

Wittenberg University Department of Nursing Faculty Bylaws

Article I: Name

The name of this organization is Wittenberg University Department of Nursing Faculty Association, hereafter described as Nursing Faculty Association.

Article II: Purpose

The purposes of the Nursing Faculty Association are to:

- a) Provide organizational structures through which the nursing faculty can implement the rights and responsibilities of faculty governance,
- b) Promote Wittenberg University's mission and goals through the mission and expected outcomes of the nursing program,
- c) Provide a framework for interaction and communication between nursing administration and nursing faculty, and
- d) Determine policies and procedures relating to the Nursing Faculty Association functions.

Article III: Membership

Members of the Nursing Faculty Association with voting privileges include all full-time and adjunct nursing faculty members. Other university faculty may request to serve with voting privileges. Staff members will be ex officio, non-voting members.

Article IV: Officers and Duties

The officers of the Faculty Association are the Chair and Vice Chair. The Chair is the Director of Nursing. The Chair will prepare the agenda and distribute it one week prior to the meeting, preside at the meeting, call special meetings, appoint ad hoc committees and members, and prepare an annual report. The Vice Chair will be elected by the Faculty Association members at the last meeting of each academic year and serve for the following year. The Vice Chair will serve as parliamentarian using Robert's Rules of Order and will preside at Faculty Association meetings in the absence of the chairperson (in which case a parliamentarian pro tem will be appointed). The Secretary may be the clerical support person for the department and will:

- a) Review the minutes prior to circulation to nursing faculty
- b) Maintain a permanent file of Nursing Faculty Association meeting minutes,
- c) Follow-up Nursing Faculty Association decisions, and Wittenberg Nursing Bylaws
- d) Maintain a list of voting members.

Article V: Meetings

Regular meetings shall be held at least two times each academic year with a required annual meeting held each spring. Special meetings may be called by the Chair or at the request of a simple majority of the Nursing Faculty Association.

Article VI: Order of Business

The order of business at regular meetings will be:

- a) Call to order
- b) Minutes of previous meeting(s)

- c) Committee reports
- d) Administrative reports
- e) Unfinished business
- f) New business
- g) Announcements
- h) Adjournment

Article VII: Voting

All full-time and adjunct members of the Nursing Faculty Association who are present at a meeting have full voice and vote. A simple majority vote with a quorum present carries a motion.

Article VIII: Quorum

A quorum of the Nursing Faculty Association consists of a simple majority of the voting membership.

Article IX: Standing Committees

The two standing committees of the Nursing Faculty Association are Curriculum Committee and Program Evaluation Committee. Ad hoc committees may be appointed by the Chairperson for specific and temporary purposes and dissolved following completion of those purposes. All full-time and adjunct nursing faculty members are eligible to serve on committees. Committee members will serve 3 year terms with one-third of the members elected each year. Any committee meeting may be attended by students and faculty unless confidential matters are discussed.

Curriculum Committee. This committee consists of 3 elected nursing faculty members and 2 elected students who have voice and vote. Functions include:

- a) Reviewing the nursing curricula to ensure compliance with the:
 - 1) Mission, vision, and goals of Wittenberg University
 - 2) Ohio Board of Nursing requirements
 - 3) Ohio Department of Higher Education
 - 4) Higher Learning Commission (for new programs)
 - 5) Commission on Collegiate Nursing Education (CCNE) standards for program accreditation
 - 5) Other national nursing standards as appropriate; e.g. AACN Essentials, INACSL, SHS, QSEN, NOF
- b) Approving recommendations for curricular change
- c) Recommending revisions in curricula, philosophy and organizing framework
- d) Recommending resource requirements for curricular implementation
- e) Transmitting approved changes to the Nursing Faculty Association for information and, where appropriate, for action
- f) Establishing and disseminating to the Nursing Faculty the committee's policies and procedures for reviewing and revising curriculum
- g) Reviewing and analyzing all curriculum-related data

Program Evaluation Committee. This committee consists of 3 elected nursing faculty members and 2 elected students with voice and vote. Functions include:

- a) Coordinating total program evaluation efforts within the program.

- b) Recommending policies and procedures regarding assessment, collection, and storage of related materials
- c) Developing, recommending, and evaluating instruments used for course and overall program assessment
- d) Overseeing implementation of the Systematic Evaluation Plan, including data collection, feedback and analysis
- e) Disseminating assessment results and making recommendations as needed to appropriate groups and individuals
- f) Reviewing and updating the Systematic Evaluation Plan
- g) Making data-driven decisions about maintenance and improvements to the nursing program

Article X. Amending Bylaws

Bylaws may be amended by written presentation of the proposed revisions to the nursing faculty at a regular faculty meeting and ratified by a two-thirds majority vote of members attending the next following regular business meeting. Any bylaws change will be effective at the beginning of the next academic year unless otherwise stipulated.

6.22.15 ES

8.20.15 ES

8.24.15 ES

4.2.16 ES

9.17.18 ES *changes be effective immediately rather than at the beginning of next year*