

Heritage University
Department of Nursing Bylaws



Adopted 2015

Revised and approved 12.6.2019

Nursing Faculty Assembly

Heritage University Department of Nursing

Department of Nursing Bylaws

Article I. Department of Nursing Structure

- A. The Chair of the Department of Nursing serves as administrative leader of the Department of Nursing and collaborates with faculty members in decisions regarding operations of the Department.
- B. The Director of the Nursing Program serves as the leader of curriculum and student affairs and collaborates with the Chair of the Department of Nursing and faculty members in decisions regarding operations of the Department.
- C. The faculty is responsible for the Department of Nursing Program curricula.
- D. Faculty committees are responsible for the work required to implement and evaluate the curriculum and report to and make recommendations for decisions to the Department of Nursing Faculty Assembly.
- E. Adjunct Faculty members are part-time faculty responsible for classroom and/or clinical section teaching. Adjunct Faculty members are accountable to the Chair of the Department of Nursing.
- F. Course Leads are faculty members responsible for coordinating the content of assigned theory and clinical courses overseeing faculty teaching different sections of the course.
 - a. Course Leads collaborate with the Nursing Curriculum Committee.
 - b. Course Leads are accountable to the Director of the Nursing Program.
- G. The Administrative Coordinator and Assistants to the Department of Nursing provide support services to the Director of the Nursing Program, the Chair of the Department of Nursing, faculty and administrators, and are accountable to the Director of the Nursing Program.

Article II. Nursing Faculty Assembly

Section A: Purpose:

The Nursing Faculty Assembly is responsible for academic policy formation including admission and graduation requirements, academic advising, curriculum development, program quality assurance, and approval of new majors, programs, sites and/or degrees in the Department of Nursing. It receives recommendations from the Department of Nursing committees and also acts on academic policy matters referred by other units of the University. The Chair of the Nursing

Department and the Director of the Nursing Program give monthly reports. This Assembly is advisory to the Chair of the Nursing Department and the Director of the Nursing Program. The Chair of the Nursing Department forwards the committee's recommendations to the Dean of the College of Arts and Sciences, Provost/Vice President, and President when appropriate.

Section B: Membership and Attendance

1. The following are members of the Nursing Faculty Assembly:
 - a. Chair of the Department of Nursing
 - b. Director of the Nursing Program
 - c. Other administrative position(s) holding teaching assignments
 - d. All instructional personnel in the Department of Nursing
 - e. Adjunct faculty members
 - f. Two nursing student representatives selected by the Nursing Student Assembly and appointed by the Chair of the Department of Nursing.
2. The Administrative Coordinator to the Department of Nursing shall attend all regular meetings.
3. Nursing Faculty Assembly meetings are open to all members of the University Community who wish to attend.

Section C: Voting Privileges

1. The following members of the nursing faculty are eligible to vote:
 - a. All instructional personnel in the Department of Nursing
 - b. Adjunct faculty
 - c. Administrative Coordinator as long as the job description of that role continues to include advising of pre-nursing and transfer students.
 - d. Visiting professors
2. Student representatives may speak but are not eligible to vote.
3. The Administrative Assistants of the Department of Nursing may speak but are not eligible to vote.
4. Any members of the University Community in attendance may speak but are not eligible to vote.
5. Permission to speak on a particular item of business may be granted to any other non-member by a majority vote of the nursing faculty members present.

Section D: Officials

1. The Chair of the Department of Nursing shall be the Chairperson of the Nursing Faculty Assembly and preside at all regular and special meetings.
2. The parliamentarian is appointed by the Chair of the Department of

Nursing and shall serve for a term of two years.

Section E: Quorum

1. A quorum for the conduct of business (regular meetings, special meetings, and e-mail/ballots) on which a vote is to be taken shall be fifty percent of the Department of Nursing members eligible to vote.

Section F: Meetings

1. Regular meetings of the Nursing Faculty Assembly shall be held at least once each month during Fall and Spring semesters.
2. If the load of business requires it, additional regular meetings shall be scheduled.

Section G: Special meetings

1. Special meetings shall be called by the Chair of the Department of Nursing.
2. It is the responsibility of the Chair of the Department of Nursing to notify all voting members by email of the time and place of the meeting and of its agenda.
3. Notification should precede the meeting by at least five calendar days.
4. In the event of an emergency as deemed by the Chairperson, the Chair of the Department of Nursing may call a special meeting with less than the five days prior notice.

Section H: Actions outside meetings

1. Decision to hold an online vote
 - a. The Chair of the Department of Nursing will determine which items of business are appropriate for e-mail/memo discussion and ballot vote.
 - b. The Chair of the Department of Nursing will request the Faculty Assembly approval to hold an online vote.
 - c. Decision to hold an online vote will be decided by a simple majority of eligible faculty.
 - d. The Chair of the Department of Nursing will designate at least 72 hours for deliberation before deadline to decide feasibility of the online vote.
2. Voting on Motions outside Nursing Faculty Assembly Meetings
 - a. The Chair of the Department of Nursing will be responsible for circulating the motion along with a written rationale.
 - b. A ballot will be sent to the voting committee members stating exactly what is to be voted on.
 - c. The subject line (or equivalent) should contain the term "ballot."
 - d. A deadline for faculty members' responses will be stated in writing,

usually within two weeks from the date of the e-mail/memo.

- e. The Chair of the Department of Nursing will be responsible for notifying faculty members of the final decision, and for documenting that decision in the minutes.

Section I: Proceedings

1. Regular and special business meetings shall be conducted in accordance with standard parliamentary procedure, using the most current edition of *Robert's Rules of Order* as the parliamentary authority.
2. The parliamentarian shall pronounce on matters of procedure.
3. Open discussion without formal rules of procedure may be accomplished by convening as the committee of the whole or by calling a forum meeting.
4. A new item of business having to do with substantial changes in policy or procedure shall not be voted on at the meeting in which it is introduced, but at the announced subsequent decision point at least five days later, unless this rule be waived by two-thirds of the voting members present.
5. Decisions will be made by simple majority vote. The Chair of the Department of Nursing shall honor a request for a written ballot from any faculty member provided the request is made prior to the call for a vote.
6. Proceedings of the Nursing Faculty Assembly are official Department of Nursing business, and actions voted by the nursing faculty members within the area of its responsibility have the force of legislation subject to further approval, if necessary, by the Heritage University Faculty Assembly.
7. The Administrative Coordinator to the Department of Nursing shall take and distribute minutes of all regular meetings of the Nursing Faculty Assembly.
8. It is the responsibility of the office of the Chair of the Department of Nursing to maintain a complete and accessible file of minutes of the proceedings.

Section J: Executive Session

1. The Nursing Faculty Assembly reserves the right to call an executive session, excluding all persons except voting members.

Article III. Nursing Advisory Board

Section A: Purpose/Responsibilities

1. The purpose of the Nursing Advisory Board is to provide an opportunity for nurses and other partners from the community to give input and counsel to the Department of Nursing concerning the nursing curriculum, the changing health care system, community health care needs, and expectations of Heritage University Nursing Program graduates.

Section B: Membership

1. The Board shall consist of the following:
 - a. Chair of the Department of Nursing,
 - b. All nursing faculty members,
 - c. At least two nursing student representatives selected by the Nursing Student Assembly and appointed by the Chair of the Department of Nursing,
 - d. At least two Heritage nursing alumni,
 - e. Members of the nursing community who represent clinical nursing specialties,
 - f. Representatives from health care agencies where students have clinical experience and graduates are employed, and
 - g. Consumers of nursing and health care from local communities.

Section C: Meetings

1. The Nursing Advisory Board shall meet at least once every academic year.
2. The Chair of the Department of Nursing chairs the Nursing Advisory Board meetings.

Article IV. Heritage University Department of Nursing Committees

Section A: Committees

1. The standing committees of the Department of Nursing are:
 - a. Admission, Progression, Retention and Graduation
 - b. Bylaws and Policy
 - c. Curriculum
 - d. Program Evaluation
2. Ad hoc committees and task groups may be established by the Nursing Faculty Assembly for specific purposes and shall have a mandate for a maximum of two academic years.

Section B: Selection

1. Each year at an April meeting of the Nursing Faculty Assembly, the Faculty Assembly Chair appoints faculty members to fill committee membership vacancies for two-year terms. Committee membership will be published and distributed to all department members by the end of April.
2. Committee chairpersons must be a member of the Nursing Faculty Assembly appointed to serve on the committee.
3. Each nursing committee shall have student representation selected annually by the Nursing Student Assembly and appointed by the chair of the Department of Nursing for a one year term.
 - a. Two nursing student members shall be selected as representatives to each

of the following committees:

- i. Admission, Progression, Retention and Graduation
 - ii. Curriculum
 - iii. Program Evaluation
- b. One nursing student member shall be selected as a representative to the Bylaws and Policy Committee.
 - c. A student may serve a maximum of two consecutive terms on a committee. Student representatives on committees are voting members except APRG.

Section C: Operation

1. All committees of the Faculty of the Department of Nursing are accountable to the Nursing Faculty Assembly in the execution of their curricular and other responsibilities.
2. Each committee functions according to its statement of purpose.
3. Ex-officio members of committees serve as advisors and are non-voting.
4. The Department of Nursing faculty members shall be authorized to make changes in committee appointments where it is deemed advisable with approval by the Nursing Faculty Assembly.
5. Whenever a committee member is unable to attend meetings of the committee, it is that person's responsibility to so notify the committee chairperson.
6. Each outgoing committee chair shall be responsible for convening the newly appointed committee in May, receiving the newly appointed chairperson, passing on the agenda, and explaining the committee's role to new members.
7. Accurate minutes of all committee proceedings will be maintained. It is the responsibility of the chairperson of each committee to assure a complete and accessible file of minutes and attachments of the proceedings is maintained.
8. The chairperson of each committee will submit an Annual Report to the Chair of the Department of Nursing each June for the closing academic year.

Section D: Description of Committees

1. Admission, Progression, Retention and Graduation Committee
 - a. Purposes
 - i. To recommend revisions or additions to Department of Nursing policies related to admission, progression retention and graduation of nursing students.
 - ii. To review student records and make recommendations related to recruitment, advising, selection, admission, retention, dismissal, progression, readmission, transfer, and graduation of nursing students.
 - iii. To interpret/clarify policies affecting student recruitment, advising,

selection, admission, retention, dismissal, progression, readmission, and graduation.

- b. Responsibilities include:
 - i. Recommend to the Nursing Faculty Assembly changes in the policies for nursing program admission, recruitment, academic advising, selection, retention, dismissal, progression, readmission, and graduation of nursing students.
 - ii. Inform the Heritage University Registrar's Office of policy changes related to recruitment, advising, selection, admission, retention, dismissal, progression, readmission, and graduation of nursing students.
 - iii. Review petitions for selection, admission, readmission, retention, progression and graduation in the nursing program. Implements the policy in accordance with policies.
 - iv. Make recommendations to the Nursing Faculty Assembly on decisions regarding recruitment, selection, admission, readmission, retention, progression, and graduation of students.
 - v. Instruct the Registrar to deny registration in nursing courses for which the student has not met prerequisites.
 - vi. Collect and review statistics provided on the number of students entering, graduating, length of time in the program, withdrawals and at risk-students to determine the ability of students to meet course and program outcomes.
 - vii. Evaluate effectiveness of recruitment and student support services in recruiting and retaining a diverse student population and achieving the Department of Nursing vision, mission, philosophy, and program outcomes.
 - viii. Initiate and compile data from End-of-Course summaries each semester.
 - ix. Solicit nominations from the Department of Nursing faculty members for student awards.
 - x. Implement that portion of the Evaluation Plan pertaining to the specified responsibilities of the Admission, Progression, Retention and Graduation Committee.

- c. Membership
 - i. Two Department of Nursing faculty members.
 - ii. One additional faculty or staff member invited by the Chair of the Department of Nursing to serve as consultant with vote.
 - iii. Members of the community of interest may be invited by the Chair of the Department of Nursing or Chair of Admission, Progression, Retention and Graduation Committee (APRG) to serve as ex officio consultants without a vote.

- iv. Two nursing student representatives selected by the Nursing Student Assembly and appointed by the Chair of the Department of Nursing without a vote.
 - v. The Director of Academic Advising serves as an ex officio member without vote.
2. Bylaws and Policy Committee
- a. Purpose
 - i. To review and revise the Department of Nursing bylaws and policies ensuring they reflect current practice.
 - ii. To make recommended changes to Department of Nursing bylaws and policies to the Nursing Faculty Assembly.
 - b. Responsibilities include:
 - i. Review existing bylaws and policies a minimum of once every two years and revise as necessary.
 - ii. Develop new policies as needed.
 - iii. Receive requests for new or amended policies from the Chair of the Department of Nursing, Director of the Nursing Program, Nursing Committees, Department of Nursing faculty members, and student groups.
 - iv. Submit all revisions and new bylaws and policies to the Nursing Faculty Assembly for approval.
 - v. Publish approved policies and procedures in a place easily accessible to all faculty.
 - vi. Ensure all current policies are published in the Nursing Faculty Handbook.
 - vii. Ensure congruence between Nursing Faculty Policies and Nursing Student Handbook.
 - c. Membership
 - i. Two Department of Nursing faculty
 - ii. One nursing student representative selected by the Nursing Student Assembly and appointed by the Chair of the Department of Nursing
 - iii. One member invited by the Chair of the Department of Nursing to serve as consultant without vote
3. Curriculum Committee
- a. Purpose
 - i. To develop and implement curriculum policies as directed by the Nursing Faculty Assembly.
 - b. Responsibilities include:
 - i. Seeks input from the Heritage University Curriculum Committee, Nursing

Program Evaluation Committee, and Nursing Advisory Board concerning the nursing curriculum, as well as current trends and needs in nursing education.

- ii. Reviews the alignment of Department of Nursing vision, mission, philosophy, and program outcomes with the Heritage University mission, professional nursing standards and guidelines, the needs and expectations of the community, faculty beliefs, and current trends and needs in nursing education as defined by professional accreditation standards.
- iii. Reviews alignment of Department of Nursing course outcomes with program outcomes and Department of Nursing vision, mission, and philosophy.
- iv. Evaluates effectiveness of the curriculum design, sequencing, and scheduling in achieving program outcomes.
- v. Evaluates proposals for curricular changes from nursing faculty, the Director of the Nursing Program and the University Curriculum Committee relating to the nursing program major and support courses in terms of compatibility with the Department of Nursing vision, mission, philosophy, and program outcomes.
- vi. Recommends curricular revisions to the Nursing Faculty Assembly. If approved by the Nursing Faculty Assembly, the chairperson of the committee, with the approval of the Director of the Nursing Program, presents the proposal to the College Curriculum Committee.
- vii. Recommends to the Nursing Faculty Assembly measures to strengthen the curriculum based on evaluation and research findings.
- viii. Reviews the effectiveness of nursing courses in meeting course, level and program outcomes and integrating critical nursing practice concepts as well as essential methods of inquiry. Forwards recommendations to the Nursing Faculty Assembly for action.
- ix. Reviews new course proposals and course revisions submitted by nursing faculty to determine need and contribution to achievement of program outcomes.
- x. Forwards recommendations to the Nursing Faculty Assembly of the Department of Nursing for action. If approved by the Faculty Assembly of the Department of Nursing, the Chairperson of the Committee, with the approval of the Director of the Nursing Program, presents the proposals to the College Curriculum Committee.
- xi. Examines the effectiveness of course assessment methods in evaluating course outcomes.
- xii. Examines internal and external assessment sources to evaluate the curriculum.
- xiii. Implements that portion of the Evaluation Plan pertaining to the specified responsibilities of the Curriculum Committee.

c. Membership

- i. All regular Department of Nursing faculty,
- ii. Two nursing student representatives selected by the Nursing Student Assembly and appointed by the Chair of the Department of Nursing
- iii. Two members invited by the Chair of the Department of Nursing to serve as consultants without vote.

4. Program Evaluation Committee

a. Purpose

- i. To monitor the quality of nursing programs.
- ii. To measure the degree to which all components of Heritage University, College of Arts and Sciences, and the Nursing Program promote student achievement of the program outcomes.
- iii. To promote improvement of the teaching-learning process; and resources on campus and in the community.

b. Responsibilities include:

- i. Oversee yearly review and implementation of the Evaluation Plan for the Department of Nursing.
- ii. Notify appropriate individuals and/or committees of evaluation deadlines.
- iii. Recommends changes in the Program Evaluation Plan to the Nursing Faculty Assembly.
- iv. Collect and analyze assessment data as requested by the Department of Nursing.
- v. Report findings to the Nursing Faculty Assembly.
- vi. Receive and compile data including, but not limited to, faculty and staff satisfaction surveys, alumni evaluations, end-of-program evaluations, and graduate employer satisfaction surveys.
- vii. Receive and compile data from End-of-Course summaries each semester membership from the Chair of the Admission, Progression, Retention and Graduation Committee.
- viii. Receive and compile data from the Director of the Nursing Program regarding NCLEX® pass rates.
- ix. Direct the maintenance of collected and analyzed assessment data files.
- x. Assess the adequacy of library and educational media resources as well as other instructional resources including the use of information technology.
- xi. Monitor the adequacy of clinical sites and clinical preceptors in consultation with the education coordinators in the clinical sites and the faculty.
- xii. Receive reports from the Bylaws and Policy Committee regarding Department of Nursing
- xiii. Recommends Department of Nursing policy amendments to the Nursing Faculty Assembly. If approved by the Nursing Faculty Assembly, the

- Chairperson of the Committee refers the amendments to the Chair of the Department of Nursing to review with the Chair of the Bylaws and Policy Committee for consistency with the Heritage University Faculty Handbook.
- xiv. Implement that portion of the Evaluation Plan pertaining to the specified responsibilities of the Evaluation Committee.
 - xv. Follow the Department of Nursing Policy #021 Systematic Program Evaluation Plan.
- c. Membership
- i. Three Department of Nursing faculty .
 - ii. Two nursing student representatives selected by the Nursing Student Assembly and appointed by the Chair of the Department of Nursing
 - iii. At least one member from among community partners invited by the Chair of the Department of Nursing to serve as consultant(s) without vote.

Article V: Amendments

- A. Amendments to these bylaws may be made at any regular meeting of the Nursing Faculty Assembly provided that the proposed amendments have been submitted to all members at least five (5) days prior to the meeting.
- B. Amendments to these Bylaws require a two-thirds (2/3) vote of the members present and voting.

Article VI: Nursing Faculty Handbook and Nursing Student Handbook

- A. It is the responsibility of the Chair of the Department of Nursing and the Administrative Coordinator to the Department of Nursing to:
 - 1. Meet yearly, between the last Nursing Faculty Assembly meeting in the Spring semester and the first Nursing Faculty Assembly meeting in the Fall semester, to ensure all policy statement revisions and Nursing Faculty Assembly motions have been incorporated into the Nursing Faculty Handbook and the Nursing Student Handbook.
 - 2. Ensure that faculty members and students are notified of revisions through email.
 - 3. Ensure that faculty members and students have access to the Web edition of the Nursing Faculty Handbook and the Nursing Student Handbook during the course of the year as policies and motions were passed by the Nursing Faculty Assembly.
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