UNIVERSITY OF WASHINGTON TACOMA

SCHOOL OF NURSING AND HEALTHCARE LEADERSHIP

BYLAWS

To exercise the powers granted under the University of Washington *Faculty Code*, Section 23-43, and to advise the Dean as required in Section 23-43.B, the faculty of the University of Washington Tacoma School of Nursing and Healthcare Leadership (hereafter, “the School”) establishes, under *Faculty Code*, Section 23-45.A, its organization and rules of procedures.

ARTICLE I

PURPOSE AND FUNCTION

Section 1. The purpose of the School shall be to provide programs for professional nursing and healthcare leadership within the context of the University of Washington, whose mission is defined in the *Faculty Code and Governance* and RCW 28B.20.0201.

Section 2. The faculty of the School of the University of Washington Tacoma is the School’s governing body, under *Faculty Code*, Section 23-41.

ARTICLE II

VOTING MEMBERSHIP

School faculty who are University voting members shall be voting members of the School in accordance with *Faculty Code* 21-32.
ARTICLE III

STANDING COMMITTEES

Section 1. Faculty Council

A: Responsibilities. The Faculty Council (hereafter, “the Council”) serves as the elected council for the School, as called for in Section 23-45.C of the Faculty Code. As such, the Council “shall advise the Dean on matters of faculty promotion and tenure, and advise the Dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets.”

The Council shall provide oversight, coordination, and support of all School standing committees, and ongoing evaluation of School bylaws and governance structure. The Council may, from time to time, create special (ad hoc) faculty committees.

The Council is accountable to the School faculty of the whole, from which it is elected and may act on behalf of the School faculty.

B: Membership. Members of the Council shall be voting members of the School’s faculty as defined under Faculty Code, section 21-32. The Council shall have an odd number of members (including the Council Chair) and consist of no fewer than 3 members from the voting faculty. Faculty holding administrative appointments shall not be eligible to serve as members. No faculty member serving as Dean, Associate Dean, or in any other administrative role greater than 50%, may serve on the Council. Non-voting attendees may be invited to attend Council meetings.

The term of office for Council members shall be three (3) years. Council member terms may not exceed two consecutive terms. Council members shall serve staggered terms to ensure continuity. To accomplish these staggered terms, following inaugural ratification of these bylaws, one council position shall be elected for one (1) year, one council term for two (2) years, and one term for three (3) years. Thereafter, council positions shall be elected for three-year terms.

C: Council Chair. The Council Chair shall be elected by the members of the Council. The term of office for Council Chair shall be one-year from September 1st to August 31st.

Section 2: Undergraduate Program Committees

Bachelor of Arts in Healthcare Leadership Committee

A: Responsibilities. The Bachelor of Arts in Healthcare Leadership (BAHL) Committee’s responsibilities shall be to oversee curriculum, student, and faculty matters pertinent to the BAHL degree program. These responsibilities include oversight of
policy, planning, and student admission, progression and graduation, as well as curriculum development and faculty support. The Chair, acting on behalf of the committee, shall provide quarterly progress reports to the Council.

B: Membership. Members of the BAHL Committee shall be voting members of the School's faculty (Faculty Code, Section 21-32). The committee shall be composed of no fewer than three faculty (including the committee Chair) and up to two student representatives. The term of office for committee members shall be three (3) years. Committee members may not serve more than two consecutive three-year terms. Staff and student(s) shall be advisory non-voting members to the committee. The Dean and other faculty holding administrative appointments may serve as non-voting ex-officio members.

C: Chair. The BAHL Committee Chair will be elected by members of the BAHL committee.

Bachelor of Science in Nursing Committee

A: Responsibilities. The Bachelor of Science in Nursing (BSN) Committee’s responsibilities shall be to oversee curriculum, student, and faculty matters pertinent to the BSN degree program. These responsibilities include oversight of policy, planning, and student admission, progression and graduation, as well as curriculum development and faculty support. The Chair, acting on behalf of the committee, shall provide quarterly progress reports to the Council.

B: Membership. Members of the BSN Committee shall be voting members of the School’s faculty (Faculty Code, Section 21-32). The committee shall be composed of no fewer than three faculty (including the committee Chair) and up to two student representatives. The term of office for committee members shall be three (3) years. Committee members may not serve more than two consecutive three-year terms. Staff and student(s) shall be advisory non-voting members to this committee. The Dean and other faculty holding administrative appointments may serve as non-voting ex-officio members.

C: Chair. The BSN Committee Chair will be elected by members of the BSN committee.

Section 3. Graduate Program Committee

A: Responsibilities. The Graduate Program Committee's (GPC) responsibilities shall be to oversee curriculum, student, and faculty matters pertinent to the graduate degree program. These responsibilities include oversight of policy, planning, and student admission, progression and graduation, as well as curriculum development and faculty
support. The Chair, acting on behalf of the committee, shall provide quarterly progress reports to the Council.

B: Membership. Members of the GPC will have graduate faculty standing with the University. The committee shall be composed of no fewer than three faculty (including the committee Chair). Staff and student(s) shall be advisory non-voting members to the committee. The term of office for committee members shall be three (3) years. Committee members may not serve more than two consecutive three-year terms.

The Dean and other faculty holding administrative appointments may serve as non-voting *ex-officio* members.

C: Chair. The GPC Chair will be elected by members of the GPC.

**ARTICLE IV**

**VACANCY IN OFFICE**

**Definition.** A vacancy in either elected office or appointed committee membership may occur through such processes as resignation, leave, termination of employment, or failure to attend three (3) consecutive regular meetings of any committee without excuse.

**Filling Vacancies.** If a vacancy should occur during the term of any office, the Faculty Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

**Removal from Office.** Any member of the Council may be removed by a two-thirds vote of the School’s voting faculty for failure to perform the duties of the office or other actions that undermine the effectiveness and integrity of the Council, School or University. Proceedings for removal may occur at any meeting of the faculty provided that a statement of the reason or reasons for removal shall have been communicated to the Council member, Faculty, and the Dean of the School at least fourteen (14) business days before faculty take any final action. The statement shall be accompanied by a notice of the time and place the faculty is to act on the removal. The Council member shall be given an opportunity to be heard and the matter considered by the faculty at the time and place provided in the notice.
ARTICLE V

QUORUM AND VOTING

Section 1: Quorum

Presence of a simple majority of the voting faculty shall constitute a quorum.

Section 2: Voting

Voting shall occur at a regular or special meeting, provided that a quorum is present. Motions put forth for a vote shall be decided by a simple majority of those present and voting, except under the following circumstances: removing a Council member (Article IV, para 3); and amending the bylaws (Article VIII).

If a quorum is not present and a motion requires a vote before the next scheduled meeting, a vote may be conducted using other acceptable voting modes. The voting period shall be at least two business days from the time of notification of the vote, provided the opportunity for discussion and participation has been afforded to all faculty members.

If an urgent issue requires a faculty vote, an expedited vote may be conducted, provided the opportunity for discussion and participation has been afforded to all voting faculty.

ARTICLE VI

FACULTY MEETINGS

Section 1: Meetings

At least one meeting of the voting faculty shall be held each quarter during the academic year; meetings shall be scheduled and announced at the beginning of each quarter. Special meetings may be held when called by the Council, when requested by the Dean, or when requested in writing by twenty percent (20%) of the School's eligible voting faculty.

An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Council. Meeting dates may not be changed unless there is a major emergency, in such case the reason for the change shall be promptly communicated to the faculty.
The Council shall determine the order of business. The Council Chair shall preside over the meetings of the faculty of the whole. In the absence of the Council Chair, the Chair’s designee shall preside.

Section 2: Agenda

The Council shall determine the agenda of faculty meetings. Agenda items must be submitted in writing to the Council Chair at least seven (7) days prior to each faculty meeting. The agenda shall be distributed to all faculty at least three days prior to each meeting, specifying matters on which a vote should be taken.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Robert’s Rules of Order Newly Revised shall be parliamentary authority. The rules contained in these bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of the University.

ARTICLE VIII

AMENDMENTS

These bylaws shall be reviewed on a biennial basis and may be amended by a two-thirds vote of the School’s voting faculty at a regularly scheduled meeting. Notice of the proposed amendment, together with a copy thereof, shall be distributed to each voting faculty member at least fifteen (15) days prior to the meeting at which the amendment is to be considered. Reviewed and approved by the School’s voting faculty (11-25-2020; 04-07-2021)