer faculty serve without remuneration and may be given the same titles as temporary faculty, with the exception of Instructor
which may not be used unless modified. The title of Preceptor may be used for volunteer faculty.

e. Emeriti faculty members are retired faculty from the College of Nursing who have been granted the title “Emeritus” from the University of Oklahoma Board of Regents.

B. Voting Privileges

Section 1. Definitions of Voting Members and Non-Voting members

a. The following members of the Faculty Assembly shall have full voting privileges:

1) All faculty members in the College of Nursing holding full-time appointments, whether 9, 10, or 12 month, and the academic rank of instructor or above.

2) Part-time faculty who have at least a 0.5 FTE appointment that is paid by the College of Nursing and holding the academic rank of instructor or above.

b. The following members of the Faculty Assembly are entitled to attend meetings of the College of Nursing Faculty Assembly and shall have speaking privileges, but do not have voting privileges:

1) Part-time faculty with less than 0.5 FTE position
2) Adjunct Faculty
3) Volunteer Faculty
4) College of Nursing Emeriti Faculty.

Section 2. Method of Voting

a. Regular votes shall be by show of hands or written ballot unless otherwise specified in the Bylaws and shall be counted by two faculty designated by the Secretary for each campus and reported to the Secretary.

b. A secret ballot may be called for by any faculty member.

c. There shall be no proxy voting.

d. There shall be no absentee ballots except for the annual Election ballot.

C. Dues

The faculty Treasurer makes recommendations for dues to the Faculty Assembly.

D. Accountability for Funds

The Treasurer of the faculty shall be accountable to the Faculty Assembly for faculty funds.

ARTICLE V – Officers
A. General Considerations

Section 1. Membership

The officers of the Faculty Assembly:

a. Chair
b. Vice-Chair
c. Secretary
d. Treasurer

The officers of the Faculty Assembly shall be full-time faculty. The officers shall be elected by the members of the Faculty Assembly.

Section 2. Duties

These officers shall perform the duties prescribed by these Bylaws according to the parliamentary authority adopted [(Robert’s Rules of Order, Newly Revised (current)], and shall perform other such duties as may be necessary to accomplish the business of the faculty and achieve the goals of the Faculty Assembly. The duties of each of these officers are delineated in Article VII, Faculty Leadership Board.

ARTICLE VI – Meetings

A. Regular Meetings

Section 1. The faculty shall meet regularly at least once each semester of the academic year and more often as may be necessary to conduct the business of the faculty.

Section 2. The Annual Meeting shall be held at the end of the academic year for the purpose of reporting election results, receiving yearly reports from officers, committees, and academic programs, and for any other necessary business.

B. Special Meetings

Section 1. Special Meetings of the faculty may be called by the Chair, Faculty Leadership Board, or upon written request of twenty percent (20%) of the voting members of the faculty.

Section 2. The purpose of a Special Meeting shall be stated in its call and no other business shall be conducted during that meeting. The agenda is to be distributed at least two business days prior to the meeting.

Section 3. Except in cases of emergency as defined by the chair, at least two business days and not more than ten business days notice shall be given of a Special Meeting.

C. Attendance

Section 1. Each faculty brings to the College of Nursing unique perspectives and expertise. Therefore, in the spirit of shared faculty governance, faculty members are expected to attend meetings in order to contribute to the business of the Faculty Assembly.
Section 2. A quorum for Regular and Special Faculty Meetings shall consist of a simple majority of all voting members not on approved leave.

D. Meeting Preparation

Section 1. Proposals may be generated by any faculty member, standing committees, subcommittees, ad hoc committees or Faculty Leadership Board. The Chair of the Faculty Leadership Board shall place the proposal on the agenda of the Faculty Assembly or route the proposal to the appropriate committee.

Section 2. Proposals that will require a vote must be submitted in writing a minimum of 1 week in advance of the meeting. Members can waive this timeframe with a majority vote.

ARTICLE VII – Faculty Leadership Board

A. Authority

Section 1. The duties of the members of the Faculty Leadership Board shall be prescribed by these Bylaws, University of Oklahoma policies, and by the parliamentary authority adopted by the Faculty Assembly [Robert’s Rules of Order, (Current)].

Section 2. The Faculty Leadership Board shall act for the Faculty when the Faculty Assembly is not in session.

Section 3. Two thirds of the voting faculty members shall have the power to veto any decisions of the Faculty Leadership Board within 30 days of that decision. The veto must be presented to the Faculty Leadership Board in writing.

B. Duties of the Board

The duties of the Faculty Leadership Board shall be to:

1. Monitor and coordinate progress of committees in relation to the Mission and Goals of the College.

2. Appoint a Parliamentarian.

3. Make designated appointments to Standing Committees, Special Committees and ad hoc committees.

4. Make recommendations to the College of Nursing representative to the HSC Senate’s Committee on Committees for appointments to HSC Faculty Senate Committees.

5. Develop charges for Faculty Leadership Board, Standing Committees, and Special Committees.

6. Recommend policies to the Dean.

7. Receive, consider, refer and approve matters submitted to the Board including recommendations from Standing Committees, Special Committees or individual faculty members.
8. Refer matters to the Faculty Assembly as appropriate based on recommendations from Standing Committees, Special Committees, or individual faculty members.

9. Investigate and make recommendations on matters referred to the Board by the Faculty.

10. Annually review the systematic Plan for Program Evaluation and Assessment of Outcomes used for accreditation and make recommendations for change or refinement.

11. Review the Missions, Goals and Policies of the College every two years, or as requested and recommend revisions to the Faculty Assembly.

12. Implement election procedures as defined by the Faculty Bylaws.

13. Fill vacancies of committees.

14. Consider concerns and act upon recommendations presented by student groups or the support staff within the college.

C. Membership

The members of the Faculty Leadership Board shall consist of the four (4) Officers of the Faculty Assembly, five (5) Executive Standing Committee Chairs and the Dean or designee.

The Officers of the Faculty Leadership Board shall consist of four (4) Officers (Chair, Vice-Chair, Secretary, and Treasurer) elected by the Faculty Assembly.

The Executive Standing Committee Chairs shall consist of the Chairs of the Academic Affairs Committee, the Curricula Coordinating Committee, the Faculty Affairs Committee, the Tenure Committee and the External Affairs Committee.

The Dean or the Dean’s designee shall serve as a member of the Faculty Leadership Board.

D. Officers

Section 1. General Considerations: Terms of Office

a. The Chair; Secretary; Chair of the Academic Affairs Committee; Chair of the Curricula Coordinating Committee and Chair of the External Affairs Committee shall be elected every odd year by the Faculty Assembly.

b. The Vice Chair; the Treasurer; and the Chair of the Faculty Affairs Committee shall be elected every even year by the Faculty Assembly.

c. Elected officers and Executive Standing Committee Chairs shall assume their new offices at the beginning of the next academic year.

d. No officer shall hold more than one office for the Faculty Assembly at any one time, and no officer shall serve more than two consecutive terms in the same office without a one year break.
e. Appointments shall be made by the Officers of the Faculty Assembly to fill vacancies for the remainder of an expired term.

Section 2. Chair, Faculty Assembly and Faculty Leadership Board (hereafter referred to as Chair)

The Chair shall be a full-time faculty member with the modified or unmodified rank title of Assistant Professor or above and shall be elected by the Faculty Assembly.

The duties of the Chair shall be to:

a. Set the agenda, convene and preside over Regular and Special Meetings of the Faculty Assembly and the Faculty Leadership Board.

b. Represent the Faculty Assembly on administrative committees at the invitation of the Dean and other committees and functions as appropriate.

c. Develop charges for Standing Committees, Special Committees in conjunction with the Dean of the College of Nursing.

d. Function as the representative of the Faculty Assembly to at least one appropriate national meeting contingent upon available funds.

e. Create Ad Hoc Committees as necessary.

f. Perform other duties as may be necessary to accomplish faculty business and achieve the goals of the Faculty.

g. Serve as an ex-officio member of all committees with the right, but not the obligation, to participate in the proceedings of the committees. The Chair is not counted in the quorum.

Section 3. Vice Chair, Faculty Assembly and Faculty Leadership Board (hereafter referred to as Vice Chair)

The Vice Chair shall be a full-time faculty member with the modified or unmodified rank title of Assistant Professor or above and shall be elected by the Faculty Assembly.

The duties of the Vice Chair shall be to:

a. Preside over Regular and Special Meetings of the Faculty Assembly and/or the Faculty Leadership Board in the absence of the Chair.

b. Explore matters referred to the Faculty Assembly and Faculty Leadership Board.

c. Collaborate with the Chair in the development of agendas for the Faculty Assembly and Faculty Leadership Board meetings.

d. Perform other duties as may be necessary to accomplish faculty business and achieve the goals of the Faculty.
Section 4. Secretary, Faculty Assembly and Faculty Leadership Board (hereafter referred to as Secretary)

The Secretary shall be a full-time faculty member elected by the Faculty Assembly.

The duties of the Secretary shall be to:

a. Oversee the taking, revision, distribution and filing of minutes and reports of all official faculty organization bodies.

b. Prepare and distribute the agendas and background materials for issues to be discussed at meetings of the Faculty Assembly and Faculty Leadership Board meetings and Special Called meetings. Agendas and materials shall be distributed to the faculty at least one week prior to the scheduled meetings of the Assembly.

c. Appoint in his/her absence, a Secretary Pro Tem, to assume the duties of the Secretary.

d. Forward copies of recommended policies and approved reports to the office of the Dean at the direction of the Chair.

e. Serve as the Chair of the Nominations and Elections Committee.

f. Perform other duties as may be necessary to accomplish faculty business and achieve the goals of the Faculty.

Section 5. Treasurer, Faculty Assembly and Faculty Leadership Board (hereafter referred to as Treasurer)

The Treasurer shall be a full-time faculty member elected by the Faculty Assembly.

The duties of the Treasurer shall be to:

a. Collect dues from the members of the Faculty Assembly.

b. Identify revenue streams to support goals of the Faculty Assembly.

c. Prepare a budget for review and approval by the Faculty Leadership Board.

d. Maintain a ledger and submit an annual report to the Faculty Assembly.

e. Disburse funds as designated by the Faculty Leadership Board in accordance with the approved budget.

f. Appoint in his/her absence, a Treasurer Pro Tem, to assume the duties of the Treasurer.

g. Perform other duties as may be necessary to accomplish faculty business and achieve the goals of the Faculty.
Section 6. Chairs, Executive Standing Committees – Academic Affairs; Curricula Coordinating; Faculty Affairs; Tenured Faculty; and External Affairs (hereafter referred to as Executive Standing Committee Chairs)

The Executive Standing Committee Chairs shall be full-time faculty members and elected by the Faculty Assembly with the exception of the Chair of the Tenured Faculty Committee.

The duties of the Executive Standing Committee Chairs shall be to:

a. Set the agenda, convene and preside over meetings of their respective Standing Committees.

b. Provide the leadership for accomplishing the duties of the designated Standing Committee.

c. Establish Ad Hoc Committees to accomplish specific tasks.

d. Submit reports to the Faculty Assembly through the Faculty Leadership Board.

e. Submit an annual report to the Annual Faculty Meeting which includes recommendations for actions for the coming year.

f. Orient all members and set the schedule of meetings for the year, at the beginning of each academic year.

g. Perform other duties as may be necessary to accomplish faculty business and achieve the goals of the Faculty.

ARTICLE VIII – Health Sciences Center and University Governance

A. Representatives

Section 1. The College of Nursing faculty from among its voting members shall elect the College of Nursing representatives and the alternate(s) to the Health Sciences Center Faculty Senate and/or other governance bodies.

Section 2. Senators and alternate(s) must be full-time faculty members with an unmodified rank of Assistant Professor or above. (http://www.ouhsc.edu/facultysenate/charter.asp Article III, Section 1).

Section 3. In the absence of a representative, the alternate(s) may be appointed as representative pro tempore by the regular representative, or in the failure to do so, by the Faculty Leadership Board.

Section 4. The representative shall:

a. Represent the College of Nursing on the Faculty Senate of the University of Oklahoma Health Sciences Center.

b. Report back to the faculty of the College of Nursing.

c. Provide liaison among the different Faculty Senate Committees.

ARTICLE IX – Committees
Article IX has four major subdivisions:

A. General Considerations

Section 1. Authority

The Committees shall be the working bodies of the faculty organization of the College of Nursing through study and exploration of issues, problems and concerns of the faculty in their work toward achieving the aims, purposes, and objectives of the College. Thus, the Committees shall explore, develop, and present to the faculty reasoned alternative courses of action.

Each Committee shall have a clearly stated charge; explore issues related to that charge, and make recommendations to the Faculty Assembly through the Faculty Leadership Board. These recommendations may include alternate courses of action and minority reports.

Section 2. Accountability

With the exception of the Tenured Faculty Committee, the Standing Committees are accountable to the Faculty Leadership Board.

The Tenured Faculty Committee is accountable to itself and to the Dean.

Section 3. Duties

The duties of the Standing Committees shall be to:

a. Develop policies and positions, which are in accord with the best interest of the College of Nursing, the profession of nursing and the University of Oklahoma policies, rules and regulations and shall submit these to the Faculty Leadership Board and to the Faculty Assembly for action.

b. Examine the charge of the Committee on an annual basis and recommend any changes necessary to conduct the work.

c. Collaborate with administrative officers of the University, Health Sciences Center, and College of Nursing in the implementation of policies and regulations.

d. Provide liaison with the Health Sciences Center and with the University in matters related to Committee business.

e. Report Committee activities at each regular meeting of the Faculty Assembly, including accomplishments, work in progress, planned work and recommendations, if any, for action by the Faculty Assembly.

f. Maintain minutes and submit a copy to the Secretary of the Faculty Leadership Board.
g. Submit an annual report prior to the Annual Faculty Meeting. The report shall be written, and an electronic copy shall be placed in the permanent files of the College of Nursing.

h. Annually review, update and publish the committee’s policies and procedures.

i. Perform such other duties as may be necessary to achieve the objectives of the College of Nursing.

Section 4. Meetings

All Standing Committees, except the Nominations Committee, shall meet at least once a semester during the academic year, and more often as may be necessary to accomplish their tasks and meet their responsibilities. Special Committees shall meet as needed.

Meetings may be convened by the Committee Chair or by a majority of the Committee members.

The first meeting of the Committee shall be called during the first full month of the academic year.

The Chair of each Standing Committee shall designate one member of each Subcommittee and/or Special committee to call the first meeting of that body in order to elect a Chair for the Subcommittee or Special Committee.

Special Committees shall disband upon completing their respective tasks and upon acceptance of their written report by the parent Committee.

Any members of the Faculty Assembly can attend any meeting with the exception of those where sensitive information is discussed (e.g. Academic Misconduct Board).

Those faculty who are not a member of the Committee or Subcommittee are not eligible to vote on Committee or Subcommittee matters.

A simple majority of the Committee membership shall constitute a quorum.

Section 5. Committee Membership

a. Appointments

The Faculty Leadership Board shall appoint all Standing Committee members with the exception of those members designated as elected elsewhere in these Bylaws.

Chairs of the Standing Committees will appoint Subcommittee members with the exception of those designated as elected elsewhere in these Bylaws.

b. Eligibility

All members of the Faculty Assembly with a vote shall be eligible for Committee and/or Subcommittee membership.
c. **Committee Composition**

Various Committees (with the exception of the Nomination and Election Committee) call for ex-officio members who hold the position by virtue of office or position and are without vote. The primary role of an ex officio member of a Standing Committee is to be a source of communication between the Committee and the administrative office or officer. In addition, the ex officio member may be able to contribute information or expertise to the Committee. However, if the Committee is to properly serve its function in university governance, the primary role in formulating policy or reaching other decisions rests with the faculty.

d. **Term of Service on Committees**

1) Standing Committee and Subcommittee members who are appointed shall serve for 2 years with staggered terms.

2) Standing Committee and Subcommittee members may be reappointed.

e. **Member Replacement**

In the event a Committee member is unable or unwilling to fulfill the required duties, the member may resign upon written request by that member to the Chair of the Faculty Leadership Board, or be removed upon written request of the Chair of the Faculty Leadership Board. In the latter situation, if the Committee member to be removed offers a written objection to the Chair of the Faculty Leadership Board, the Faculty Leadership Board shall be empowered to review the circumstances and make a recommendation as to removal, which must be approved by a simple majority of the Faculty Leadership Board.

f. **Vacancies**

Vacancies on Standing Committees shall be appointed by the Faculty Leadership Board and shall be for the duration of the unexpired term.

Section 6. Voting

a. **Majority**

All decisions shall be by a simple majority vote of the Committee or Subcommittee members unless otherwise specified in these Bylaws.

**Method of Voting: Standing Committees, Subcommittees and Special Committees**

1) Regular votes shall be by show of hands or written ballot. Electronic voting shall be allowed as determined by a consensus of the Standing Committee, Subcommittee, and/or Special Committee.

2) A secret ballot may be called for by any faculty member.
3) There shall be no proxy voting.
4) There shall be no absentee ballots.
5) The Committee Chair shall not vote unless there is a tie.

B. Executive Standing Committees and Standing Committees

Section 1. General Committee Structure

There shall be five (5) Executive Standing Committees:

a. Academic Affairs Committee
b. Curricula Coordinating Committee
c. Faculty Affairs Committee
d. Tenured Faculty Committee
e. External Affairs Committee

There shall be four (4) Standing Committees:

a. Faculty Practice Committee
b. Research, Evidence Based Practice and Scholarship Committee
c. Bylaws Committee
d. Nominations and Election Committee

Within select Committees there shall be additional Committees and Subcommittees as follows:

a. Academic Affairs Committee
   1) Baccalaureate Admissions Committee
   2) Master’s/Doctoral Admissions Committee
b. Curricula Coordinating Committee
   1) Baccalaureate Curricula Committee
   2) Masters/Doctoral Curricula Committee
c. Faculty Affairs Committee
d. Tenured Faculty Committee
e. External Affairs Committee

Section 2. Academic Affairs Committee

a. Purpose

The Academic Affairs Committee oversees, develops and recommends policies/procedures governing admissions, progression, and graduation of students in the Baccalaureate, Master’s, and Doctoral programs to assure diversity in the student population and that the admission criteria are in accordance with OUHSC, Graduate College and College of Nursing policies.
b. Membership

The Committee shall consist of the following members: the Chair of the Academic Affairs Committee; twelve (12) faculty representing designated educational programs and tracks; and six (6) ex officio members including one (1) student representative designated by the College of Nursing Student Association (CONSA), one (1) student representative designated by Graduate Nursing Student Association (GNSA), one (1) representative from the Center for Cultural Competency, one (1) agency member appointed by the Faculty Leadership Board, the Associate Dean for Academic Programs, and the director of OUCN Student Affairs or designee. The Associate Dean for Academic Programs and the Director of Student Affairs shall serve without vote.

There shall be six (6) faculty members representing the Master’s/Doctoral programs, and six (6) faculty members representing the Baccalaureate programs.

The members representing the Masters/Doctoral programs shall include representatives of the programs at all sites and one representative of each of the graduate tracks. Membership shall not exceed six (6) members and track and site representation shall be rotated if necessary. Two year terms of office will be staggered so that half the members are appointed in even years and half in odd years.

The six members representing the Baccalaureate Programs shall include representatives of the traditional program at all sites and one representative of each of the following programs: Accelerated BSN, Career Mobility, and Collaborative BSN. Membership shall not exceed six (6) members and site representation shall be rotated among sites if necessary. Two year terms of office will be staggered so that half the members are appointed in even years and half in odd years.

c. Duties

The duties of the Academic Affairs Standing Committee shall be to:

1) Review and recommend policies, procedures and criteria for admissions to all nursing programs.
2) Oversee the application of criteria to admissions.
3) Send prioritized lists of selected applicants to the Dean.
4) Review and recommend programs/resources to enhance students’ success and/or retention.
5) Develop and implement a process for student academic advisement for each nursing program.
6) Conduct academic reviews regarding Baccalaureate students’ deficiencies and make recommendations to the faculty advisor and then to the Associate Dean for Academic Affairs.

7) Conduct academic review regarding Master’s/Doctoral student probation and make recommendations to the faculty advisor and then to the Associate Dean for Academic Affairs and Dean of the Graduate College.

8) Act on petitions for transfer credit, waiver requests, progression exceptions and petitions for reinstatement.

9) Review and recommend changes regarding admission, progression and eligibility for graduation to the Systems Subcommittee, and the Dean who has responsibility for College publications, for inclusion in official publications/resources of the College of Nursing (e.g. handbook, bulletin, website).

10) Serve as a resource for Admissions Committees.

11) Act on suggestions and recommendations from the Admissions Committees.

12) Master’s and Doctoral faculty representatives will serve as members of the Master’s and Doctoral Admissions Committees. Baccalaureate faculty representatives will serve as members of the Baccalaureate Admissions Committees.

13) Each of the faculty Academic Affairs Committee representatives will serve as the Chair of their respective Admissions Subcommittees.

d. Academic Affairs Committee Substructure

1) Admissions Committees

  a) Membership:

    Each Academic Affairs Committee Master’s and Doctoral faculty representative will serve as a member of the Master’s and Doctoral Admissions Committees; Baccalaureate faculty representatives will serve as members of the Baccalaureate Admissions Committee.

  b) Duties:

    The duties of each Admission Committee shall be to:

    a) Disseminate current admission criteria to Admissions Subcommittee members.

    b) Discuss application of admission criteria to each appropriate program/pathway.
c) Evaluate the application of current admission criteria and procedures during the selection process, and recommend changes to Academic Affairs Committee as needed.

d) Forward prioritized lists of selected applicants for each nursing program and pathway to the Academic Affairs Committee.

2) Admissions Subcommittees

Subcommittees will be established to implement the admission process. Operating Procedures detail membership and duties.

Section 3. Curricula Coordinating Committee

a. Purpose

The Curricula Coordinating Committee is concerned with all matters that influence the quality and nature of educational programs offered within the College of Nursing. It serves as the curricula committee of the College to initiate, coordinate and evaluate curricular activities and to promote creativity in guiding the present functions and future direction of the curricula of the College of Nursing to assure that all College of Nursing criteria and academic policies are followed.

b. Membership

The membership of the Curricula Coordinating Committee shall consist of the following: the Curricula Coordinating Committee Chair, fourteen (14) faculty representing programs and tracks in the Baccalaureate, Master’s and Doctoral programs, one (1) faculty representative to the HSC Academic Programs Council, one (1) student representative designated by the College of Nursing Student Association (CONSA), one (1) student representative designated by Graduate Nursing Student Association (GNSA), one (1) agency member and the Associate Dean for Academic Programs or designee. The Associate Dean serves as an ex-officio member.

The members of the Master’s/Doctoral programs shall not exceed eight (8) members and shall include one representative of each of the graduate tracks, one representative from core courses and one representative of each doctoral program. Two year terms of office will be staggered so that half the members are appointed in even years and half in odd years.

The six (6) members representing the Baccalaureate Programs shall include representatives of the traditional program at all sites and one representative of each of the following programs: the Accelerated BSN, Career Mobility, and Collaborative BSN. Membership shall not exceed six members and track and site representation shall be rotated if necessary. Two year terms of office will be staggered so that half the members are appointed in even years and half in odd years.
There shall be one (1) faculty member that is the representative to the Health Sciences Center Academic Program Council (HSC APC).

c. Duties

The duties of the Curricula Coordinating Committee shall be to:

1) Review, explore, and evaluate curricula.

2) Assess content, competencies and evaluating methods in order to foster consistency and unity across all campuses and sites.

3) Monitor the curricula for the purpose of maintaining the integrity of the approved curricula.

4) Implement the evaluation system for ongoing systematic review of the curricula.

5) Conduct ongoing evaluation of the organizing framework of the curricula.

6) Assess and monitor aspects of cultural competency in the curricula and College of Nursing courses.

7) Review and make recommendations for new programs and curricula/course changes and forward through the approval process.

8) Review evaluations related to courses and make recommendations for revisions.

9) Benchmark the curricula against national trends.

10) Review faculty, student, alumni and exit evaluation data on an annual basis and make recommendations for changes.

11) Review curricula in relation to accreditation criteria and make recommendations for changes.

12) Review official publications/resources of the College of Nursing (e.g. handbooks, bulletins, website) regarding curricula and recommend changes to the Systems Committee.

13) Act on suggestions and recommendations from the Curricula Subcommittees.

d. Curricula Coordinating Committee Substructures

1) Baccalaureate Curricula Committee

a) Membership

The members of the Baccalaureate Curricula Committee shall be the 6 appointed members of the Curricula Coordinating Committee representing the undergraduates programs and tracks.
b) Duties

The duties of the Baccalaureate Curricula Committee shall be to:

- Monitor the baccalaureate curricula for the purpose of maintaining the integrity of the approved curricula.
- Implement the evaluation system for ongoing systematic review of the baccalaureate curricula.
- Review and make recommendations for revision to the Curricula Coordinating Committee.
- Review baccalaureate programs in relation to accreditation criteria and make recommendations for changes.
- Review faculty, student, alumni and exit evaluation data from the baccalaureate program on an annual basis and make recommendations to Curricula Coordinating Committee for changes.
- Review baccalaureate textbooks and other learning resource selections annually.
- Review and make recommendations regarding all other resources impacting student courses.
- Review and evaluate the effectiveness of a national testing service.

2) Master’s/Doctoral Curricula Committee

a) Membership

The members of the Master’s/Doctoral Curricula Committee shall be the seven (7) appointed members of the Curricula Coordinating Committee representing the Master’s and Doctoral programs and tracks.

b) Duties

The duties of the Master’s/Doctoral Curricula Committee shall be to:

- Monitor the Master’s/Doctoral curricula for the purpose of maintaining the integrity of the approved curricula.
- Implement the evaluation system for ongoing systematic review of the Master’s/Doctoral curricula.
• Review and make recommendations for revisions to the Curricula Coordinating Committee.

• Review Master’s/Doctoral programs in relation to accreditation criteria and make recommendations for changes.

• Review faculty, student, alumni and exit evaluation data from the Master’s/Doctoral programs on an annual basis and make recommendations to the Curricula Coordinating Committee for changes.

• Review and make recommendations regarding all other resources impacting student courses (e.g. technology).

c) Curricula Subcommittee Structure

Subcommittees will be established to review, monitor and revise curricula in the Master’s/Doctoral programs. See Faculty Operating Procedures for details of the specific subcommittees, their membership and duties.

Section 4. Faculty Affairs Committee

A. Purpose:

The Faculty Affairs Committee shall consider matters of policy relating to faculty development, reviews, appointments, search, promotion, awards and recognition, and activities of operations. The Committee shall also consider issues such as standards of performance, professional ethics, faculty rights and responsibilities, academic freedom, affirmative action, and faculty compensation.

B. Membership

The committee shall consist of the following five (5) faculty:

1) Chair, Faculty Affairs Committee – Elected in even years

2) Chair, Faculty Development and Review Subcommittee – Elected in even years

3) Chair, Appointments and Search Subcommittee – Appointed in odd years

4) Chair, Promotion, Awards and Recognition Subcommittee – Elected in odd years

5) Chair, Systems Subcommittee – Elected in odd years

C. Duties

The duties of the Faculty Affairs Committee shall be to:
1) Interpret for the Faculty academic freedom, faculty rights, and faculty responsibilities.

2) Review policies for Faculty Annual Review and make recommendations annually.

3) Review position description(s) annually.

4) Review the criteria for tenure track and non-tenure track ranks annually.

5) Review annually procedures for faculty annual reviews.

6) Recommend proactive strategies to increase diversity among the faculty and student body.

7) Develop and evaluate creative strategies to address faculty concerns on work related issues (e.g. workload, merit, salaries, benefits, incentive plans).

8) Advise faculty of processes available for unresolved faculty concerns.

9) Consult with faculty regarding grievances and/or unprofessional conduct.

10) Review, develop and provide recommendations into operating practices related to the infrastructure of the college.

11) Act on suggestions and recommendations from the subcommittees.

The Chair of the Faculty Affairs Committee shall function as the College alternate representative to appropriate national meeting(s) when the Chair of the Faculty so designates.

c) Faculty Affairs Committee Substructure

Subcommittees will be established to facilitate the committee’s work. Operating Procedures detail the specific subcommittees, their membership and duties.

Section 5: Tenured Faculty Committee

a. Purpose

The Tenured Faculty Committee is a body composed of all tenured faculty organized to provide College leadership in advancing the tripartite mission of teaching, research/scholarly achievement, and service.

b. Membership

A faculty member becomes a member of the Tenured Faculty Committee upon the date tenure is effective.
c. Officers and Elections

1) Chair of the Tenured Faculty Committee

The Chair shall be elected every two years in the even years from among the tenured faculty and may serve more than one term.

All tenured members are eligible to serve as Chair of the Tenured Faculty Committee except for the Dean and Associate Dean.

In the absence of the Chair of the Tenured Faculty Committee, the Chair of the Tenured Faculty Committee shall appoint a Chair pro tempore.

2) Secretary of the Tenured Faculty Committee

The Secretary shall be elected every year and may serve more than one term.

All tenured members are eligible to serve as Secretary of the Tenured Faculty Committee.

In the absence of the Secretary, a Secretary pro tempore may be appointed by the Chair of the Tenured Faculty Committee.

d. Voting

Elections are held at the last meeting of the academic year.

Each member shall have one vote. In tenure recommendations the Dean will not have a vote in the Tenured Faculty Committee and will not participate in the tenure deliberations of the Committee.

An absentee vote is acceptable for tenure consideration and shall be arranged by the Chair of the Tenured Faculty Committee.

Voting for tenure recommendations shall be by secret ballot in keeping with the Health Sciences Center Faculty Handbook.

e. Duties

The duties of the Tenured Faculty Committee shall be to:

1) Identify and integrate those goals relevant to tenured faculty, its leadership, and functions.

2) Foster tenured faculty development, leadership and role modeling: learning, scholarship, inquiry, writing in the areas of teaching, research, scholarly productivity, and service.

3) Serve as mentors to tenure track faculty regarding the tenure process.
Section 6. External Affairs Committee

a. Purpose

The External Affairs Committee is concerned with matters that influence a) the image of the College of Nursing, and b) policy and issues related to health care and health care providers.

b. Membership

The committee shall consist of the following four (4) faculty, of which at least one will represent Baccalaureate faculty and one Master’s/Doctoral faculty:

1) Chair, External Affairs Committee – elected by the Faculty Assembly in odd years.

2) Oklahoma City Faculty Representative – appointed by the Faculty Leadership Board in odd years.

3) Tulsa Faculty Representative – appointed by the Faculty Leadership Board in even years.

4) Lawton Faculty Representative – appointed by the Faculty Leadership Board in odd years.

c. Duties

The duties of the External Affairs Committee shall be to:

1) Provide input on behalf of the Faculty to be used in presentation or publicity to external bodies such as professional organizations, and other professional and allied health organizations whose activities impact the health care delivery system.

2) Participate in the planning and implementation of graduation activities such as commencement, convocation, and awards recognition.

3) Coordinate the selection and recognition process related to student awards and honors.

4) Identify, facilitate and participate in the selection process for scholarships and campus/university student awards.
5) Act as a liaison with University of Oklahoma student organizations, groups and programs; and provide mentorship.

6) Act as a liaison with the OUCN Alumni Association.

7) Collaborate with the OUCN Development Officer in publicity, marketing and fundraising activities.

8) Recognize special events and accomplishments in the lives of faculty.

9) Enhance faculty, alumni, student and staff relations through socialization (orientation) and social activities (open house) and through the liaison with the College Community Social Committee.

10) Plan and implement student orientations in collaboration with the Office of Student Affairs.

11) Preserve and recognize the image of nursing through ongoing collection of nursing memorabilia and artifacts.

12) Act as a liaison for community and health care services involving faculty and students.

13) Monitor, provide information and suggest strategies for action regarding health policy related to health care and health care providers.

14) Analyze legislative issues which could affect the Faculty and the nursing profession, and inform Faculty.

15) Act on suggestions and recommendations from the subcommittees.

d. External Affairs Committee Substructure

Subcommittees will be established to facilitate the committee’s work. See Faculty Operating Procedures for detail the specific subcommittees, their membership and duties.

Section 7. Faculty Practice Committee

a. Purpose

The Faculty Practice Committee (FPC) shall be to facilitate the conduct of matters relating to clinical and professional practice by members of the Faculty according to the Faculty Practice Plan (OUCN Sourcebook).

b. Membership:

The members of the committee will consist of the Chair of the Faculty Practice Committee and five (5) faculty members elected by the full-time faculty who contribute to the Faculty Practice Plan. The Chair of the Faculty Practice Committee and two members shall
be elected in the even years and three (3) members shall be elected in the odd years.

c. Duties:

The duties of the Faculty Practice Committee shall be to:

1) Provide a uniform procedure for professional accountability in matters of professional activities and the income generated by these activities.

2) Improve the patient care and consultative resources of the Health Sciences Center for the benefit of the public health

3) Promote discussions, seminars, or workshops under the aegis of the College of Nursing for the purpose of exchanging information and furthering the state of art of the profession.

4) Provide exemplary patient care and consultative models to meet the educational, research and service goals of the College of Nursing.

5) Enhance recruitment and retention of highly qualified faculty by providing a source of funds with which to supplement income.

6) Provide incentives to the faculty to engage in the practice of their profession to maintain and improve professional skills, and professional credentials.

7) Provide a procedure for accounting, reporting and auditing of all generated income.

8) Provide a procedure for the disbursement of generated income.

9) Provide basic financial data which can be made available and visible to all who have a legal right to examine such information.

10) Recommend revisions/changes to the Faculty Practice Plan.

11) Recommend written policies for implementation of the Faculty Practice Plan.

Section 8. Research, Evidence Based Practice and Scholarship Committee

a. Purpose

The Research, Evidence Based Practice and Scholarship Committee works in collaboration with the Assistant Dean for Research to facilitate the conduct of nursing research, facilitate scholarly activities pertaining to EBP, including recommendations for the awarding of intramural research monies.
b. Membership

The Committee shall consist of the following four (4) members with earned doctorates:

1) Three (3) appointed faculty involved in research, evidence based practice and/or scholarship.

2) The Assistant Dean for Research or designee (ex officio).

One faculty member is appointed in odd years and two faculty members are appointed in even years. Appointments of faculty to this Committee shall be made on the basis of expressed interest, expertise and with consideration of diversity when feasible.

The Chair of the Research, Evidence Based Practice and Scholarship Committee shall be elected from the members of this Committee.

c. Duties:

The duties of the Research, Evidence Based Practice and Scholarship Committee shall be to:

1) Make recommendations on infrastructure support (e.g. software, training needs).

2) Serve as the review body for intramural research awards.

3) Facilitate faculty to serve on extramural research review panels.

4) Facilitate faculty to serve on University, HSC, hospital and other Institutional Review Boards (IRB).

5) Enhance networking to promote interdisciplinary collaboration on research projects.

6) Provide assistance to support scholarly activities of faculty.

7) Develop, implement and revise criteria for the approval and facilitation of research proposals requesting the involvement of OUCN students and faculty as subjects or intermediaries.

8) Review research proposals originating inside or outside of OUCN which request access to the OUCN students or faculty as subjects or intermediaries and approve or deny CON involvement.

9) Facilitate faculty participation in local, state, national and international research and EBP organizations and offerings.

Section 9. Bylaws Committee

a. Purpose
The Bylaws Committee shall review the Faculty Bylaws for consistency, currency and needed change.

b. Membership

The committee shall consist of the following four (4) faculty: a Chair of the Bylaws Committee and three (3) faculty representatives, all appointed. Two members are appointed in odd years and one member is appointed in even years.

The Chair of the Bylaws committee shall be elected by the Faculty Assembly in the even years.

c. Duties

The duties of the Bylaws Committee shall be to:

1) Review Bylaws annually for consistency and congruity.

2) Ensure the integrity of the Bylaws by reviewing organizational changes that might affect the operating principles or business processes described within the context of the bylaws.

3) Make recommendations to the Faculty Leadership Board for changes in the Bylaws.

4) Following Faculty Leadership Board approval, present Bylaws changes to the Faculty Assembly for action.

5) Explore innovative approaches to shared governance.

Section 10. Nominations and Election Committee

a. Purpose

The Nominations and Election Committee shall prepare a slate of candidates for the offices and committees to be elected prior to the Annual Faculty Assembly Meeting and to conduct the Annual Faculty Assembly election.

b. Membership

The Nominations and Election Committee shall consist of the following four (4) members: the Secretary and three (3) elected members.

Two (2) members shall be elected in even years and one member shall be elected in odd years.

The Secretary shall serve as the Chair of the Nominations and Election Committee.

c. Duties

The duties of the Nominations and Election Committee shall be to:
1) Prepare a slate of Officers, Committee Chairs and Committee Representatives:

a) For odd-numbered years, the slate shall be for:
   • Chair
   • Secretary
   • Chair of Academic Affairs Committee
   • Chair of Curricula Coordinating Committee
   • Chair of External Affairs Committee
   • Member for the Nominations and Election Committee
   • Chairs and members/representatives of subcommittees specified in the Operating Procedures

b) For even-numbered years, the slate shall be for:
   • Vice Chair
   • Treasurer
   • Chair of Faculty Affairs Committee
   • Chair of the Bylaws Committee
   • Two (2) members for the Nominations and Election Committee.
   • Chairs and members/representatives of subcommittees specified in the Operating Procedures

2) Prepare a slate for each election which is representative of the College. The slate shall be presented to the Faculty Leadership Board for review and then to the voting members of the Faculty Assembly at least twenty (20) working days before the Annual Meeting.

3) Obtain in writing the nominee’s consent to serve, if elected, prior to placing the name on the ballot.

4) Distribute the ballots in accordance with the Standing Rules for Voting.

5) Receive and total ballots.

6) Resolve tie vote(s) in accordance with the Standing Rules for Voting.

7) The Chair of the Nominations and Election Committee shall report the results of the elections at the Annual Faculty meeting.

8) Review, coordinate, evaluate and make recommendations to the Faculty Leadership Board on such matters as may be referred to this Committee.

C. Special Committees

The Chair of the Faculty Leadership Board or the Chair of any committee, may appoint a Task Force if such is indicated for efficient task accomplishment.

Task Force members may be appointed from among any persons the Committee Chair or Chair of the Faculty Leadership Board deems appropriate.
If appropriate to the nature of the task, two or more Standing Committee Chairs may appoint joint Task Forces which cross Standing Committee lines to facilitate collaboration and elimination of duplication.

The Task Force may be charged with one or more functions of the Committee, or with a relevant project or task.

The Chair of a Task Force shall be appointed by the Chair of the Faculty Leadership Board, unless otherwise stated in these Bylaws.

A Task Force is dissolved upon completion of its work and the acceptance by the main committee of its final report.

D. Subcommittees of Standing Committees

Subcommittees of Standing Committees may be established.

**Article X – Academic Appeals Board**

A. Purpose

The Academic Appeals Board shall consist of an equal number of faculty and students and operate under the policies and procedures in the *Faculty Handbook of the University of Oklahoma Health Sciences Center*. The purpose of the Board is to hear and resolve disputes concerning the academic evaluation of students. Meetings may be closed to the public.

B. Membership

1. Faculty members of the Board will be elected from the faculty of the College of Nursing. Faculty membership will consist of six (6) non-administrative faculty from the academic programs for both baccalaureate and graduate education in nursing as follows: three (3) whose primary teaching responsibility is in the baccalaureate program and three (3) whose primary teaching responsibility is in the graduate program.

2. Student members of the Board will be appointed for one-year terms by the Dean upon recommendations from the Presidents of the baccalaureate and Graduate Student Associations. There shall be two (2) students from the Junior Year, two (2) students from the Senior Year, and two (2) students from the graduate program for a total of six (6) students.

3. Each faculty member will serve a three-year term beginning July 1 of the year elected. The terms of office will be staggered. No faculty member shall serve more than two consecutive terms.

4. The Associate Dean for Academic Programs will serve as an Ex-Officio member and shall serve as the Chair of all Hearing Committees.

5. In the event of an academic appeal, a Hearing Committee will be selected by the Associate Dean for Academic Programs from among the Board members and be comprised of three (3) faculty and three (3) student members for a total of six (6) members.
6. Members of the Board will disqualify themselves or be disqualified by the Board or complainant for reasons of personal prejudice or personal involvement in the case that will be heard by the Hearing Committee.

C. Functions

The functions of the Academic Appeals board shall be to:

1. Adjudicate disputes which have not been satisfactorily resolved at the department level

2. See University Regents’ Policy for a full description of the Academic Appeals Board’s responsibilities and processes.

Article XI – Academic Misconduct Board

A. Purpose

The purpose of the Academic Misconduct Board is to hear and resolve disputes concerning the charge of a student’s academic misconduct in accordance with the Academic Misconduct Code of the University of Oklahoma.

Each college shall establish an Academic Misconduct Board (AMB) to hear each case relative to: cheating; plagiarism; fabrication; fraud; destruction, misappropriation or unauthorized possession of University property or the property of another; bribery or intimidation; assisting others in any act proscribed by the Academic Misconduct Code; or attempting to engage in such acts.

B. Membership

The Academic Misconduct Board shall consist of six (6) members:

1. Three (3) faculty members chosen and ad hoc from a pool of ten (10) faculty members elected annually by the College of Nursing.

2. Two (2) student members selected from a pool of ten (10) students selected from nominations submitted annually by the appropriate student organizations at the College of Nursing.

3. One (1) non-voting chair appointed by the Dean.

C. Functions

The functions of the Academic Misconduct Board shall be to:

1. Adjudicate disputes over academic misconduct which have not been satisfactorily resolved at the course level.

2. See the University Regent’s Policy for a full description of the Academic Misconduct Board’s responsibility and processes.

Article XII – Elections

A. Election Procedure

1. All elections shall be held annually by secret ballot.
2. Election of Health Sciences Center Faculty Senate representatives and alternates, Graduate Council representatives, Officers and Committee members of the Faculty Assembly, members of the Academic Misconduct Board, and members of the Academic Appeals Board as designated in these Bylaws shall be held in the month preceding the Annual Meeting.

3. Ballots shall be prepared by the Nominations Committee.

4. Candidates on the ballot shall consent to serve if elected and shall meet established qualifications.

5. Members may vote for a candidate whose name does not appear on the ballot by writing in the name of that member, if the member is qualified and has consented to serve if elected.

6. Voting procedures shall be in accordance with the Standing Rules for Voting adopted by the Faculty of the College of Nursing.

7. Tie vote(s) shall be resolved by the Nominations and Elections Committee in accordance with the Standing Rules for Voting.

8. Elected Officers, Committee members and Board members for the College of Nursing shall take office at the beginning of the academic year immediately following election or appointment.

**ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised [current] (http://www.robertsrules.com) shall govern the faculty organization in all instances to which they are applicable and in which they are consistent with these Bylaws, with the University of Oklahoma policies, rules and regulations, and other special rules of order the faculty may adopt.

**ARTICLE XIV - AMENDMENT OF THE BYLAWS**

Section 1. These Bylaws and the ensuing Faculty Operating Procedures may be amended, suspended, or revised at any regular meeting of the Faculty Assembly by two-thirds vote of the voting members of the Faculty Assembly as defined in Article IV, B. Voting Privileges; Section 1. of the Faculty Bylaws who are present and voting, provided that the proposed changes have been circulated in written form at least one (1) week prior to that meeting.

Section 2. The Bylaws Committee will review, prepare revisions, amendments, and distribute to the faculty for vote.

Amended 8/28/95 by the Faculty of the University of Oklahoma College of Nursing, superseding Faculty Bylaws in force from 1/30/95. Reviewed by Faculty Board 8/01; revised and approved by Faculty Board 3/4/03; approved by faculty 5/12/03; revised and approved by Faculty Board, 11/1/04; approved by faculty 1/24/05; approved by faculty 3/10/08.
ARTICLE 1

SUBCOMMITTEES OF THE
THE FACULTY LEADERSHIP BOARD AND FACULTY ASSEMBLY

Section 1. Academic Affairs Committee

A. Admissions Subcommittees

1. Membership
   Each Academic Affairs Committee faculty representative will chair their respective Admissions Subcommittee. Each Admissions subcommittee will consist of the Subcommittee Chair plus two members appointed by the Chair of the Academic Affairs Committee.

2. Duties:
   The duties of each Admission Subcommittee shall be to:
   a. Review prospective student applications for consistency with admission criteria and prioritize those applicants meeting the criteria.
   b. Review applicant files as needed for questions regarding application data.
   c. Use approved criteria to select designated numbers of applicants to each nursing program/pathway, and forward list to its respective Academic Affairs Committee.
   d. Report characteristics of applicant pool and suggest future recruitment needs or revisions in admission criteria.

Academic Affairs Admissions Committees/Subcommittees

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<th>Baccalaureate Admissions Committee</th>
<th>Masters/Doctoral Admissions Committee: MS/PM/MSN</th>
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<td>Traditional/ABSN/CM</td>
<td>Baccalaureate Committee</td>
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<td>OKC/Lawton (Tulsa)</td>
<td>Masters/Doctoral Committee: MS/PM/MSN</td>
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Section 2. Curricula Coordinating Committee

Committee Structure

Curricula Coordinating Committee Structure

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<th>Masters/Doctoral Committee: MS/PM/MSN</th>
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Section 3. Faculty Affairs Committee

A. Faculty Development and Review Subcommittee

1. Membership
   The subcommittee membership shall include four (4) faculty:
   a. The Chair of the Faculty Development and Review Subcommittee who is a full-time unmodified rank of Full or Associate Professor with three (3) years of experience at OUCN, elected by the Faculty Assembly in even years.
   b. Oklahoma City Faculty Representative – a full-time faculty member holding the modified or unmodified rank of Assistant Professor or above elected by the OKC faculty in odd years.
   c. Tulsa Faculty Representative – a full-time faculty member holding the modified or unmodified rank of Assistant Professor above elected by Tulsa faculty in even years.
   d. Lawton Faculty Representative – a full time faculty member holding the modified or unmodified rank of Assistant Professor or above elected by Lawton faculty in odd years.

2. Duties
   The duties of the Faculty Development and Review Subcommittee shall be to:
   a. Develop and implement a process for faculty development in collaboration with the Assistant Dean for Faculty Development and Continuing Education.
   b. Increase the cultural awareness, diversity, sensitivity and competency of the faculty and students.
   c. Assist with the planning and implementation, in conjunction with the Center for Cultural Competency and Health Care Excellence, of at least an annual activity on cultural competency for faculty.
   d. Provide recommendations for funding faculty development activities.
   e. Develop and implement a process for Merit Review to be approved by the Faculty Assembly.
   f. Develop and implement a process for annual review of faculty performance to be approved by the Faculty Assembly.

B. Appointments and Search Subcommittee

1. Membership
   The Subcommittee membership shall include four (4) appointed faculty, one of who must come from the Oklahoma City campus, one from the Lawton campus and one from the Tulsa campus.
The Chair of the Subcommittee and the Lawton representative to the Subcommittee are appointed in odd years and the Oklahoma City representative and Tulsa representative to the Subcommittee are appointed in even years.

2. **Duties**
The duties of the Appointments and Search Subcommittee shall be to:
   a. Develop and implement a process to facilitate faculty searches and appointments (e.g. timelines and recommendations to the Dean.)
   b. In consultation with the Dean, conduct searches for qualified faculty and make recommendations regarding hiring to the Dean.
   c. Review applicants’ qualifications for academic rank and make recommendations to the Dean.
   d. Conduct scholarly activity reviews for appointment to Graduate Faculty status and make recommendations to the Associate Dean for Academic Programs and the Dean of the Graduate College.
   e. The Chair of the appointments and Search Subcommittee will participate in search committees for administrators and Endowed Chairs.

C. **Promotion, Awards and Recognition Subcommittee**

1. **Membership**
The membership of the Promotion, Awards and Recognition Subcommittee shall consist of three (3) faculty, one of whom must come from the Oklahoma City campus, one from the Lawton campus, and one from a regional campus.
   a. Chair, Full or Associate Professor with three (3) years experience at OUCN – elected by the Faculty Assembly in the odd years.
   b. Full-time faculty with primary responsibilities in the Master’s/Doctoral Program – elected by the Faculty Assembly in the even years.
   c. Full-time faculty with primary responsibilities in the Baccalaureate Program – elected by the Faculty Assembly in even years.

2. **Duties**
The duties of the Promotion, Awards and Recognition Subcommittee shall be to:
   a. Develop and implement a process to facilitate promotion (e.g. timeliness, 3rd and 5 year reviews, status report to the individual faculty and Dean) in accordance with the University Policy and Faculty Handbook.
   b. Conduct voting for promotion and convey results to the Dean.
   c. Develop and provide oversight for promotion mentorship program.
   d. Educate faculty regarding promotion process e.g. preparation of dossiers).
   e. Develop and implement a process to facilitate awards nominations (e.g. timeliness, dossier, status report to Dean).
f. Educate faculty regarding awards (criteria, timeline, and process).
g. Administer the College of Nursing Faculty Awards program.
h. Recommend to the External Affairs Committee nominees for the University awards and Honors Committee.
i. Develop and implement a recognition process for professional accomplishments e.g. completion of doctorate/post doctoral fellowships, grant funding, honors).

D. Systems Subcommittee
1. Purpose.
The Systems Committee shall assist with the operating procedures at the University of Oklahoma College of Nursing to ensure seamless efficient and transparent functioning of the College.

2. Membership.
The membership of the Systems Subcommittee shall consist of the following three (3) faculty: a Chair of the Systems Committee elected by the Faculty Assembly in the odd years and two (2) appointed faculty representatives. One member is appointed in odd years and one member is appointed in even years.

3. Duties.
The duties of the Systems Subcommittee shall be to:
   a. Review and make recommendations to the Faculty Leadership Board for changes, annually or more often as needed, to the OUCN Intranet (e.g. Sourcebook, OUCN website and other public materials.)
   b. Collaborate with the College’s Human Resources Department in matters concerning faculty (e.g. required training).
   c. Review and make recommendations for student learning environment, faculty teaching environment and the environment of the College in general (e.g. physical environment, safety, comfort).
   d. Explore and make recommendations for any faculty concerns related to operating concerns brought to the committee.

Section 4. External Affairs Committee
A. Historical Subcommittee
1. Membership
The Historical Subcommittee membership shall include three (3) faculty, one of which must come from the Oklahoma City campus and one from the Tulsa campus. The Subcommittee shall elect its own chair at the first meeting of the Academic year.

One member is appointed in odd years and two members are appointed in even years.

2. Duties
The duties of the Historical Subcommittee shall be to:
a) Develop and implement policies and procedures for nursing artifacts.
b) Coordinate placement, access and display of all artifacts.
c) Serve as the contact/clearinghouse for all donations related to nursing artifacts/historical donations.
d) Increase donations through awareness and sensitivity among faculty, students, alumni and staff related to nursing artifacts.
e) Publicize nursing artifacts for increased awareness of the history of OUCN nursing (e.g. displays, events, and publications).
f) Identify funding sources to support the nursing archives.

B. Health Affairs Subcommittee
1. Membership
   The Health Affairs Subcommittee membership shall include three (3) faculty.
   
   Two members are appointed in odd years and one member is appointed in even years. The Subcommittee shall elect its own chair at the first meeting of the Academic year.

2. Duties
   The duties of the Health Affairs Subcommittee shall be to:
   a) Coordinate the publicity regarding health services/activities related to faculty/student activities in the region, state, nation or globally.
   b) Serve as a network for OUCN and the community at large for community service activity opportunities for faculty/students.
   c) Develop state, national and international educational opportunities for students.
   d) Strengthen OUCN links with other partnerships, regions, states, and nations through development of educational exchanges.

Section 5. Subcommittee Nominations

A. For odd-numbered years, the slate shall be for:

   1. OKC Representative for the Faculty Development and Review Subcommittee
   2. Lawton Representative for the Faculty Development and Review Subcommittee
   3. Chair of the Promotions, Awards and Recognition Subcommittee
   4. Chair, Systems Subcommittee

B. For even-numbered years, the slate shall be for:

   1. Chair of the Faculty Development and Review Subcommittee
   2. Tulsa Representative for the Faculty Development and Review Subcommittee
   3. One (1) Master’s/Doctoral Representative for the Promotion, Awards and Recognition Subcommittee
4. One (1) Baccalaureate Program Representative for the Promotion, Awards and Recognition Subcommittee

Section 6. Appointments

A. For odd-numbered years, the slate shall be for:

1. Appointments and Search Subcommittee, Chair
2. Historical Subcommittee (One member must represent OKC and another Tulsa between odd/even years)
   a. Historical Subcommittee, 1 Member
3. Health Affairs Subcommittee
   a. Health Affairs Subcommittee, Two members
4. Appointments and Search Subcommittee,
   a. Chair
   b. One Lawton Representative
5. Systems Subcommittee
   a. 1 Member, odd years

B. For even-numbered years, the slate shall be for:

1. Historical Subcommittee (One member must represent OKC and another Tulsa between odd/even years)
   a. Historical Subcommittee, 2 Members
2. Health Affairs Subcommittee
   a. Health Affairs Subcommittee, 1 member
3. Appointments and Search Subcommittee,
   a. One OKC Representative
   b. One Tulsa Representative
4. Systems Subcommittee
   a. 1 Member, even years

1/14/08; 1/17/08
Revised 1/22/08