

School of Nursing Bylaws

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

Amended May 24, 2018

Amended November 30, 2023

Amended November 1, 2024

I. School Membership

1. **School Faculty (Voting Membership):** The voting membership of the School faculty comprises all TET and NTE bargaining unit faculty members (BUFMs), except as otherwise restricted in the CBA or in these Bylaws. References in these bylaws to “School faculty,” “bargaining unit faculty” or “BUFMs” all refer to the voting membership of the School.
2. **School Chair:** The School Chair’s participation is ex-officio in School and committee meetings.
3. **Adjunct Faculty:** The Nursing School may include adjunct faculty teaching various courses. Adjunct faculty are not voting members of the School faculty.
4. **Emeritus Faculty:** Retired faculty who have been granted emeritus status continue to be affiliated with the school and may occasionally teach. They are not voting members of the School faculty.
5. **Graduate Assistants:** The Nursing School may include a number of graduate assistants. Graduate Assistants are not voting members of the School faculty.
6. **Support Staff:** The Nursing School may include a number of support staff, among them classified staff responsible for assigned duties in the School office. Support staff are not voting members of the School but may attend School faculty meetings if the School faculty (BUFMs) agree.

II. School Procedures

1. **Meetings:**
 - a. **Regular School Faculty Meetings:** The School faculty will meet monthly as needed during the Fall and Spring semesters. The School Chair will make all reasonable efforts to schedule School faculty meetings at times that do not conflict with teaching schedules or other scheduled meetings. Meetings will normally be scheduled on Wednesdays, considering nursing classes and clinicals. An annual schedule for the academic year of anticipated School faculty meetings will be provided in writing to all faculty by the

School Chair by the first week of classes in the Fall Semester. Robert's Rules of Order will be the final authority as to procedures of meetings insofar as they do not conflict with these bylaws.

- b. Unscheduled School Faculty Meetings:** School faculty meetings may be held by the Chair of the School or the Chair of a School committee (such as the Promotion & Tenure Committee) or by request from School faculty by two Bargaining Unit Faculty Members. All reasonable efforts will be made to schedule these meetings at times that do not conflict with teaching schedules or other scheduled meetings. The individual(s) who called the meeting will announce the purpose of the meeting at least five (5) working days before the meeting. Faculty-requested items will be added to the agenda, or the agenda shall contain a standard item titled "Faculty Issues," in which faculty may bring up issues of concern at the meeting.
 - c. Bargaining Unit Faculty Member's Special Meetings:** A minimum of two (2) BUFMs may call a special Bargaining Unit Faculty meeting to be attended only by BUFMs.
 - d. Voting at Meetings:** Voting will be open response unless a voting faculty member requests a secret ballot.
 - e. Agendas for All School Faculty Meetings:** Except in emergencies, agendas will be provided by the School Chair or the Bargaining Unit Faculty Member requesting the meeting at least 48 hours prior to the meeting. The person requesting the meeting will add faculty-requested items to the agenda. Faculty members must be informed through the agenda that a vote is anticipated on particular items.
 - f. Records of School Faculty Meetings:** Minutes of all regular School faculty meetings and all unscheduled School faculty meetings called by the Chair will be taken by a School faculty member. These minutes will be recorded and distributed to all School faculty members. Any changes in these minutes will be proposed at the next School faculty meeting, where the School faculty will approve the minutes as written or amended. The School support staff will archive all approved minutes, which will be available upon request. Minutes for special meetings called by Bargaining Unit Faculty Members will be taken by one of the Bargaining Unit Faculty Members calling the meeting. Bargaining Unit Faculty members must approve the minutes before they are distributed outside the School Bargaining Unit Faculty. Such approval must occur within ten (10) working days of the meeting. The School support staff will archive all approved minutes, which will be available upon request.
- 2. Faculty Involvement in the Review of the School Chair:** The School Bargaining Unit Faculty Members will comment on the Chair's performance when asked. The BUFMs may also request that the Dean of the College call for a formal review of the Chair.
 - 3. School Faculty Role in the Selection of a School Chair:** Department faculty will have the opportunity to comment on and make recommendations to the Dean toward the review and/or appointment of a Department Chair.

4. **School Representation on College Committees:** Consistent with the college bylaws, the School faculty will nominate and elect a faculty member to serve on the College Steering Committee and other appropriate committees or constituency slots.
5. **Communication:** The School Chair will keep the school faculty informed regarding the disposition of requests or recommendations from a majority of Bargaining Unit Faculty members. Updates will be provided in a timely manner that allows for faculty input when possible.

III. School Standing Committees:

Graduate Curriculum Committee, Program Assessment Committee, Promotion and Tenure Committee, Undergraduate Curriculum Committee.

1. Rules for standing committees:

- a. **Election of Committee Chair:** Chairs are elected for one (1) academic year, but may serve for two (2) consecutive terms, absent exigent circumstances. Any Bargaining Unit Faculty member may chair a committee on which he or she is eligible to serve. 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.
- b. **Membership:** Voting membership on standing committees is restricted to BUFMs whose primary appointment is in the School of Nursing. Since the Program Assessment Committee requires election of membership, members will serve two-year terms, with approximately half of the members elected each year. The Program Assessment Committee will conduct a vote at the end of spring semester to determine membership of this committee beginning in the following Fall semester.
- c. **Agenda:** The agenda for a meeting of any standing committee shall be determined by the committee chair and distributed, along with the minutes of the preceding meeting, to the members of the committee at least five (5) 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.
- d. **Minutes:** Minutes of all standing committee meetings, with the exception of the Promotion and Tenure Committee, will be taken by a member of the committee. These minutes will be recorded and distributed to all committee members. Any changes in these minutes will be proposed at the next committee meeting, where committee members will approve the minutes as written or amended. All approved minutes will be archived by the School support staff and will be available upon request.
- e. Committees shall perform other duties consistent with their purpose as assigned by the chair.

2. **Graduate Curriculum Committee:** The Graduate Curriculum Committee shall consider matters dealing with all graduate study involving credit.
 - a. **Membership:**
 - i. Voting members: All faculty that hold Regular and Associate Graduate Faculty Status (as per university definition and Graduate School approval) are voting members.
 - ii. Non-voting members with voice but no vote:
 - a) School Chair
 - b) At least one (1) graduate student
 - c) Adjunct Track Coordinators
 - b. **Meetings** will be held at least three (3) times per semester during the regular academic year and as needed.
 - c. **Responsibilities:** Provide leadership and direction for graduate curriculum development, implementation, evaluation, and revision; assessment of the graduate curriculum portion of the Systematic Program Evaluation Plan (SPEP) and communication of findings to the Program Assessment Committee; develop, review, and recommend revisions to graduate academic policies/standards as needed; review and act upon graduate student petitions and progression issues using university guidelines; recommend graduate faculty status for individuals seeking Graduate Faculty Status, recommend projects and events to facilitate student progression, retention, and program completion; review and make recommendations regarding the process for selecting student candidates for graduate awards and recognition of scholarly achievements; recommend revisions to the School of Nursing *Student Handbooks*, provide a yearly report to School Chair and faculty regarding benchmarks/achievements outlined in SPEP each year.
3. **Program Assessment Committee:** The Program Assessment Committee shall consider all matters dealing with program assessment and improvement.
 - a. **Membership:**
 - i. Voting members: Six School faculty members, including at least one (1) TET member and at least one (1) NTE member
 - ii. Non-voting members: School Chair and 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:** Make recommendations for improvement to undergraduate, graduate, and certificate programs; review and recommend changes to the implementation of the School of Nursing Master Evaluation Plan (MEP); make recommendations to the curriculum committees and School Chair for improvements to the nursing program, follow through on all responsibilities assigned in the MEP plan, provide a report to School Chair and faculty regarding measurement/benchmarks/achievements outlined in the MEP plan each year.

- 4. Promotion and Tenure Committee:** The Promotion and Tenure Committee shall consider matters dealing with annual review of progress toward tenure, promotion, and tenure of all TET faculty.
- a. Membership:**
 - i. Voting members: All tenured TET bargaining-unit faculty members in the School of Nursing.
 - ii. Non-Voting member: School Chair
 - 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.
 - i. Voting: All committee members, including the committee chair, will have voting privileges; 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. Only School faculty with the rank of Professor may vote on cases of promotion to the rank of Professor.
 - c. Responsibilities of the Promotion and Tenure Committee:** 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.
 - i. **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.
 - ii. **Annual review of progress toward tenure:** 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; 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; provide a tenured faculty member with a summary regarding his/her progress toward promotion if requested by the member.
 - d. Additional responsibilities:** Work collaboratively with the School Chair to recommend rank and tenure status for full-time TET faculty appointments; maintain a list of faculty members granted chair status for theses and projects; make recommendations for courtesy and affiliate faculty appointments.
- 5. Undergraduate Curriculum Committee:** The Undergraduate Curriculum Committee shall consider curricular matters dealing with all undergraduate study involving credit.
- a. Membership:**
 - i. Voting members: All Bargaining Unit Faculty Members.
 - ii. ex officio members:
 - a) School Chair
 - b) At least one (1) undergraduate student

- b. **Meetings** shall be held at least three (3) times a semester during the regular academic year and as needed.
- c. **Responsibilities of the Undergraduate Curriculum Committee:** Review and approve School of Nursing undergraduate course revisions, new courses and programs, and program changes; provide leadership for undergraduate teaching/learning strategies, pedagogies, and innovations; develop, review, and recommend revisions to undergraduate academic policies/standards as needed; develop requirements for undergraduate admission and/or readmission to the School of Nursing; contribute to the annual implementation of the Systematic Program Evaluation Plan (SPEP); make recommendations on undergraduate admissions; recommend projects and events to facilitate student progression, retention, and program completion; review and recommend student candidates for nursing scholarships; review and make recommendations regarding the process for selecting student candidates for undergraduate awards and recognition of scholarly achievements; recommend revisions to the School of Nursing *Student Handbooks*; facilitate student-selected faculty awards, provide a report to School Chair and faculty regarding benchmarks/achievements outlined in SPEP plan.

6. Search Committee(s), When Needed

a. Membership

- i. The Committee will have a minimum of three (3) School Bargaining Unit Faculty Members.
- ii. Duties: The Search Committee assumes a major role in the faculty search process by recommending the responsibilities of the position to be filled; reviewing credentials; interviewing applicants; and recommending acceptable candidates to the School Chair.

IV. Annual Evaluation Criteria and Procedures for Nursing School Faculty:

The School Chair annually evaluates the teaching and service of all Bargaining Unit Faculty Members, and the scholarship of TET BUFMS, following the procedures outlined in the CBA.

1. **Peer Evaluation of Teaching:** Criteria are set forth in the CBA

2. **Evaluation of Teaching:** Criteria are set forth in the CBA.

- a. **Evidence for the Evaluation of Teaching:** At a minimum, evidence used for the evaluation of teaching shall include student evaluations and available peer evaluations. In addition, bargaining unit faculty may submit any materials to the School Chair, including (but not limited to) the following:
 - i. Selected syllabi or other class materials (to demonstrate a particular classroom innovation, for example);
 - ii. A written response to one or more of the required peer evaluations;

- iii. A description of a particular section or a response to the student evaluations for a particular section (if the BUFM believes the evaluations for that section need to be contextualized, for example);
- iv. Evidence showing student learning success, for example, the results of a pre- and post-evaluation.

3. Evaluation of Scholarship (TET only)

- a. **Criteria for the Evaluation of Scholarship:** In evaluating scholarship, the Chair should assess not only publications but also the time and effort of preparation. Collaborative scholarship, for example, normally requires as much effort as individual scholarship and should be evaluated accordingly.
 - i. A score of 0 (Unsatisfactory) in scholarship will be given to any faculty member who does not satisfy the requirements for an adequate evaluation.
 - ii. To receive a score of 1 (Conditional Merit) in scholarship, a faculty member must:
 - a) Pursue a clearly defined scholarly agenda and present a clear blueprint or outline for publication and/or communication of scholarship.
 - b) Attend at least one (1) professional conference.
 - iii. To receive a score of 2 (Expected Merit) in scholarship, a faculty member must accomplish at least one of the following:
 - a) Present scholarship at one (1) or more local, regional, or national professional conferences.
 - b) Submit a proposal for an external grant.
 - c) Publish one (1) scholarly article in an external refereed publication.
 - d) Publish one (1) book chapter to an edited professional book.
 - e) Obtain internal grant funding of at least \$5,000 total costs.
 - iv. To receive a score of 3 (High Merit) in scholarship, a faculty member must accomplish two (2) of the following, with no more than one of the two accomplishments coming from Category A:
 - a) Present scholarship at one (1) or more local, regional, or national professional conferences.
 - b) Publish one (1) scholarly article and submit an additional one to an external refereed publication.
 - c) Publish one (1) book chapter and submit one (1) book chapter to an edited professional book.
 - d) Obtain external grant funding for at least \$50,000 in total costs.
 - v. To receive a score of 4 (Exceptional Merit) in scholarship, a faculty member must accomplish two (2) of the following:
 - a) Present scholarship at one (1) or more professional conferences, one (1) of which is at the national level.
 - b) Publish two (2) scholarly articles and submit an additional one (1) to an external refereed publication.
 - c) Publish two (2) book chapters and submit an additional book chapter to an edited professional book.
 - d) Obtain external grant funding for at least \$100,000 in total costs.

- b. Evidence for the Evaluation of Scholarship:** In support of the annual evaluation of scholarship, the faculty member must submit the following:
 - i. For all published works: a copy of the publication or a copy of the galley proofs or verification from the editor or publisher. For all works listed as accepted but not yet published: a printed copy of the submitted manuscript, galley proofs of the printed publication, or verification from the editor or publisher.
 - ii. For all grants: a copy of the grant award letter and verification that the grant has been processed through RSP (Research and Sponsored Programs) as principal Investigator (PI) or co-Pi.
 - iii. All faculty members may (if desired) submit a statement describing their scholarly programs and publication plans.
- 4. Evaluation of Service:**
 - a. Criteria are set forth in the CBA.
 - b. Evidence for the Evaluation of Service:** Faculty must submit to the School Chair:
 - i. A list of all service activities performed during the year.
 - ii. Any other materials relevant to the faculty member's service record.

V. 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:
 - i. Mostly positive peer evaluations in teaching.
 - ii. Carefully prepared course materials that are reflective of currency of professional knowledge, relevant to the profession, and consistent with national accreditation standards.
 - iii. Effective processes and materials for evaluating student learning.
 - iv. 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:
 - i. Have a minimum of five (5) externally refereed journal articles, since hire date or terminal degree, with at least one (1) while a WSU faculty member. Two (2) of the five (5) may have equivalent substitutions. Substitutions include:
 - a) One (1) book chapter.
 - b) Two (2) published conference proceedings, one of the two at a national or international level.
 - c) Patent or marketed product of a substantial professional nature.
 - d) An external grant of at least \$50,000 or a bundle of grants totaling \$50,000. For collaborative grants, the contribution must be reflected by at least 30% effort.

- e) Book (sole author, co-author, or edited volume) may count as two (2) substitutions.
- c. **Service:** The candidate must provide evidence to document participation and effective leadership performance in School, College, and/or University service, as well as an external service to the profession and/or community.
- During the probationary period, the faculty member:
- i. Participates in school faculty meetings and contributes to the goals of the school.
 - ii. Serves on at least two (2) school committees.
 - iii. Serves on at least one (1) college committee or university committee, and
 - iv. Performs at least one (1) professional service from the list below:
 - a) review manuscript(s) or book(s) in his/her field, or reviews external grants
 - b) reviews internal proposals for research or teaching development awards
 - c) serves as faculty advisor for student organization (e.g., Chi Sigma Iota or the Rehabilitation Club)
 - d) provides leadership with professional association(s)
 - e) serves on editorial review board(s)
 - f) serves on professional commission(s)
 - g) serves on agency advisory board(s)
 - h) serves on professional association committee(s)
 - i) provides professional expertise to the community, e.g., applied professional service

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

- a. **Teaching:** Demonstrates a consistently high pattern of teaching effectiveness as evidenced by:
 - i. Mostly positive student evaluations.
 - ii. Mostly positive peer evaluations.
 - iii. Carefully prepared course materials that are reflective of currency of knowledge relevant to the profession and consistent with national accreditation standards.
 - iv. Effective processes and materials for evaluating student learning.
 - v. 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.

- vi. 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 school.

b. Scholarship:

- i. Have a minimum of seven (7) externally refereed journal articles, beyond those required for promotion to Associate Professor as primary author or making a substantial creative contribution. Three (3) of the seven (7) publications may have equivalent substitutions. Substitutions include:
 - a) Book chapter.
 - b) Two (2) published conference proceedings, one of the two at a national or international level.
 - c) Patent or marketed product of a substantial professional nature.
 - d) An external grant of at least \$50,000 or a bundle of grants totaling \$50,000. For collaborative grants, the contribution must be reflected by at least 30% effort.
 - e) Book (sole author, co-author, or edited volume) may count as two (2) substitutions.

c. Service: The candidate must provide evidence to document participation and/or effective leadership performance in School, College, and/or University service, as well as in external service to the profession and/or community.

- i. Since the last promotion, the faculty member must have:
- ii. Regularly attended school faculty meetings and contributed to the School's goals.
- iii. Served on at least three (3) year-long school committees (in addition to P&T),
- iv. Served on at least three (3) College and/or University committees for a term of one (1) year or more.
- v. Performed professional service including at least three (3) of the following:
 - a) served as faculty advisor for an active student organization.
 - b) served in a leadership capacity with a professional association.
 - c) served on a master/doctoral thesis committee.
 - d) served on a professional accreditation team.
 - e) served on agency, school, practice, or other organization advisory boards, task forces, or other applied service.
 - f) served on professional association committees.
 - g) provided expertise to the community, e.g., applied professional service.
 - h) service promoting interprofessional collaboration among professionals.
 - i) other service contribution deemed equivalent to the rank for Full Professor.

3. Procedures for promotion and tenure

- a. The candidate will submit a list of five (5) 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.

- b. The Promotion and Tenure Committee will select three (3) 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.

Criteria for Tenure Only

Rank of Associate Professor and Professor: To be eligible for tenure, a faculty member already at the Associate Professor or Professor rank must demonstrate the level of accomplishments defined above for promotion to those respective ranks. The candidate may freely use evidence from Wright State and/or from previous positions, academic and nonacademic where appropriate, to demonstrate ongoing effectiveness in teaching, scholarship, and service. All candidates must submit at a minimum full curriculum vitae describing in detail their teaching, scholarship, service, and other relevant academic experiences.

VI. Amendments

Any of the Bargaining Unit Faculty Members of the school may make a motion at a school meeting to amend the school bylaws. The proposed amendment(s) must be submitted in writing. The motion to amend must be seconded by another Bargaining Unit Faculty Member. The school Bargaining Unit Faculty Members will then take the motion under consideration and discuss and vote on it at a subsequent school meeting.

BYLAWS APPROVAL FORM

The bylaws for the College/Department/School of Nursing,
dated 08-28-2024 are approved under Article 10.4.2.3 as follows.

Dean's certification that the department committee failed to move forward with reasonable timeliness (i.e. within 90 days) in adoptions , amendments, repeals, or confirmation of bylaws, from 11-16-2023 to 03-19-2024

Dean

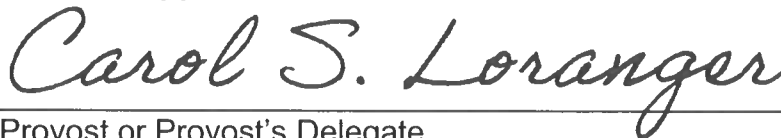


Dean(s)

9/16/2024

Date Signed

Provost Approval

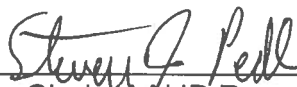


Provost or Provost's Delegate

9/16/24

Date Signed

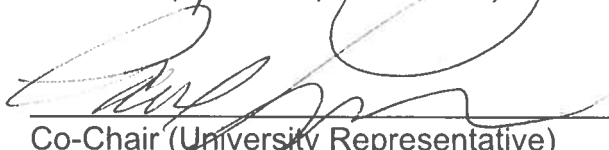
Faculty Governance Committee Approval



Co-Chair (AAUP Representative)

11/1/24

Date Signed



Co-Chair (University Representative)

11-1-24

Date Signed