

**BY-LAWS OF THE FACULTY OF THE
DEPARTMENT OF BACCALAUREATE NURSING
INDIANA STATE UNIVERSITY**

PREAMBLE

The purpose of these By-Laws is to establish the role that the faculty in the Department of Baccalaureate Nursing (hereinafter called the Department) shall have in developing the goals and educational philosophy of the Department and in formulating the policies of the Department.

ARTICLE I. THE FACULTY OF THE DEPARTMENT

Section 1. Definition of Faculty

- A. All appointees of academic rank appointed to the Department who are subject to academic tenure shall constitute the faculty of the Department.
- B. Special purpose, part-time temporary, emeriti and visiting professors not eligible for academic tenure shall be associate faculty of the Department.

Section 2. Voting Members. All tenured, tenure-track, and multi-year contract faculty appointed to the Department shall constitute the voting members of the Department.

Section 3. Ex-Officio Members. The Dean, Associate Deans, Executive Director of Nursing, temporary nursing faculty and professional staff of the nursing programs within the College of Nursing, Health, and Human Services shall hold speaking seats.

ARTICLE II. AUTHORITY

Section 1. Source of Authority. The authority of the Department faculty to participate in the governance of the Department shall be within the limitations of the Constitution of the Faculty of Indiana State University and the Constitution of the College of Nursing, Health, and Human Services.

Section 2. Autonomy of the Department. The Department shall be autonomous in matters of internal governance, subject to the provisions of the Constitution of the Faculty of Indiana State University and to actions of the University Faculty and Faculty Senate pursuant to the Constitution of the College of Nursing, Health, and Human Services.

Section 3. Primary Authority. The Department faculty shall have the authority to formulate policy governing:

- A. The Baccalaureate Nursing curriculum which shall include program assessment and evaluation.
- B. The facilitation of teaching, research and service.
- C. The structure of the Department with reference to academic matters.
- D. Standards for admission, retention, progression, graduation and dismissal of students.
- E. Faculty conduct and discipline.
- F. Faculty appointment, retention, tenure and promotion.
- G. Protection for freedom of expression and academic freedom.

- H. Aspects of student life which relate directly to the educational process.
- I. Grievances and hearing procedures.

Section 4. Advisory Authority. The Department faculty shall have the prerogative to advise those responsible for making decisions on:

- A. Selection and removal of the principal administrative officers having Department-wide responsibilities, as well as the creation or abolition of such offices.
- B. Department budgets.
- C. Department faculty benefits, including salaries, insurance, retirement and leaves.
- D. Department research or service obligations to public and private agencies.
- E. Student conduct and discipline related to academic performance, professional ethics and laws pertaining to patient confidentiality and patient welfare.
- F. Department physical facilities and program support services.

To permit the exercise of the Department faculty advisory prerogative, the Department faculty shall be appraised in advance of significant prospective actions by the administration.

ARTICLE III. ORGANIZATION OF FACULTY GOVERNMENT

Section 1. Means of Exercising Authority.

When a need arises for the Department to function within its primary or advisory authority, a meeting of the Department as a whole will be called by the Chair and decisions will be made as a group. In cases where the Chair might have a conflict of interest, the meeting will be called by the Executive Director of Nursing.

Section 2. Department Faculty Meetings

- A. Regularly Scheduled Meetings.
 - 1. The Chairperson shall call at least one (1) meeting of the entire department each semester during the academic year.
 - 2. When appropriate and the primary focus of the meeting is on curricular affairs or student affairs issues, a nursing student representative will be invited to participate in the discussion.
- B. Special Meetings
 - 1. Called Meetings. The Chairperson may call a meeting of the Department faculty at any time he/she deems necessary. Such meetings shall be announced by the Chairperson of the Department no less than **three (3)** days in advance, except in cases of emergency. In cases of emergency, the Chairperson shall use every reasonable means at his/her disposal to notify all voting faculty members of the meeting. All called meetings shall have an established agenda which shall be followed. All faculty members shall be notified in advance as to what the agenda will be.
 - 2. Petitioned Meetings. A meeting of the Department faculty may be called by a signed petition of at least two (2) members of the voting faculty. This

petition shall be delivered to the Chairperson of the Department whose duty it shall be to call the meeting. All petitioned meetings shall have an established agenda, which shall be followed. All faculty members shall be notified in advance as to what the agenda shall be.

- C. Conduct of Meetings. All meetings of the Department faculty shall be conducted in a manner acceptable to the majority. If needed, a parliamentarian shall be appointed by the Department Chairperson from the voting faculty.
- D. Quorums. One half of the voting faculty members shall constitute a quorum.
- E. Majorities. A simple majority of those present and voting shall constitute a majority with the exception of constitutional change which shall require a two-thirds affirmative vote by all voting faculty members of the Department.

ARTICLE IV. AD HOC COMMITTEES

- A. *Ad Hoc* Committees may be established as needed by the faculty or by the Chairperson with the consent of the faculty. The Chairperson of the Department may at will serve as a member of any *ad hoc* committee, except for the purposes of departmental faculty review and faculty grievance.
- B. Unless other provision is made when a committee is created, the Department Chairperson will appoint the members.
- C. Special or *ad hoc* committees will make recommendations to the faculty and the Department Chairperson and shall not act as policy making bodies.
- D. An *ad hoc* committee established for the purpose of Departmental faculty review shall consist of at least three tenured faculty members. Tenured members from other departments may serve if needed to comprise a full committee.

ARTICLE V. BY-LAWS AMENDMENTS

Proposed amendments to these By-Laws may be submitted to the Department Chairperson by one-third of the voting faculty of the Department. Proposed amendments shall be distributed to the Department faculty at least one (1) week prior to a meeting held for the purpose of considering the proposed amendments. Approval by a two-thirds majority of all voting faculty members is required for adoption.