

**UNIVERSITY OF WASHINGTON
SEATTLE CAMPUS
SCHOOL OF
NURSING BYLAWS**

(Adopted August, 1988; Revised May 25, 1990, September 23, 1993, November 27, 1995, November 22, 1999, June 7, 2000, October 30, 2000, October 22, 2001, June 2, 2004, June 15, 2005, May 5, 2008; April 27, 2012; May 20, 2013, June 6, 2016, and March 27, 2017, May 21, 2018)

SCHOOL OF NURSING FACULTY

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Dean as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the School of Nursing establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedures.

**ARTICLE I
PURPOSE AND FUNCTION**

Section 1. The purpose of the School of Nursing shall be to provide programs for professional nursing within the larger context of the University of Washington, whose mission is defined in the UW policy directory, Section 13-01.

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

**ARTICLE II
VOTING MEMBERSHIP**

Members of the School faculty who are voting members of the University faculty shall be voting members of the School faculty, to wit: Faculty Code, Section 21-32.

VOTING MEMBERSHIP IN THE FACULTY

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of (tenure, research track, or, WOT): professor, associate professor, assistant professor, full-time instructor, or full-time lecturer.

B. Notwithstanding the rank held, the following are not voting members of the faculty:

- persons serving under acting or visiting appointments;
- *persons serving under research appointments, holding less than 50% appointments;
- persons on leave of absence;
- persons serving under clinical or affiliate appointments;

- persons of emeritus status unless serving on a part-time basis;
- persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

C. Presidents of the undergraduate and graduate student nursing organizations shall have the right to speak but without vote.

*As of March 6, 2001, voting membership in the faculty was expanded to include research assistant professors, research associate professors and research professors who have a 50% or greater appointment. Retired faculty at these ranks who are employed would be permitted to vote during the quarter of their employment. Sec. 21-32A. Research faculty, as described above, are permitted to vote on all personnel issues described by the Faculty Code except those relating to the promotion to and/or tenure of faculty to the ranks of senior lecturer, assistant professor, associate professor, professor, associate professor WOT and professor WOT. Sec. 21-32C.

ARTICLE III FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council

Responsibilities. There shall be a Faculty Council whose responsibilities shall be to advise the Dean on matters of policy regarding faculty promotion and tenure, and advise the Dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45B). The Faculty Council shall provide governance for the faculty of the School of Nursing. This body shall be concerned with all domains of faculty authority and duties of the School of Nursing faculty and the professional and personnel issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the School of Nursing faculty and shall report its actions to the School of Nursing Faculty.

The Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all School of Nursing standing committees; and (2) election of the chair and members of the Faculty Council, the chairs of the program coordinating committees (Bachelor of Science in Nursing coordinating committee [BSNCC], Master of Science coordinating committee [MCC], Doctor of Philosophy in Nursing Science coordinating committee [PhDCC], and Doctor of Nursing Practice coordinating committee [DNPCC]), and the chair of the Appointment, Promotion, and Tenure Committee.

At the request of the Faculty Council Chair or Dean, a session chaired by the Faculty Council Chair may be held to discuss matters of joint faculty and administrative concerns involving decisions and strategic planning. The Faculty Council Chair, in consultation with the Dean, will identify faculty, administrative, staff, and student representatives appropriate to attend. Non-voting attendees may be invited to attend include the School of Nursing Director of Finance and Administration, staff, and student representatives.

Departmental representatives shall be elected by the voting faculty of their departments. No faculty member serving as Dean, Associate Dean, or Department Chair may serve on the Faculty Council.

Membership. There shall be six (6) members, consisting of:

- one (1) chair,
- one (1) chair- elect,
- three (3) departmental representatives, and
- one (1) representative from the department not represented by the chair or chair-elect
- All members of Faculty Council shall serve two year terms of office.

The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The chair-elect shall be elected from the associate and full professors of the School and shall not be from the same department as the chair. The term of office for the chair shall be one year.

Section 2. Program Coordinating Committees

Responsibilities. There shall be program coordinating committees (BSNCC, MCC, PhDCC, and DNPCC) whose responsibilities shall be to formulate policy, to plan and oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination and curriculum development shall be the responsibility of the program coordinating committees who shall consult with the Faculty Council and the Associate Dean for Academic Services.

Chair. The chairs of the BSNCC, MCC, PhDCC, and DNPCC shall be elected from associate and full professors in the School of Nursing and will have graduate faculty standing. The terms of office will be for two years. No more than two consecutive terms as chair may be served. The chair of BSNCC and MCC will also be included in the BSNCC Executive and MCC Executive team respectively.

Membership.

- Members of the program coordinating committees shall be appointed by the Faculty Council in consultation with the relevant continuing committee members and based on the expressed interest of eligible faculty.
- Members of the PhDCC, DNPCC, and the MCC shall be graduate faculty.
- Each of the program coordinating committees shall be composed of three departmental representatives one of which is the elected chair.

The Associate Dean for Academic Services (or a designee) shall be an ex officio member without a vote of each of the program coordinating committees. Each program coordinating committee shall also include student representation. Student representatives on each coordinating committee shall have one collective vote regardless of the number of student representatives serving on the Committee.

Section 3. Research and Intramural Funding Committee (RIFC)

There shall be a Research and Intramural Funding Committee whose major

responsibilities shall be to facilitate scholarly activities in matters pertaining to faculty research, including recommendations for the awarding of intramural research monies.

Chair. The chair of RIFC shall be elected from the membership of the RIFC for a two-year term.

Membership.

- The members of the Research and Intramural Funding Committee (RIFC) shall be three (3) faculty members, appointed by the Faculty Council.
- The Associate Dean for Research (or a designee) shall be an ex officio member without a vote of the RIFC.
- Appointments shall be made on the basis of expressed interest, expertise, and with consideration of diversity of department of primary appointment when feasible.
- An administrator from the Research Office shall not be a representative of the general faculty.

Section 4. Article III (Faculty Council and Standing Committees)- Appointments, Promotion, and Tenure Committee

There shall be an Appointments, Promotion, and Tenure (APT) Committee whose functions shall be to:

1. Formulate and periodically review criteria for implementation of University Policy for faculty appointment, promotion, and tenure (University Faculty Code and Governance Chapter 24 - Appointment and Promotion of Faculty Members; Chapter 25 – Tenure of the Faculty; and Executive Order No. 45 - Documentation of Qualifications and Recommendations for Promotion, Tenure, and Merit Increases Proposed changes in criteria shall be referred to faculty through the Faculty Council for approval.
2. Evaluate procedures for appointment, promotion, and tenure decisions and to change these as necessary while maintaining congruence with relevant University Faculty Code and Governance directives.
3. Serve as an advisory panel to the Dean relative to recommendations for APT review and decisions concerning School of Nursing faculty University Faculty Code and Governance, Chapters 24 and 25, as well as Executive Order No. 45.

All criteria and procedures pursuant to recommendations for APT decisions shall be consistent with University Faculty Code and Governance, Chapters 24 and 25, as well as Executive Order No. 45.

Chair. The chair of the School of Nursing APT Committee shall be elected from among the full professors for a term not to exceed two years. The chair position rotates among the departments, and there is no option for a second consecutive term of office. The chair shall be a non-voting member of the group and shall have been a member of the School of Nursing faculty for at least three years. The chair of the School of Nursing APT committee shall not be the Dean, Associate Deans, department chairs,

or Faculty Council chair.

Membership.

- The School of Nursing APT Committee shall be composed of one (1) chair, six (6) regular members, and three (3) alternate members with two regular members and one alternate elected from each department.
- A minimum of one associate professor and one full professor shall be elected from each department.
- The department representatives shall not be the Dean, Associate Deans, department chairs, or Faculty Council chair.

Each member serves a total of three (3) years including an initial one (1) year term as alternate followed by a two (2) year term as regular member. Each department shall elect an alternate member to serve in the an alternate for one year, then succeeds the outgoing representative the following year and serves a two-year term as regular member. Terms begin 15 September. Quorum for School of Nursing APT meetings addressing appointment and promotion action is six (6) with alternates attending in the absence of regular members.

Section 5. Diversity Committee

Responsibilities. The School of Nursing shall have a Diversity Committee whose responsibility shall be to promote an environment of respect, teamwork, and mutual understanding among students, staff, and faculty, promote best practices in hiring and retention, and bring attention to diversity and inclusivity resulting in equitable treatment for all individuals in the School of Nursing. The Diversity Committee will operate in service to the Shared Leadership Council (SLC). SLC will convene and charge the Diversity Committee as part of its official charter.

Participation. The Diversity Committee is open to any and all School of Nursing students, staff, faculty, and community partners. SLC will stipulate requirements and conditions of membership. Faculty Council shall appoint at least one (1) member of the faculty to serve on and represent faculty interests in the Diversity Committee. Additionally, it is recommended that Staff Council appoint at least one (1) staff member and Student Leadership Board appoint at least one (1) student to serve on the Diversity Committee

**ARTICLE IV
VACANCY IN OFFICE**

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, 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.

ARTICLE V QUORUM

A quorum for any meeting of the School of Nursing faculty shall consist of at least half the voting members of the faculty, with all departments represented, except that voting members who have notified the Faculty Council Chair prior to a School of Nursing faculty meeting of their inability to attend shall not be included in the determination of a quorum for that meeting.

ARTICLE VI VOTING

Voting shall occur during a meeting orally, by show of hands, by secret ballot or by electronic ballot and be decided by a simple majority of the quorum present. If a quorum is not present at the meeting a secret ballot, or an electronic ballot, may occur if the vote concerns an issue that was identified on the circulated agenda and that was discussed in that meeting, or if a discussion has occurred via electronic means, with all eligible faculty having had the opportunity to participate. Secret or electronic ballots will be passed by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots. Voting shall be expedited if an issue is urgent, as long as the opportunity for discussion has been afforded either at a faculty meeting or via electronic means, with all faculty members having had the opportunity to participate.

ARTICLE VII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

- 1. MEETINGS.** At least one meeting of the faculty shall be held during each academic quarter; in Summer Quarter a meeting shall be held if there is business to conduct. The chair of the Faculty Council will chair the faculty meetings. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Faculty Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by twenty percent (20%) of the voting membership of the School faculty.
- 2. ORDER OF BUSINESS.** The Faculty Council shall determine the order of business.
- 3. AGENDA.** The agenda shall be developed by the Faculty Council from input received from individual faculty members, departments, divisions, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The most recent edition of Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in these School of Nursing Faculty 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 this University.

ARTICLE IX AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least two weeks (14 days) prior to the meeting at which action is taken. The bylaws may be amended by electronic ballot by two-thirds of those voting providing that the requirements for a quorum established in Article V have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least two weeks (14 days) prior to the date on which the ballots will be tallied.

School of Nursing Bylaws were originally adopted in 1976 and revised 6/1979, 8/28/79, 10/1/79, 1/18/80, 1/27/84, 3/15/85; major revisions took place on 8/5/88 and 11/27/95; amendments were made 5/25/90, 9/23/91, 9/23/93, 3/28/94, 4/28/97, 2/9/98, 5/20/13, 6/6/16, 3/27/17, and 5/21/18