

BYLAWS of the HUNTER-BELLEVUE SCHOOL OF NURSING

ARTICLE I – ORGANIZATION

1. **Dean:** The School of Nursing (SON) is led by a Dean, appointed by the President of the College in accordance with Article VIII, Section 13 of the *Charter for a Governance of Hunter College*. The Dean collaborates with other Deans and college administrators to support the SON and the overall mission of Hunter College. For academic issues, the Dean reports to the Provost. As chief academic and administrative officer of the School, the Dean is responsible for the operations of the School; leading strategic planning; faculty recruitment, development and evaluation; student and alumni relations; and managing the SON budget. In addition, the Dean leads in interdisciplinary collaboration and works with the Office of Institutional Advancement on development.
2. **Associate and Assistant Deans:** With the approval of the President and in accordance with the Bylaws of the CUNY Board of Trustees, the Dean may appoint associate and/or assistant deans. The associate and/or assistant deans will have such responsibilities as may be assigned to them by the Dean and shall report to the Dean.
3. **Program Directors:** The Dean shall appoint Program Directors from within the faculty, who shall be responsible for the direction and implementation of program curricula and perform other duties necessary to assure program quality. Program Directors shall include a Director of Undergraduate Programs and a Director of Graduate Programs. The Dean may also appoint other program directors or associate directors. In consultation with the Dean the Program Directors shall appoint coordinators of each specialty area or degree track. They shall also perform other duties necessary to assure program quality. The Program Directors are responsible to the Dean and shall work in collaboration with the Assistant and Associate Deans.
4. **Faculty Responsibilities:** Faculty shall be responsible for the formulation of academic policy related to the admission, progression and retention of students, curriculum, student advisement, and the quality of programs in nursing and research. The faculty shall also be responsible for policy regarding selection, retention and promotion of faculty, consistent with the Bylaws of the CUNY Board of Trustees and other CUNY or College policies. It shall govern its own affairs in accordance with the Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College* and conduct the educational affairs customarily carried out by a college faculty. All full-time faculty are expected to attend SON faculty meetings and the meetings of the committees to which they are appointed.
5. **Secretary:** The Dean shall assign a SON staff member to serve as secretary of the SON faculty. The Secretary shall distribute the Agenda for faculty meetings and prepare the minutes of these meetings. The Secretary shall have charge of all records, files, minutes and official documents related to the faculty organization. The secretary shall distribute copies of the minutes to all members. The secretary shall send notice of the actions taken at faculty meetings as necessary and shall notify members of faculty meetings, keep a central calendar for meetings and perform related duties assigned by the Dean. In the event that the Secretary is unable to attend a faculty meeting, the Dean shall designate an acting Secretary.

ARTICLE II – MEMBERSHIP

Except as otherwise provided herein, voting faculty shall include:

1. **Faculty rank:** Individuals with faculty rank are those defined in Article VIII, Section 8.1 of the Bylaws of the CUNY Board of Trustees (holding the title of professor, associate professor or assistant professor).
2. **Faculty status:** Individuals with faculty status are those defined in Article VIII, Section 8.2 of the Bylaws of the CUNY Board of Trustees (persons employed in the titles of instructor or lecturer [full-time] who have been reappointed on an annual salary basis for a third or later year of continuous full-time service). Lecturers who hold a Certificate of Continuous Employment (CCE) may vote on all SON matters. Other individuals with faculty status may vote on SON matters except for the election of the SON Personnel & Budget Committee.
3. **Others:** Individuals appointed to Distinguished Lecturer or Clinical Professor positions may vote on SON matters except for the election of the SON Personnel & Budget Committee.

ARTICLE III – REPRESENTATIVES TO OTHER BODIES

The SON is an integral part of Hunter College and CUNY, and as such, participates actively in the affairs of both, including decision-making processes conducted by representative bodies. When making appointments (for those representatives who are not required by Hunter College rules to be elected), the Dean shall consider the goal of wide participation of nursing representatives.

1. Representatives to College-Wide Bodies

- A. **Hunter College Senate:** SON representatives to the Hunter College Senate shall be elected as provided in *The Charter for a Governance of Hunter College*. The voting faculty (as defined in the *Charter*) shall elect a minimum of two representatives to the Senate (the exact number to be determined in accordance with the Senate's procedures) and alternate representatives, each of whom shall serve in the absence of one of the elected representatives. These representatives shall report on the activities of the Senate at SON faculty meetings.

In addition, SON faculty members are encouraged to participate in Hunter College Senate committees by indicating their preference to the College Senate office.

- B. **Hunter College Faculty Personnel & Budget Committee:** Except as may be otherwise provided by the rules governing the Hunter College Faculty Personnel & Budget (FP&B) Committee, the Dean and two (2) members of the SON Personnel & Budget Committee selected by the voting faculty represent the SON on the Hunter College FP&B Committee. The Dean of the SON sits on the Hunter College FP&B Committee with voice but no vote.
- C. **Faculty Delegate Assembly:** SON representatives to the Faculty Delegate Assembly (FDA) shall be elected as specified by the requirements of the FDA.

2. Representatives to Divisional Bodies

- A. **Divisional Curriculum Committee:** The chair of the SON Curriculum Committee, one faculty member of the Curriculum committee selected by that committee, and one student represent the SON on the Divisional Curriculum Committee.
- B. **Divisional Personnel & Budget Committee:** The Dean of the SON and the two members of the SON P&B Committee who serve on the Hunter College P&B Committee shall represent the SON on the Divisional P&B Committee. The Dean of the SON chairs the Divisional P&B Committee and has voice but no vote.
- C. Members of ad hoc committees and task forces may be appointed by the Dean from time to time.

ARTICLE IV – SON FACULTY MEETINGS

1. Meetings

- A. The SON faculty shall meet at least twice every semester at times and dates to be announced at the beginning of the academic year. The agenda of each regular meeting shall be sent to all faculty at least five business days prior to the meeting.
- B. Additional meetings may be called at the discretion of the Dean, with written notice of the time, place and agenda provided at least 5 business days in advance of the meeting. In addition, the Dean shall call a faculty meeting within ten working days of receiving a written request of 20% of the voting members.
- C. Notice of faculty meetings may be sent by email.
- D. Meetings shall be open to all voting members of the SON. Other individuals who shall be eligible to attend faculty meetings without vote are:
 - a. Faculty and instructional staff not identified in (a) above, including adjunct faculty.
 - b. Students who currently serve on a SON committee.
 - c. SON staff members designated by the Dean.
 - d. Other individuals designated by the Dean.

2. Rules of Order

- A. *The presiding officer* at faculty meetings shall be the Dean. In the absence of the Dean, an Associate or Assistant Dean will preside.
- B. A quorum consists of a simple majority of the voting faculty of the SON.

- C. The presiding officer may appoint an individual who is eligible to vote at faculty meetings as a parliamentarian. Except where it conflicts with these Bylaws, the latest edition of *Robert's Rules of Order* shall apply.
- D. The Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College* shall supersede any SON Bylaws where inconsistencies exist.

ARTICLE V– COMMITTEES

The SON shall establish the following committees:

1. **Personnel & Budget Committee:** As required by the Bylaws of the CUNY Board of Trustees, there shall be a SON Committee on Personnel & Budget (P&B). The Dean of the SON shall serve *ex officio* as Chair with voice but no vote.
 - A. **Membership:** The P&B committee shall consist of 5 SON faculty with faculty rank (holding the title of professor, associate professor or assistant professor), at least 4 of whom must have tenure and first and second alternate members, also having faculty rank, at least one of whom must have tenure.
 - B. **Responsibilities:** The P&B committee shall carry out the responsibilities designated by the CUNY Board of Trustees concerned with budgetary and personnel matters as they affect the SON, especially the recruitment, appointment, reappointment, promotion and tenure of SON faculty.
 - C. **Meetings:**
 1. The P&B committee shall meet at least twice each semester and as often as necessary to fulfill its duties.
 2. Meetings of the P& B Committee are closed.
 3. Alternate members attend meetings only when replacing a regular member.
 - a. In the event that a member is unable to attend a meeting, the first alternate shall attend in his or her place. In the event that an additional member is unable to attend, or if the first alternate is unavailable, the second alternate shall attend.
 - b. In the event that a member of the committee is unable to complete her or his term, the first alternate member shall serve for the duration of that member's term. If an additional vacancy occurs, the second alternate will serve for the duration of that member's term.
 - i. In the event that the first alternate is unable to complete her or his term, the second alternate shall assume the office of first alternate, and the faculty shall hold an election for a new second alternate.

- ii. In the event that the second alternate is unable to complete her or his term, the faculty shall hold an election for a new second alternate.
4. Decisions regarding appointment, reappointments, reappointment with tenure, and promotion of academic personnel shall require a majority vote of all members of the P&B Committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the minutes. The recommendations of the P&B Committee shall be submitted by the Dean to the President and the appropriate college committee on Personnel & budget in accordance with procedures set forth in the Bylaws of the CUNY Board of Trustees.

D. Election Procedure

- a. The five faculty members and two alternates shall be elected by a majority of voting faculty. (For purposes of the P&B election, the Dean is not eligible to vote). Elected terms are for three years.
- b. Elections are held by secret ballot during the first week of May every three years. Votes must be cast in person.
- c. Elections shall be overseen by the Policy & Student Affairs Committee and held in accordance with requirements of the Bylaws of the CUNY Board of Trustees.

2. Additional SON Standing Committees

The following standing committees of the SON provide the structure for presentation of new ideas, divergent views and relevant discussion by nursing faculty, students and administrators. Faculty members of standing committees are appointed for 3-year terms by the Dean in consultation with the Associate and Assistant Deans and Program Directors. Each committee is responsible for regular review of the matters assigned to it, preparing recommendations as needed for action by the voting faculty.

A. Eligibility and Procedures

- i. Except as otherwise provided herein, each committee will include at least three full-time faculty members and one student.
- ii. One faculty member of each committee will be appointed by the Dean to serve as chair for a term of one year.
- iii. Student members will be appointed by the Dean from nominees identified by Program Directors, faculty, or other students and shall serve for one year. Each Committee will meet three times each semester, or as often as needed to carry out its duties.
- iv. Instructors, lecturers and college lab technicians may, during their first and second years of appointment, serve on standing committees of the SON except the P&B Committee. Thereafter, they are also eligible to chair a standing committee. They may

vote on matters brought before the standing committees on which they serve.

B. Policy and Student Affairs Committee: Membership of this committee shall be consistent with Article XI, Sections 1 and 2 of the *Charter for a Governance of Hunter College*, including provisions regarding student representation.

i. Responsibilities:

- a. Review the Bylaws of the SON at least every 3 years and prepare proposals for amendments.
- b. Organize and conduct the nominations and elections required by these Bylaws in accordance with these Bylaws, the Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College*.
- c. Review and propose revisions to criteria for admission into each of the nursing programs.
- d. Review and implement policies related to the progression, retention, and graduation of students enrolled in the nursing programs;
- e. Establish criteria for student awards and honors and recommend students for such awards and honors.
- f. Review requests to conduct research with SON students or faculty and refer such requests to the SON Center for Nursing Research for recommendations related to participation.

C. Curriculum Committee

i. Responsibilities:

- a. Review the curricula of each SON program at least once every 3 years to determine if objectives of the programs are being met in an effective manner and propose any needed changes to the full faculty.
- b. Review the curricula of each SON program at least once every 3 years to determine if objectives of the programs are being met in an effective manner and propose any needed changes to the full faculty.
- c. Review, prepare amendments if needed, and present to the voting faculty all proposals for new programs or tracks in nursing.
- d. Review, prepare amendments if needed, and present to the voting faculty all proposals for experimental and/ elective courses in nursing.

- e. Designate representative(s) to the Divisional Curriculum Committee.
- f. Plan for coordination between the SON curricula and those of other Schools and departments of Hunter College.

D. Evaluation of Teaching Committee

- i. Responsibilities:

Facilitate completion and use each semester of the Hunter College Student Evaluation of Teaching survey, as required by the *Charter for a Governance of Hunter College*.

E. Standards and Accreditation Committee

- i. Responsibilities:

- a. Oversee the implementation of a plan of program evaluation in relation to the SON Mission and Goals.
- b. Develop and implement evaluation tools to measure program objectives and the standards of accreditation bodies.
- c. Monitor and evaluate outcomes of all programs.
- d. Analyze collected data and make recommendations for action based on that analysis.

F. Additional SON Committees

- i. The SON faculty or the Dean may establish additional committees to respond to any issue not covered by the standing committees listed in these bylaws.
- ii. The Dean will appoint the Chair and members of any such committee in consultation with the Associate and Assistant Deans and Program Directors.

G. Rules of Order

Unless otherwise specified at the time the committee is created, a majority of the entire committee shall constitute a quorum. Except with respect to the P&B Committee, the act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee.

ARTICLE VI – AMENDMENTS

1. Procedures

- A. All proposed amendments to these Bylaws shall be submitted in writing to all voting faculty at least five working days in advance of the meeting at which they are to be considered.
- B. Amendments must be approved by a two-thirds majority of the voting faculty who are present at the meeting at which the vote takes place.
- C. Amendments become effective as soon as they are approved by all relevant governance bodies including the Hunter College Senate.
- D. In the event that the Bylaws of the CUNY Board of Trustees or the *Charter for a Governance of Hunter College* are amended or provisions deleted or waived, the corresponding SON Bylaws shall be deemed to have been similarly amended, deleted or waived.

Adopted by Hunter-Bellevue School of Nursing faculty May 1, 2013

Additional revisions approved at the May 7, 2014 SON Faculty as requested by
Department Governance Committee

Awaiting Senate Approval