PREAMBLE--The School of Nursing (hereinafter referred to as School) operates by direction of and under authority granted by George Mason University (GMU). These Bylaws are, necessarily, supplementary to all regulations, procedures, and guidelines provided by the George Mason University Faculty Handbook.

The purposes of the Bylaws are (1) to promote faculty participation in the governance of the School and (2) to provide for the orderly and expeditious conduct of the business of the School.

ARTICLE I--Membership.

Section 1.

a. The Faculty of the School (hereinafter referred to as faculty) is composed of the Associate Dean/ Director of the School, the Assistant Deans, and all Faculty holding full time appointments within the School as defined in the George Mason University Faculty Handbook. (1/1/2009) (on line version).

b. The right to vote shall be held by all faculty holding a full time appointment.

Voting membership during the summer shall be limited to persons holding voting membership in the last prior semester who will return as voting members in the next succeeding semester, whether or not engaged in summer session teaching, research, or administrative duties.
c. Continuation of service to elected office and to committees is contingent upon holding active full-time faculty appointments in the School of Nursing. Resignation from all elected offices and committees is automatic when appointment in the School is no longer active.

Section 2.

The Associate Dean/Director of the School prior to the first faculty meeting of each semester shall certify to the secretary of the faculty council the names of all persons holding faculty appointment and for each name shall indicate the classification of either voting or non-voting member. Changes of individual status that affect eligibility to vote shall be similarly communicated to the secretary of the faculty council with the appropriate new classification. There will be a designated voting mechanism for voting faculty at all faculty organization meetings. The secretary of the faculty council will designate the voting mechanism.

ARTICLE II--Officers.

Section 1.

a. The Chair of the Faculty Council will Chair faculty organizational meetings and shall appoint a Chair pro tempore as necessary.

b. The secretary of the Faculty Council shall serve for a term of two academic years. The recording secretary doesn't have to be a member of the voting faculty (may be an administrative support person). Excluded from the office of secretary shall be the Associate Dean/Director of the School, and the Assistant Deans.

ARTICLE III--Responsibilities of the Faculty.

Section 1.

The faculty shall have for its primary concern the general educational policies and processes for degrees in Nursing.

Section 2.

It shall be within the province of the faculty as delegated by the Board of Visitors of George Mason University:

a. to determine, in accordance with University objectives, the growth and development of curricula in the School;

b. to determine, with the approval of the central administration and Board of Visitors of the University, the academic requirements for degrees;

c. to authorize conferral of those degrees upon students who have been certified by the registrar to have fulfilled the requirements set for them;

d. to determine the academic prerequisites for the admission of students to candidacy for degrees;

e. to determine academic requirements for continuance of students in residence, for academic classification, and for participation in extracurricular activities;

f. to determine academic procedures and regulations pertaining to subjects such as grading standards, examination policies, and student class attendance; and

g. to determine, in cooperation with the Registrar and academic officers of the University, regulations governing evaluation and acceptance of credits transferred from other institutions.
Section 3.

It shall be within the province of the faculty to make recommendations concerning the following subjects:

a. adoption of proposals for new degree programs;

b. policies pertaining to standards of admission to the School;

c. organization of the School into academic divisions or departments;

d. selection of the president of the University, deans, other administrative officers, and department or division chairs/directors;

e. matters of faculty welfare, professional conduct, retention, promotion, tenure, and grievances.

Section 4.

The faculty may consider, act upon, or make recommendations upon such additional programmatic issues and faculty affairs as may fall within the scope of its control or concern.

Section 5.

The faculty shall maintain a relationship with the Student Nurses Association.

ARTICLE IV--Meetings of the Faculty.

Section 1.

Meetings of the faculty shall be conducted according to Robert's Rules of Order: Newly Revised, except as the rules and procedures prescribed therein have been or shall be modified by adoption of these or of future Bylaws or standing rules. The presiding officer of all meetings of the faculty shall be the Chair of the Faculty Council or the Chair pro tempore.
Section 2.

a. Meetings shall be open to all members of the faculty of the School. The faculty may make and second motions and vote.

b. Other persons invited by the Chair or by any faculty member with prior permission of the Chair may attend meetings and may participate in the discussion, but only voting members of the faculty may make and second motions, and vote.

Section 3.

a. The Chair shall prepare the agenda and distribute it five working days before the meeting date to all members of the faculty. All members may submit items of business to the secretary for inclusion on the agenda, prior to the preparation of the agenda.

b. Explanatory or background information on all agenda items shall be prepared by the sponsor of the item and shall be attached to the agenda.

c. Items of new business not appearing on the agenda may be introduced from the floor by any member of the faculty after consideration of all agenda items has been completed.

d. The secretary of the faculty shall maintain an accurate current list of all committees of the faculty together with their charges and composition, which shall be open for inspection to all members of the academic community.

e. The secretary of the Faculty Council shall be responsible for the compilation of the minutes of all meetings of the faculty and for distribution of these minutes to all members of the faculty. At least one copy of the minutes of each meeting shall be preserved electronically as part of the permanent archives of the School and shall be open to inspection by any member of the School. The Associate Dean/Director should be contacted for the location of the minutes.
Section 4.

a. Regular meetings of the faculty shall be convened monthly except August and January during the academic year. Special meetings may be convened during the 3rd week of August, January and May. For purposes of these Bylaws, for administrative purposes, the academic year for instructional faculty is the nine month period, third week of August through third week of May (per George Mason University Faculty Handbook 2.1.7). For academic purposes, the faculty, on 9 month appointments, are to be available for work approximately two weeks prior to the beginning of classes until two weeks after the end of classes, George Mason University Faculty Handbook, (1/1/2009 p.18).

b. Special meetings may be called by the Chair on the Chair's own initiative, or in response to a petition signed by five voting members of the faculty. The petition must indicate when and for what purpose the meeting is desired. At least three days notice of the special meeting shall be given unless endorsement of the call is provided by no fewer than fifty percent of the voting faculty.

Section 5.


Section 6.

a. Unless otherwise specifically provided by these Bylaws as adopted or amended, balloting shall be by voice vote upon a call by the presiding officer for the "ayes", "nays," and abstentions or by standing vote upon a call from the floor for a division, except that any voting member upon request may cause a secret ballot to be taken. Absentee and proxy ballots shall not be counted in taking votes by any of the above methods.

b. Upon the affirmative vote of a majority of the voting members
present and voting, any matters of a substantive nature may be submitted to a vote by mail, or e-mail ballot of the voting membership of the faculty. It shall be the duty of the secretary of the faculty to prepare and distribute ballots to voting members and to receive, count, and report the result of the balloting to the presiding officer before the next regular meeting.

c. All motions to recommend alterations to existing graduation requirements shall be read at regular meetings of the faculty held in the same academic year. At the meeting, the item to be presented and discussed may be called for a vote. Following the discussion, the item may be returned to the presenter or committee for further revisions or a vote on the motion to adopt may be taken by the majority of the present voting faculty if they deem a verbal vote is acceptable. The vote may also be conducted by mail or email.

ARTICLE V--Committees of the Faculty.

Section 1.

Except where closed sessions are specifically provided by these Bylaws as adopted or amended or are entered into on the unanimous vote of the committee, all faculty members may attend any committee meeting as observers and, on invitation of the committee chair, may participate in the activities of the committee. However, only committee members may make and second motions, and vote.

Section 2.

a. "Standing Committees" shall be those permanent committees whose respective charges shall be established by a majority of the voting faculty and whose faculty members, except for those appointed by reason of position are elected by the voting faculty. Regular meetings of standing committees shall convene, once a month, at times specified by the members of the committee. Special meetings of standing committees may be called by the chair of the committee.
b. "Ad Hoc Committees" shall be those established by the faculty for consideration of special or transient issues. If no term is specified, the committee is deemed to serve until it issues a final report or until the faculty acts to dissolve it. Search committee is a Faculty Ad Hoc Committee. Its purpose is to assist the Associate Dean/Director to recruit and recommend qualified faculty. The committee will provide opportunity for faculty of the School to meet with and give feedback regarding each candidate for appointment to a tenure, probationary, or full-time restricted faculty position whenever possible. The Associate Dean/Director will seek faculty volunteers to serve on the committee and will appoint faculty for membership based on the specific faculty vacancy needs.

c. "Joint Committees" shall be those established wholly or primarily through the agency of some other segment of the academic community but which are composed of a substantial portion of faculty members and in which the faculty has agreed to participate through the election of members and/or the receiving of reports.

d. Unless otherwise authorized by the faculty, standing and ad hoc committees shall issue formal reports only to the faculty.

Section 3.

Unless exception is made by a two-thirds vote of the voting faculty, only individual members of the faculty who are voting members of the faculty by the beginning of the proposed term of service shall be eligible for election to committees.

Section 4.

a. Nominees for elected faculty positions to all Standing and Joint committees except the Faculty Council shall be obtained by the Faculty Council from the faculty organization. Vacant positions shall be presented at the February Faculty Meeting. Any full-time faculty member may make nominations with the permission of the prospective candidate. Nominations will be taken at the March Faculty Organization Meeting. The
Council shall distribute the ballots (paper or e-mail), after the April meeting with instructions to the voting faculty and shall specify a date for their return prior to the May meeting of the faculty. Election results shall be announced at the May meeting. A plurality vote shall be adequate for election. Faculty may serve no more than 2 consecutive two year terms on a faculty committee.

b. Nominations for membership on the Faculty Council shall be made from the floor at the last faculty meeting of the academic year. Nominations for any unfilled vacancies to all committees shall also be solicited at this meeting. Voting shall follow nominations and may be by secret ballot. The ballots shall be counted by two members of the faculty, appointed as tellers by the Chair. The results shall be announced. A plurality vote shall be adequate for election.

c. Nominations for the Chair of the Faculty Council shall be obtained at the last meeting of the faculty in May. All full time faculty members are eligible for nomination as Chair of the Faculty Council. Voting shall take place, by secret ballot, at the May meeting. The ballots will be counted by 2 tellers appointed by the current Chair, and results will be announced at the end of the meeting.

d. Committee vacancies with unexpired terms shall be filled for the remainder of the term in special elections at the first scheduled meeting of the faculty after such vacancies occur.

e. Except as otherwise specifically provided, the term of election to any Standing or Joint committee shall be for two academic terms (2 years). Approximately one-half of the elected membership of each committee “may” be elected each year. Committee members may chose to run for the same committee for another two (2) years. Committee chairs shall have a term of 2 years. Committee chairs may once again serve on the same committee after a two year hiatus.
Section 5.

Each faculty committee shall elect its chairman from its own membership. The quorum for each committee shall be no fewer than fifty percent of the committee members. Each committee shall maintain records of its actions and shall send a copy of the minutes of each meeting to the Associate Dean/Director's office for inclusion in the electronic archives. An annual report from each committee shall be given at the May meeting of the faculty and a copy shall be filed with the minutes of the meeting.

Section 6.

The decision-making authority of the faculty shall not be delegated to a committee or to any other agent without right of review by the faculty.

ARTICLE VI--Purpose, Charges, Membership, and Schedule of Standing Committees.

Section 1.

Faculty Council

a. Purpose: Concerned with providing for faculty participation in School of Nursing governance as prescribed by these Bylaws as adopted and as may be amended.

b. Charges: The Faculty Council shall

(1) prepare and distribute ballots putting forth nominees for elected faculty positions on standing, joint, and ad hoc committees, College committees, as well as for College representatives to the Faculty Senate. Prepare ballot for the Chair of the Faculty Council at the May meeting.

(2) review proposed amendments to these Bylaws and make recommendations to the faculty concerning such proposals.
(3) during each academic year in which the year of the spring semester... (e.g., 2010, 2015, etc.) is divisible by five, review these Bylaws as adopted and subsequently amend and incorporate said amendments into the body of the Bylaws. The Bylaws thus redrafted shall be subject to acceptance by a majority of the voting faculty and approval of the Associate Dean/Director of the School.

(4) organize the monthly Faculty organizational meeting.

(5) appoint an administrative assistant to take minutes for the Faculty organizational meeting

(6) assist in conflict resolution between faculty and the administration of the School of Nursing. The Faculty Council will follow the Grievances Policies and Procedures as they are outlined in the Faculty Handbook, Section 2.11.2 Grievances (page 53-54, http://www.gmu.edu/resources/facstaff/handbook/GMU_FACULTY_HANDBOOK_1-1-2009.pdf).

A. If conflict resolution does not occur at the School of Nursing level, the faculty member(s) involved will follow the guidelines outlined in the CHHS Bylaws (ARTICLE VI, Section 1, paragraph 8).

c. Membership (5):

Four non-administrative faculty and an Elected chair from the general faculty (elected at May meeting)

Members of the Faculty Council shall be nominated and elected at the May faculty meeting. Only voting members of the faculty shall be eligible for nomination.

d. Schedule of regular meetings: The Faculty Council shall meet each month during the academic year.
Section 2.

Faculty Matters Committee

a. Purpose: Concerned with supporting professional development and continued learning opportunities for faculty.

b. Charges: The Faculty Matters Committee shall

1. recommend criteria for annual evaluation of faculty to be used by the Associate Dean/Director of the School in making determinations regarding merit increases in salaries. These criteria shall become effective upon their acceptance by a majority of the voting faculty and the approval of the Associate Dean/Director of the School.

2. plan and coordinate an orientation program for new full and part-time faculty each semester.

3. develop and recommend criteria for faculty workload. (deleted)

4. identify and recommend candidates from the School of Nursing for the SHEV outstanding teaching award and other School and College awards.

c. Membership (6):

(a) Six members, one member should hold a 12 month appointment to the School.

Only voting members of the faculty shall be eligible for nomination. Excluded from membership on the Faculty Matters Committee shall be the Associate Dean/Director of the School and Assistant Deans and Directors.

d. Schedule of Regular meetings: The Faculty Matters Committee shall meet each month during the academic year.
Section 3.

Curriculum Committee

a. Purpose: Concerned with the standards, policies, and procedures related to undergraduate, graduate, doctoral, and certificate curricula.

b. Charges: The Curriculum Committee shall

(1) be responsible for the coordination and evaluation of the curricula including the assurance that the undergraduate, masters majors, certificate and doctoral curricula are consistent with the philosophy, mission, and program outcomes.

(2) consider all matters which relate to curricula.

(3) provide guidance and shall take action on the recommendations of ad hoc committees, task forces, and nursing faculty liaison to other George Mason University units as related to curricular matters.

(4) review and make recommendations to the faculty as appropriate on all requests for course changes.

(5) coordinate activities and recommendations to assure articulation among the curricula.

c. Membership (8):

(a) Three undergraduate  
(b) Three graduate  
(c) Two students (one undergraduate and one graduate –non-voting)

Chair of the Curriculum Committee shall be elected from the membership. Only faculty members of the Committee may make and second motions, and vote. The student representatives shall be selected by the students.

d. Schedule of regular meetings: The Curriculum Committee shall meet each month during the academic year.
Section 4.

Program Evaluation Committee

a. Purpose: Plan, direct, and coordinate evaluation of the School of Nursing programs to respond to internal and external requirements for evidence about program effectiveness.

b. Charges: The Program Evaluation Committee shall

(1) Recommend procedures for evaluations of the School of programs may include

   (a) Organizing the evaluation plan to be consistent with the Five Year Strategic Plan of the school college.

   (b) Providing mechanisms for feedback to faculty regarding strengths and weaknesses of programs.

   (c) Providing for the gathering of evaluative evidence on which, with the approval of the faculty, program revision and development may be based.

   (d) Tracking program outcomes.

   (e) Gathering data relevant for the accreditation process.

c. Membership (4):

   (a) Four members

   (1) Appointed by virtue of position

       (a) Assistant Deans or designate

       (b) Coordinators-
One student representative

d. Schedule of regular meetings: The Program Evaluation Committee shall meet each month during the academic year.

Section 5.

Promotion, Tenure, and Reappointment Committee

a. Purpose: Review candidates on tenure and probationary appointments for reappointment, promotion, and/or tenure and make recommendations to the Dean of the College. Review faculty in restricted non-tenure track appointments for promotion and make recommendations to the Dean of the College.

b. Charges: The Promotion, Tenure, and Reappointment Committee shall

(1) recommend guidelines for submission of applications of faculty on tenure and probationary appointments for reappointment, promotion, and tenure. The Committee shall also recommend guidelines for submission of applications of faculty on restricted, non-tenure track appointments for promotion. These guidelines will be consistent with the George Mason University Faculty Handbook, (1/1/2009).

(2) develop guidelines for submission of applications of faculty on restricted, non-tenure track appointments for promotion. These guidelines will be consistent with the George Mason University Faculty Handbook, (1/1/2009).

(3) recommend procedures for implementation of peer review of each candidate for reappointment, promotion, or tenure. Such procedures shall provide for polling all faculty who hold tenure appointment, except that the Associate Dean/Director of the School, Dean of the College and the candidate shall be excluded from the poll. Further, the vote of faculty who do not hold tenure
may not be solicited.

(4) recommend Committee procedures for the review of data relevant to each candidate for reappointment, promotion, or tenure which are consistent with the George Mason University Faculty Handbook, (1/1/2009).

(5) review all data relevant to each candidate for reappointment, promotion, or tenure according to the procedures and make recommendations regarding each candidate to the Associate Dean/Director of the School with a copy to the respective candidate.

(6) recommend candidates for promotion and/or tenure to the College committee for review.

(7) review all data submitted by each employment applicant being considered by the Search Committee for appointment or election to the faculty with tenure. For each such candidate, the Promotion, Tenure, and Reappointment Committee shall make recommendation regarding tenure that is consistent with the George Mason University Faculty Handbook, (1/1/2009). Each recommendation shall be made to the Associate Dean/Director of the School with a copy to the Ad Hoc Search Committee.

(8) develop criteria for term faculty promotion.

(9) develop criteria for post tenure review

(10) responsibility of the Chair of the committee in May to identify the faculty eligible for reappointment or promotion for the following academic year.

c. Membership (4):

(a) Four members
Tenured and term faculty who at the beginning of the term, have a full time appointment at George Mason University hold shall be eligible for nomination as outlined in the George Mason University Faculty Handbook (1/1/2009). Excluded from membership on the Promotion, Tenure, and Reappointment Committee shall be the Associate Dean/Director of the School, the Assistant Deans, and any member of the faculty who shall be a candidate for promotion during the current year.

d. Schedule of regular meetings: The Promotion, Tenure, and Reappointment Committee shall meet each month during the academic year. In addition, the Committee shall meet in closed session to consider candidates for promotion, tenure, and reappointment. The time of the closed session(s) shall be determined unanimously by the Committee during its second meeting of the academic year.

Section 6.

Student Matters Committee

a. Purpose: Concerned with maintaining a formal faculty liaison with students to promote optimal communications between groups.

b. Charges: The Student Matters Committee shall
   (1) provide a formal liaison between faculty and students of the School to ensure student participation in College affairs.
   (2) serve as needed as a clearing house for selecting students for awards and honors.
   (3) participate in reviewing admission criteria to degree programs.
   (4) solicit student input (e.g. the EBI results) in order to make recommendations for improvement.
   (5) review formalized student concerns and process for voicing concerns (e.g. SON appeals process, SON general operations).

c. Membership (3):
Three members
Three student representatives: one undergraduate student, one graduate students and one doctoral student (non-voting).

At least one faculty member shall have teaching responsibilities in the graduate program and at least two faculty members shall have teaching responsibilities in the undergraduate program.

d. Schedule of regular meetings: The Student Matters Committee shall meet each month during the academic year.

ARTICLE VII--Faculty Senate.

Section 1.

a. A School representative shall be elected and the name sent forward to the College Faculty Council for placement on the ballot for the College election of Senators to the University Senate.

Section 2.

In compliance with the Charter and Bylaws of the George Mason University Faculty Senate, only full-time faculty members holding tenure or a probationary appointment at the rank of assistant professor, associate professor, or professor who, at the beginning of the term, shall have held full-time appointment at George Mason University for at least one year shall be eligible for nomination.

ARTICLE VIII--Amendments.

All motions to amend these Bylaws shall:

a. be placed before the faculty by the Faculty Council.

b. be made at a regular meeting of the faculty and shall have been included in and attached to the agenda of the meeting.
c. be read and debated at one successive regular meeting of the faculty held in the same academic year. Following the second debate, a vote on the motion shall be taken. A two-thirds majority of the voting faculty shall be required for adoption of an amendment.

d. if adopted, be incorporated into the Bylaws during each academic year in which the spring semester is divisible by five (e.g., 2010, 2015, etc.).

Bylaws notification:

Minor changes of job titles, organizational structure changes, 1st or 2nd readings of additions to or deletions of positions on committee membership can be made to the faculty via e-mail.

ARTICLE IX--Adoption and Effective Date.

These Bylaws, accepted by two-thirds of the voting faculty of the College, become effective on May 17, 2006.
Amended May 7, 2007, Amended October 6, 2007, Amended 12/01/2008
Amended May 10, 2010
Amended September 13, 2010