

**BYLAWS  
GRADUATE SCHOOL OF NURSING  
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES**

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**Preface**

These bylaws, which establish the policies and procedures of the Graduate School of Nursing (GSN), are established within the guidelines set forth by the Uniformed Services University of the Health Sciences (USUHS) and the Board of Regents.

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**ARTICLE 1  
SHARED GOVERNANCE**

**Section 1: Purpose**

The purpose of this organization of the faculty is to provide programs in nursing education to foster excellence in practice and research in the Federal Health Care System through the promotion of mutual involvement of the faculty and administration.

The organization shall:

- A. Develop, implement and evaluate educational programs designed to prepare
  1. Advanced practice nurses at the master's level.
  2. Post master's certificate advanced practice nurses.
  3. Nurse researchers at the doctoral level.
- B. Create an environment that emphasizes a commitment to student learning and encourages maximum personal and professional development.
- C. Provide services to the local, regional, national and international community and the profession at large through a variety of channels.

- D. Formulate policies for the Graduate School of Nursing, which are consistent with University policies and the Shared Governance model.

## **Section 2: Functions**

The functions of this organization are to:

- A. Consider and vote upon policy and curricular issues placed on the agenda by the various committee's established within the Graduate School of Nursing. Issues brought to the faculty should be summarized, distributed to faculty in advance and recorded in or attached to the minutes of the meeting.
- B. Discuss and vote upon issues which involve all faculty but do not fall under the functions of an established committee.

## **Section 3: All Faculty Membership**

The faculty of the Graduate School of Nursing shall:

- A. Be composed of the Dean, Associate and Assistant Deans, all professors, associate professors, assistant professors, and instructors who are employed by, or detailed to, the University through the GSN.
- B. Constitute the voting body of this organization.

Associate members shall:

- A. Be composed of assistant instructors, adjunct faculty, teaching and research fellows, graduate assistants, members of the administrative staff who do not hold faculty appointments, individuals who are employed by the University through the Graduate School of Nursing part time, and individuals who have secondary appointments in the Graduate School of Nursing.
- B. Have voice and are eligible to serve on committees. Only those Associate Members who are part time faculty employed by, or detailed to, the University minimally 51% of their time are eligible to vote.

Vacancies: Due to the uniqueness of the University, with it's Active Duty Membership and unforeseen military obligations which may occur during a member's term of office, if a Chair or pro tem Chair should be deployed or otherwise unable to fulfill the obligations of the office, a mid-term election within the Committee will be held to elect an "Interim, Acting or Replacement" as outlined in these bylaws.

#### **Section 4: All-Faculty Meetings**

- A. The All-Faculty members shall meet monthly during the academic year.
- B. The Leadership Chair may cancel any regularly scheduled meeting.
- C. A written agenda shall be submitted to the All-Faculty members at least three working days prior to a meeting if an item is anticipated to be subject to a vote. Members and committees wishing to have matters placed on the agenda shall submit them to the Chair of the Leadership Council in writing (including email) at least one week prior to any scheduled meeting. The Dean may add items that require immediate attention at any time.

#### **Section 5: Quorum**

Two-thirds (2/3) of voting members of the faculty shall constitute a quorum at any meeting of the faculty.

#### **Section 6: Voting**

Voting may occur in one of three ways: by voice, by show of hands, or by ballot, with the results determined by a simple majority. Voting by mail ballot following a meeting can occur if the vote concerns an issue that was identified on the circulated agenda and discussed in the faculty meeting. A simple majority of eligible voters in a computer mail ballot (51%) is required for the vote to be valid. Voting shall be expedited if an issue is determined urgent. There are two mechanisms for people to vote in advance of a missed meeting where there is intent for a vote to take place: 1) proxy, or 2) email. If voting by proxy, the individual representing must have written authority to bestow a vote in another's behalf. If voting by email, the email message must be received by the Faculty Leadership Chair prior to the meeting. Absentee voters are not counted in the Quorum, but their votes are counted in the 51% simple majority.

#### **Section 7: Parliamentary Authority**

*Robert's Rules of Order* shall be the parliamentary authority. The rules contained in this Graduate School of Nursing Faculty Bylaws shall govern the faculty in all cases to which they are applicable. These bylaws supersede previous GSN bylaws.

#### **Section 8: Amendments**

These bylaws may be amended at any regularly scheduled All Faculty meeting if 51% of the faculty quorum votes to do so. Notice of intent must be given at the previous regularly scheduled faculty meeting or submitted in writing to all Faculty at least two weeks (14 days) prior to the meeting vote.

## **Section 9: Committees**

The Standing Committees, as established by the Faculty and Dean shall be:

A. Elected Committees

Leadership Counsel

B. Appointed Committees

1. Curriculum

2. Committee of Appointments, Promotions, and Tenure

## **Section 10: Functions of the Standing Committees**

In addition to the functions defined in these bylaws, all standing committees shall:

- A. Report to the All-Faculty anything that concerns the faculty at large and/or needs action/approval.
- B. Appoint subcommittees, task forces, or ad hoc committee chairs to carry out any portion of the work of the committee. Other members of the ad hoc committees shall be appointed by the chair of the standing committee, and may include any member of the organization who meets the criteria for appointment.
- C. Submit minutes of meetings to the Office of the Dean.
- D. Maintain records and property of the committee and transmit them to the newly elected chair.
- E. Develop procedures and policies consistent with these bylaws and in keeping with University policies.
- F. Submit an annual written report to the Dean to include an evaluation of the committee's purpose and functions.

## **Section 11: Committee Membership**

Faculty Chairs

- 1. Serve the committee at the request of the committee.
- 2. Must be full time faculty members.

3. Faculty Leadership Chair and Pro tem are elected by the All-Faculty membership.
4. Chairs of all other committees are elected by the members of those committees.
5. Whenever possible, will have served on the committee the preceding year.
6. Will hold the term of office for 1-2 years.

#### B. Faculty Members

1. Either volunteer to serve or are nominated by faculty members.
2. Are endorsed by the All-Faculty membership.
3. Considered Associate faculty may serve on committees as specified in these bylaws with full voting privileges in committee meetings if their appointment to the GSN/University is at least 51%.

#### C. Administrative Personnel

When appropriate, administrative personnel are appointed by the Dean's Executive Administrator based on their position in the University.

#### D. Student Members

1. May serve on GSN Committees as provided for in the composition of the committees and have full voting privileges at the committee meetings.
2. Serve on committees in accordance with (IAW), the rules established by the Student Advisory Council (SAC).
3. Select an alternate student member with full voting privileges as their representative when the regular student member is not present at the meeting.

#### E. Ex-Officio Members

1. Are committee members by virtue of their office, and therefore, are termed ex-officio members.
2. Are under the control of the committee. There is no distinction between an Ex-Officio member and other members. This includes full voting privileges if the ex-officio committee member is detailed to the GSN 51% of the time.

3. All the GSN Committees may include the Dean and the Leadership Committee Chair, and therefore are permitted, and not required, to participate. In counting a quorum, the Dean and Leadership Committee Chair should NOT be counted as a member but has all the privileges, including the right to vote.

F. Terms of Office:

1. Regular term of office for appointed members will adhere to the academic year, beginning in May and terminating September 1<sup>st</sup>.
2. These terms of office overlap during the summer months.
3. Faculty shall be appointed at staggered terms.
4. Members may serve for two terms; including terms as chair, and then may not be re-elected to the same committee until one year has elapsed.
5. Students may serve for one year and may be re-appointed for a second term.

G. Elections

1. The Nominations and Bylaws Subcommittee shall conduct elections during each spring semester.
2. The committee shall solicit nominations in March and present a slate of nominees for office to the All-Faculty membership in April for additional nominations.

The appointments will be made in time for service to begin in May.

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## **ARTICLE 2**

### **LEADERSHIP COUNCIL**

#### **Section 1: Purpose**

The purpose of the Leadership Council is to provide an opportunity for faculty input into the governance of the Graduate School of Nursing (GSN), to bring issues of faculty interest to the Dean, and to deliberate on subjects impacting on the GSN.

## **Section 2: Functions**

The function of the Leadership Council is to liaison and coordinate with the Dean on GSN, policies which promote achievement of the teaching, scholarship, leadership, and (community) building of the faculty. This includes:

- A. Policy and recommendations on matters referred by faculty, committees, and as otherwise provided for in the bylaws.
- B. Discussions of policy and any other matter of concern to the membership.
- C. Assist/coordinate (community) building activities as agreed upon by the Dean and Leadership Council Chair.
- D. Periodic review and amendment of GSN bylaws, master evaluation plan, and policy and precedent statements on an annual basis.

## **Section 3: Membership**

The Leadership Council of the Graduate School of Nursing shall:

- A. Consist of elected members to include the All-Faculty chair and pro tem, and chairs of standing committees of the faculty..
- B. Consist of a nominated representative from the Dean's Leadership Team  
The Leadership Council Chair and Chair pro tem election process is as follows:
- C. The Chair shall be elected by a simple majority vote (51%) by voting members of the Faculty biennially in the spring. The Chair shall serve for two years. One year will be as pro tem, and one year as Chair.
- D. Attend the Dean's Cabinet Meeting as faculty representative.
- E. The Chair pro tem shall be elected by a simple majority vote (51%) by voting members of the Faculty biennially in the spring. The Chair pro tem shall serve with the Chair for one year and then serve as Chair for one year.

## **Section 4: Meetings**

- A. The Leadership Council will meet routinely each quarter.
- B. Each spring, the Leadership Council will meet to conduct an election and to make recommendations to replace those committee members whose term will expire in September.

- C. The Leadership Council will also convene in the spring to deliberate on and make recommendations regarding the Dean's annual faculty awards.
- D. Each September, the Leadership Council will meet to perform an annual faculty/committee bylaws review, as well as review the annual committee reports. A written report will be submitted to the Faculty for discussion and then forwarded to the Dean.

### **Section 5: Quorum**

A quorum is a 2/3 majority of the members of the Leadership Council.

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## **ARTICLE 3**

### **CURRICULUM COMMITTEE**

#### **Section 1: Purpose**

The Curriculum Committee shall review and make recommendations regarding all courses and curricular materials; make recommendation regarding admissions, and admission policies/procedures; and review and make recommendations regarding the Master Evaluation Plan.

#### **Section 2: Functions**

The function of the Curriculum Committee is to:

- A. Monitor, formulate, and recommend policies governing the curriculum, including admission policies.
- B. Review and make recommendations regarding the ongoing Master Evaluation Plan as it relates to the curricula. The Master Evaluation Plan is included as a policy addendum to the Bylaws.
- C. Collaborate with faculty and administration of the school on curricular matters.
- D. Review proposals for new or substantially revised courses according to guidelines for curricular course review submitted by the Program Directors, task forces, or other committees or subcommittees.
- E. Review and propose revisions to curricula, as per the Master Evaluation Plan and/or at the request of the administration or faculty.
- F. Serve as a resource to the Admissions Advisory Groups (subcommittees of the Curriculum Committee) and provide clarification regarding admissions policies and expectations as needed.

G. Advise the Dean regarding admissions

H. In conjunction with the Associate Dean for Academic Affairs, oversee systematic program reviews for all GSN curricula in keeping with the Master Evaluation Plan, and report results and recommendations to faculty.

I. In conjunction with the Associate Dean for Academic Affairs, conduct systematic evaluation of all GSN courses and make necessary recommendations to the faculty.

### **Section 3: Membership**

A. Voting members include:

1. Curriculum Committee Chair
2. Associate Dean for Academic Affairs
3. Three to five faculty representatives
4. One (1) MSN and one (1) PhD student representative

B. Non-voting members include:

1. Registrar
2. Others as determined by the committee

C. The Curriculum Committee membership selection process is as follows:

1. Department Chairs will forward the names of faculty who wish to serve on the Curriculum Committee to the President of the Faculty. Final appointment of faculty Curriculum Committee Representatives rests with the Leadership Council.
2. Faculty terms on the Curriculum Committee will be 2-3 years in length, with staggered rotations. Typically, the Chair of the Curriculum Committee will have held membership on this committee for a minimum for one year prior to selection by the committee as Chair.
3. The Chair of the Curriculum Committee will be selected by a simple majority vote (51%) of a quorum of committee members annually.
4. The Student Advisory Committee will submit the names of interested students who wish to serve on the Curriculum Committee to the President of the Faculty. Final appointment of the student representative rests with the

Leadership Council. The student representative serves on the Curriculum Committee for a one (1) year term.

#### **Section 4: Meetings**

The Curriculum Committee will conduct meetings biennially. Additional meetings may be scheduled on an “as needed” basis. Meetings of the Admissions Advisory Group will be held in addition to Curriculum Committee meetings.

#### **Section 5: Quorum**

A quorum is a 2/3 majority of the members of the Curriculum Committee.

#### **Section 6: Admissions Advisory Groups**

The MSN Program and PhD Program Admissions Advisory Groups shall review files of students seeking admission to programs offered by the GSN and make recommendations to accept or deny the application. Policies and procedures relating to the purpose, function, and membership of the Admissions Advisory Groups are included as a policy addendum to the Bylaws.

The Chair of each Admissions Advisory Group shall be a member of the Curriculum Committee and appointed by the Leadership Council.

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## **ARTICLE 4**

### **COMMITTEE ON APPOINTMENTS, PROMOTIONS, AND TENURE (CAPT)**

#### **Section 1: Purpose**

The purpose of the Committee on Appointments, Promotions, and Tenure (CAPT) is to make recommendations to the Dean regarding faculty appointments, promotion, and tenure.

#### **Section 2: Functions**

The functions of the CAPT are to:

- A. Assist the Dean, GSN, in clarifying, as necessary, the promotion and tenure process to faculty in both the educator/researcher and educator/clinician tracks.
- B. Request additional information as indicated by the guidelines
  1. Internal peer evaluation.

2. External reviewers (contact with external reviewers must be made by the Dean, GSN).
- C. Review faculty packets in accordance with Appointments, Promotions, and Tenure /CAPT guidelines.
  - D. Provide formal summary and recommendations regarding the promotion and/or tenure of faculty being reviewed, and forward to the Dean, GSN.
  - E. Work cooperatively with the Dean, GSN, to provide the faculty member with feedback regarding the summary and recommendations.
  - F. Review the recommendations of the Department Chairs and Departmental search/review committees for appointment, appointment renewal, reappointment, promotion, or tenure of individuals to the faculty rank of Associate Professor or Professor for primary appointment.

### **Section 3: Membership**

- A. The CAPT will consist of five (5) voting members appointed by the Dean, GSN. Committee membership shall be composed of:
  1. Three (3) tenured civilian faculty with unmodified ranks of Professor. Associate Professors who are otherwise qualified may substitute for Professors when not considering promotions to Professor.
  2. Two (2) uniformed faculty with unmodified ranks of Professor. Associate Professors who are otherwise qualified may substitute for Professors when not considering promotions to Professor.
  3. Faculty with administrative titles of President, Vice-President, Dean, shall not serve as members of the CAPT. These individuals shall not attend CAPT meetings except when requested by the committee.
- B. CAPT Committee membership selection process is as follows:
  1. The Faculty Council Chair, with input from the Department Chairs, will forward the names of faculty who wish to serve on the CAPT Committee. Final appointment of the Faculty CAPT Committee Representatives rests with the Dean.
  2. Faculty terms on the CAPT Committee will be three (3) years in length, with 1/3 of faculty membership on the committee changing annually. Typically, the Chair of the CAPT Committee will have held membership on this committee for a minimum of one year prior to selection by the committee as Chair.

3. No CAPT member shall serve consecutive terms.

**Section 4: Meetings**

The CAPT Committee will conduct meetings on an “as needed” basis.

**Section 5: Quorum**

A quorum is a 2/3 majority of the members of the CAPT.

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**Standard Operating Policies:**

Master Evaluation Plan *Approved July 2011*

Admissions Advisory Group (Master’s and Doctoral Programs) *Approved July 2011*

*Approved January 2006*

*Revision Approved May 2010*

*Revision Approved February 2011*