I. Membership:

The membership of the College of Nursing Faculty Organization shall consist of voting members and voice only members. All members shall have the right of voice on matters presented to the organization.

I.1 Voting Members:

Shall consist of tenure track, non-tenure and salaried clinical track faculty whose primary appointment is in the College of Nursing. Voting on matters related to the graduate program shall be limited to tenure track. Tenured and tenure track faculty may vote on all matters related to the academic mission of the College of Nursing. In addition doctorally prepared Clinical Track Faculty may vote on all matters related to the academic mission of the College of Nursing. Masters prepared Clinical Track Faculty may vote on those matters related to the baccalaureate and masters level programs. Voting members include all Full, Associate, and Assistant Tenure Track faculty and all Clinical Full, Associate, Assistant and Instructors in the Clinical Track. The rank of Lecturer and Assistant in Instruction are not recognized by Faculty Senate as voting members, the University and therefore cannot vote.

I.2 Voice Only Members:

Shall consist of College of Nursing professors emeriti, faculty holding adjunct, clinical adjunct, and secondary appointments, lecturers, Assistants In Instruction, and ex officio members of the Faculty Organization, who are the President and the Provost of The University of Iowa.

2. Powers and Duties:

2.1 The Faculty Organization shall recommend to the Dean of the College of Nursing policies which promote achievement of the teaching, scholarship, and service missions of the College of Nursing.

2.2 The Faculty Organization shall recommend to the Dean of the College of Nursing policies concerned with faculty welfare and development.

2.3 The Faculty Organization shall establish the philosophy, goals and objectives of the educational programs; the curricula design and evaluation; and policies and practices related to student admission, retention, progression, and graduation.

3. Meetings:

3.1 Regular meetings shall be held at least twice each semester on a date and at a time set by the presiding officer and called at least ten days in advance by the presiding officer. The agenda shall be distributed at least four days prior to the meeting.

3.2 Special meetings may be called by the presiding officer, Dean of the College of Nursing or the Faculty Council and shall be called and held within ten days upon the written request of at least ten voting members. Such requests shall be presented to the Faculty Council.

3.3 All meetings shall be open. Any guest may be recognized to speak.
4. **Presiding Officer:**

   The presiding officer at all Faculty Organization meetings shall be an elected tenured faculty member of the College of Nursing. In the absence of the presiding officer, a designee may be named. In special circumstances, the President of the University or a designee may call a special meeting of the Faculty Organization and in turn preside over such meeting.

5. **Parliamentarian:**

   The presiding officer may appoint a parliamentarian or the membership may request a parliamentarian.

6. **Quorum:**

   Fifty per cent of the voting membership shall constitute a quorum. Voting members on leave of absence will not be part of the quorum count if not present. Unless the point of no quorum is raised at a meeting, no action taken at that meeting shall be invalid for the lack of a quorum, provided the action taken shall have been proposed in the agenda of the meeting sent to members of the Faculty Organization. Raising the point of no quorum shall not invalidate any previous action.

7. **Rules of Order:**

   The business of this organization shall be conducted according to *Robert's Rules of Order*, current edition.

8. **Voting:**

   8.1 Voting on main motions will be decided by a majority vote of those present and voting unless otherwise specified in these bylaws.

   8.2 In the interval between meetings, the Academic or Faculty Councils may authorize and conduct referendum voting by paper or electronic ballot on matters of importance to the Councils' functioning. A majority vote of the voting members shall direct the action on the matter presented for vote. Reporting and recording of referendum votes will occur at the next meeting of the respective Council.

   8.3 In the interval between meetings, the Academic Council or the Faculty Council may authorize and conduct a paper or electronic poll to determine direction on matters of importance to the Council's functioning. Such polling will not constitute official action of the voting body.

9. **Agenda, Minutes, and Reports:**

   9.1 The agenda for the meetings of the Faculty Organization shall be prepared by the presiding officer and distributed to all members at least four days prior to the meeting, except in the event of a special meeting, where the agenda will accompany the call to the meeting.
9.2 The presiding officer shall be responsible for seeing that the minutes of the Faculty Organization meetings are recorded and distributed to members of the Faculty Organization. Minutes must record all actions taken. A permanent file of minutes shall be maintained by the Office of the Dean.

ARTICLE II: Councils

There shall be the following Councils of the Faculty Organization of the College of Nursing: Academic Council and Faculty Council.

I. Both Councils:

1.1 The chairpersons shall be elected for a two-year term from the voting tenured membership with the first year being as a pro-tem to ensure a smooth transition between terms. The chairperson will serve a three-year term with the initial year being as a pro-tem. The chairpersons or the chairpersons' designee shall preside at all Council meetings, prepare the meeting notice and agenda, edit the minutes prior to distribution, and present all recommendations and reports to the Faculty Organization.

1.2 Elected voting members of the Councils shall be voting members of the Faculty Organization and shall be elected for two-year terms.

1.3 All meetings of the Councils, except those declared to be in executive session, are open. Non-members of the Councils may speak when recognized by the presiding officer.

1.4 The Councils may establish ad hoc and subcommittees, determine their powers and duties, and disband said bodies as indicated. Persons who are not members of the Faculty Organization may also be appointed to these bodies.

1.5 A majority of the voting members constitutes a quorum at any meeting of a Council or a standing subcommittee. Unless the point of no quorum is raised at the meeting, no action taken at that meeting shall be invalid for the lack of a quorum, provided the action taken shall have been proposed in the agenda of the meeting sent to members of the Council or standing subcommittee. Raising the point of no quorum shall not invalidate any previous action.

1.6 Voting on main motions will be decided by a majority vote of those present and voting.

1.7 Each Council shall determine its recorder. The minutes of the meetings shall be prepared by the recorder and distributed to members of the respective Council. Minutes must record all action taken. A permanent file of minutes shall be maintained by the Office of the Dean.

1.8 Members shall hold only one position (voting, advisory, ex officio) on a Council except for the Director of Programs who may be elected as Assembly Chairs. If a member assumes an advisory or ex officio position, the elected position shall become vacant and shall be filled as provided for in these bylaws.
2. Academic Council:

2.1 Membership:

2.1.1 Voting Members:

2.1.1.1 Chairperson – elected
2.1.1.2 Eight elected members: 2 tenured faculty (chairs of assemblies), 2 tenure track faculty, 2 clinical track faculty and 2 members-at-large

2.1.2 Voice Only Members:

2.1.2.1 Advisory members - one undergraduate and two three graduate students (one master's student, and one doctoral PhD student, and one DNP student) - appointed annually.
2.1.2.2 Ex officio members - Dean and Associate Dean of Academic Affairs, the Directors of Programs, the Director of Student Services Diversity Officer, and the Presiding Officer of Faculty Organization of the College of Nursing.

2.2 Powers and Duties:

2.2.1 Shall present to the Faculty Organization recommendations related to the academic programs.

2.2.1.1 Philosophy, goals, and objectives.
2.2.1.2 Curricula design and evaluation.
2.2.1.3 Guidelines and policies related to academic experiences in agencies.
2.2.1.4 Student admission, retention, progression, and graduation policies and practices.
2.2.1.5 Student welfare matters.

2.2.2 Shall act within established policies on matters related to academic programs and student affairs.

2.2.3 Shall advise the College of Nursing administrative officers regarding academic matters.

2.3 Meetings:

Meetings shall be held at least two times a month during the academic year provided there are items of business to be presented.

2.4 Standing Subcommittees:

2.4.1 BSN Admissions/Progression Subcommittee
2.4.1.1 Shall review applicants for admission to the undergraduate program and forward recommendations to the Dean.
2.4.1.2 Shall communicate to Academic Council concerns and recommendations regarding policies and practices governing student admission to and progression through the undergraduate program.
2.4.1.3 Members shall be appointed by Academic Council and shall consist of a Chairperson, four five to seven voting members and ex-officio members (The Dean, the Associate Dean of Academic Affairs, Director of the Undergraduate Program, student services
Appointed members shall serve a two year term and may be reappointed. The committee membership will have a staggered rotation system.

2.4.2 MNHP/CNL Admissions/Progression Subcommittee numbers will be changed this will be 2.4.2

2.4.2.1 Shall review applicants for admission to the undergraduate program and forward recommendations to the Dean.

2.4.2.2 Shall communicate to Academic Council concerns and recommendations regarding policies and practices governing student admission to and progression through the MNHP/CNL program.

2.4.2.3 Members shall be appointed by Academic Council and shall consist of a Chairperson, four voting members and ex-officio members (The Dean, the Associate Dean of Academic Affairs, Director of the MNHP/CNL Program, student services staff members). The Director of the MNHP/CNL Pre-licensure Programs will convene the meetings.

2.4.2.4 Appointed members shall serve a two year term and may be reappointed. The committee membership will have a staggered rotation system

2.4.2 RN/BSN Admissions/Progression Subcommittee

2.4.2.1 Shall review applicants for admission to the undergraduate RN/BSN program and forward recommendations to the Dean.

2.4.2.2 Shall communicate to Academic Council concerns and recommendations regarding policies and practices governing student admission to and progression through the undergraduate RN/BSN program.

2.4.2.3 Members shall be appointed by Academic Council and shall consist of a Chairperson, four voting members and ex-officio members (The Dean, the Associate Dean of Academic Affairs, Director of the RN/BSN Program, student services staff members). The Director of the RN/BSN Program will convene the meetings.

2.4.2.4 Appointed members shall serve a two year term and may be reappointed. The committee membership will have a staggered rotation system.

2.4.3 MSN Admissions/Progression Subcommittee

2.4.3.1 Shall review applications for admission to the master's program and forward recommendations to the Dean.

2.4.3.2 Shall communicate to Academic Council concerns and recommendations regarding policies and practices governing student admission to and progression through the master's program.

2.4.3.3 Members shall be appointed by Academic Council from the tenure track faculty members and shall consist of a Chairperson, four voting members and ex-officio members (the Dean, the Associate Dean of Academic Affairs, Director of the Graduate program, a faculty representative of each Advanced Practice program, and student services staff members). The Director of the Graduate Program will convene the meetings.

2.4.3.4 Appointed members shall serve a two year term and may be reappointed. The committee membership will have a staggered rotation system.
2.4.4 Advanced Practice Admissions/Progression Subcommittees

2.4.4.1 Each advance practice area may have a separate advance practice admissions/progression subcommittee.

2.4.4.2 Following action of the MSN Admissions/Progression Subcommittee, shall review applicants for admission to and progression through the advanced practice program and forward recommendations to the MSN Admissions/Progression Subcommittee.

2.4.4.3 Shall make recommendations to the MSN Admissions/Progression Subcommittee regarding policies and practices governing student admission.

2.4.4.4 Members shall be appointed by Academic Council and shall consist of a Chairperson and at least two faculty who have teaching assignments in the advance practice program or are certified in the specific advance practice area. The Director of the Graduate Program will convene the meetings. Ex-officio members shall be the Dean, the Associate Dean of Academic Affairs, Director of the Graduate Program. Appointed members shall serve a two year term and may be re-appointed. The committee membership will have a staggered rotation system.

2.4.5 Doctoral PhD Admissions/Progression Subcommittee

2.4.5.1 Shall review applicants for admission to the doctoral PhD program and forward recommendations to the Dean of the College of Nursing.

2.4.5.2 Shall make recommendations to Academic Council regarding policies and practices governing student admission to and progression through the program.

2.4.5.3 Members shall be appointed by Academic Council and shall consist of a Chairperson and at least four faculty who have teaching assignments in the doctoral PhD program or are eligible to sponsor a NRSA. The Director of the Graduate PhD program will convene the meetings. Ex-officio members shall be the Dean, the Associate Dean of Academic Affairs, Director of the Graduate PhD program, and student services staff members.

2.4.5.4 Appointed members shall serve for two year terms and may be re-appointed. The committee membership will have a staggered rotation system.

2.4.6 DNP Admissions/Progression Subcommittee numbers will be changed

2.4.6.1 Shall review applicants for admission to the doctoral DNP program and forward recommendations to the Dean of the College of Nursing.

2.4.6.2 Shall make recommendations to Academic Council regarding policies and practices governing student admission to and progression through the program.

2.4.6.3 Members shall be appointed by Academic Council and shall consist of a Chairperson and at least four faculty who have teaching assignments in the doctoral DNP program. The Director of the Graduate Masters and DNP Program will convene the meetings. Ex-officio members shall be the Dean, the Associate Dean of Academic Affairs, Director of the Graduate Masters and DNP Program, and student services staff members.

2.4.6.4 Appointed members shall serve for two year terms and may be re-appointed. The committee membership will have a staggered rotation system.
2.4.7 Scholarship Subcommittee
2.4.7.1 Shall review applicants for scholarships and awards and forward recommendations to the Dean
2.4.7.2 Members shall be appointed by Academic Council and shall consist of a Chairperson, at least four faculty, the Honors Program Adviser, and ex-officio members shall be the Dean, the Associate Dean of Academic Affairs, Directors of the programs, and student services staff members.
2.4.7.3 Appointed members shall serve a three year term and may be re-appointed. The committee membership will have a staggered rotation system.

2.4.8 Information, Computer Technology Advisory Subcommittee
2.4.8.1 Shall facilitate computer literacy and use of information and computer technology among faculty, staff and students.
2.4.8.2 Shall develop priorities, implement and evaluate a strategic plan for information and computer technology in the College.
2.4.8.3 Shall establish priorities for audiovisual and equipment purchases.
2.4.8.4 Members shall be appointed by Academic Council and shall consist of a Chairperson, six faculty members with varying levels of technological expertise, 2 staff members and 4 student representatives (1 undergraduate, 1 master’s, 1 PhD and 1 DNP doctoral). Ex-officio members shall be the Director of and Associate Director(s) of the Office of Information and Computer Technology Services (OICT), the Coordinator of the Learning Resources Services co-director of the Clinical Nursing Education Center, Dean, Associate Dean(s), Directors of Programs, and Area Chairs.
2.4.8.5 Appointed members shall serve a two-year term and may be reappointed. The committee membership will have a staggered rotation system.
2.4.8.6 Subcommittee shall meet a minimum of once a semester.

2.5 Advisory Assemblies

2.5.1 Undergraduate
2.5.1.1 Shall be an open forum composed of Faculty Organization members concerned with undergraduate academic programs. All members of the group have full right to participate in debate and decision making.
2.5.1.2 Shall be chaired by an elected member of the tenured faculty, or clinical track faculty who hold the rank of clinical Associate professor or clinical Professor. The elected chair will represent the Undergraduate Assembly as a voting member of the Academic Council.
2.5.1.3 The agenda shall evolve from the floor.
2.5.1.4 The forum shall meet a minimum of two times a semester for the purpose of reviewing and discussing current undergraduate program curriculum/issues/concerns, providing input to Academic Council as requested and making recommendations to Academic Council for further consideration.

2.5.2 Graduate
2.5.2.1 Shall be an open forum composed of Faculty Organization members concerned with graduate academic programs. All members of the group have full right to participate in debate and decision making.
2.5.2.2 Shall be chaired by an elected member of the tenured faculty, or clinical track faculty who hold the rank of clinical Associate professor or clinical Professor. The elected chair will represent the Undergraduate Assembly as a voting member of the Academic Council.

2.5.2.3 The agenda shall evolve from the floor.

2.5.2.4 The forum shall meet a minimum of two times a semester for the purpose of reviewing and discussing current graduate program curricula/issues/concerns, providing input to Academic Council as requested and making recommendations to Academic Council for further consideration.

3. Faculty Council:

3.1 Membership:
3.1.1 Voting members: Shall consist of voting members of the Faculty Organization except those serving as administrative officers (Dean, Associate Dean[s] Directors of Programs, Area Chairs.)
3.1.1.1 Chairperson - elected
3.1.1.2 Eight members: 4 with tenure, 2 clinical track, and 2 members at large
3.1.2 Ex-officio member: Shall consist of the Presiding Officer of Faculty Organization.

3.2 Powers and Duties:
3.2.1 Shall recommend to the Faculty Organization, in keeping with the University guidelines, policies and procedures related to faculty welfare and faculty development in the College of Nursing.
3.2.2 Shall act within established policies on matters related to faculty welfare.
3.2.3 Shall consider and dispose of matters related to faculty welfare presented to it for consideration by any member of the faculty.
3.2.4 Shall recommend to the Faculty Organization guidelines, policies and procedures related to faculty recruitment, selection, appointment, promotion and retention.
3.2.5 Shall advise the College of Nursing administrative officers regarding faculty welfare concerns.
3.2.6 Shall promote activities which will assist faculty development related to such areas as teaching, scholarship, and service.
3.2.7 Shall be responsible for preparing a ballot to be presented to the Faculty Organization and for implementing the election process as described in these bylaws.
3.2.8 Shall name persons to fill vacancies in Council positions as described in these bylaws and make such other appointments as are requested.
3.2.9 Shall determine the necessity for calling a special Faculty Organization meeting on matters of concern.
3.2.10 Shall plan and conduct self-study reports in collaboration with Academic Council.
3.2.11 Shall recommend to the Faculty Organization bylaws revisions.

3.3 Meetings:
Meetings shall be held at least two times a month during the academic year provided there are items of business to be presented.

3.4 Standing Subcommittees:

3.4.1 Nominating Subcommittee
3.4.1.1 Shall prepare a ballot for the annual elections of the organization.
3.4.1.2 Shall recommend to Faculty Council the names of individuals to fill vacancies in elected positions.
3.4.1.3 Members shall consist of the Chair of Faculty Council and two members appointed by Faculty Council from the at-large membership of the Faculty Organization of the Faculty Council.
3.4.1.4 Appointed members shall serve a one year term.

ARTICLE III: Elections and Terms of Office

1. Offices to be Elected:

The following offices will be filled by election from the voting membership for a two year term: Chairpersons of the councils, six eight elected members of the Academic Council, which include the Chairs of the Undergraduate and Graduate Assembly, six eight elected members of the Faculty Council and a presiding officer of the Faculty Organization. The terms of one-half of all elected positions will expire each year. Chairperson of the councils shall be elected to three year terms with the first year being pro-tem. The Chair of the Promotion and Tenure Review group will be elected each year.

2. Election Procedure:

2.1 Nomination Procedure:

2.1.1 The Nominating Subcommittee of Faculty Council shall prepare a ballot containing at least two names, whenever possible for each position to be filled by election. This ballot shall be presented at the April Faculty Organization at a regular meeting, during the spring semester.

2.1.2 Candidates shall indicate their willingness to serve if elected prior to having their names placed on the ballot.

2.1.3 At the Faculty Organization meeting when the ballot is presented, additional nominations may be made from the floor provided the person nominated has consented to serve if elected.

2.2 Election Procedure:

The Faculty Council shall direct that a ballot be prepared and distributed to each voting member within three working days of the adjournment of the meeting at which the ballot was presented. Voters shall return their marked ballots by the date specified on the ballot.

The envelope, but not the ballot, shall bear the name of the voter. The candidate receiving the highest number of votes from those voting, shall be declared elected.
Voting may also take place electronically using WebSurvey Software. The Chair of Faculty Council Dean’s office will post the ballot online within three working days of the adjournment of the meeting at which the ballot was presented. Voting members will be notified electronically where the ballot may be found and the date by which the ballot must be completed. The Chair of Faculty Council Dean’s Office will submit the results and the web link to the Chair of Faculty Organization and notify the faculty of the results. The faculty will be notified of the results from the Chair of Faculty Council.

The candidate receiving the highest number of votes from those voting, shall be declared elected. In case of a tie, the winner shall be determined by lot. The results of the election balloting shall be recorded in the minutes of the Faculty Organization meeting following the election. All ballots and other records of election shall be preserved for one year after the election and then destroyed.

2.3 Persons may serve in only one position at a time. Chairpersons of councils may serve no more than two consecutive terms.

2.4 Vacancies occurring in elected positions shall be filled by appointment by the Faculty Council to complete the unexpired term. Vacancies occurring in elected positions due to a leave of absence shall be filled by appointment by the Faculty Council for the period of the leave.

2.5 Terms of Office:

Terms of offices for elected positions shall be for two years. Terms of elected positions shall commence at the beginning of fall semester. Persons holding elected positions shall serve until their successors have been elected and taken office. Terms of the elected Chairs of Academic and Faculty Council will be three years, serving as a “pro tem” in the initial year to insure smooth transitions in leadership.

ARTICLE IV: Amendments

1. These bylaws may be amended at any meeting of the Faculty Organization by a two-thirds vote of the members voting, voting members present and voting, provided the suggested amendments have been submitted in writing to the members of the Faculty Organization no less than two weeks before the meeting.

2. All amendments passed by the voting members shall be submitted to the Office of the President Vice Provost for approval. If the President Vice Provost does not veto any amendment(s) within thirty days following written notification of the voting members' action, the amendment(s) shall be effective.

Revised by College of Nursing Faculty Organization, October 1998.
Edited May 2000.
Amendments by College of Nursing Faculty Organization, April 2002.
Revised February 2006
Revised October and November 2007