

BYLAWS

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MICHIGAN STATE UNIVERSITY

COLLEGE OF NURSING BYLAWS

PREAMBLE: The Bylaws for Academic Governance, Michigan State University (MSU), provide the framework for faculty and student involvement according to the four modes of participation in the development of policy, programs, and procedures in academic and related matters. These bylaws define the organizational structure and procedural roles of faculty and students in policy formation for academic governance of the College of Nursing ("the College") and indicate the relationship to the administration.

MODES OF PARTICIPATION

There are four modes of faculty and student participation identified for use in academic governance.

Consultation

A body of faculty or students consults and informs an administrator—who has authority and responsibility—to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.

Advisory

A deliberative body of faculty or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

Shared Responsibility

A deliberative body of faculty or students propose recommendations to an administrator. If the administrator and deliberative body cannot agree, and action must be taken, the recommendations of the administrator and the deliberative body will be submitted in writing to the appropriate administrator at the next higher administrative level for decisions by that administrator.

Delegated Authority

A deliberative body of faculty or students is authorized to make decisions on specified matters. Such decisions are subject to administrative review but will be altered only in exceptional circumstances.

1. The Faculty

1.1. Composition

- 1.1.1. The regular faculty shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, or assistant professor.
- 1.1.2. The fixed-term faculty shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, or assistant instructor, but not appointed under the rules of tenure.
- 1.1.3. Health program faculty shall consist of all persons appointed under the rules of the health programs (HP) appointment system holding the rank of professor, associate professor, or assistant professor. For the purpose of elections to university committees, HP faculty are considered fixed-term faculty.
- 1.1.4. All faculty appointed without salary (i.e., adjunct faculty, clinical preceptors, visiting professors, or professor emeriti) shall be faculty with voice, but no vote.

1.2. Faculty Voting Rights

- 1.2.1. The internal voting faculty shall consist of all regular health professions, fixed-term faculty (with .9 FTE or greater), and academic specialists (with .9FTE or greater) with teaching assignments at or greater than 50%.
- 1.2.2. Voting faculty for external matters (university matters: the voting privilege for faculty members shall be determined in accordance with the University Bylaws for Academic Governance §2.2 (<https://acadgov.msu.edu/bylaws>)).
- 1.2.3. Voting faculty on internal matters (College of Nursing) are those matters of concern that pertain to the College.
 - 1.2.3.1. A faculty member jointly appointed in the College and one or more units in the university outside the College may vote externally only if the College has primary responsibility for initiating personnel actions on behalf of this faculty member.
 - 1.2.3.2. A faculty member without primary appointment in the College will have voice without vote unless granted otherwise by the voting faculty.
 - 1.2.3.3. Faculty whose administrative appointments in the College are 50% or greater, and who have a dean title, are considered administrators who may serve as non-voting, ex officio members on College committees.

- 1.2.3.4. Ex officio members on College of Nursing (CON) committees shall have voice, but no vote.

1.3. Faculty Responsibilities

- 1.3.1. The faculty shall have shared responsibility with the dean to adopt and publish bylaws provided they are in conformity with the *University Bylaws for Academic Governance*.

- 1.3.2. The faculty shall advise the dean in the formulation and interpretation of major policies affecting the College.

- 1.3.3. The faculty shall represent the College in accordance with the university bylaws.

1.4. Faculty Meetings

- 1.4.1. Faculty shall meet at least once each semester, except during the summer, at a time posted at least 5 working days prior to the meeting date. Faculty shall attend all meetings unless work-related conflicts exist.

- 1.4.1.1. Additional meetings may be called by the dean, the College Advisory Council (CAC), or by two thirds of the faculty membership.

- 1.4.1.2. Special meetings may be called by the dean or the CAC with less notice and shall address only the specific concerns for which they are called.

- 1.4.2. Action may be taken by the voting faculty present, provided a quorum exists and an agenda and recommendations have been distributed at least 5 working days in advance, except for amendments to these bylaws (see Section 7).

- 1.4.2.1. A simple majority of the voting faculty membership shall constitute a quorum. In the presence of a quorum, a simple majority of those present shall constitute a definitive vote.

- 1.4.2.2. Voting faculty, committee chairs, and administrators may submit agenda item requests or items for faculty meeting agendas to the CAC or the dean.

1.4.2.3. Additional agenda items not requiring a vote may be brought up from the floor at regular (not special) faculty meetings.

1.4.2.4. An electronic ballot, instead of a vote at a meeting, may be employed for significant time-sensitive issues as determined by the faculty present at a faculty meeting.

1.4.3. The chair of the CAC or their designee shall preside at College faculty meetings following *Robert's Rules of Order* (most recent edition).

1.4.4. Minutes of the faculty meeting shall be documented and distributed to the faculty 5 days prior to the next meeting by the secretary of the CAC. Meeting minutes shall be filed on the intranet.

2. The Students

2.1. Student Constituency

2.1.1. The student constituency shall consist of all persons officially enrolled as majors in the College. A person who has enrolled for two consecutive semesters may retain student status for one semester when not enrolled if the person has not been awarded a degree or enrolled as a degree candidate at another college or university, been withdrawn or recessed by the university, or dismissed from the College program.

2.1.1.1. Students who are enrolled in the College for a baccalaureate degree shall be deemed undergraduate students.

2.1.1.2. Students enrolled in the College for master's, DNP or PhD degrees shall be deemed graduate students.

2.2. Student Participation on Designated College Committees

2.2.1. Students shall have voice and vote on college committees in the same mode as faculty, except in matters reserved to the faculty. The matters reserved include:

- 2.2.1.1. Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.
- 2.2.1.2. Decisions concerning credentialing, appointment, salary, reappointment, promotions, tenure, or dismissal of individual faculty members.
- 2.2.1.3. Election of faculty to the College and university committees.
- 2.2.1.4. The professional responsibility of the faculty to establish and maintain the intellectual authority of the College.
- 2.2.1.5. The admission, promotion, and retention of individual students in the College.
- 2.2.1.6. The time, place, and agenda of faculty meetings.
- 2.2.1.7. Shared responsibility with the provost in determining procedures for review of the dean.
- 2.2.1.8. Selection of students for awards, traineeships, special scholarships, and other sources of financial aid, unless stipulated by award criteria.

- 2.2.2. A single term of office for students on standing committees of the College shall be limited to 1 academic year, but a student may serve up to 2 consecutive years on the same committee.

3. College Academic Administrators

3.1. Chief Executive Officer

- 3.1.1. The chief executive officer of the College is designated as dean.
- 3.1.2. The dean is appointed by the board of trustees upon recommendation of the president.

- 3.1.3. The voting faculty, as represented by the faculty members of the CAC, shall have shared responsibility with the executive vice president and associate provost for Health Sciences to determine procedures for the selection of the dean. The ultimate decision is made by the executive vice president and associate provost for Health Sciences or their designee. Hiring and selection procedures must conform to university policies.
- 3.1.4. Faculty and students of the College advise the provost, executive vice president, and associate provost for Health Sciences in the nomination of a dean.
- 3.1.5. The dean is responsible to the executive vice president and associate provost for Health Sciences for education, practice, research, and service programs, as well as budgeting matters, physical facilities, and personnel matters within his/her jurisdiction in accordance with the advisory procedures of the College.
- 3.1.6. The dean participates in academic governance as part of his/her administrative responsibility. This participation includes those responsibilities listed in the University Bylaws for Academic Governance (Section 2.1.5).
- 3.1.7. The dean may constitute ad hoc consultative and advisory committees.
- 3.1.8. The dean designates an individual to assume the administrative responsibilities of the College in his/her absence.
- 3.1.9. The dean is considered a member of the faculty.
- 3.1.10. There is no limit on how long an individual may continue in the position of dean.
- 3.1.11. Dean's Review
 - 3.1.11.1. The dean is subject to regular review by the provost and/or executive vice president and associate provost for Health Sciences at intervals not to exceed 5 years.
 - 3.1.11.2. A request for a review may be made to the executive vice president and associate provost for Health Sciences by the CAC upon the vote of two thirds of the faculty.

- 3.1.11.3. The CAC shall have shared responsibility with the office of the provost and the executive vice president and associate provost for Health Sciences to determine procedures for the review of the dean. All review procedures must conform to university policies.
- 3.1.11.4. At any time during the term of office, the appointment of the dean, as dean, may be terminated either by resignation or by action of the board of trustees upon recommendation of the president, the provost, or the executive vice president and associate provost for Health Sciences.

3.2. Administrative Appointments

- 3.2.1. The selection of administrative appointees shall be the responsibility of the dean, who shall receive input from faculty and students.
 - 3.2.1.1. The dean shall consult with the CAC concerning the appointment or replacement of administrative appointees.
 - 3.2.1.2. The dean shall review the assistant and associate deans at intervals not to exceed 5 years.
 - 3.2.1.3. Assistant and associate deans shall receive the input of faculty and students through the academic governance systems and other channels they deem appropriate in determining policies.
 - 3.2.1.4. Assistant and associate deans shall inform faculty and students of administration policies through the academic governance system, as well as through other channels they deem appropriate.
 - 3.2.1.5. Assistant and associate deans shall comply with these bylaws and shall assist and encourage the efficient and effective operation of academic governance.
 - 3.2.1.6. Assistant and associate deans are considered faculty.

4. Standing Committees of the College of Nursing

4.1. Faculty standing committees are the CAC, the Undergraduate Program Committee (UPC), the Advanced Practice Program committee (APPC), the PhD Program Committee (PPC), the Faculty Practice Committee (FPC), the Research Committee (RC), and the Reappointment Promotion and Tenure committee (RPT).

4.2. General Rules Governing Standing Committees

4.2.1. All committees shall follow *Robert's Rules of Order* (most recent edition).

4.2.2. All voting faculty shall be eligible for election to a standing committee.

4.2.3. Committee meetings shall ordinarily be open, but standing committees may formulate procedures for closing some of its meetings for stated reasons. When a meeting or portion of a meeting is to be closed, the reason for the closure will be stated on the agenda.

4.2.3.1. The RPT meetings are closed.

4.2.4. Approved minutes of the meetings of the CAC and the College standing committees shall be made available to the faculty within 5 days before the next scheduled meeting.

4.2.5. All minutes of committee meetings shall be recorded, corrected and filed on the Intranet for the College of Nursing by the elected committee's secretary.

4.2.6. The committee support staff secretary shall upload all final committee documents to the College of Nursing intranet.

4.2.7. The chairperson of each standing committee shall ensure distribution of the agenda of the next committee meeting to the committee members at least 5 business days prior to the meeting date.

4.2.8. The chairperson of each standing committee shall submit an annual report for the academic year to the dean's office.

4.3. General Functions

4.3.1. Standing committees shall provide recommendations to the dean or designee on matters within their purview and inform the faculty of these recommendations as appropriate via memoranda or reports at faculty meetings.

- 4.3.2 At the beginning of the academic year, each committee shall develop strategic goals that align with the College's strategic plan
- 4.3.3 The standing committees shall review at regular intervals—not to exceed 3 years—their composition, procedures, and functions, and recommend appropriate bylaw revisions to the CAC and to the dean.
- 4.4. Meetings of Standing Committees
 - 4.4.1. The administrator(s), or a designee, being advised by a committee, shall be present at meetings of the committee, except when otherwise stipulated by mutual agreement of the administrator(s) and committee.
 - 4.4.2. Each standing committee shall meet at least once per semester during the academic year.
 - 4.4.3. Special meetings may be called by the chair of the committee upon request of committee members, the dean or designee, or the CAC.
- 4.5. Composition of Faculty Standing Committees
 - 4.5.1. Elected members of standing committees shall serve a 2-year term.
 - 4.5.2. Following the election, and prior to the end of spring semester, the newly elected committee membership shall meet for the purpose of electing a chair and a secretary.
 - 4.5.2.1. A member in their first year of their first term may be elected.
 - 4.5.2.2. Following the election of the new committee chair and prior to the beginning of fall semester, the incoming and outgoing committees shall meet for orientation and transition.
 - 4.5.3. Committee members' term of office shall be 2 years. Terms shall be staggered so that approximately one half of the members of each committee are elected each year.
 - 4.5.4. A faculty member may serve on the same committee a maximum of two consecutive terms.

- 4.5.5. A faculty member who serves on a university committee shall be an ex officio member of the comparable College committee.
- 4.5.6 Student members of faculty standing committees shall be selected by the procedures established by the Student Advisory Council (SAC) for student election. Student members shall serve a 1-year term (beginning during the fall semester) and are eligible for re-appointment for 1 additional year. If a need arises (e.g., the student is only able to serve one semester), another student shall be selected to serve by the SAC.
- 4.5.7 Vacancies that occur in the membership of a college standing committee will be filled by the CAC in collaboration with the committee chair.
- 4.5.8 Each committee shall determine its definition of a non-functioning member. The replacement of such a member shall be according to the same process and under the same terms as the person was originally selected.
- 4.6. Composition and Functions of Faculty Standing Committees
 - 4.6.1 College Advisory Council
 - 4.6.1.1. Composition
 - 4.6.1.1.1. The CAC shall consist of seven members as follows: three regular faculty (at least one tenured and one tenure stream); one HP faculty; three fixed-term faculty (at least one undergraduate and one graduate).
 - 4.6.1.1.1.1. The chair and secretary are elected by the CAC members.
 - 4.6.1.1.2. The CAC chairperson is a member of the university council and faculty senate.
 - 4.6.1.2. Functions
 - 4.6.1.2.1. The CAC serves as the advisory committee to the dean, in accordance with the bylaws, on matters such as long-range planning, setting priorities for College initiatives, fiduciary matters, and relationships with the University Community.

- 4.6.1.2.2. The CAC reviews and recommends changes in the College's mission and vision.
- 4.6.1.2.3. The CAC sets the agenda, time, date, and place for faculty meetings.
- 4.6.1.2.4. The CAC develops ballots and conducts all faculty elections for the standing faculty committees of the College and College representatives to the university committees.
- 4.6.1.2.5. The CAC appoints and/or conducts elections to fill College standing committees and the university committee vacancies as necessary.

4.6.2. Undergraduate Program Committee (UPC)

4.6.2.1. Composition

- 4.6.2.1.1. The UPC shall consist of seven voting members representing tenure system and fixed-term faculty.
- 4.6.2.1.2. Ex officio members of the UPC include the associate dean for academic affairs, associate dean for college performance and professional learning, assistant dean for undergraduate programs and assistant dean for diversity equity and inclusion.
- 4.6.2.1.3. One student, plus an alternate currently enrolled in an undergraduate nursing curriculum, shall serve on the committee and shall be voting members.

4.6.2.2. Functions

- 4.6.2.2.1. The committee reviews programs for consistency with the vision and mission of the university and College and other relevant national professional guidelines.

- 4.6.2.2.2. The committee supports faculty in creating an instructional environment conducive to student learning.
- 4.6.2.2.3. The committee evaluates process and outcomes of instruction.
- 4.6.2.2.4. The committee formulates, reviews, and evaluates policies and procedures pertaining to student recruitment, admission, progression through, and graduation from, the undergraduate programs.
- 4.6.2.2.5. The committee reviews and recommends students for admission to and graduation from undergraduate programs.
- 4.6.2.2.6. The committee reviews and recommends students for scholarships and awards.

4.6.3. Advanced Practice Program Committee (APPC)

4.6.3.1. Composition

- 4.6.3.1.1. The committee consists of six voting faculty members, four of whom are advance practice registered nurses, representing each of the advanced practice programs (NP, CNS, NA).
- 4.6.3.1.2. Ex officio members of the APPC include the associate dean for academic affairs, associate dean for college performance and professional learning and assistant dean for diversity equity and inclusion.
- 4.6.3.1.3. One student currently enrolled in each of the advanced practice programs shall serve on the committee for 1 academic year (and may also be reappointed for 1 additional year) and shall serve as a voting member.

4.6.3.2. Functions

4.6.3.2.1. Committee members review programs for consistency with the vision and mission of the university, the College, and other relevant national professional guidelines.

4.6.3.2.2. The committee supports faculty in creating an instructional environment conducive to student learning and faculty development.

4.6.3.2.3. Members evaluate process and outcomes of instruction.

4.6.3.2.4. The committee formulates, reviews, and evaluates policies and procedures pertaining to student recruitment, admission, and progression through, and graduation from the graduate programs.

4.6.3.2.5. The committee reviews and recommends students for admission to, and graduation from graduate programs.

4.6.3.2.6. Members review and recommend students for scholarships and awards.

4.6.3.2.7. The committee oversees the process and procedures of formal student grievances and appeals.

4.6.4. PhD Program Committee (PPC)

4.6.4.1. Composition

4.6.4.1.1. The committee consists of four faculty voting members in the tenure system, three of whom are tenured. The chairperson shall be tenured.

4.6.4.1.2. Ex officio members of the PPC include the , associate dean for research, associate dean for academic affairs, associate dean for college

performance and professional learning and assistant dean for diversity equity and inclusion.

4.6.4.1.3. One PhD student currently enrolled in the PhD program shall serve on the committee as a voting member.

4.6.4.2. Functions

4.6.4.2.1. Committee members review programs for consistency with the vision and mission of the university, the College, and other relevant national professional guidelines.

4.6.4.2.2. The committee supports faculty in creating an instructional environment conducive to student learning and faculty development.

4.6.4.2.3. Committee members evaluate the instruction process and outcomes.

4.6.4.2.4. The committee formulates, reviews, and evaluates policies and procedures pertaining to student recruitment, admission, and progression through and graduation from graduate programs.

4.6.4.2.5. The committee reviews and recommends students for admission to and graduation from the program to the associate dean for research, director of the PhD program.

4.6.4.2.6. Committee members review and recommend students for scholarships and awards to the associate dean for research, director of the PhD program.

4.6.4.2.7. The committee oversees the process and procedures of formal student grievances and appeals.

4.6.5. Faculty Practice Committee (FPC)

4.6.5.1. Composition

4.6.5.1.1. The committee consists of five faculty members (three who have "practice" as part of their assignment and who are actively practicing, and two who have an interest in clinical practice or are in practice without a practice assignment).

4.6.5.1.2. Ex officio members of the FPC include the associate dean for college performance and professional learning, assistant dean for practice and chief administrative officer.

4.6.5.1.3. Two students shall serve on the committee; both shall be advanced practice program students. Each student may be reappointed to serve and may also be reappointed for 1 additional year and shall serve as a voting member.

4.6.5.2. Functions

4.6.5.2.1. The committee recommends practice initiatives consistent with the vision and mission of the university, of the College, and other relevant national professional guidelines.

4.6.5.2.2. Committee members review policies related to faculty practice.

4.6.5.2.3. The committee evaluates practice resources and makes recommendations to the assistant dean for practice or designee.

4.6.5.2.4. Committee members develop and implement plans for evaluating the quality of faculty practice.

4.6.5.2.5. The committee provides a forum to keep faculty informed of the status of local, state, regional, national, and global practice issues.

- 4.6.5.2.6. Committee members recommend opportunities for new clinical practices.
- 4.6.5.2.7. The committee supports and facilitates opportunities for clinical research and scholarship.
- 4.6.5.2.8. The committee supports and facilitates opportunities for evidence-based practice and quality improvement initiatives.
- 4.6.5.2.9. Committee members report decisions made by the university, the College, and other committees that impact practice to the committee.
- 4.6.6. Research Committee (RC)
 - 4.6.6.1. Composition
 - 4.6.6.1.1. The RC consists of six voting members meeting the following criteria:
 - 4.6.6.1.1.1. Three voting members in the tenure system with active research programs or a substantial research record and three voting members that are fixed-term faculty with a track record of scholarly activity. Ex officio members of the RC include the associate dean for research and the PhD Program. The chair shall be tenured.
 - 4.6.6.1.1.2. One undergraduate, one graduate student in an advanced practice program, and one PhD student shall serve on the committee for the academic year as voting members.
 - 4.6.6.2. The RC Shall
 - 4.6.6.2.1. Advise regarding the research agenda for the College, including policy development, procedural recommendations, and faculty development.
 - 4.6.6.2.2. Evaluate resources and support, such as the Center for Nursing Research, Scholarship, and Innovation (CNRSI), and make recommendations.

- 4.6.6.2.3. Support a climate for internal exchange of ideas and partnerships, including recommendation of faculty development activities related to research.
- 4.6.6.2.4. Facilitate collaborative efforts among the College, the university, and community researchers, students, and practitioners to advance College research efforts.
- 4.6.6.2.5. Review and update research quality performance indicators and make recommendations to the faculty.
- 4.6.6.2.6. Advise the associate dean for research, director of the PhD program regarding adherence to operating guidelines for intellectual integrity and ethical issues consistent with university and funding agency guidelines.
- 4.6.6.2.7. Develop and implement procedures for support of student research and scholarly development.
- 4.6.6.2.8. Serve in an advisory role to the associate dean for research, director of the PhD program on general research matters and needs within the College.

4.6.7. Reappointment Promotion and Tenure Committee (RPT)

4.6.7.1. Composition

- 4.6.7.1.1. The committee consists of six voting faculty who meet the following criteria:
 - 4.6.7.1.1.1 Three tenured faculty and three fixed-term faculty (will include at least one individual with assigned practice). Faculty serving on RPT shall have been employed for a minimum of 3 years. All committee members shall hold the rank of associate professor or above.
 - 4.6.7.1.1.2 The chair of the committee will be a tenured full professor.

4.6.7.1.1.3. The dean of the College may appoint up to two additional members to the committee to ensure a broad representation of the faculty.

4.6.7.2. The RPT Shall

4.6.7.2.1. Advise the dean of the College with recommendations for reappointment, promotion, and/or tenure for faculty in the tenure system and promotion of fixed-term faculty; review materials submitted by departments on behalf of candidates seeking reappointment, promotion, or tenure for completeness and compliance with established College and university policies; comment on issues related to the faculty in all appointment systems; and review matters of controversy related to promotion and tenure.

4.6.7.2.2. The committee shall function in accordance with the document, *Guidelines for Reappointment, Promotion, and Tenure* in the CON and the university's HP faculty appointment system document, as appropriate.

5. Student Advisory Council (SAC)

5.1. Composition

5.1.1. SAC membership shall consist of student representatives and faculty.

5.1.1.1. Student representatives shall be selected according to the SAC bylaws. The dean (or designee) and the director for student support services shall be ex officio members.

5.1.1.2. A faculty member shall be appointed by the CAC to serve as faculty advisor to the SAC.

5.2. The SAC Shall

5.2.1. Advise the dean or designee on matters pertaining to the College's academic programs and student health and welfare.

5.2.2. Meet with faculty and administrators to discuss matters of mutual concern.

5.2.3. Establish procedures to elect student representatives to the College committees and name replacements as needed.

5.2.4. Notify the dean's office of committee membership by the second week of the semester.

6. Academic Unit Grievance Procedure

6.1. The College has adopted the University Faculty Grievance Policy as developed by the University Committee on Faculty Affairs ([Faculty Grievance Policy](#)).

7. Interpretation and Amendment Process

7.1. The voting faculty of the College shall have shared responsibility with the dean to adopt and publish bylaws in conformity with academic governance.

7.2. Bylaw Amendment and Revision

7.2.1. College bylaws may be amended or revised by a two-thirds vote of the faculty voting on the amendment/revision. The vote will be taken after the CAC has published any proposed amendment/revision and has held one or more hearings open to faculty and students. Voting shall be by ballot that clearly sets forth the changes proposed. The CAC shall establish procedures and certify results.

7.3. Proposed amendments to these bylaws shall be introduced through the CAC to the faculty at faculty meetings.

7.3.1. Proposed amendments may be submitted to the CAC by individual or group action.

7.3.2. A proposed amendment shall become a part of the bylaws when passed by a two-thirds vote of the faculty participating in the vote, providing that a quorum has been met.

7.3.3. Proposed amendments shall be distributed to voting faculty members at least 1 week prior to the faculty meeting at which they are introduced and discussed.

7.4. Copies of the College bylaws and amendments thereto shall be available to all faculty and students of the College.

BYLAWS ACTION:

Bylaws adopted June 1981.
Revisions adopted June 15, 1984.
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Revisions adopted March 19, 1987 with amendments.
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