

Wright State University-Miami Valley College of Nursing and Health

Approved: July 9, 2003

Amended: August 25, 2006

Amended: October 1, 2008

Amended: May 27, 2010

Amended: March 29, 2013

Amended: May 23, 2014

Amended Jan. 13, 2017

BYLAWS

ARTICLE I. PURPOSE

The College Faculty [all Tenure-Eligible and Tenured (TET) and all Non-Tenure Eligible (NTE) bargaining unit faculty] participates in the governance of the college with respect to academic matters and provides valuable contributions to all levels of the college administration through providing advice and making recommendations. The College Faculty recognizes the necessity of participating in college matters and acknowledges the importance of collegial relationships that exist between the College Faculty and the Dean.

These bylaws may be amended in accordance with the current CBAs.

Unless otherwise specified, meetings will be conducted according to Robert's Rules of Order.

ARTICLE II. COLLEGE OF NURSING AND HEALTH FACULTY GOVERNANCE

A. Faculty Assembly

1. The Faculty Assembly is responsible for the oversight of all CoNH business and programs.
2. Membership:
 - a. Voting members: All Bargaining-Unit Faculty Members (TET and NTE).

- b. Non-voting members
 - 1) Dean, Associate Dean, and Assistant Deans.
 - 2) Clinical Placement Coordinators.
 - 3) Director of Student and Alumni Affairs.
 - 4) Student Success Coordinator.
- 3. Meetings shall be held at least three times per semester between September and April and are called by the chair of the committee.
- 4. Rules for the Faculty Assembly are the same as those set forth for standing committees, below. 5. Responsibilities of the Faculty Assembly:
 - a. Serve as voting body for elections of:
 - 3. 1) CoNH and Un

iversity committee members.

- 2) All items that require full faculty vote.
- b. Serve as a discussion and recommendation body for:
 - 1) Enrollment management.
 - 2) Fiscal recommendations.
 - 3) Strategic plan for the College of Nursing and Health.
- c. Provide a forum for communication of pertinent issues among committees and administration.
- d. Establish ad hoc committees and subcommittees, as needed, by appointment and self-nominations.

B. Rules for standing committees

1. **Election of Chair:** Chairs are elected for one academic year, but may serve for two consecutive terms. Any Tenure-Eligible and Tenured (TET) or Non-Tenure Eligible (NTE) faculty member may chair a committee on which he or she is eligible to serve, and each may serve as chair of only one standing committee of the college at a time. To facilitate the continuation of committee work from one academic year to the next, the committee chairs will be elected prior to the end of the academic year from among the members of the committee who will be returning to the committee in the next academic year. Committee chairs are elected by all members of the committee who have voting privileges.

2. **Election of Membership:** Committee members serve two year terms, with approximately half of the members elected each year. . Voting shall take place in the Faculty Assembly at the end of spring semester with terms of membership to begin fall semester.

3. **Agenda:** The agenda for the standing committees shall be determined by the chair and distributed, along with the minutes of the preceding meeting, to the members of the committee at least five working days prior to the meeting. Additions to the agenda may be made in the meeting prior to approval of the agenda by the

committee. After all items on the approved agenda have been discussed, additional items may be brought from the floor for discussion.

4. **Meetings:** Customarily, a master schedule is prepared in advance of each semester, listing times for monthly meetings of each standing committee. Committee chairs will utilize these and additional times, as needed, for their committees to meet, consistent with meeting requirements and committee responsibilities as described below.

5. **Voting:** Voting may take place on items if a simple majority of those eligible to vote on the matter are present and voting.

6. Standing committees may generate *ad hoc* committees for time-limited task accomplishments. Membership on the *ad hoc* committees may include faculty and/or staff member, students, alumni, or community representatives.

7. The chair of a standing committee may call a meeting anytime during the academic year. The chair should distribute notification of meetings at least five calendar days in advance.

8. All standing committee meetings are open to the CoNH faculty unless otherwise specified.

C. Standing Committees

1. **Bylaws Committee:** The Bylaws Committee shall consider matters dealing with the bylaws.
 - a. Membership: Four TET and four NTE faculty members.
 - b. Meetings shall be held twice during the regular academic year and as needed.
 - c. All committee members will have voice and vote.
 - d. Responsibilities of the Bylaws Committee:
 - 1) Review existing bylaws for consistency between the CBA(s) and changes made within the college.
 - 2) Review suggested changes in the bylaws provided by other CoNH standing committees.
 - 3) Recommend changes to the CoNH Bylaws to Faculty

Assembly.

2. **Faculty Affairs Committee:** The Faculty Affairs Committee shall consider

matters dealing with the faculty.

- a. Membership
 - 1) Voting members:
 - a) Two TET faculty members.
 - b) Two NTE faculty members.
 - 2) Non-voting members with voice but no vote:
 - a) Dean or Dean's designee.
- b. Meeting shall be held at least twice per semester during the regular academic year and as needed.
- c. Responsibilities of the Faculty Affairs Committee:
 - 1) Plan, implement, and evaluate professional faculty development activities.
 - 2) Review CoNH faculty orientation and mentorships, and make recommendations to the Dean.
 - 3) Prepare the slate of candidates for membership to standing CoNH committees following an open call for nominations in Spring semester.
 - 4) Review the criteria and process for CoNH peer-nominated faculty awards and make recommendations to the Faculty Assembly and dean for approval. Solicit nominations and submit to the Dean.
 - 5) Organize social functions that will promote and maintain a positive work environment for faculty and staff.
 - 6) Make recommendations to the nursing faculty and the CoNH administration on all matters dealing with faculty welfare not covered by the CBA.
 - 7) Solicit nominations for both TET and NTE university faculty awards.

3. Graduate Curriculum Committee: The Graduate Curriculum Committee shall consider matters dealing with all graduate study involving credit.

- a. Membership:
 - 1) Voting members
 - a) All Directors of Graduate Programs and all Directors of program concentrations.
 - b) Two elected TET faculty members who teach at the graduate level and are members of the Graduate Faculty.
 - c) Two NTE faculty members who teach in the graduate program and are members of the Graduate Faculty.
 - 2) Non-voting members with voice but no vote:
 - a) Dean or Dean's designee.

- b) Assistant Dean for Graduate Programs.
 - c) Graduate Clinical Placement Coordinator.
 - d) Director of Learning Resource Center.
 - e) Director of Student and Alumni Affairs.
 - f) One graduate student.
- b. Meetings will be held at least twice per semester during the regular academic year and as needed.
- c. Responsibilities of the Graduate Curriculum Committee:
- 1) Provide leadership and direction for graduate curriculum development, implementation, evaluation, and revision.
 - a) Review and make faculty recommendations regarding CoNH graduate course revisions, new courses and programs, and program changes.
 - b) Assessment of the graduate curriculum portion of the Evaluation and Quality Improvement Plan and communication of findings to the Program Assessment Committee
 - c) Develop, review, and recommend revisions to graduate academic policies/standards as needed.
 - d) Make recommendations to the dean regarding admission of graduate students.
 - 2) Review and act upon graduate student petitions and progression issues using university guidelines.
 - 3) Recommend graduate faculty status for individuals seeking regular or adjunct graduate faculty status through the School of Graduate Studies.
 - 4) Make recommendations about issues that may arise regarding curricular standards, course quality, faculty preparation, and support for distance learning.
4. **Program Assessment Committee:** The Program Assessment Committee shall consider all matters dealing with program assessment and improvement.
- a. Membership:
- 1) Voting members:
 - a) Three TET faculty members.
 - b) Three NTE faculty members.
 - c)
 - 2) Non-voting members;
 - a) Associate Dean
 - b) Assistant Deans.
 - c) Student Success Coordinator.

- b. Meetings shall be held at least twice a semester during the regular academic year and as needed.
 - c. Responsibilities of the Program Assessment Committee:
 - 1) Make recommendations for improvement to undergraduate, graduate, and certificate programs.
 - 2) Review and recommend changes to the implementation of the CoNH Evaluation and Quality Improvement Plan (EQIP).
 - 3) Make recommendations to the curriculum committees and Dean for improvements to the nursing program.
 - 4) Submit a written report to the Faculty Assembly Committee on the status of this assessment at least once a year.
5. **Promotion and Tenure Committee:** The Promotion and Tenure Committee shall consider matters dealing with annual review, promotion, and tenure of all TET faculty.
- a. Membership:
 - 1) Voting members: All tenured bargaining-unit faculty members in the CoNH.
 - 2) Non-Voting member: Dean
 - b. Meetings shall be held at least once a semester during the regular academic year and as needed. Only committee members are eligible to attend meetings.
 - c. Voting:
 - 1) All committee members, including the committee chair, will have voting privileges.
 - 2) Voting may include one or more straw votes. However, for motions regarding individual faculty members, a final official vote must be made by secret ballot.
 - d. Responsibilities of the Promotion and Tenure Committee:
 - 1) TET faculty continuing appointment and dismissal: The Promotion and Tenure Committee will have the opportunity to make recommendations in cases of TET faculty under consideration during the probationary period for termination due to deficient performance.
 - 2) Promotion and tenure: Review and recommend TET faculty for promotion and tenure. Faculty members may not participate in the review process of their own document for annual review and/or promotion and tenure.
 - 3) Annual review:
 - a) Ensure that peer evaluations of teaching are

conducted yearly for untenured TET faculty and when requested by tenured TET faculty. Peer evaluation shall include any of the following: classroom visits, clinical visits, inclusion in online courses, or review of course documents.

- b) Conduct an annual review of teaching, scholarship, and service summarizing the individual's cumulative progress toward tenure for untenured TET faculty members. Written feedback and progress toward tenure and/or promotion shall be given to the individual faculty member and placed in the individual's personnel file.
- c) Provide a tenured faculty member with a summary regarding his/her progress toward promotion if requested by the member.
- 4) Additional responsibilities:
 - a) Work collaboratively with the Dean to recommend rank and tenure status for full-time TET faculty appointments.
 - b) Maintain a list of faculty members granted chair status for theses and projects.
 - c) Review and make recommendations regarding faculty applications for professional development leave.
 - d) Make recommendations for courtesy and affiliate faculty appointments.

7. **Student Affairs Committee:** The Student Affairs Committee shall make recommendations on student affairs including, but not limited to, student governance, scholarships, and awards/recognition.

- a. Voting members:
 - 1) Two elected TET faculty members.
 - 2) Two elected NTE faculty members.
 - 3) Two CoNH staff members who advise students.
- b. Non-voting members:
 - 1) Dean or Dean's designee.
 - 2) Director of Student and Alumni Affairs.
 - 3) Faculty advisors to CoNH student organizations.
 - 4) Student Success Coordinator
 - 5) One undergraduate and one graduate student representative.
- c. Meetings shall be held at least twice a semester during the regular academic year and as needed.
- d. Responsibilities of the Student Affairs Committee:
 - 1) Recommend projects and events to facilitate student progression, retention, and program completion.

- 2) Review and recommend student candidates for nursing scholarships.
- 3) Review and make recommendations regarding the process for selecting student candidates for graduate and undergraduate awards and recognition of scholarly achievements.
- 4) Assist graduating students, faculty, and CoNH Student Affairs staff in the planning of student ceremonies.
- 5) Coordinate membership of student representatives to standing committees of the CoNH as specified in the Bylaws.
- 6) Recommend revisions to the CoNH *Student Handbooks*.
- 7) Provide advice and counsel to student organizations as needed.
- 8) Oversee the process for student-selected faculty awards.

8. **Undergraduate Curriculum Committee:** The Undergraduate Curriculum Committee shall consider curricular matters dealing with all undergraduate study involving credit.

- a. Membership:
 - 1) Voting members:
 - a) Four elected TET faculty members.
 - b) Four elected NTE faculty members.
 - 2) Non-voting ex officio members with voice but no vote:
 - a) Associate and Assistant Deans.
 - b) Clinical Placement Coordinator.
 - c) Director of the Learning Resource Center.
 - d) Director of Student and Alumni Affairs.
 - e) Student Success Coordinator.
 - f) One undergraduate student.
- b. Meetings shall be held at least twice a semester during the regular academic year and as needed.
- c. Responsibilities of the Undergraduate Curriculum Committee:
 - 1) Review and approve CoNH undergraduate course revisions, new courses and programs, and program changes.
 - 2) Provide leadership for undergraduate teaching/learning strategies, pedagogies, and innovations.
 - 3) Develop, review, and recommend revisions to undergraduate academic policies/standards as needed.
 - 4) Develop requirements for undergraduate admission and/or readmission to the CoNH.
 - 5) Review and act upon undergraduate student petitions and progression issues using university guidelines.

- 6) Contribute to the annual implementation of the Evaluation and Quality Improvement Plan (EQIP).
- 7) Make recommendations about issues that may arise regarding curricular standards, course quality, faculty preparation, and support for distance learning.
- 8) Make recommendations on undergraduate admissions.

9. Clinical Assistant Professor Promotion Committee

- a. Membership is composed of the Dean as a non-voting member, three Bargaining Unit Faculty at the rank of Clinical Assistant Professor, and two tenured TET Bargaining Unit Faculty. Committee members will be elected by the college's Bargaining Unit Faculty who hold the rank of Clinical Instructor or Clinical Assistant Professor. The voting members of the committee will elect a chair from among the voting members.
- b. Responsibilities are to review all cases for promotion to Clinical Assistant Professor and submit written recommendations.

ARTICLE III. STUDENT ORGANIZATIONS

- A. Any CoNH-designated student organization must be registered by the Wright State University Office of Student Activities.
- B. Student organization advisors:
 1. The dean serves as advisor to the Dean's Student Advisory Board. All other faculty advisors to student organizations will be elected by the CoNH Faculty Assembly.
 2. Term of office will be for two years with staggered, overlapping terms for advisors within each organization.

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

A. Annual review of bargaining-unit faculty

1. The Dean will conduct an annual evaluation of all bargaining-unit faculty members in the areas of teaching, scholarship (TET faculty only), and service.

2. Criteria for evaluation of teaching and service are defined by the CBAs.
3. Criteria for evaluation of scholarship (TET faculty only):
 - a. 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.
 - b. To receive a score of “1” (adequate scholarly activity), a bargaining-unit faculty member must document currency in scholarship by at least one of the following in the previous calendar year:
 - 1) Dissemination of scholarly information obtained at professional conferences in college faculty forums.
 - 2) Responding to a published paper or manuscript in a professional forum.
 - 3) Submission of a non-peer-reviewed manuscript in a related professional venue.
 - 4) Active participation in ongoing scholarship (research, quality improvement projects, manuscript preparation, etc.)
 - 5) Receipt of a local seed grant (e.g., CoNH, STTI-Zeta Phi, local agency) having minimal competition.
 - 6) Or the equivalent.
 - c. To receive a score of “2” (meritorious scholarly activity), a bargaining-unit faculty member must document serious efforts of scholarship by at least one of the following in the previous calendar year:
 - 1) Submission of a substantial manuscript to a peer-reviewed venue.
 - 2) Publishing a book review for a professional venue.
 - 3) Submission of a substantial chapter in an edited book.
 - 4) Presentation of a scholarly paper or poster at a regional or national professional forum.
 - 5) Or the equivalent.
 - d. To receive a score of “3” (outstanding scholarly activity), a bargaining-unit faculty member must document sustained efforts of scholarship by one of the following in the previous calendar year:
 - 1) Acceptance of a peer-reviewed manuscript to a peer-reviewed professional venue.
 - 2) Submission of a completed manuscript for a non-edited scholarly book.
 - 3) Acceptance of a substantial chapter for publication in an edited professional book.

- 4) Production of nationally distributed creative scholarly work for use in the profession (e.g., CD-ROM, video).
 - 5) Acceptance of a competitive external grant to a regional, national, or international organization.
 - 6) Or the equivalent.
- e. To receive a score of “4” (extraordinary scholarly activity), a bargaining-unit faculty member must document comprehensive efforts toward scholarship by demonstrating at least one of the following in the previous calendar year:
- 1) Acceptance of two or more manuscripts to peer-reviewed professional venues.
 - 2) Submission or acceptance of a manuscript for a substantial professional or scholarly book.
 - 3) Or equivalent scholarly outcomes that significantly exceed the requirements for a rating of outstanding.

B. Promotion and Tenure: Tenure and promotion of faculty is awarded based on documented evidence of performance in the areas of teaching, scholarship, and service.

C. Criteria for Promotion and Tenure of Faculty

1. Assistant Professor to Associate Professor: Criteria for promotion and/or tenure:

- a. Teaching: Demonstrates a consistent pattern of teaching effectiveness as evidenced by:
- 1) Mostly positive student evaluations.
 - 2) Mostly positive peer evaluations in teaching.
 - 3) Carefully prepared course materials that are reflective of currency of professional knowledge, relevant to the profession, and consistent with national accreditation standards.
 - 4) Effective processes and materials for evaluating student learning.
 - 5) Evidence of teaching/pedagogical innovation.
- b. Scholarship: Peer-reviewed scholarship that contributes to the discipline, the profession, or the healthcare community is essential to meeting scholarship expectations. External letters will be used to confirm quality of the scholarship. ALL candidates seeking promotion to Associate Professor with tenure MUST:
- 1) Publish at least four peer-reviewed journal articles since obtaining a terminal degree. At least three must be based on scholarship conducted while employed as a tenure-track

faculty member at Wright State University and must have been accepted for publication while employed as a tenure-track faculty member at Wright State University.

Furthermore, at least two of these articles must have the candidate as first author.

While every candidate must have a minimum of three peer-reviewed journal articles, there may be one substitution for one of the four required peer-reviewed journal articles as listed below:

- a) Book (sole author, co-author, or edited volume).
- b) Book chapter
- c) Patent or marketed product of a substantial professional nature.
- d) An external grant of at least \$50,000 (including collaborative grants where the faculty member's share is \$50,000 or more) can be counted as a substitute for one refereed journal article, while also satisfying the grant-related requirement. For collaborative grants, the contribution is reflected by at least 30% effort on the grant.

AND

- 2). Receive an extramural funded grant of at least \$2500 awarded by a competitive process at the state, regional, national, or international level as the Principal Investigator (PI). Once awarded, the grant must be carried out within a reasonable period of time and grant reporting mechanisms must be followed.

AND

- 3) Deliver at least four conference presentations (keynote, concurrent, workshop, or poster; two of which may not be posters) at a national or international conference that is based on the individual's scholarship OR six presentations at regional meetings (four of which may not be poster presentations). NOTE: The national or international nature of the conference is determined by the nature and status of the organization offering the conference.

- c. Service: The candidate must have been an effective service contributor, as evidenced by:
 - 1) A consistent history of active participation in the Faculty Assembly, one college committee per year, and other routine service customarily completed by other TET faculty in the college.

AND

- 2) Service as an active member of an active university committee, any one item listed under “Service to Wright State” in the criteria for promotion to Professor, or the equivalent.

AND

- 3) Service to the profession as evidenced by at least one of the following or the equivalent:
 - a) Editorial board memberships, editorships (list journal and dates).
 - b) External reviewer for at least three agencies or organizations (manuscripts, abstracts, etc.).
 - c) A consistent pattern of local volunteership that is clearly related to and congruent with the mission of the CoNH.
 - d) Active participation in demonstration projects sponsored by the CoNH.
 - e) Serves as a consultant to professional or related organizations or agencies.

2. Associate Professor to Professor: Criteria for promotion and or tenure:

- a. Teaching: Demonstrates a consistently high pattern of teaching effectiveness as evidenced by:
 - 1) Mostly positive student evaluations.
 - 2) Mostly positive peer evaluations.
 - 3) Carefully prepared course materials that are reflective of currency of knowledge relevant to the profession and consistent with national accreditation standards.
 - 4) Effective processes and materials for evaluating student learning.
 - 5) In addition, the candidate must demonstrate two of the following or the equivalent:
 - a) Evidence of innovative, evidence-based teaching strategies.
 - b) Effective supervision of theses, DNP final projects, independent studies, honors, or other scholarly projects.
 - c) Receives state, national, or international teaching honors or awards.
 - d) Successfully develops a new or major revision of a program or concentration.
 - e) Recognized as an expert in a particular pedagogy among peers external to the university and provides consultations.
 - f) Due to national reputation, consults external to the university on teaching pedagogy.

- g) Mentors junior faculty in teaching.
- 6) Finally, the candidate must demonstrate a pattern of leadership in teaching through effective mentoring, course or program development, innovation, or other contributions to the teaching mission of the college.

b. Scholarship:

- 1) All candidates seeking promotion to Professor must publish six peer-reviewed scholarly journal articles in addition to the number required for promotion to Associate Professor. At least four of these required articles must be both
 - a) Based on scholarship conducted, at least in part, while the candidate was an Associate Professor at Wright State University.
 - b) Not replaced by substitutes as otherwise permitted by the substitutes list below. Furthermore, at least three articles must have the candidate as the first author.
- 2) Receive an extramural funded grant of at least \$5000 awarded by a competitive process at the national or international level as the PI. Once awarded, the grant must be carried out within a reasonable period of time and grant reporting mechanisms must be followed.
- 3) A minimum of four national or international paper presentations at professional conferences.

Up to two of the required six peer-reviewed journal articles may be replaced by substitutes as follows:

- 1) PI of an external grant of \$50,000 or more can be counted as a substitute for one peer-reviewed journal article, while also satisfying the grant-related requirement. For collaborative grants, the contribution is reflected by at least 50% effort on the grant.
- 2) One article can be replaced by an authored (not edited) book that is related to the discipline of nursing and is of substantial value to the profession or the public at large.
- 3) One article can be replaced by an edited book or book chapter published by a university press or other highly regarded publisher.
- 4) One article can be replaced by a substantial textbook published by a trade publisher whose titles are commonly used in nursing courses.
- 5) Or equivalent activity.

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, as evidenced by:

- 1) Regular and effective participation in service at the college and university level.

AND

- 2) A leadership role on at least three active committees at the college and/or university level.

AND

- 3) The candidate must demonstrate evidence of service as an Associate Professor that includes at least four accomplishments from the lists below, including at least two items from "Service to the Profession" and at least one item from "Service to Wright State."

a) Service to the Profession

- i) Serve as a consultant for a regional, national, or international health policy or research interest.
- ii) Serve as a grant reviewer for at least two regional or national organizations.
- iii) Serve on the editorial board of a peer-reviewed journal.
- iv) Serve as a reviewer for manuscripts submitted to at least three professional journals (records must be produced).
- v) Serve as a referee of abstracts submitted to a program committee for at least three national or international professional organizations.
- vi) Work collaboratively at the local or state level with professional and/or public service organizations to effect positive change in the community.
- vii) Active contributions on at least one professional or related committees at the regional, national, or international level. Leadership on at least one professional committee at the regional, national, or international level.
- viii) Or equivalent activity.

b) Service to Wright State University

- i) A pattern of substantively contributing to the professional development of other faculty members by providing orientation and serving as a peer mentor, actively engaging the mentee over time.

- ii) Coordinating workshops, conferences, or other professional events.
- iii) Contributing to student welfare by serving as a faculty advisor for student organizations.
- iv) Serving as a director of a program within the college.
- v) A pattern of serving in a leadership role at the university level, such as chairing a variety of committees or subcommittees or serving as an officer on task forces.
- vi) Or equivalent activity.

D. Procedures for promotion and tenure

1. The candidate will submit a list of five potential external reviewers along with a brief statement of each reviewer's qualifications. The candidate will submit the list to the Promotion and Tenure Committee chairperson by the deadline listed in the Collective Bargaining Agreement.
2. The Promotion and Tenure Committee will select three names from the candidate's list of external reviewers. If the Committee cannot agree on three of the submitted reviewers, the chairperson will contact the candidate, provide an explanation for each of the rejected reviewers, and request additional potential reviewers.

ARTICLE V. AMENDMENTS

- A. No amendments to the Bylaws may be voted on during the summer terms when the Bylaws Committee is not in session.
- B. All bargaining-unit faculty members may recommend amendments to the Bylaws Committee.