

Wright State University-Miami Valley College of Nursing and Health

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I. **ARTICLE I. PURPOSE**

It is recognized that College Faculty are qualified to participate in the governance of the College, particularly with respect to academic matters. It is also recognized that College Faculty members provide valuable contributions to all levels of the college administration. Participation in governance includes giving advice, making recommendations, and contributing to the establishment of bylaws as set forth in the Collective Bargaining Agreement (CBA). The College Faculty recognize the necessity of participating in college matters and acknowledge the importance of collegial relationships that exist between the College Faculty and the Dean. Consequently, it is hereby agreed that this document represents the CONH College Bylaws specifying procedures for the participation by the College Faculty in the governance of the college.

These bylaws may be amended in accordance with the current Collective Bargaining Agreement; and include operational procedures for each standing college committee.

The College Faculty address standards, recognize merit, and recommend individuals to the administration to be rewarded for successful performance in teaching, scholarship, and service, as described in these Bylaws.

II. **ARTICLE II. COLLEGE OF NURSING AND HEALTH STANDING COMMITTEES**

A. **Rules for Standing Committees**

1. Membership:
 - a. Committee membership shall be determined each academic year by process of election to be conducted by the Faculty Affairs Committee.
 - b. Bargaining Unit Faculty Members will vote in all committee elections for all candidates.
 - c. Full time Non-Bargaining Unit Faculty will vote only for full time non-bargaining unit faculty candidates for standing committees that include non-bargaining unit faculty members.
 - d. Should an elected member of a standing committee be unable to attend a meeting, the elected member should send timely notification to the chair of that committee and can send a designated alternate who would have all the same privileges as the voting member at that meeting. The alternate must meet qualifications for that position on the committee.
 - e. Nominations for membership are collected by the Faculty Affairs committee.
2. The Dean or designee shall serve *ex officio* and shall have voice but not vote for all College standing committees.
3. Term of elected membership.
 - a. The term of elected membership for committee members shall be two years for bargaining unit faculty. Voting for offices and committee memberships shall take place at the end of spring semester, terms of membership to begin fall semester.
 - b. Terms of office for non-bargaining unit faculty shall be one year
 - c. When a vacancy in committee membership occurs, an election will take place at the next meeting of the Faculty Organization Committee.
 - d. No bargaining unit or non-bargaining unit faculty shall serve more than two consecutive terms on the same committee unless expressly permitted elsewhere in these bylaws

4. *Committee Chairs* : Bargaining unit faculty must serve as committee chair and each may serve as chair of only one standing committee of the College at a time. Committee chairs are elected by all members of the committee who have voting privilege.
5. *Agenda* : The agenda for the standing committees shall be determined by the chair and distributed to members of the committee at least five working days prior to the meeting. Items submitted by faculty should be submitted seven (7) working days prior to a meeting to be placed on the agenda. After all items on the regular agenda have been discussed, additional items may be brought from the floor for discussion.
6. *Voting*: Meetings may be held with a quorum of voting members. However for voting to take place on agenda items at least 51% of those present must be bargaining unit faculty members.
7. Each standing committee shall act in coordination with other standing committees. All standing committees must make reports to the Faculty Organization Committee.
8. The chairperson of each standing committee shall provide a written annual report to the Dean and Faculty Organization Committee at the end of the academic year.
9. Standing committees may establish and dissolve ad hoc committees, as they deem appropriate. Membership on ad hoc committees may include any employed faculty and/or staff, students, alumni, or community representatives.
10. In the event that committee business needs to be conducted outside the academic year, the committee chair in consultation with Chair, Faculty Organization Committee shall decide the most appropriate manner for the conduct of the business.
11. The Dean may request that the chair of any committee call a meeting any time during the academic year. Members should receive 5 calendar days notice of special meetings called by the Dean.

B. Standing Committees

1. ***Faculty Organization Committee***: All other standing committees are charged with conducting the work of the Faculty Organization Committee, and recommendations are voted on in committees consistent with these Bylaws. The Faculty Organization Committee serves as a review forum for recommendations voted on in all other committees, except for issues reserved exclusively for bargaining unit faculty.

- a. **Membership:**

The Faculty Organization Committee shall consist of all full-time bargaining and non-bargaining unit faculty members. Deans and the Director of Student Affairs are non-voting members of the Committee.

- b. **Meetings:**

- 1) Regular meetings of the Faculty Organization Committee shall be held at least once a semester during the academic year.
- 2) Special meetings shall be called by the chair or upon written petition signed by at least thirty percent (30%) of bargaining unit membership and after 5 working days notice.

- c. **Responsibilities of the Chair, Faculty Organization Committee:**

- 1) Facilitate work of the standing committees of the college,
- 2) Set the agenda for meetings including coordinating agenda with standing committee chairs and the Dean, and
- 3) Facilitate faculty participation in recommending strategic and budget planning for the College.

- d. **Conduct of Meetings:**

The Chair of the Faculty Organization Committee or designee shall preside at all meetings of the Faculty Organization Committee.

- e. **Relationship of Faculty Organization Committee to University Committees:**

Members of the Committee representing the college faculty on university committees, councils, and other governing or advisory bodies shall make regular reports to and seek input from faculty on matters of business conducted by the bodies on which they serve.

- f. **Review of the Dean:**

Members of the faculty may be asked by the Provost to serve on a performance evaluation committee of the Dean. These individuals will serve on this committee unless they can show a conflict of interest or some other circumstance that would prevent them from fully participating. These individuals will follow the instructions provided by the Administration in developing and administering these evaluations. Members of the faculty are encouraged to complete the evaluation, providing honest and objective feedback. The college may also request the Provost to call for a review of the Dean when serious concerns regarding performance exist among a majority of the Bargaining Unit Faculty. All reasonable efforts will be made to resolve any problems with the Dean before taking the concerns to the Provost.

2. **Faculty Affairs Committee** : Faculty Affairs Committee shall consider matters dealing with the faculty.

a. Membership:

The Faculty Affairs Committee shall consist of three (3) bargaining unit faculty and two (2) full-time non-bargaining unit faculty. The assistant dean for undergraduate education or the Graduate Associate Dean and director for the office of nursing research shall serve *ex officio* and shall have voice but not vote.

b. Elected faculty members shall have voice and vote. However, non- bargaining unit faculty will have neither voice nor vote on issues pertaining only to bargaining unit faculty.

c. Responsibilities of the Faculty Affairs Committee:

- 1) Recommend procedures and resources for faculty development for tenure and clinical track faculty;
- 2) Recommend awarding college research seed grant monies (to be determined by vote of bargaining unit faculty only); faculty with a vested interest will be excluded from deliberation and voting.
- 3) Conduct elections of members to the standing committees of the CONH
- 4) Recommend criteria for CONH annual faculty awards.
- 5) Conduct elections for faculty to serve on university committees, sub-committees, and work groups not elected at the university level or appointed by Faculty Senate. Nominated faculty shall be presented for election.
- 6) Seek volunteers for other university committees and work groups where representation for the college is requested.

Note: Only BUFMs will vote for University Promotion and Tenure (faculty member be must be tenured full professor).

7) Monitor recruitment and retention of under-represented faculty, and recommending efforts to diversify the faculty.

8) Make recommendations on all matters dealing with faculty welfare not covered by the collective bargaining agreement.

9) Recommend priority guidelines for the allocation of financial resources available to the college for faculty development purposes to the dean.

d. Meetings shall be held at least twice a semester during the academic year.

3. **Appointment, and Annual Review (AAR)**: The AAR Committee shall consider matters dealing with appointment and review of faculty.

a. Membership:

- 1) AAR Committee shall consist of two elected nontenured bargaining unit assistant professors, all tenured associate and full professors who are bargaining unit faculty members in the college and three elected clinical faculty who serve a one-year term.
- 2) Elected clinical faculty may only participate in discussions and vote on issues involving non-bargaining unit faculty.
- 3) Faculty may not participate in the review process of their own document for annual review.

b. Responsibilities of AAR Committee:

- 1) Work collaboratively with the Dean to review and recommend candidates for full-time faculty appointment and, when feasible, for part-time faculty appointments. This process

shall include facilitating faculty participation in search committees, reviewing candidate qualifications, interviewing qualified candidates selected for a campus visit regardless of previous affiliation with WSU-CONH, and reviewing faculty feedback about the candidate. Recommendations shall be forwarded to the Dean.

- 2) Make recommendations to the Dean regarding review of non-bargaining unit faculty.
- 3) Conduct peer review of non-bargaining unit faculty during Fall Semester for each of the first three years of appointment. Thereafter, the committee will review each individual's document every third year.
- c. Meetings shall be held at least once a semester during the academic year.
4. **Promotion and Tenure Committee:** The Promotion and Tenure Committee shall consider matters dealing with promotion and tenure of faculty.

a. **Membership:**

The Promotion and Tenure (P & T) Committee will be composed of all tenured Bargaining Unit Faculty and the Dean (who is nonvoting) to review and recommend bargaining unit faculty for promotion and tenure. The Chair of the Promotion and Tenure Committee will hold the rank of Full Professor. Any individual who is a candidate for promotion and/or tenure will not be eligible to participate in any discussion or deliberations related to promotion or tenure during the year of candidacy.

b. **Deliberations:**

The discussion or deliberation phase may include one or more secret straw votes. However, a final, official decision shall be made by secret ballot. The P&T Committee must review the letter before a final draft is sent forward. The letter of recommendation must include the final results of the secret ballot.

c. **Duties:** The P&T Committee shall also perform the following development activities:

- 1) ensure that peer evaluations of teaching are conducted yearly for Assistant Professors and every three years for Associate Professors in the bargaining unit.
 - 2) Conduct cumulative review of progress toward tenure and/or promotion for bargaining unit faculty. Written feedback regarding progress toward tenure and/or promotion shall be given to the Dean and individual faculty member. Untenured bargaining unit faculty will be reviewed annually. For members of the bargaining unit who are tenured Assistant and Associate professors, an evaluation on the individual's cumulative progress toward promotion to the next rank will be conducted by the promotion and tenure committee upon the individual faculty member's request.
 - 3) provide all untenured BUFMs with an annual letter regarding progress toward tenure.
 - 4) make recommendations to individual faculty on areas that may need improvement.
 - 5) In the event that a non bargaining unit faculty member applies for promotion, an ad hoc committee will be formed to review and recommend for promotion. This committee will include all members of the promotion and tenure committee and the elected non bargaining unit members of the AAR committee.
 - 6) Recommend to the Bylaws Committee any additions, revisions, or changes to the guidelines or criteria used for promotion, tenure, or professional development leave.
 - 7) Recommend graduate faculty status for individuals seeking permanent graduate faculty status through the School of Graduate Studies .
 - 8) Review and make recommendations regarding faculty applications for professional development leave.
 - 9) Recommend to Bylaws Committee any additions, revisions, or changes to the guidelines or criteria used for peer evaluation, appointment or awards.
 - 10) Meetings shall be held at least twice a semester during the academic year.
5. **Bylaws Committee :** The Bylaws Committee shall consider matters dealing the bylaws.
- a. **Membership:**

The Bylaws Committee consists of all members of the Bargaining Unit.

b. **Responsibilities:**

- 1) The primary responsibility of the Bylaws Committee is the ongoing review of existing bylaws for consistency with the CBA and changes within the College. When inconsistencies are found, the Bylaws Committee is responsible for drafting changes to CONH Bylaws to rectify the inconsistencies. Proposed changes must be approved by a majority of the CONH Bargaining Unit members. Once approved at this level, they must be approved by the Dean and by the Faculty Governance Committee before they can go into effect.
- 2) The Bylaws Committee is also responsible for reviewing suggested changes in the bylaws provided by members of the College. In response to these suggestions, the committee is to explain why a suggested change may not be allowed under existing rules, contracts, etc. or draft the change and present it to the Bargaining Unit Faculty for consideration.
- c. Meetings shall be held at least twice during the academic year.
6. **Student Affairs Committee** shall make recommendations on student affairs, including but not limited to, student governance, scholarships, and discipline.
 - a. Membership:

The Student Affairs Committee shall consist of three (3) elected bargaining unit faculty members, two (2) elected full-time clinical track faculty, and four (4) traditional pre-licensure students, one graduate, one RN/BSN student, and one BEACON student. The Assistant Dean for Undergraduate Education, the Director of Student and Alumni Affairs, the faculty advisor to Wright State Student Nurses Association (WSSNA), the faculty advisor to the Student Mentoring and Retention Team (SMART), and the faculty advisor to the Student Nursing Council will all serve *ex-officio*. Elected faculty and faculty advisors shall have voice and vote. Student members, Assistant Dean for Undergraduate Education or Graduate Associate Dean, and Director of Student and Alumni Affairs shall have voice, but no vote.

- b. Responsibilities of Student Affairs Committee:
 - 1) Assist in student recruitment;
 - 2) Review and propose revisions to criteria for admission to the college (undergraduate & graduate programs);
 - 3) Review and propose revisions to criteria for withdrawal and dismissal from, and readmission to the College of Nursing and Health;
 - 4) Initiate and coordinate projects and events to benefit student development;
 - 5) Review and recommend candidates for nursing scholarships;
 - 6) Review and recommend candidates for graduate and undergraduate awards, appointments, and recognition of scholarly achievements;
 - 7) Facilitate collegiality, unity, and positive morale among students;
 - 8) Collaborate with graduating students, faculty, and College of Nursing & Health Student Affairs staff in the planning of pre-commencement ceremony;
 - 9) Coordinate membership of student representatives to standing committees of the CONH as specified in Bylaws;
 - 10) Review and evaluate student grievance and petition policies (undergraduate and graduate), and;
 - 11) Serve in an advisory capacity to the College of Nursing and Health Office of Student and Alumni Affairs.
- c. Meetings shall be held at least twice a semester during the academic year.
7. **Undergraduate Curriculum Committee** shall consider matters dealing with all undergraduate study involving credit.
 - a. Membership: Members of the Undergraduate Curriculum Committee shall include all bargaining unit faculty members and all clinical course coordinators as appointed by the Dean for the current academic year and elected non-bargaining unit faculty to bring the number of voting clinical faculty to 7 (seven) all of whom shall have voice and vote. The Assistant Dean for Undergraduate Education, Director of Student Affairs, and Director of the Learning Resources Center shall serve *ex officio* and shall have voice but not vote.
 - b. Responsibilities of the Undergraduate Curriculum Committee are to advise and recommend:
 - 1) Design of the undergraduate curriculum framework;
 - 2) Undergraduate curriculum and courses that meet requirements for accreditation;
 - 3) Revisions in undergraduate educational requirements;
 - 4) Adherence to undergraduate curricular policies and mediation of curricular disputes;

- 5) Changes (additions, modifications, deletions) for all undergraduate courses and programs;
 - 6) Changes in undergraduate academic standards;
 - 7) Changes in undergraduate organizational structure to facilitate academic programs and other curricular concerns;
 - 8) Strategies for access, support, and education in the use of computers in the educational process;
 - 9) Faculty teaching assignments consistent with needs of the undergraduate curriculum;
 - 10) Actions for undergraduate student petitions;
 - 11) Students for undergraduate admission and/or readmission to the College of Nursing and Health;
- c. Undergraduate Curriculum Committee will create and charge sub-committees, task forces, and work units as needed.

Undergraduate Curriculum Committee is charged with oversight of the work of all its sub-groups. Sub-group assignments shall be determined by the Undergraduate Curriculum Committee based on the nature of the item being delegated and the expertise needed to complete the task. Sub-groups report directly to the Undergraduate Curriculum Committee.

- d. Meetings shall be held at least twice a semester during the academic year.
8. **Undergraduate Petitions and Progression Committee**, a subcommittee of the Undergraduate Curriculum Committee will consider matters related to undergraduate students.
- a. Membership:

Members of the Undergraduate Petitions and Progression Committee shall consist of 3 tenure track faculty, 2 clinical track faculty members, the Assistant Dean of the Undergraduate Program (ex officio), and Student Affairs Advisor (ex officio).

- b. Responsibilities of the Undergraduate Petition and Progression Committee are to:
- 1) Review undergraduate student petitions and act upon them based on University Petition guidelines;
 - 2) Review records of students who drop or withdraw from a non-nursing or nursing course in the previous semester to determine if adequate progression is maintained;
 - 3) Report to Undergraduate Curriculum Committee on actions taken for 1 & 2 above and make recommendations about progression for readmission.
- c. The Undergraduate Petitions and Progression Committee will meet monthly during the academic year and as needed through the summer.
9. **Graduate Curriculum Committee** shall consider matters dealing with all graduate study involving credit.
- a. Membership:

Members of the Graduate Curriculum Committee shall include all bargaining unit faculty members and 3 (three) elected clinical track faculty who teach at the graduate level, all of whom shall have voice and vote. The Dean and Graduate Associate Dean shall serve *ex officio* and shall have voice but not vote.

- b. Responsibilities of the Graduate Curriculum Committee are to advise and recommend:
- 1) Design of the Graduate curriculum framework;
 - 2) Graduate curriculum and courses that meet requirements for accreditation;
 - 3) Revisions in graduate educational requirements;
 - 4) Adherence to curricular policies and mediation of curricular disputes;
 - 5) Changes (additions, modifications, deletions) for all Graduate courses and programs;
 - 6) Changes in Graduate academic standards;
 - 7) Changes in Graduate organizational structure to facilitate academic programs and other curricular concerns;
 - 8) Strategies for access, support, and education in the use of computers in the educational process;
 - 9) Faculty teaching assignments consistent with needs of the Graduate curriculum;
 - 10) Actions for Graduate student petitions;

- 11) Students for admission and/or readmission to the Graduate Programs of the College of Nursing and Health;
- c. Graduate Curriculum Committee will create and charge sub-committees, task forces, and work units as needed.
- d. Graduate Curriculum Committee is charged with oversight of the work of all its sub-groups. Sub-group assignments shall be determined by the Graduate Curriculum Committee based on the nature of the item being delegated and the expertise needed to complete the task. Sub-groups report directly to the Graduate Curriculum Committee.
- e. Meetings shall be held at least twice a semester during the academic year.

10. **Program Assessment Committee**

- a. Membership:

Program assessment committee shall consist of three elected bargaining unit faculty, the Assistant Dean for Undergraduate Education, and Graduate Associate Dean, and two elected clinical track faculty. All members shall have vote except for the Assistant Dean and Graduate Associate Dean.

- b. Responsibilities of the program assessment committee are to:
 - 1) Examine data trends to make recommendations regarding the undergraduate, graduate and certificate programs.
 - 2) Submit a written report to Faculty Organization Committee on the status of this assessment at least once a year.
 - 3) Review and recommend modifications to the program assessment plan as needed with input from faculty and student affairs.
 - 4) Make recommendations to the curriculum committee and administration for improvements to the nursing program
 - 5) Implement the assessment plan.
- c. Meetings shall be held at least once a semester during the academic year.

III. **ARTICLE III. STUDENT ORGANIZATIONS**

- A. The Wright State Student Nurses' Association, the WSU Student Nursing Council, and the Student Mentoring and Retention Team (SMART) shall be the official student organizations recognized by the Faculty Organization Committee.
- B. Student Organization Advisors:
 - 1. After receiving a recommendation from the Faculty Organization Committee, the Dean will appoint faculty or staff members to serve as advisors to the official student nursing organizations in the college.
 - 2. Term of office will be for one year.

IV. **ARTICLE IV. CRITERIA AND PROCEDURES FOR ANNUAL EVALUATION, PROMOTION, AND TENURE OF BARGAINING UNIT FACULTY**

A. **Annual Review Document**

The annual evaluation by the dean is based on documented evidence of performance in the areas of teaching, scholarship, and service. Annual review document prepared by the faculty should include evidence of performance for the preceding calendar year. The format of the document should be consistent with requirements of the promotion and tenure document.

B. **Annual Review of Bargaining Unit Faculty**

- 1. The Dean will conduct an annual evaluation of all bargaining unit faculty in the areas of teaching, scholarship and service.
- 2. Teaching, Scholarship and Service Weights.
 - a. Weights for teaching, scholarship, and service are determined for each bargaining unit faculty member using an outcome-based optimizing algorithm and the ranges of weights described below:

Teaching: 30 - 60%

Scholarship: 20 - 60%

Service: 10 - 30%

- b. This system of weighting will apply to all bargaining unit faculty unless the Dean assigns a different weighting to allow for:
 - 1) Unique work assignments that differ from those of other bargaining unit faculty members;
 - 2) Discipline pursuant to Article 14 of the Collective Bargaining Agreement; or
 - 3) Correction of a pattern of substandard performance extending more than one year.
3. Criteria for Annual Review: A score for a specific level requires having met completely the minimum requirements for the preceding level.
 - a. Criteria for Evaluation of Teaching
 - 1) Receipt of a score of 0 (unsatisfactory) indicates that the bargaining unit faculty member has not met the minimum requirement (not met the criteria for adequate teaching.)

Symptoms may include:

 - The faculty member is not prepared for classroom activities.
 - The faculty member is not current on the subject matter.
 - The faculty member shows little enthusiasm for the subject matter or classroom interaction.
 - Course presentations and materials show disorganization.
 - The faculty member does not return examinations and assignments in a timely manner, does not manage the classroom well, is not available to students, etc.
 - On a regular basis, the faculty member shows up late for class, dismisses class early, or does not show up for class at all.
 - On a regular basis, the faculty member is not available during his or her office hours.
 - 2) Receipt of a score of 1 (adequate) indicates that the bargaining unit faculty has demonstrated through course materials and student or peer evaluations a minimum of the following:
 - Collaborates with other faculty for the purpose of achieving course objectives and other learning goals.
 - Demonstrates enthusiasm for the subject matter.
 - Demonstrates responsibility for the role of faculty in course management and/or delivery.
 - Prepares course syllabus, course materials and examinations consistent with the curriculum.
 - Uses appropriate teaching methods.
 - Demonstrates flexibility in meeting student needs.
 - Presents subject matter that is current and evidenced based.
 - Is available during his or her office hours.
 - 3) Receipt of a score of 2 (meritorious) indicates that the bargaining unit faculty has demonstrated through student and peer evaluations that she/he is an effective teacher, met the requirements of adequate and has documented at least 2 of the following:
 - Attends workshops to enhance role as teacher.
 - Prepares thorough and challenging course syllabi, course materials, and examinations.
 - Tries new pedagogical methods and technologies.
 - Changes the course and clinical presentation in response to self, peer or student evaluation or a change in practice or research.
 - Effectively coordinates a clinical course.
 - Effectively supervises independent study/honors/thesis/scholarship projects, supervised
 - research experience or teaches a university honors course.
 - Or the equivalent.
 - 4) Receipt of a score of 3 (outstanding) indicates that the bargaining unit faculty has met the requirements of meritorious and has demonstrated at least 2 of the following:
 - Recipient of a CONH teaching award.
 - Development of programs within the college.
 - Development of new courses or major revision of existing courses.

- Serving as a teaching mentor to other faculty.
 - Or the equivalent
- 5) Receipt of a score of 4 (extraordinary) indicates that the bargaining unit faculty has met the requirements of outstanding and has demonstrated at least 1 of the following:
- Recipient of a teaching award (external to the college).
 - Identifies a problem and a solution through leadership in design, development, and implementation of courses.
 - Or the equivalent.
- b. Criteria for Evaluation of Scholarship

Sustained and comprehensive scholarship is the product of many years of labor. Research, writing, and revision of submissions frequently take more than one year and such activity should be rewarded. Grants may include research or program endeavors. Thus, the Dean should look beyond the work of a single year to get a sense of the faculty member's overall performance as a scholar. The bargaining unit faculty member is responsible for providing materials, which will help the dean accurately judge merit using a broader perspective than that of a single year. Consequently, a bargaining unit faculty member may receive "credit" for sustained work on a project, but in each successive year she/he must submit documentation of significant progress.

- 1) Receipt of a score of 0 (Unsatisfactory scholarly activity) indicates that the bargaining unit faculty member's overall scholarly performance over the evaluation period has not met the minimum requirements to qualify for an adequate rating as described below.
- 2) To receive a score of 1 (Adequate scholarly activity), a bargaining unit faculty member must document overall scholarly performance over the past two years evidencing currency in scholarship by at least 2 of the following activities:
 - Attendance at one professional conference.
 - Responding to a paper or manuscript in a professional forum.
 - Submission of a manuscript to a non peer-reviewed professional venue (AJN, RN).
 - Submission of a manuscript to a nonprofessional venue (e.g.: Prevention Magazine).
 - Actively participates in ongoing research.
 - Or the equivalent.
- 3) To receive a score of 2 (Meritorious scholarly activity), a bargaining unit faculty member must document overall scholarly performance over the past two years evidencing serious efforts of scholarship by meeting the requirements of adequate and at least 3 of the following activities:
 - Submission of a manuscript to a professional venue.
 - Submission of a manuscript to a nonprofessional venue.
 - Responding to a paper or manuscript in a professional forum.
 - Publishing a book review.
 - Preparation of manuscript for book.
 - Receipt of a college seed grant.
 - Presentation of at least one paper or poster at local or state professional forums.
 - Receipt of local scholarship award.
 - Or the equivalent.
- 4) To receive a score of 3 (Outstanding scholarly activity), a bargaining unit faculty member must document overall scholarly performance over the past two years evidencing sustained efforts of scholarship by meeting the requirements of meritorious and at least two of the following activities:
 - Acceptance of a manuscript to a peer-reviewed professional venue.
 - Submission of a manuscript for a nonedited book.
 - Acceptance of a new chapter in edited professional book for publication.
 - Production of creative scholarly work for CONH use (e.g.: CD-ROM, video).
 - Receipt of a Wright State University grant (excluding a grant from the CONH).
 - Presentation of at least one paper or poster at regional/national professional forum.
 - Receipt of state, national, or international scholarship award.
 - Presentation of poster at international professional forum.

- Or the equivalent.
- 5) To receive a score of 4 (Extraordinary scholarly activity), a bargaining unit faculty member must document overall scholarly performance over the past two years evidencing comprehensive efforts toward scholarship by meeting the requirement of outstanding and such activities as:
- Acceptance of two or more manuscripts to peer-reviewed professional venues.
 - Acceptance of a manuscript for non-edited professional book.
 - Receipt of a competitive external grant. (Provide the documentation of merit, prestige, and rigor of the grant.
 - Presentation of more than three papers or posters at regional/national professional forums.
 - Presentation of a paper at an international professional forum.
 - Editor of a book or journal.
 - Or the equivalent
- c. Criteria for Evaluation of Service

Service Criteria: Faculty members may receive credit for paid or unpaid work on a committee or project. Activities in the next highest category can also be counted to support a lower rating. It is up to the bargaining unit faculty member to provide rationale for a higher rating by discussing the quantity, quality, and significance of the work.

- 1) Receipt of a score of 0 (unsatisfactory) indicates that the bargaining unit faculty member has not met the minimum requirement for adequate.
- 2) Receipt of a score of 1 (adequate) indicates that the bargaining unit faculty member has participated in the following activities:
 - Member and participant on college and/or university committee(s).
 - Maintains membership in professional organizations.
- 3) Receipt of a score of 2 (meritorious) indicates that the bargaining unit faculty member has met the requirements of adequate and has actively participated on two of the following:
 - Serves as chair of college committee.
 - Member of university and/or community-based committees.
 - Serves in a leadership capacity on college task forces or special projects.
 - Participates in student or alumni recruitment/retention activities.
 - Participates in local, state, regional, or international professional meetings or special events.
 - Reviews scholarly work for colleagues.
 - Other equivalent service
- 4) Receipt of a score of 3 (outstanding) indicates that the bargaining unit faculty member has met the requirements of meritorious and has actively participated on two of the following:
 - Serves as a chair of a university committee.
 - Recipient of college service award.
 - Serves in a leadership or consultant capacity on a university or community-based task force or special project.
 - Serves as a leader on interdisciplinary health-related projects.
 - Serves as an abstract, grant or article reviewer on a local, state, or regional level.
 - Serves as an officer of a local, professional organization.
 - Mentors students, community-based health-care practitioners and/or junior faculty in service roles for a local, state or regional organization.
 - Receives a local, state or regional service award.
 - Other equivalent service.
- 5) Receipt of a score of 4 (extraordinary) indicates that the bargaining unit faculty member has met the requirements of meritorious and has actively participated on two of the following:
 - an officer of a state, regional, national or international professional organization.
 - Serves as a grant or article reviewer on a national or international level.

- Serves as an invited consultant on a national or international service project.
 - Organizes special professional projects on a state, regional, national, or international level.
 - Mentors upcoming leaders in major professional organizations.
 - Receives a university service award.
 - Receives an external service award from a state, regional, national, or international organization.
 - *Other equivalent service*
4. Procedures for Annual Review of Bargaining Unit Faculty
- a. BUFMs will submit to the Dean a summary of their accomplishments for the preceding year (January 1 to December 31 st). Faculty hired after January 1 st of the review year will submit summary of accomplishments since hire. The Dean will communicate the due dates in writing by September 30.
 - b. Peer Evaluation of Teaching

All untenured bargaining unit faculty members will receive an annual evaluation of teaching from tenured members of the P&T Committee, and other faculty members may request a peer review of their teaching. Peer review will normally include review of course materials and student evaluations. The P&T Committee may, if evidence exists of serious teaching problems, assign members to visit a probationary BUFM's classroom and/or clinical site(s) and submit a written report to the Committee, the Dean and the faculty member being evaluated. If a tenured BUFM or a probationary BUFM (who has no evidence of serious problems in teaching) desires peer evaluation of teaching in the classroom and/or clinical site(s), the individual may ask tenured BUFM(s) in the department or representatives of the Center for Teaching and Learning to evaluate her/his teaching and submit a report to the Committee, the Dean and the faculty member being evaluated. The Committee will incorporate any reports of classroom visitation into their final report on peer evaluation of teaching: the faculty member being evaluated and the Dean will receive a copy of the final report.

- c. The Dean shall assign a numeric score for each area of performance based on the criteria specified in these bylaws.
 - 1) Faculty will review and respond to the evaluation. If the faculty member agrees with the evaluation, he/she will sign a copy of the evaluation and return it to the Dean. If the faculty member disagrees with all or part of the evaluation, he/she may prepare a rebuttal, which should be submitted to the Dean. This rebuttal must be attached to the evaluation and forwarded to all entities that will see the annual evaluation.
 - 2) A completed copy of the annual evaluation will be kept in the Dean's Office.
- C. **Promotion and Tenure**
1. Tenure and promotion of faculty is awarded based on documented evidence of performance in the areas of teaching, scholarship, and service. The candidate is responsible for summarizing his/her case for promotion and/ or tenure.
 2. Peer review is an essential component of performance evaluation. Examples of peer review/evaluation include peer review of teaching, refereed printed or produced works, papers selected for presentation at professional meetings, election to professional organization governing boards, and review/funded grant proposals. In situations where the peer review process is not evident, such as an award, candidates should indicate the peer review process.
- D. **Criteria for Promotion and Tenure of Faculty**
1. The process for consideration for promotion and tenure of faculty shall consist of two elements: (1) faculty submission of evidence of performance and (2) evaluation of the evidence.
 2. Qualitative Evaluation: Qualitative evaluation of the evidence will occur using the Guiding Questions for Promotion and Tenure below. The candidate must include a narrative explaining how, in his/her judgment, the evidence put forth answers the Guiding Questions for Promotion and Tenure.
 3. Guiding Questions for Promotion and Tenure: The following questions will help establish the quality of the individual's work, which is a criterion for Promotion and Tenure.
 - a. Does the scholarly work of the faculty member reflect a unifying purpose and clarity of goals? Are the goals consistent with the college mission?

- b. Has the faculty member used appropriate methods and procedures for the work, following methods that are regarded as valid and effective by disciplinary (or other appropriate professional) peers locally, nationally, and internationally?
 - c. Does the work contribute to the discipline or profession, or to the health care community in ways that are consistent with the college/university mission and that can be recognized and evaluated by peers?
 - d. Have the results of the work been disseminated in an effective and appropriate manner? In other words, how (and how well) has the faculty member communicated the results of teaching, research, and professional service to peers on campus and across the discipline nationally or internationally? For example:
 - 1) Have results been published in peer reviewed media, whether in print or electronic forms?
 - 2) Have results been presented at conferences or recognized with awards, all based on peer review?
 - e. Has the faculty member demonstrated the ability to grow and develop leadership through self-assessment and reflection?
4. Assistant Professor to Associate Professor - Criteria for promotion and or tenure:
- a. Teaching:

Attains satisfactory level of teaching as evidenced by all four of the following:

- 1) pattern of positive student and peer evaluations.
- 2) courses reflect current nursing knowledge and practice.
- 3) consistently able to justify grade distributions.
- 4) uses current teaching methods.

In addition, the candidate must demonstrate two of the following or equivalent:

- utilizes innovative teaching strategies.
 - conducts effective course coordination.
 - effectively supervises thesis, independent studies, honors or other scholarly projects.
 - receives teaching honors or awards.
 - develops instructional materials.
 - demonstrates flexibility in meeting instructional needs.
 - is consistently available to students (outside of normal office hours).
 - successfully completes a major revision of existing courses.
- b. Scholarship: External letters will be used to confirm quality of the scholarship. All candidates seeking promotion and/or tenure to associate professor must submit as minimum evidence of one of the following patterns of scholarly activity, plus any additional evidence of scholarship.
 - 1) Four refereed journal articles (at least 3 of the refereed journal articles must have been done while the candidate was employed at Wright State University); one funded internal grant of any proportion; plus at least one of the following while at Wright State University.
 - Acceptance of a manuscript for a non-edited book.
 - Acceptance of a new chapter in an edited professional book for publication. Production of creative scholarly work for CONH use (e.g.: CD-ROM, video). Receipt of an additional external grant.
 - Receipt of state, national, or international scholarship award.
 - Acceptance of a manuscript for non-edited professional book.
 - Presentation of a paper or poster at a regional, national, or international professional forum.
 - Editor of a book or journal.
 - Or the equivalent.
 - 2) Three refereed journal articles (while employed at WSU); one funded external grant from MNRS, ANF, STT, a federal agency, or comparable funding; plus at least one item from the list above.

- 3) Three refereed journal articles (two published while employed at WSU), one funded external grant from MNRS, ANF, STT, a federal agency, or comparable funding; plus at least two items from the list above.
- c. Service: The candidate must demonstrate that he/she has been a contributing participant on committees and in activities necessary for the proper functioning of the College. All candidates seeking promotion and/or tenure to associate professor must submit evidence .

Evidence of service must include:

- 1) regular participation in college service
- 2) membership in one professional organization
- 3) participation in professional organizational activities

and

The candidate must also demonstrate evidence of effective service that includes two of the following (each bullet can be counted only once):

- regular participation in service at the university level
 - leadership on committees at the college and/or university levels
 - serving as a consultant for a regional, national or international health policy or research interest
 - serving as a consultant for a state or local health policy or research interest group
 - serving as a grant reviewer for regional or national research grants
 - serving as a reviewer for manuscripts submitted to professional journals
 - serving as referee of abstracts submitted to a program committees for a local, state, regional, national or international professional meeting
 - Working collaboratively at the local or state level with professional and/or public service organizations
 - Serving on the editorial board of a refereed journal
 - Coordinating a college or university event, such as anniversary celebrations, workshops, or alumni events.
 - Contributing substantively to the professional development of other faculty members by providing orientation and/or serving as a peer mentor.
 - Contributing to student welfare by serving as faculty advisor for student organizations.
 - Serving as a director of a program within the college
 - The equivalent.
5. Associate Professor to Professor: Criteria for promotion and or tenure.
- a. Teaching:

Attains satisfactory level of teaching as evidenced by

- 1) effective teaching performance
- 2) pattern of positive student comments on instructor evaluation
- 3) courses reflect current nursing knowledge and practice
- 4) prepares thorough and challenging course syllabi, course materials and examinations
- 5) consistently able to justify grade distributions
- 6) development of new courses
- 7) mentors other faculty members in teaching strategies

In addition, the candidate must demonstrate five of the following or equivalent

- effective course coordination
- effective supervision of a thesis, a scholarly project, two independent studies, or two honors projects
- development of instructional materials

- demonstrated flexibility in meeting instructional needs
 - consistently available to students (outside of normal office hours)
 - major revision of existing courses
 - recipient of a teaching award or honors from outside the college
- b. Scholarship:

External letters will be used to confirm the quality of the scholarship. Candidates should demonstrate the development of a unified program of research. Scholarship must be completed since last promotion and include four refereed journal articles and one externally funded grant from MNRS, ANF, STT, a federal agency, or comparable funding. In addition, the candidate must demonstrate six of the following or equivalent:

- receipt of a regional or national, or international scholarship award
- nomination for international scholarship award (count only once)
- mentoring a colleague external to the university related to ongoing research and dissemination of findings (count a maximum of two times)
- acceptance of manuscript for new chapter in edited book
- publication of creative scholarly work by academic or other agencies
- presentation of more than three papers or posters at regional, national, or international professional forums (count a maximum of two times)
- acceptance of a manuscript for non-edited book of substantial value to the public at large
- acceptance of two or more manuscripts by peer-reviewed professional venues
- publication of an additional peer-reviewed journal article

- c. Service:

The candidate must demonstrate that since being promoted to Associate Professor he/she has been a contributing participant on committees and in activities necessary for the proper functioning of the College and the University. All candidates seeking promotion and/or tenure to associate professor must submit evidence of service

Evidence of service must include all of the following candidate's promotion to Associate Professor:

- 1) regular participation in service at the college and university level
- 2) leadership role on committees at the college and/or university levels
- 3) membership in one professional organization
- 4) membership on professional organization committees
- 5) participation in other professional organization activities

and

The candidate must also demonstrate evidence of service as an Associate Professor that includes at least four of the following:

- Serving as a consultant for a regional, national or international health policy or research interest
- Serving as a consultant for a state or local health policy or research interest group
- Serving as a grant reviewer for regional or national research grants
- Serving as a reviewer for manuscripts submitted to professional journals
- Serving as referee of abstracts submitted to a program committees for a local, state, regional, national or international professional meeting
- Working collaboratively at the local or state level with professional and/or public service organizations
- Serving on the editorial board of a refereed journal
- Coordinating a college or university event, such as anniversary celebrations, workshops, or alumni events.

- Contributing substantively to the professional development of other faculty members by providing orientation and/or serving as a peer mentor.
 - Contributing to student welfare by serving as faculty advisor for student organizations.
 - Serving as a director of a program within the college
 - The Equivalent
6. Other evidence not listed in Article III.
 - a. Candidates may submit any evidence in support of their candidacy or for cumulative reviews of progress, even if not expressly listed above
 - b. Faculty will be recognized for authoring of published works regardless of order of authorship.
 - c. Consistent with the CBA, candidates may include any research/scholarship papers and grant proposals that have been submitted for review. If a submitted paper is accepted for publication subsequently, the candidate should inform the appropriate P&T review committees.
 7. Consideration of Publications, Productions, and Presentations

One method for judging a faculty member's contributions in teaching, research and service is through publication or production of works. As a practice discipline, nursing has the potential to interact and contribute across a variety of groups, including the discipline's community of researchers and scholars, the profession's arena of nursing practice, and the public. Contributions to the discipline, especially the science of the discipline, are most desired. During cumulative review, P & T committee should consider the balance of published work, and comment on the extent to which the published work contributes to the science of the discipline. Some contribution to the science of the discipline is expected for all promotions.

E. *Procedures for Promotion and Tenure*

1. Submission of Materials for Promotion and Tenure.

The due date for materials in the College of Nursing will correspond to the University due date for college review, because CONH does not have departmental level review.

2. External review
 - a. Purpose

Letters from external reviewers will be considered evidence of performance as viewed by the community of scholars. The content of the letters will be used to confirm the quality of the work.

- b. Procedures
 - 1) The candidate will submit a list of three potential external reviewers along with a brief statement of each reviewer's qualifications. The candidate will submit the list to the P & T committee chairperson by the first Monday following the beginning of Fall semester of the year the candidate plans to submit a document for consideration of tenure and/or promotion.
 - 2) The P & T committee will review and approve or reject the candidate's list of external reviewers. If a reviewer is not approved by the committee, the chairperson will contact the candidate, provide an explanation for the rejection of the reviewer, and request an additional potential reviewer.
 - 3) Three external letters of recommendation are required for tenure, promotion, or both.
 - c. Criteria for external reviewers
 - 1) Persons submitted as potential external reviewers should be individuals who can, by academic preparation, professional practice, professional service, higher education teaching, research endeavor, or professional organization address the accomplishments of the candidate. If the candidate chooses to include members of her or his dissertation committee, no more than one committee member should be included (may not be the candidate's dissertation advisor). At least two reviewers must be university faculty at a rank equal to or above the requested rank of the candidate who were not members of the candidate's dissertation committee. Those who may be included as recommenders are:

- a) Colleagues from academic institutions (present or past positions)
 - b) Colleagues considered to have expertise in a particular area of clinical practice including administration.
 - c) Colleagues who are considered to have expertise in professional nursing publication.
 - d) Colleagues who share common research interests and/or similar programs of research.
 - e) Colleagues who are recognized as contemporary leaders for professional nursing's agenda.
 - f) Colleagues who recognize the candidate's contributions to professional nursing practice through education, research and/or service.
 - g) Where external reviewers hold academic rank, the rank should be equal to or above the requested rank of the candidate.
- d. External letters of review become part of the candidates file for tenure and/or promotion.
- F. ***Cumulative Review***
- 1. Each year all untenured bargaining unit faculty will receive cumulative review by P & T Committee and the dean. Tenured assistant and associate professors receive a cumulative review by the P & T Committee at least every three years.
 - 2. Faculty who are being reviewed should submit a summary of their accomplishments by the due date established by the Dean in consultation with the Chair, P & T Committee.
 - 3. P & T will review the evidence submitted and conduct an evaluation of the faculty member's cumulative progress toward tenure and/or promotion.
 - 4. P & T will forward a summary of evidence and recommendations to the faculty member and the Dean.
- G. ***Conflict of Interest***

A faculty member should not participate in the review, discussion or voting process of a candidate for promotion and/or tenure, or participate in annual review when a conflict of interest is present. Such a conflict may exist when there is a familial relationship with the candidate or a close professional relationship such that the faculty member stands to gain or lose professionally from the outcome of the review. For example, it may be difficult for a faculty member to objectively review a candidate when the faculty member is co-author on a significant portion of the candidate's publications or when the faculty member is dependent in some way on the candidate's professional services. Open discussion and professional judgment is required in determining whether it is appropriate for a faculty member to not participate in a particular review. A faculty member may choose to recuse him/herself from a review.

V. **ARTICLE V. AMENDMENTS**

Faculty may recommend amendments to these bylaws to the Bylaws Committee. The Bylaws Committee is responsible for crafting all language for bylaw changes. A majority vote of the bargaining unit faculty is necessary to forward bylaw changes to the Dean. Bylaws Committee is responsible for conducting the faculty vote on bylaw changes. Recommendations for amendments to the bylaws may not be voted upon during summer quarter. Final adoption of bylaw amendments will be with approval of the Dean and the Faculty Governance Committee as specified in the collective bargaining unit agreement.

VI. **ARTICLE VI. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised shall govern all standing and special committees.