

CREIGHTON UNIVERSITY COLLEGE OF NURSING

POLICY TITLE: Bylaws

EFFECTIVE DATE: April 25, 2025

Article I Preamble

The faculty of Creighton University College of Nursing has adopted the following Bylaws to foster shared governance in the orderly conduct of matters related to the College of Nursing (CON) and expedite the performance of its obligations under the University's statutes. These Bylaws are promulgated under the authority granted to the Dean by the University Statutes. These Bylaws and any amendments hereto are subject to review by the Committee on Faculty Handbook and University Statutes for compatibility with University Statutes.

Article II Governance Structure

Section 1 Dean of the College of Nursing

- A. Appointment
The President of the University shall appoint the Dean of the College of Nursing ("Dean"). The CON will follow the procedures outlined by the University Statutes for the appointment of the Dean.
- B. Responsibilities
Provides leadership and is directly responsible for the direction and administration of the College of Nursing.
- C. Evaluation
The Provost shall conduct a performance review of the Dean every three years with input from the general faculty. Ordinarily, a Dean should not serve more than ten years.

Section 2 Associate Deans, Assistant Deans, and Paramedicine Program Director

- A. Appointment
The Dean, with the counsel of the Executive Committee, may appoint Associate Deans, Assistant Deans, and Paramedicine Program Director.
- B. Responsibilities
Administers duties and provides leadership specific to areas of responsibility.
- C. Evaluation
The College of Nursing Faculty conducts a performance evaluation every three years. Results of the Associate Dean, Assistant Dean, and

Paramedicine Program Director performance evaluations are included by the Dean in the annual (biennial for tenured faculty) faculty evaluation, and for consideration for continued appointment in the Associate Dean and Assistant Dean positions.

Section 3 Faculty Chairs

- A. Appointment
The Dean, with the counsel of the respective Associate Dean of Undergraduate or Graduate Program and the Executive Committee, may appoint Faculty Chairs.
- B. Responsibilities
Provide daily oversight for faculty within a selected program. In conjunction with Associate Dean for Research and Scholarship, provide periodic evaluation of faculty goals and performance.
- C. Evaluation
The Faculty Chair performance evaluation is conducted every three years by the College of Nursing Faculty. Results of the Faculty Chair performance evaluation are included by the Dean and/or Associate Dean for Graduate or Undergraduate Programs in the annual (biennial for tenured faculty) faculty evaluation, and for consideration for continued appointment as Faculty Chair.

Section 4 Graduate Specialty Track Leader

- A. Appointment
Graduate Specialty Track Leaders are appointed by the Dean, with input from the Associate Deans for Graduate and Undergraduate Programs based upon consideration of faculty expertise. Graduate Specialty Track Leaders serve a three-year term, renewable upon satisfactory performance.
- B. Responsibilities
Within the context of the College of Nursing mission, philosophy, and values, Graduate Specialty Track Leaders provide leadership for curricular implementation and outcome evaluation within the graduate programs. The Graduate Specialty Track Leaders provide leadership for continuous improvement of courses and course delivery, compliance with accreditation standards, professional standards, and competencies. In collaboration with the Faculty Chairs and Associate Deans for Graduate Programs, Graduate Specialty Track Leaders work together to foster a positive, productive teaching-learning climate for faculty and students.
- C. Evaluation
Performance evaluation is conducted every three years by the College of Nursing Faculty. Results of the performance evaluation are included by the Dean, Associate Dean for Graduate Programs, and/or Faculty Chair in the annual (biennial for tenured faculty) faculty evaluation, and for consideration for continued appointment as Graduate Specialty Track Leader

Section 5 Directors

The Dean may appoint staff and faculty in director roles as appropriate to support the college's effective and efficient administration. The Dean shall notify the faculty and staff of such appointments.

Section 6 Program Director-Paramedicine

- A. Appointment
The Paramedicine Department shall have a Program Director appointed by the Dean (“Program Director – Paramedicine”).
- B. Responsibilities
The Program Director – Paramedicine provides leadership for curricular implementation and outcome evaluation for all programs in the Paramedicine Department. The Program Director - Paramedicine is responsible for the operation and evaluation of the effectiveness of the Paramedicine Department educational programs and foster the continuous quality review and improvement of all Paramedicine Department educational programs. The Program Director – Paramedicine ensures compliance with accreditation standards, professional standards, and state program requirements. In collaboration with the Paramedicine Medical Director, Associate Medical Director, faculty, and advisory committee, the Program Director - Paramedicine fosters a quality, productive teaching-learning environment.
- C. Evaluation
The Program Director – Paramedicine shall be evaluated annually by the College’s Paramedicine Faculty. Results of the performance evaluation are included by the Dean in the annual (biennial for tenured faculty) faculty evaluation, and for consideration for continued appointment as Program Director-Paramedicine.

Section 7 Programs of the College of Nursing.

The College of Nursing has three academic programs: the undergraduate nursing education program (“BSN Program”), the graduate nursing education program and the paramedicine education program (“Paramedicine Department”).

Article III All-College Assembly

Section 1 Faculty and Staff Definitions

Faculty designated as nursing program faculty and paramedicine faculty constitute the “College of Nursing (CON) faculty.”

Nursing Faculty

For those teaching in the undergraduate and graduate nursing programs, all full-time and adjunct teaching-research and clinician-educator faculty members must have an advanced degree in nursing. A doctoral degree in nursing or a related field is required for those with teaching responsibilities in the graduate nursing program. Exceptions may be made individually for non-clinical course faculty when a course may require faculty who possess an academic degree commensurate to the specialty area of instruction and teach at one level above the level they teach.

Paramedicine Faculty

For full-time and adjunct Paramedicine faculty, a Bachelor's degree is the minimum degree required. For those teaching in Paramedicine Master's degree program, a minimum of Master's degree is required.

Staff

Any full-time or part-time CON employees that are not designated as faculty.

Section 2 All-College Assembly Meetings: Purpose

The purpose of the All-College Assembly is to facilitate the governance of the College.

Section 3 Membership and Voting Privileges

- A. Faculty and Staff Membership
Dean (voting privileges in the instance of a tie),
Administrators with faculty rank,
Full-time faculty,
Adjunct faculty,
Full-Time Exempt and Non-Exempt Status Staff

Individuals with the following status may attend All-College Assembly meetings: Special faculty, Contributed Service Faculty, Temporary Staff, and Emeritus Faculty (as defined in the Faculty Handbook and University Statutes) holding appointments in the College of Nursing, but these individuals do not have voting privileges.

- B. Student Membership
 - 1. The Constitution of the Nursing Senate determines the manner of election of the undergraduate student representatives to the meetings of the Faculty from the Omaha and Phoenix campuses.
 - 2. The Associate Dean for the Graduate Program will select a student representative from the graduate nursing student body.

3. There is an undergraduate and graduate Paramedicine program—both must be considered. The Program Director of Paramedicine will select a student representative from the paramedicine program.
4. Unless otherwise noted, student representatives will not have voting privileges on committees they serve.

Section 4 Quorum

Faculty and Staff: A simple majority of all members of the All-College Assembly will constitute the quorum necessary to conduct the college's business. Examples of items requiring a vote from all members could include, but are not limited to, policies impacting both faculty and staff.

Faculty only: A simple majority of faculty will constitute a quorum for items requiring only a faculty vote. Recognizing that faculty members shall have a voice in matters directly related to their work in the college, per the University Faculty Handbook, the Dean shall denote voting agenda items specific to CON faculty matters. Examples of items requiring a faculty vote could include but are not limited to, changes in curricular courses, course objective changes, and policies impacting faculty and students.

Section 5 Meetings

The All-College Assembly will meet at least twice per academic year.

Special meetings of the All-College Assembly may be called by the Dean, by the Executive Committee, or by petition of a number no less than twenty-five percent of voting members.

Section 6 Chair

The Dean, or the Dean's designee in the absence of the Dean, shall preside at all meetings of the All-College Assembly.

Section 7 Functions

- A. To constitute the electorate body for Executive and other appropriate committees of the College and the University.
- B. Receive information and reports on the College's activities from standing and ad hoc committees that directly or indirectly affect faculty and staff responsibilities.
- C. To act upon recommendations of standing and ad hoc committees as well as other business brought before the All-College Assembly.
- D. To consider and advise on all general policies and measures influencing the quality and direction of the educational programs in the College of Nursing.
- E. To examine recommendations for curriculum change, curriculum evaluation and program development and to act on these recommendations through revision,

- acceptance and/or rejection.
- F. To provide a forum through which faculty and staff opinion can be expressed and recommendations can be made on specific issues and programs.

Section 8 Agenda

The Dean shall prepare the agenda for All-College Assembly meetings. Any faculty, staff, or committees of the College may submit meeting agenda items. Students should submit any desired agenda items through a college faculty member for consideration. Items to be included must be submitted to the Dean at least ten days prior to the date of the All-College Assembly meeting. The Dean, or Dean's designee, shall make the final agenda and shall distribute and post the agenda in a common space to the faculty and staff at least one week before the meeting. Each agenda of all meetings will include the item New Business.

Section 9 Rules of Operation

Robert's Rules of Order Revised will apply except as modified by these Bylaws. Meetings shall be open to all faculty (see Article II: Section I) who shall have the privilege of the floor.

Article IV Standing Committees Section 1 Committees

The Dean, with the advice of the Executive Committee, shall establish (or dissolve) any standing committees deemed desirable to conduct College of Nursing business.

The Dean, with the advice of the Executive Committee, shall establish (or dissolve) any ad hoc committees deemed desirable to conduct College of Nursing business.

Section 2 Designation of Standing Committees of the College of Nursing

The following standing committees of the College of Nursing representing all programs shall be constituted:

1. Executive
2. Bylaws
3. Cura
4. Faculty Development Advisory
5. Nominating
6. Research and Scholarship
7. Scholarships and Awards
8. Dean's Leadership Council
9. Rank and Tenure

The standing committees specific to the Nursing program shall be constituted:

1. Graduate Admissions and Progression
2. Graduate Curriculum
3. Graduate Assessment
4. Undergraduate Admissions and Progressions
5. Undergraduate Curriculum
6. Undergraduate Assessment

The standing committees specific to the Department of Paramedicine

1. Paramedicine Education Advisory Board

All-College of Nursing Committee appointments or elected positions will be effective at the beginning of the academic year and continue until a successor has been appointed.

Section 3 Committee Membership

- A. Faculty:
 1. The term of membership on all standing committees for faculty and staff will be three academic years, with approximately one-third of the committee replaced annually unless otherwise specified by these Bylaws.
 2. The chair for each committee shall be elected by the individual committee members at the first meeting of the Fall semester unless otherwise specified in these Bylaws. Ordinarily, a year of service on a standing committee is required before nomination for a chair position, unless otherwise specified by these by-laws.
 3. The Dean or designee shall be an *ex officio* member of all committees. The dean or designee has non-voting status in standing committees except for ties.
 4. The Dean, with input from the Nominating Committee, shall appoint faculty members to fill any vacancies that may occur. Vacancies in elected positions shall be filled only to complete the unexpired term. Any member appointed to serve less than a full term on any Committee may be reappointed or re-elected to a full term as stipulated by the bylaws for each standing committee upon completion of the partial term.
- B. Students:
 1. The term of membership for students will be one year.
 2. Students may be eligible for one additional term.
 3. Each campus student representation will determine the undergraduate nursing student representation on standing and ad hoc committees.
 4. Graduate nursing student representatives will be selected from a group of graduate student volunteers solicited by the Associate Dean for Graduate Programs.
 5. The Program Director of Paramedicine will select paramedicine student representatives.
- C. Other Representatives
 1. Individuals representing health care practice may be invited to participate

- in specific committees.
- 2. Term of service may be up to one year.
- 3. These representatives will have voting privileges (unless otherwise noted).

Section 4 Quorum

A majority of voting faculty members on each committee will constitute a quorum.

Section 5 The College of Nursing shall have the following Standing Committees:

I. Executive Committee

- A. Purpose
The Executive Committee acts as a representative body for the faculty. Its responsibility is to advise the Dean concerning matters relating to the College's internal affairs.
- B. Functions
 - 1. Review standing committee procedures and submit them to the faculty for approval.
 - 2. Review annual reports of standing and ad hoc committees and make recommendations concerning committee activities.
 - 3. Coordinate the periodic review and revision process of the College of Nursing's mission, goals, and outcomes based on the Systematic Evaluation Plan's cyclic review process.
 - 4. Recommend, review, and update the systematic evaluation plan based on the determined cyclic timeline for review
 - 5. Recommend to the Faculty additions, innovations and changes based on evaluation feedback.
 - 6. Advises the Dean in matters including, but not limited to:
 - a. Contributed service faculty appointments
 - b. Policies and procedures.
 - c. Physical, fiscal, and personnel resources to support teaching, scholarship, and service activities
 - d. Committee establishment, dissolution, or reorganization.
 - 7. Provide an annual report that delineates the outcomes of the committee.
- C. Membership
 - 1. Five elected full-time faculty members who do not hold faculty chair or track leader status: two from Phoenix Nursing, two from Omaha Nursing, and one from paramedicine.
 - 2. Two faculty that are either chairs or track leaders elected by the faculty: one from undergraduate and one from graduate.
 - 3. Three students: one graduate student (nominated by the graduate faculty), one undergraduate student (elected from the Nursing Senate in Omaha or Phoenix), and one paramedicine student (nominated by the paramedicine faculty).

4. Upon approval of the Executive Committee, individuals from various communities of interest may be invited to participate in the meetings (without vote).
- D. Qualification of the Elected Members
Qualifications for election shall consist of membership on the full-time faculty for at least two years.
- E. Election and Term of Office of the Executive Committee
 1. Five members from the full-time faculty of the CON Nursing Program shall be elected by the nursing program faculty.
 2. Each elected faculty member shall serve for a three-year term. Elections may be staggered to support continuity.
 3. Members will be eligible for re-election one year after completing their previous term (a one-year interval is required between terms).
- F. Points of Order
 1. The Dean shall be the Chair and the presiding officer of the Executive Committee. In the absence of the Dean, the dean shall designate their substitute from among the Associate and Assistant Deans.
 2. The minutes and the agenda of the Executive Committee will be available to the Faculty and Nursing Senate president.
 3. Minutes of closed Executive Committee meetings will be placed in a confidential file retained in the Dean's office.
- G. Meetings
 1. The Executive Committee shall meet at least six times per Academic year. Additional meetings may be called at any time by the Dean or by petition of 20% of the members of the Executive Committee.
 2. Meetings shall be open to non-members and faculty of the College of Nursing (without vote) except when the Dean and/or a majority of the members vote to conduct business in an executive session. Faculty, administrators, and students of the College may submit agenda items, which should be provided in writing to the Dean at least one week before the meeting. The Dean shall make the final agenda and shall distribute and post the agenda in a shared space to the faculty at least one week before the meeting. Any items not included by the Dean but correctly submitted may be required on the agenda at a subsequent meeting if requested by three or more faculty. Each agenda of all faculty meetings will include the item New Business.
- H. Vacancies
Vacancies within the elected group will be filled by election to complete unexpired terms. Vacancies occurring during the last three months of the term will remain vacant until the next regular election.

II. Bylaws Committee

- A. Purpose
Review, evaluate, and recommend revisions/amendments to the CON Bylaws, Policies and Procedures.
- B. Functions

1. Annually review the College of Nursing Bylaws to ensure compatibility with the Faculty Handbook and University Statutes,
 2. Receive or develop proposals for change in the By-Laws and make recommendations for consideration by the Faculty.
 3. Oversee the dissemination of Bylaws and any Bylaw amendments through the Dean's Office and appropriate electronic repositories.
 4. Review and revise the CON Policies and Procedures biennially and as needed. Coordinate policy/procedure reviews and revisions with pertinent individuals/committees.
 5. Provide an annual report that delineates the outcomes of the committee.
- C. Membership
Four elected faculty members. One member representing undergraduate nursing in Omaha, one representing graduate nursing, one with primary teaching duties on the Phoenix campus, and one representing the Paramedicine Department.
- D. Meetings
The Bylaws Committee shall meet at least once each fall and spring semester.

III. Cura Committee

- A. Purpose
Foster a supportive, inclusive, and spiritually enriching environment within the CON. The committee will focus on a sense of well-being, belonging, and supportive of a positive environment to promote health for all. As with *Cura Personalis*, spiritual growth and inclusion for all students, faculty and staff is a priority.
- B. Functions
1. Spirituality and Care for the person:
 - Support, share, and participate in spiritual activities within the CON and the greater Creighton Community.
 - Provide monthly spiritual support through electronic means to faculty, staff, and students within the CON.
 - Serve as advisors for integrating CON Values and Mission in the CON on an as-requested basis.
 2. Well-Being and Creating a Sense of Belonging:
 - Facilitate the mission of the University Inclusive Excellence Council within the CON.
 - Identify development opportunities for faculty, staff, and students related to well-being and belonging.
 - Develop special programming, support, or events to enhance student recruitment, retention, and success through graduation.
 - Promote and integrate a health equity lens to all work within the CON.
 3. Provide an annual report that delineates the outcomes of the committee.
- C. Membership
1. Five elected faculty members representative of all programs.
 2. Two staff members, one from Omaha and one from Phoenix.

3. One ex-officio college event coordinator.
 4. Two invited students, one undergraduate and one graduate.
 5. One member of the Jesuit/Mission and Ministry community to be invited to participate as community needs allow.
- D. Meetings
The committee shall meet monthly and as needed within the academic year.
Decisions will be made through a process of discernment and consensus.

IV. Faculty Development Advisory Committee

- A. Purpose
Acts as an advisory body for the Assistant Dean for Faculty Development regarding development needs for early, mid, and late-career faculty.
- B. Functions
1. Identifies and prioritizes annual faculty development needs based on an annual assessment of faculty needs
 2. Conducts a review/revision of new faculty orientation materials annually and as appropriate.
 3. Plans, coordinates, and implements programs to enhance the teaching effectiveness of faculty in face-to-face, blended, and distance education teaching modalities as well as in practicum areas.
 4. Analyzes faculty development program evaluations and provides reports regarding faculty development programming to the appropriate CON personnel/committees.
 5. Provide annual report that delineates outcomes of committee.
- C. Membership
1. Assistant Dean for Faculty Development: Chair of committee
 2. Four elected faculty members: one with primary teaching responsibility at the undergraduate level; one with primary teaching responsibility at the graduate level, one with primary teaching responsibility in the paramedicine program, and one elected at-large faculty.
- D. Meetings
This committee shall meet at least once per semester

V. Nominating Committee

- A. Purpose
Implement the mandates pertaining to elective offices as designated in the Bylaws.
- B. Functions
1. Prepare an annual ballot for election to CON standing committees;
 2. Maintain a master list of standing committee members, terms of office and areas of representation of each academic year.
 3. Solicit interest in committee assignments determining qualifications are consistent with Bylaws membership criteria and committee openings;
 4. Fill vacancies in elected positions as specified by the Bylaws;
 5. Report election results to the faculty;

6. Maintain a file of election results in Dean's office. Election results will be kept for one year following election.
7. Provide an annual report that delineates the outcomes of the committee.
- C. Membership
 - Four elected faculty one representing the Phoenix Campus; and one representing the Paramedicine Department.
- D. Meetings
 - The Nominating Committee shall meet at least annually in the Spring semester.

VI. Research and Scholarship Committee

- A. Purpose
 - Foster and support a culture of scholarship and programs of research in the CON.
- B. Functions
 1. Contribute to planning of events that support CON scholarship, including but not limited to manuscript writing, developing research proposals, writing grant applications, building research teams, and other components related to research and other scholarly endeavors;
 2. Develop, enhance, and maintain resources for scholarship.
 3. Facilitate peer review for CON scholarship opportunities such as grants, abstracts, and awards.
 4. If a member of the Research and Scholarship Committee has a conflict of interest with any peer review activities (i.e.: authorship/co-investigator), the member will recuse themselves and the Chair of the Committee will initiate a search for additional reviewers to replace the member, if warranted
 5. Initiate and sustain the Students as Professionals Acquiring Research and Knowledge! (SPARK) program for involving undergraduate students in research.
 6. Identify opportunities for incorporating graduate student research into faculty scholarship.
 7. Provide annual report that delineates outcomes of committee.
- C. Membership
 1. Associate Dean for Research and Innovation will serve as chair. In the event of an Associate Dean for Research and Innovation (ADRI) vacancy, an interim chair shall be elected by the Research and Scholarship Committee members at the first meeting of the Fall semester or at the first meeting following the vacated position.
 2. Six elected full-time faculty members with a doctoral degree (PhD, DNP, EdD), including at least one representative from undergraduate programs; one representative from graduate programs; one representative from the Phoenix Campus; and one from the Paramedicine Department (as appropriate).
 3. One DNP student and one undergraduate student.
- D. Meetings
 - The Research and Scholarship Committee shall meet a minimum of three times each fall and spring semester.

- E. Standing Subcommittee
Students as Professionals Acquiring Research and Knowledge (SPARK!)
1. Purpose
 - a. To promote and support undergraduate nursing and paramedicine student engagement in research.
 - b. To provide mentorship and resources for undergraduate students in research-related activities.
 2. Functions
 - a. The subcommittee will facilitate SPARK! Program application process and program implementation by selecting students and mentors and ensuring students and faculty have access to the resources and support they need for research involvement and successful completion of the CURAS concentration.
 - b. The subcommittee will maintain the SPARK! website, Blueline course, and other resources, working to continuously improve resources and programming that encourage undergraduate students' active participation in research projects and dissemination.
 - c. The subcommittee will review student project proposals, providing meaningful feedback to students and their mentors to ensure sound methods and timelines and support project success.
 - d. The subcommittee will collaborate with the Research and Scholarship Committee to align efforts and provide advisory support to the subcommittee.
 3. Membership
 - a. The SPARK! subcommittee will be composed of 3 members:
 - i. 1 Chair who is also a member of the Research and Scholarship Committee
 - ii. 1 Chair-elect who is also a member of the Research and Scholarship Committee
 - iii. 1 faculty member with current or past experience in mentoring undergraduate students in research; this faculty member does not have to be a member of the Scholarship of Research Committee
 - iv. All current SPARK! mentors are invited as voting members for application review or new proposals to SPARK! programming
 - b. The chair-elect would serve one year in the chair-elect role followed by a 2-year term.
 4. Responsibilities
 - a. The SPARK! Subcommittee Chair and Chair-elect will work together to lead the subcommittee, coordinate activities, and ensure alignment with the broader goals of the Research and Scholarship Committee.
 - b. The SPARK! Subcommittee will regularly report to the Research and Scholarship Committee on progress, initiatives, and outcomes related to undergraduate student engagement in research.
 - c. The subcommittee will collaborate with faculty, students, and staff to continuously assess and enhance opportunities for student involvement in

research.

5. Meetings

- a. The SPARK! Subcommittee will meet at least once a semester during the fall and spring semesters to discuss ongoing projects, plan events, and strategize ways to increase undergraduate student engagement in research.
- b. The Research and Scholarship Committee will provide ongoing advisory support and oversight to the SPARK! Subcommittee as needed.

6. Reporting

- a. The SPARK! Subcommittee will provide an annual report to the Research and Scholarship Committee, detailing outcomes of initiatives and student involvement in research activities.
- b. The subcommittee will contribute to the broader annual report of the Research and Scholarship Committee as appropriate.

VII. Scholarships and Awards Committee

A. Purpose

Ensure that qualified graduate and undergraduate students are nominated for scholarships and awards.

B. Function

1. Present Nominations for student graduation honors and awards.
2. Disseminate information about scholarships to students and faculty. Communicate and share CON Student scholarship information and deadlines with faculty, undergraduate and graduate students.
3. Develop criteria, if necessary, for selection of scholarships and awards.
4. Coordinate scholarship opportunities with University Relations and Financial Aid;
5. Evaluate the nomination process and outcomes;
6. Coordinate efforts with University Relations to assure that University scholarship donors are recognized.
7. Inform students, faculty, and other communities of interest of recipients about student scholarships.
8. Provide an annual report of the committee's outcomes.

C. Membership

1. Assistant Dean for Student Affairs (chair).
2. Four elected faculty, one Omaha faculty, one elected Phoenix faculty, and one student success staff member from each campus.

D. Meetings

The Scholarships and Awards Committee shall meet at least once each semester.

VIII. Dean's Leadership Council

A. Purpose

The Dean's Leadership Council serves as an advisory body dedicated to advancing the growth of the college, enriching the student experience, and enhancing faculty and staff involvement in the shared governance and operations of the College of Nursing (CON).

B. Functions

1. Lead and collaborate on developing and implementing the CON's strategic plan.
2. Offer advice, advocacy, and access to resources for the college and the Dean.
3. Actively support various college programs and initiatives, including providing financial consultation to ensure effective stewardship of college resources.
4. Membership
The membership comprises all Assistant and Associate Deans within the CON and other administrative faculty or staff appointed by the Dean.
5. Meetings
The Dean's Leadership Council will meet at least once a month, with additional meetings scheduled as necessary throughout the fiscal year.

IX. Rank and Tenure Committee

- A. Purpose
Provide peer review of current and prospective faculty dossiers for conferral of tenure and/or advancement in rank. The committee also conducts a mid-point review for faculty who are eligible for tenure.
- B. Functions
 1. Review all dossiers submitted by faculty candidates who are seeking tenure and/or advancement, .
 2. Make recommendations, including the vote and rationale, in writing to the Dean of the College of Nursing. This recommendation shall be added, together with the vote and reasoning, to the dossier of the candidate.
 3. Conduct a mid-point review of all tenure-eligible faculty to assess their progression towards tenure.
 4. Create a written summary of the faculty's mid-point review and inform the faculty of the committee's recommendations. Refer to the Rank and Tenure Mid-point Review Policy (insert link to policy)
 5. Review the CON's Performance Standards annually and make recommendations to the CON's Executive Committee.
 6. Review CON Rank and Tenure Policies annually.
 7. Provide an annual report to the CON's Dean that delineates the outcomes of the committee.
- C. Membership
 1. Five tenured faculty members elected by the full-time faculty in the spring of each academic year. Terms shall be for three years, at staggered intervals. Assistant Deans for Undergraduate and Graduate Programs and Faculty Chairs are not eligible to serve as members of the Rank and Tenure Committee.
 2. The Associate Dean for Academics, Assessment and Accreditation (non-voting *ex officio*)
 3. Chair:
The Chair of the Rank and Tenure Committee shall be the individual who served as chair elect the year prior. If membership were to change for any

reason and the chair elect is not available or eligible to serve as chair elect, the committee shall elect a Chair of Rank and Tenure on the first meeting following the first day of the fall semester.

4. Chair Elect:

The Chair Elect of the Rank and Tenure Committee shall be elected by the committee at its first meeting following the first day of the fall semester each year.

D. Confidentiality

1. The Rank and Tenure Committee abides by the processes in the Faculty Handbook regarding vacancies, conflicts of interest, exclusion, and confidentiality.
2. Each candidate shall be allowed one (1) preemptory challenge which shall not count as a vacancy. Those faculty members who have excused themselves in accordance with this section shall not have access to the dossier for the case from which they have excused themselves.

E. Meetings

1. The Rank and Tenure Committee shall meet at least twice during an academic year.

F. Voting

1. All votes on tenure and/or promotion shall be by secret ballot.
2. A quorum shall consist of two-thirds of the voting members who are not excused for conflict of interest or by challenge.

Section 6 The College of Nursing Programs shall have the following Standing Committees:

I. Graduate Admissions and Progression Committee

A. Purpose

Review and recommend for admission and progression graduate College of Nursing applicants and currently enrolled students. Maintain the CON's Graduate Nursing Admission and Progression policies and procedures.

B. Functions

1. Make recommendations regarding the progression of all MSN, DNP, and Post-Graduate Certificate applicants and enrolled students.
2. Provide special case-by-case admission reviews/consultations to enrollment management (EM) for student outliers.
3. Serve as a resource to student advisors for formulating programs of study for students whose performance is below the level expected of graduate students.
4. Establish, implement, and oversee policies and procedures related to graduate nursing students' admission, progression, and retention. Additionally, review and, if necessary, revise the Admissions and Progressions Policies and Procedures, coordinating the timeline and process for their approval.
5. Provide an annual report that delineates the committee's outcomes.

C. Membership

1. Assistant Dean for Academic and Student Affairs (voting member)
 2. Four elected faculty members, serving a three-year term
 3. Chair
The Chair of the Graduate Admissions and Progression Committee shall be the individual who served as chair-elect the year prior. If membership changes for any reason and the previous year's chair-elect is not available or eligible to serve as chair, the committee shall elect a Chair at the first meeting following the first day of the fall semester.
 4. Chair-Elect
The Chair-Elect of the Graduate Admissions and Progression Committee shall be elected by the Committee at its first meeting following the first day of the fall semester each year.
- D. Meetings
The Graduate Admissions and Progression Committee shall meet at least three times a semester.

II. Graduate Curriculum Committee

- A. Purpose
Maintain the integrity of the curriculum through ongoing review and evaluation to ensure consistency with the CON's mission, philosophy, goals, university learning outcomes, and relevant professional nursing standards/guidelines for preparing nursing professionals.
- B. Function
1. Conduct a systematic evaluation of the graduate curriculum in conjunction with the Graduate Assessment Committee. in meeting educational outcomes, including student learning and competency.
 2. Monitor the national trends in graduate education and relevant nursing and health care professional standards and advise faculty on needed changes, including faculty development activities.
 3. Monitor graduate program outcomes to ensure relevancy and appropriate leveling to fulfill the program's outcomes.
 4. Design, develop, and review proposed revisions to the curriculum to ensure they meet accreditation standards and align with professional nursing guidelines.
 5. Create and review policies related to curriculum, including course content, grading, and academic standards.
 6. Ensure that the graduate nursing curriculum complies with all national and regional accreditation standards and guidelines, facilitating the accreditation process.
 7. Work collaboratively with the Graduate Assessment Committee to ensure alignment and integration of the graduate nursing curriculum.
 8. Provide an annual report that delineates the committee's outcomes.
- C. Membership
1. The individual committee members shall elect the chair-elect at the first fall semester meeting in the final year of the chair's term. The chair-elect will serve as chair for one year and shall assume the office of chair at the end of

- the chair's term. The chair will serve a term of two years.
 2. Senior Associate Dean for Academics (*ex-officio*, non-voting).
 3. Assistant Dean for Outcomes and Quality Improvement (*ex-officio*, non-voting).
 4. Two elected full-time faculty representing the graduate nursing programs who have completed one year of graduate faculty status or have taught at the graduate level; one of these elected faculty members must represent the nurse practitioner faculty.
 5. Two full-time faculty appointed by the Assistant Dean for Graduate Programs, and who have completed one year of graduate faculty status or have taught graduate-level courses for one year.
 6. Associate Dean for Graduate Programs (*ex-officio*, voting);
 7. One graduate nursing student representative;
 8. Representative from HSL (*ex-officio*, nonvoting).
- D. Meetings
- The Graduate Curriculum Committee shall meet at least three times each semester. As necessary, additional meetings may be called during the summer term.

III. Graduate Assessment Committee

- A. Purpose
- Ensure a continuous evaluation and improvement of programs through assessment of student learning outcomes, program effectiveness, and accreditation standards compliance.
- B. Functions
1. Design and implement a comprehensive assessment plan that aligns with the CON's mission, educational goals, and graduate program outcomes.
 2. Review the CON Systematic Evaluation Plan (SEP) annually to ensure that the plan complies with accreditation standards and guidelines.
 3. Coordinate the collection of data related to student learning outcomes, program effectiveness, and overall curriculum performance.
 4. Analyze programmatic and course level graduate nursing assessment data to identify trends, strengths, and areas for improvement.
 5. Provide program improvement recommendations to the graduate track leads or Graduate Curriculum Committee based on data analysis.
 6. Recommend assessment instruments and methods that are suitable for measuring student and program outcomes.
 7. Develop an annual program assessment report in collaboration with the Senior Associate Dean for Academics
 8. Disseminate assessment results and recommendations to the Graduate Curriculum Committee, faculty, and administration.
 9. Work with the Graduate Associate Dean or Senior Associate Dean to collect and analyze data for university and specialized accreditation reports

and self-studies.

10. Participate in the university's academic program review by collecting data and providing written analysis for CON programs.
11. Provide an annual report that delineates the committee's outcomes.

C. Membership

1. The individual committee members shall elect the chair-elect at the first fall semester meeting in the final year of the chair's term. The chair-elect will serve as chair for one year and shall assume the office of chair at the end of the chair's term. The chair will serve a term of two years.
2. Senior Associate Dean for Academics, (*ex-officio*, non-voting);
3. Assistant Dean for Outcomes and Quality Improvement (*ex-officio*, non-voting);
4. Two elected full-time faculty representing the graduate nursing programs who have completed one year of graduate faculty status and have taught at the graduate level; one of these elected faculty members must represent the nurse practitioner faculty;
5. One full-time faculty appointed by the Associate Dean for Graduate Programs who has completed one year of graduate faculty status and has taught graduate-level courses for one year;
6. Associate Dean for Graduate Programs (*ex-officio*, voting);
7. One graduate nursing student representative;
8. Representative from HSL (*ex-officio*, nonvoting).

D. Meetings

The Graduate Assessment Committee shall meet at least two times each semester. As necessary, additional meetings may be called during the summer term.

IV. Undergraduate Admissions and Progressions Committee

A. Purpose:

Review and recommend for admission applicants to the College of Nursing undergraduate programs. Review progression of students enrolled in the undergraduate College of Nursing programs. Maintain the CON's Undergraduate Nursing Admission and Progressions policies and procedures.

B. Functions

1. Make recommendations regarding the progression of all undergraduate students.
2. Provide special case-by-case admission reviews/consultations to EM for student outliers.
3. Serve as a resource to student advisors for formulating programs of study for students whose performance is below the level expected of undergraduate students.
4. Establish, implement, and oversee policies and procedures related to graduate nursing students' admission, progression, and retention.

Additionally, review and, if necessary, revise the Admissions and Progressions Policies and Procedures, coordinating the timeline and process for their approval.

5. Provide an annual report that delineates the committee's outcomes.

C. Membership

1. Assistant Dean for Student Affairs
2. Four elected faculty members (one paramedicine, one Phoenix, and two Omaha).
3. The UG Admissions and Progressions Chair must have:
 - a. A graduate degree in nursing education preferred or equivalent experience. Have at least 1 year experience actively serving on the UG A&P committee
 - b. Have at least 3 years' experience in nursing education
 - c. Agree to serve 2 consecutive years as Chair
 - d. Serve as a mentor to the Chair-Elect of the UG A&P Committee
4. The UG A&P Chair Elect must
 - a. Meet qualifications for the Chair position
 - b. Work with current UG A&P Chair to learn Chair role and responsibilities
 - c. Serve as the UGA&P Chair in the event the Chair is unable to fulfill the roll.

D. Committee Term Extension

1. The committee member who is serving as Chair, Chair-Elect or Past Chair will have an extended term until service in Chair role is complete.

Past chair position: The past chair role begins immediately after the chair's two-year term. If not re-elected, the past chair role does not have voting privileges on the UG A&P committee. This person is asked to serve in an advisory capacity, available, active, and engaged in the UG A&P work for at least one semester past their chair term.

Chair elect position: Is elected in the spring semester prior to beginning their one-year term in this role. The chair elect is a voting member, but only fills an elected position on the committee through their elected term. The chair elect remains on the committee until they have fulfilled their past chair commitment (a minimum of 3.5 years from time of chair elect status).

Chair position: Following a one-year term in the role of chair elect, the faculty member will serve two years as chair. The chair is a voting member, but only fills an elected position on the committee through their elected term. The chair remains on the committee until they have fulfilled their past chair commitment (a minimum of 3.5 years from time of chair elect status).

E. Meetings

1. Committee will meet to review applications following due dates or as needed without student representation due to confidentiality issues.
2. Committee will meet to review student progression at the end of each course or as needed without student representation due to confidentiality issues.
3. Committee will meet to review policy and procedures at least one time per academic calendar with student representation.

V. Undergraduate Curriculum Committee

A. Purpose:

Maintain the integrity of the curriculum through ongoing review and evaluation to ensure consistency with the CON's mission, philosophy, goals, university learning outcomes, and relevant professional nursing standards/guidelines for preparing nursing professionals.

B. Functions:

1. Conduct a systematic evaluation of the undergraduate curriculum in conjunction with the Undergraduate Assessment Committee in meeting educational outcomes, including student learning and competency.
2. Monitor the national trends in undergraduate education and relevant nursing and health care professional standards and advise faculty on needed changes, including faculty development activities.
3. Monitor undergraduate program outcomes to ensure relevancy and appropriate leveling to fulfill the program's outcomes.
4. Design, develop, and review proposed revisions to the curriculum to ensure they meet accreditation standards and align with professional nursing guidelines.
5. Create and review policies related to curriculum, including course content, grading, and academic standards.
6. Ensure that the undergraduate nursing curriculum complies with all national and regional accreditation standards and guidelines, facilitating the accreditation process.
7. Work collaboratively with the Undergraduate Assessment Committee to ensure alignment and integration of the undergraduate nursing curriculum.
8. Provide an annual report that delineates the committee's outcomes.

C. Membership

1. Senior Associate Dean for Academics (ex-officio, non-voting)
2. Associate Dean of Undergraduate Programs (ex-officio, voting)
3. 4 elected Full-Time faculty including at least 1 from the Omaha Campus representing the undergraduate nursing program, at least one representing the Phoenix campus leaving two positions for undergraduate faculty at large. All members must have one year of faculty experience at any institution.
4. Two student members representative of the undergraduate Omaha and Phoenix campuses. (non-voting)

5. Individuals from various communities of interest may be permitted to participate in the meetings (without vote) upon approval of the Undergraduate Curriculum Committee.
 6. Representative from HSL (ex-officio, non-voting)
 7. The UGCC Chair must have:
 - a. A graduate degree in nursing education preferred or equivalent experience. Have at least 1-year experience actively serving on the UGCC committee or previous experience serving on a curriculum Committee in another institution
 - b. Have at least 3-years' experience in nursing education
 - c. Agree to serve 2 consecutive years as Chair
 - d. Serve as a mentor to the Chair Elect of the UGCC
 8. The UGCC Chair Elect must:
 - a. Meet the qualifications for Chair
 - b. Work with the current UGCC Chair to learn the Chair roles and responsibilities
 - c. Serve as the UGCC Chair in the event the Chair is unable to fulfill the role.
- D. Committee Term extension
- The committee member serving as Chair, Chair Elect, or Past Chair will have an extended term until service in Chair role is complete.

Past chair position: The past chair role begins immediately after the chair's two-year term. If not re-elected, the past chair role does not have voting privileges on the UGCC committee. This person is asked to serve in an advisory capacity, available, active, and engaged in the UGCC work for at least one semester past their chair term.

Chair elect position: Is elected in the spring semester prior to beginning their one-year term in this role. The chair elect is a voting member, but only fills an elected position on the committee through their elected term. The chair elect remains on the committee until they have fulfilled their past chair commitment (a minimum of 3.5 years from time of chair elect status).

Chair position: Following a one-year term in the role of chair-elect, the faculty member will serve two years as chair. The chair is a voting member but only fills an elected position on the committee through their elected term. The chair remains on the committee until they have fulfilled their past chair commitment (a minimum of 3.5 years from the time of chair-elect status).

- E. Meetings
- The Undergraduate Curriculum Committee shall meet monthly during the academic year and as needed.

VI. Undergraduate Assessment Committee

- A. Purpose:

Ensure a continuous evaluation and improvement of programs through assessment of student learning outcomes, program effectiveness and accreditation standards compliance.

B. Functions:

1. Design and implement a comprehensive assessment plan that align with the CON's mission, educational goals, and undergraduate program outcomes.
2. Review the CON Systematic Evaluation Plan (SEP) annually to ensure that the plan complies with accreditation standards and guidelines.
3. Coordinate the collection of data related to student learning outcomes, program effectiveness, and overall curriculum performance.
4. Analyze programmatic and course level undergraduate nursing assessment data to identify trends, strengths, and areas for improvement.
5. Provide program improvement recommendations to the undergraduate faculty chairs or Undergraduate Curriculum Committee based on data analysis.
6. Recommend assessment instruments and methods that are suitable for measuring student and program outcomes.
7. Develop an annual program assessment report in collaboration with the Senior Associate Dean for Academics
8. Disseminate assessment results and recommendations to the Undergraduate Curriculum Committee, faculty, and administration.
9. Work with the Assistant Dean of Undergraduate Programs and Senior Associate Dean for Academics to collect and analyze data for university and specialized accreditation reports and self-studies.
10. Participate in the university's academic program review by collecting data and providing written analysis for CON programs.
11. Provide an annual report that delineates the committee's outcomes.

C. Membership

1. Senior Associate Dean for Academics (*ex-officio*, non-voting);
2. Assistant Dean for Outcomes and Quality Improvement (*ex-officio*, voting)
3. 4 elected Full-Time faculty including at least 1 from the Omaha Campus representing the undergraduate nursing program, at least one representing the Phoenix campus leaving two positions for undergraduate faculty at large. All members must have one year of faculty experience at any institution.
4. Two student members representative of the undergraduate Omaha and Phoenix campuses. (non-voting)
5. Individuals from various communities of interest may be permitted to participate in the meetings (without vote) upon approval of the Undergraduate Assessment Committee.
6. Representative from HSL (*ex-officio*, nonvoting).
7. The UGAC Chair must have:
 - a. A graduate degree in nursing education preferred or equivalent experience. Have at least 1-year experience actively serving on the UGAC committee or previous experience serving on a curriculum Committee in another institution

- b. Have at least 3-years' experience in nursing education
 - c. Agree to serve 2 consecutive years as Chair
 - d. Serve as a mentor to the Chair Elect of the UGAC
- 8. The UGAC Chair Elect must:
 - a. Meet the qualifications for Chair
 - b. Work with the current UGAC Chair to learn the Chair roles and responsibilities
 - c. Serve as the UGAC Chair in the event the Chair is unable to fulfill the role.
- D. Committee Term extension

The committee member serving as Chair, Chair Elect, or Past Chair will have an extended term until service in Chair role is complete.

Past chair position: The past chair role begins immediately after the chair's two-year term. If not re-elected, the past chair role does not have voting privileges on the UGAC committee. This person is asked to serve in an advisory capacity, available, active, and engaged in the UGAC work for at least one semester past their chair term.

Chair elect position: Is elected in the spring semester prior to beginning their one-year term in this role. The chair elect is a voting member, but only fills an elected position on the committee through their elected term. The chair elect remains on the committee until they have fulfilled their past chair commitment (a minimum of 3.5 years from time of chair elect status).

Chair position: Following a one-year term in the role of chair-elect, the faculty member will serve two years as chair. The chair is a voting member but only fills an elected position on the committee through their elected term. The chair remains on the committee until they have fulfilled their past chair commitment (a minimum of 3.5 years from the time of chair-elect status).

- E. Meetings

The Undergraduate Assessment Committee shall meet monthly during the academic year and as needed.

Section 7 The Department of Paramedicine shall have the following Standing Committees:

I. Paramedicine Education Advisory Board

- A. Purpose:

Assist the Paramedicine Education Program personnel and sponsor personnel in monitoring and responding to the needs and expectations of its internal and external communities of interest, developing and revising program goals and curriculum in response to the needs of communities of interest.
- B. Function:
 - 1. Annually review the goals and outcomes for classes conducted during the

past academic/calendar year and recommend program changes based on evaluation data as appropriate.

2. Annually assess the needs and expectations of its internal and external communities of interest.
3. Collaborate with Program faculty to revise goals and learning domains in response to the needs and expectations of internal and external communities of interest
4. Endorse the program's required minimum number of patient contacts and review all minimum competency requirements.
5. Review the Program's Annual Report

C. Membership

1. Program Director

At least one member from the following Communities of Interest:

1. Faculty
2. Students
3. Alumni
4. Sponsor administrators
5. Hospital/Clinic representatives
6. Employers
7. Police and/or Fire services with a role in Paramedicine services
8. Key government officials,
9. Physicians
10. Public member
11. Other members as appropriate

Chair will be a non-program member. This is voted on by the Paramedicine faculty and Medical Directors.

D. Meetings

The Paramedicine Education Advisory Board shall meet at least once annually. Participation can be by synchronous electronic means.

Section 8 Committee Duties

The Dean shall charge each committee with its specific responsibilities. Committees shall report to the Dean as requested. Committees shall report to the Executive Committee and to the Faculty as a whole when these bodies request that they do so.

Article V Faculty Evaluation

Section 1 Faculty Performance Reviews

All non-tenured faculty shall be formally evaluated annually. Tenured faculty will

follow, at minimum, a biennial evaluation consistent with the College of Nursing policy.

Article VI Amendments

Section 1 Amendment Procedure

These Bylaws may be amended by a two-thirds vote of the full-time faculty members present at a regular Faculty meeting or at a special Faculty meeting called for that purpose, provided a quorum exists (Article III, Section 3, Quorum), and provided the proposed amendment is distributed to all faculty members at least 14 days before the meeting. Proposed amendments may be initiated by the Dean, Executive Committee, or by petition signed by at least 20% of full-time faculty.

Section 2 Suspension of Bylaws

Any section of these Bylaws may be suspended by a motion to suspend the rules and a two-thirds majority vote in favor of suspension, provided a quorum exists (Article III, Section 2. Quorum).

9/99

Revised & Approved: 2/01, 8/02, 11/02, 4/03, 8/06, 4/08, 10/08, 4/10, 4/12

Reviewed & Approved by Committee on Faculty Handbook & University Statutes, 10/06, 10/08, 2/09, Fall 2010

Revisions made by Bylaws Committee 3/26/10 Reviewed & Approved by Faculty Org 4/11/14

Reviewed & Approved by Faculty Org 1/23/15 Reviewed & Approved by Faculty Org 1/22/16

Reviewed & Approved by Faculty Org 4/28/17 Reviewed & Approved by Faculty Org 11/3/17

Reviewed & Approved by Faculty Org 4/27/18 Reviewed January 31, 2019

Reviewed & Approved by Executive Committee 11/13/20 Reviewed & Approved by Faculty Org

12/16/20 Reviewed & Approved by Faculty Org 4/21/2023 Reviewed & Approved by Faculty Org 9/15/2023

Reviewed & Approved by Faculty Org 4/26/2024

Reviewed & Approved by All-College Assembly 8/13/2024

Reviewed & Approved by All-College Assembly 12/6/2024

Reviewed & Approved by All-College Assembly 2/21/2025

Reviewed & Approved by All-College Assembly 4/25/2025