

**POLICY NO: I-A-5**

**Effective Date: 1/21/2010**

**INDIANA UNIVERSITY SCHOOL OF NURSING AT  
IUPUI, IU BLOOMINGTON AND IUPU COLUMBUS  
BYLAWS OF THE LOCAL COUNCIL OF NURSING FACULTY**

**Preamble**

We, the faculty members of Indiana University School of Nursing located at the IUPUI, IU Bloomington and IUPU Columbus, in recognition of our common goal to better human conditions through the process of education, and in recognition and appreciation of the rights and responsibilities bestowed upon us by the State of Indiana through the Indiana University Board of Trustees for the accomplishments of this goal, do establish these bylaws for the purposes of creating a system which will aid in the identification, definition and accomplishment of major specific objectives of this faculty.

**ARTICLE I NAME**

The name of this organization shall be the Corridor Council of Nursing Faculty of the Indiana University School of Nursing located at IUPUI, IU Bloomington and IUPU Columbus, herein referred to as the CCNF.

**ARTICLE II AUTHORITY OF SCHOOL FACULTIES**

1. The school's academic mission.
2. The school's structure of faculty governance, consistent with university faculty standards.
3. Creation, reorganization, merger, and elimination of academic programs and units within the school.
4. Authority of academic units within the school and the relation between them.
5. Conferring of degrees.
6. Curriculum
7. Coordination of school calendar with academic calendar of the university.
8. Admission and retention of students in the school.

9. Standards for student academic performance.
10. Student conduct and discipline, consistent with university and campus faculty standards.
11. Appointment, promotion and tenure, compensation, conduct and discipline, and grievances of school faculty, consistent with university and campus faculty standards.
12. School facilities and budgets.
13. Appointment and review of school academic officers (except the dean of the school) and administrative officers affecting the school's academic mission, consistent with campus and university standards.
14. Other matters affecting the academic mission of the school, subject to the legislative authority of the university and campus faculties.\*

\*Constitution of the Indiana University Faculty, Article 2, Section 2.4(A), Faculty Authority

## **ARTICLE III MEMBERSHIP**

### **Section A Voting Membership**

Category I: Full-time tenured/tenure-eligible faculty, lecturer, senior lecturer, clinical faculty, and research scientists shall constitute the voting membership of the CCNF.

Category II: Members of the University Graduate School, on all campuses, shall constitute the voting membership of the CCNF on graduate matters.

### **Section B Associate Membership**

1. The CCNF associate membership shall be:
  - a. full-time lecturers;
  - b. members holding part-time appointments;
  - c. persons who are administrative officers in the School of Nursing who hold professional staff appointments;
  - d. persons holding adjunct and visiting ranks or student academic appointments;
  - e. faculty having emeritus status; and
2. An associate member shall have voice but no vote.

3. An associate member who petitions the secretary of the CCNF in writing shall receive notices, agendas, and minutes of the CCNF and other written communication relative to the CCNF for the academic year in which the request is received.

### **Section C Student Representatives**

1. One (1) student from each program (baccalaureate, masters and doctoral programs) as appropriate by the CCNF to serve on the standing committees, as designated;
2. Student representatives shall have voice but no vote.

### **Section D Certification of Faculty**

By October 1 of each academic year, and thereafter, as appointments by the trustees occur, the secretary of the CCNF shall secure from the office of the dean, the names, rank, tenure status, full/part-time status of all persons holding academic appointment to the School of Nursing at IUPUI, IU Bloomington and IUPU Columbus

## **ARTICLE IV ELECTIONS**

### **Section A Terms of Office**

1. The President-Elect shall be elected in odd numbered years and serve a two (2) year term and then ascend to the office of President.
2. The Secretary shall be elected in odd numbered years and serve two (2) years and until the final meeting following the election of a successor.
3. In addition to President-Elect and Secretary, the faculty members of the following standing committees shall be elected:  
  
Appointment, Promotion and Tenure; Bylaws; Executive; Faculty Affairs; Nominating; and Undergraduate Student Affairs to serve a three (3) year staggered term and may be elected to a second.
4. The Chair of the BSN Curriculum Committees shall be elected by majority vote of the committee members and serve a (3) year term and may be elected to a second term.
5. The Chairperson and Vice-Chairperson of GC/SA shall be elected by Category II voting members and shall serve a three (3) year term and may be elected to a second term. When a chairperson resigns or is to be absent for a semester or longer, the position will be filled for the duration of the absence by a special election held by the GC/SA.
6. When any elected officer, other than membership on the committee, is vacated, an

election shall be conducted in accord with the stated procedures to fill the vacancy.

7. When any membership position on a committee becomes vacant, with the exception of the GC/SA, the CCNF president, in consultation with the chair of that committee, shall appoint a replacement until the next regularly scheduled election.

## **Section B Voting by Electronic Ballot**

### **Process for Faculty Voting:**

1. The chairs of the nominating and bylaws committees will check the accuracy of the full time faculty list maintained in the Dean's Office. The Administrative Specialist in the Business Office each semester updates the faculty list on outlook. The chair of each committee needing electronic voting will verify the accuracy of the list with the Dean's Office. A list of eligible faculty will be forwarded each semester to the Director of Informational Technologies and entered in the database of eligible faculty.
2. Chair of Nomination or Bylaws Committee will notify faculty two weeks prior to the time the ballot will be put on line.
3. Voting will occur through the CCNF website and faculty will have two weeks to submit their vote.
4. Once a faculty member casts a vote, the system will not allow it to be altered. No votes will be accepted after the closing date and time.

### **Process for Determining Results of Elections and Voting**

1. Access to results will only be by the Director of Informational Technologies and the chair of the committee requesting the voting. If the chair of the committee is unable to complete this process, a designee will be appointed by the committee. The two members will print out the anonymous voting results.
2. The chair will report the results of the ballot at the next business meeting of the CCNF and email results to faculty.  
The paper file containing the voting records and the printouts of the results will be maintained securely by the chair of the committee needing electronic voting for at least one year. The data file will be maintained securely by the Director of Informational Technologies.

## **Section C Voting by Mailed Ballot**

1. Elections shall be carried out by secret ballot with members voting by mail as herein provided.
2. At least four (4) weeks prior to the annual meeting a ballot shall be mailed out to the appropriate voting members of the CCNF. Each ballot shall be accompanied by an official envelope self-addressed to the Secretary of CCNF.
3. A second ballot shall not be given or sent to any member for any reason.

4. Each member shall mark the ballot, seal it in the official envelope, print and sign name and return address on the envelope, and return it to the Secretary of CCNF.
5. Ballots returned dated later than five (5) working days prior to the Annual Meeting shall be void and not counted.
6. The Secretary of CCNF shall be responsible for verifying the names of members and date of return of the official envelope. The unopened envelopes shall be placed in safe keeping.
7. The ballots shall be tabulated in accord with policies and procedures as determined by the CCNF Executive Committee.
8. A plurality vote of members voting shall constitute an election for elected positions.
9. In case of a tie, the choice shall be decided by lot
10. All ballots, credentials of the voting body and other records of the election shall be preserved for a minimum of one (year).
11. Chair of Nominating Committee shall report results of the mail balloting the next business meeting of CCNF.

## **ARTICLE VI DUTIES OF CCNF OFFICERS**

### **Section A Duties of President**

The President shall:

1. designate the time and place for regular and special meetings of the CCNF;
2. preside at all regular and special meeting of the CCNF;
3. give a President's Report including, but not limited to, actions of the Executive Committee, at each business meeting of the CCNF;
4. appoint a pro-tempore secretary in the absence of the elected secretary;
5. appoint the necessary task forces and ad hoc committees to meet the mission and goals of the School of Nursing and the CCNF;
6. appoint, in consultation with the Chair of that committee, a person to serve until the next scheduled election in the event a vacancy in any elected committee membership position occurs during the academic year;

7. serve as a member of the Dean's Council;
8. give an annual report at the final meeting of CCNF.

### **Section B Duties of President-elect**

The president-elect shall:

1. preside at meetings of the CCNF in the absence of the president;
2. convene the Executive Committee and serve as its Chair;
3. monitor the work of CCNF Standing Committees;
4. perform or conduct duties of the office of the CCNF the president as designated by the president; and
5. ascend to presidency at the conclusion of the final meeting in odd numbered years.

### **Section C Duties of the Secretary**

The secretary shall:

1. maintain a listing of the current membership of the CCNF;
2. prepare and distribute minutes of each meeting to voting members of the CCNF and associate members who have requested;
3. serve as Secretary of the Executive Committee and CCNF business meetings;
4. arrange for distribution of the prepared agenda prior to the CCNF meeting;
5. file a copy of the minutes in the office of the dean that shall be the permanent record of the CCNF;
6. file a copy of each approved policy/procedure with the Executive Associate Dean for Academic Affairs for placement in the official Policy and Procedures Manual of the School; and
7. prepare an annual report of the business meetings of the CCNF.

## **ARTICLE VII MEETINGS**

### **Section A Regular Meetings**

There shall be a minimum of three (3) CCNF meetings per academic year. Faculty are to be notified of regular meetings at least five (5) working days in advance.

### **Section B Special Meetings**

A special meeting of CCNF may be called by the president on own authority, request of the dean, request of the chair of the Executive Committee, or ten (10) or more members of CCNF, in writing, for a special topic to be dealt with at the meeting. No other business may be brought forward at that meeting.

### **Section C Quorum**

A quorum shall consist of a presiding officer and at least 25% of voting membership.

## **ARTICLE VIII COMMITTEE STRUCTURE**

### **Section A Standing Committees**

The standing committees shall be:

1. Appointment, Promotion, and Tenure (APT)
2. Bylaws
3. Executive
4. Faculty Affairs
5. Graduate Curriculum/Student Affairs (GC/SA)
6. Nominating
7. BSN Curriculum
8. Undergraduate Student Affairs (USA)

## **Section B    General Rules**

1.     Committee recommendations that require action by the CCNF must be submitted in writing to the Executive Committee.
2.     At the conclusion of the academic year each committee chair shall submit a report to the Secretary of Executive Committee for distribution with the final minutes of CCNF, a report of all actions taken by the committee and the status of all uncompleted work of the committee.
3.     The chair or designee and the voting members present of each committee shall constitute a quorum.
4.     All members of standing committees except student members are voting members of the committee.
5.     The Chair, or designee, and all present voting members of each CCNF Standing Committee shall constitute a quorum.
6.     Committee reports or recommendations shall be written and distributed to all faculty prior to or at the CCNF meeting when these reports or recommendations appear on the agenda.
7.     Each committee shall select a secretary at the first meeting of the year or for each meeting.
8.     Any member of the committee who misses three consecutive meetings or a member who resigns may be replaced by action of the chair of the committee in consultation with the president of CCNF.

## **Section C    Duties of Standing Committee Members**

1.     The chairperson shall:
  - a.     preside at each of the scheduled meetings of the standing committee or designate an alternate to serve in the absence of the chairperson;
  - b.     may appoint an associate chair to aid in the work of the standing committee except for APT in which case a co-chair is elected;
  - c.     schedule committee meetings for the year and forward to the Executive Committee for placement on Master Calendar;
  - d.     convene the committee for meetings during the academic year as needed;
  - e.     prepare and circulate the agenda and minutes for committee meetings;



- f. present reports and/or recommendations of the standing committee to the Executive Committee for referral to CCNF for further action and a written report for each business meeting and an annual report at the final meeting of the academic year;
  - g. establish subcommittees as necessary, with the chair of the subcommittee being a member of the standing committee, to carry out the functions and responsibilities of the standing committee;
  - h. establish task forces for specifically designated tasks, composed of at least one (1) member of that committee and the remainder of faculty members as appointed by the chair of the task force. The chair of the task force will report back to the chair of the standing committee;
  - i. prepare an annual report of the committee including number of meetings held, summary of reports and actions, and recommendations for future consideration;
  - j. collaborate with the administrative liaison in conjunction with the committee to establish and coordinate the committee's work to fulfill the goals of the CCNF for the current year; and
2. The secretary shall:
- a. keep a record of proceedings, proposals made, pertinent discussion, and final action taken in committee meetings;
  - b. report in the minutes the names of persons at the meeting;
  - c. submit minutes/records to chairperson of committee within two weeks after a meeting; and
  - d. distribute annual committee reports to committee members and to the CCNF Executive Committee.
3. The committee members shall:
- a. attend all meetings;
  - b. be prepared for issues to be discussed;
  - c. report back to constituents;
  - d. a member shall be replaced if absent from three (3) consecutive meetings.
4. The administrative liaison to a standing committee shall:
- a. provide a linking relationship between administration and the standing committee to support the work of the committee;

- b. suggest issues for committee consideration;
- c. assist the committee in obtaining administrative support necessary to carry out committee functions;
- d. provide the committee with resource materials;
- e. communicate committee concerns and decisions to appropriate members of administration; and
- f. serve as non-voting member of the committee.

## **Section D Standing Committees**

### **1. Appointment, Promotion, and Tenure (APT)**

- a. The purposes of the CCNF Appointment, Promotion and Tenure Committee shall be to serve as the unit committee for the School of Nursing and make recommendations to the University Dean regarding issues involving appointment, reappointment, promotion, and tenure status of faculty and non-tenure-eligible appointees.
- b. The functions of the CCNF Appointment, Promotion and Tenure committee shall be to:
  - 1) evaluate tenure track faculty and non-tenurable academic appointees for appointment to rank and make recommendations to the University Dean in accordance with the School of Nursing and university requirements;
  - 2) receive recommendations from each department primary review committee, department chair, external reviewers and other such individuals and as specified by the university;
  - 3) evaluate dossiers of candidates seeking promotion or advancement to tenure status and make recommendations to the University Dean in accordance with the School of Nursing and university requirements;
  - 4) evaluate, upon the request of the University Dean, faculty performance to determine if a tenured faculty member has failed to maintain academic standards appropriate for a tenured member of the faculty and make recommendations to the University Dean concerning the appropriate action to be taken;
  - 5) respond to university documents regarding proposed appointment, promotion and tenure guidelines;

- 6) disseminate information regarding appointment, promotion and tenure criteria and processes;
  - 7) implement policies and practices regarding appointment, promotion and tenure; and
  - 8) evaluate tenure probationary faculty for third-year review to provide information to be used for decisions regarding reappointment.
- c. The voting membership shall be comprised of representatives, elected by the CCNF, who shall serve in staggered terms of two years. Members shall be tenured. An elected member may not hold an administrative position of Executive Associate Dean or department chair, and shall not have any authority over candidate in any administrative capacity.
- d. The composition of the committee is as follows:
- 1) the chair, who is a tenured full professor and is elected by the voting members of the CCNF and serves as a representative to the IUPUI Promotion and Tenure Committee;
  - 2) a co-chair, who is a tenured full professor, elected by the members of CCNF, and serves as the alternate representative to the IUPUI Promotion and Tenure Committee in the absence of the Chair;
  - 3) ten (10) tenured faculty, including the chair and co-chair, of a minimum of four (4) full professors and a maximum of six (6) associate professors;
  - 4) administrative liaison appointed by the University Dean or designee

2. **Bylaws Committee**

- a. The purpose of the Bylaws Committee shall be to maintain the bylaws of the CCNF.
- b. The functions of the Bylaws Committee shall be to:
  - 1) review the Bylaws of the CCNF within the framework of the University Faculty Constitution, and Bylaws of the University Faculty Council;
  - 2) review the Bylaws of the CCNF annually and make recommendations for amendments as needed;
  - 3) receive and review recommendations from members of the CCNF for proposed amendments to the bylaws;

- 4) forward proposed amendments to the Executive Committee with the committee's recommendation for action;
  - 5) report to the CCNF action taken on all recommended amendments referred to the committee; and
  - 6) conduct electronic voting for revisions or amendments of existing bylaws
  - 7) file a copy of the current Bylaws of the CCNF in the offices of the dean
- c. The membership of the Bylaws Committee shall consist of:
- 1) the chair, elected by the CCNF;
  - 2) three (3) representatives at-large, elected by the CCNF; and
  - 3) The CCNF parliamentarian;
  - 4) administrative liaison appointed by the University Dean or designee.

### 3. **Executive Committee**

- a. The purpose of the Executive Committee is to manage the business of the CCNF; monitor the progress of work assigned to other bodies/committees; and set the goals and objectives for the CCNF for the academic year.
- b. The functions of the Executive Committee shall be to:
  - 1) establish CCNF goals that interface with the goals of the School;
  - 2) act on behalf the faculty between business meetings;
  - 3) prepare and distribute to the faculty the date, time, place and agenda of each regular/special CCNF meeting at least five (5) working days prior to the date of each CCNF meeting;
  - 4) attach to the agenda written reports from each committee chair for distribution to faculty;
  - 5) place items on the agenda; refer items to an appropriate body/ committee; and report to CCNF the action taken on each item for its consideration;
  - 6) maintain a record of all items referred to other bodies/committees;
  - 7) monitor the progress and/or completion of work referred to other bodies/committees;

- 8) make recommendations to program-based curriculum committees regarding articulation issues;
  - 9) report to the CCNF the status of items approved by CCNF, but not yet implemented;
  - 10) provide the administration with faculty input regarding the academic calendar;
  - 11) appoint student representatives to CCNF committees, as required by the bylaws;
  - 12) provide the dean with names of faculty and student representatives for appointment to administrative task forces or committees;
  - 13) receive recommendations and proposals from faculty;
  - 14) coordinate schedule of CCNF committee meetings and forward recommendations for Master Calendar to appropriate corridor administrative group;
  - 15) appoint task forces as needed;
  - 16) appoint vacancies to committees to serve until the next scheduled election.
- c. The membership of the Executive Committee shall consist of the:
- 1) Secretary of the CCNF;
  - 2) President of the CCNF;
  - 3) President-elect of the CCNF, who is chair;
  - 4) Chairs of standing CCNF committees;
- d. The committee shall meet as needed to manage the business of the CCNF.

#### **4. Faculty Affairs**

- a. The purpose of the Faculty Affairs Committee is to address matters involving the faculty, including but not limited to:
- 1) issues of academic freedom;
  - 2) developing standards for:

- a) appointments and tenure; promotion policies and procedures;
  - b) faculty workloads;
  - c) faculty evaluations; and
  - d) awards/recognitions of special achievement in the areas of teaching, scholarship, and service.
- b. The functions of the Faculty Affairs Committee shall be to:
- 1) develop, review, and monitor implementation of policies and procedures related to the rights and responsibilities of faculty;
  - 2) develop and review policies related to faculty appointments, reappointments, tenure and promotion;
  - 3) develop, review, and monitor implementation of policies related to faculty workload;
  - 4) develop, review and monitor policies and procedures for mediation of faculty grievances;
  - 5) develop, review and monitor implementation of faculty evaluations by students, peers, and administrators;
  - 6) assure that special achievements in the areas of teaching, scholarship and service are recognized and publicized to the School of Nursing and campuses.
- c. The membership of the Faculty Affairs Committee shall consist of:
- 1) the chairperson, associate or full professor, tenured, elected by the CCNF;
  - 2) a co-chair shall be elected from the committee membership by the committee;
  - 3) twelve (12) faculty members, including the chair and co-chair, elected by the CCNF. No more than two-thirds (2/3) can be from the same campus; one (1) full professor, four (4) associate professors, four (4) assistant professors and three (3) nontenure-eligible academic appointments;
  - 4) administrative liaison appointed by the dean or designee.
- d. The committee shall meet as needed to complete the work of the committee.

5. **Graduate Curriculum/Student Affairs Committee (GC/SA)**

- a. The purposes of the GC/SA shall be to coordinate the development and revision of the curriculum and student policies for graduate programs;
- b. The curriculum functions of the GC/SA shall be to:
  - 1) identify goals and priorities for curricular issues in graduate programs;
  - 2) approve graduate curricula revisions developed by departments, task forces, and/or ad hoc advisory committees and forward recommendations to the Graduate School as appropriate;
  - 3) seek consultative/advisory input from experts to facilitate the work of the committee;
  - 4) ensure the evaluation of the masters and PhD graduate curriculum.
- c. The student affairs functions of the GC/SA shall be:
  - 1) draft policies related to the rights and responsibilities of graduate students and recommend to CCNF;
  - 2) monitor the implementation of School of Nursing University and Graduate School and policies and practices related to the rights and responsibilities of students;
  - 3) implement admission standards for all graduate programs in the School of Nursing;
  - 4) monitor the progression of students enrolled in graduate programs and address specific progression requests/issues following established progression and due process policies;
  - 5) facilitate faculty verification of program completion of graduate students consistent with established graduation policies;
  - 6) appoint subcommittees to hear graduate student appeals of actions related to admission, progression, and graduation consistent with policies and due process;
  - 7) cooperate with other University committees to facilitate selection of graduate recipients for student fellowships, scholarships, and awards; and
  - 8) make recommendations and take appropriate actions following review of student satisfaction surveys and other reported data related to student affairs.

- d. The membership of the GC/SA Committee shall consist of:
- 1) the Chair elected by faculty holding membership in the University Graduate School;
  - 2) the Co-chairs elected by faculty holding membership in the University Graduate School
    - a. one co-chair who is the chair of the MSN APG committee
    - b. one co-chair who is the chair of the PhD APG committee
  - 3) all faculty holding membership in the University Graduate School;
  - 4) two students, one representing MSN program and one representing PhD program appointed by Associate Dean of Graduate Programs in collaboration with Graduate Nursing Student Organization;
  - 5) administrative liaison(s) appointed by the University Dean.
- e. The co-chairs shall:
- 1) preside over GC/SA meetings in the absence of the chair;
  - 2) preside over the meetings of the MSN or PhD APG Subcommittees of the GC/SA committee;
  - 3) report on APG subcommittee actions at the regularly scheduled GC/SA meetings;
  - 4) submit an annual report of the activities of the APG Subcommittee to the chair of the GC/SA.
- f. Membership of the MSN APG Subcommittee is as follows:
- 1) chair of GC/SA MSN APG
  - 2) two (2) faculty representatives from each department to be appointed by the co-chair from members of the GC/SA. Representatives will be appointed for a 2-year term and may be re-appointed for consecutive terms.
  - 3) Administrative liaison as appointed by the Dean or designee.
- g. Functions of the MSN APG Subcommittee:



- 1) review applicants for admission who do not meet admission requirements, but who are recommended for admission by the Department, and endorse or deny the Department recommendation.
  - 2) Review requests for waivers of admission requirements and permission to take classes prior to enrollment and endorse or deny the requests.
  - 3) Review requests for leaves of absence, reinstatement, deferring class enrollment after admission, and extensions for completion of degrees who have departmental support and endorse or deny requests.
  - 4) Evaluate and report processes consistent with quality improvement of MSN APG policies.
- h. Membership of the PhD APG subcommittee:
- 1) Chair of the GC/SA PhD APG subcommittee
  - 2) PhD program administrator (ex officio, non voting)
  - 3) Associate Dean for Graduate Programs (ex officio, non-voting)
  - 4) Two (2) representatives from each PhD focus area, elected for two (2) years by faculty holding membership in the University Graduate School, Representatives will server staggered terms and may be re-elected for up to two (2) consecutive terms.
  - 5) Director or designee of any doctoral training grant.
- i. Functions of the PhD APG subcommittee.
- 1) Review applicants and make recommendations to the graduate school for admission using established criteria and guidelines.
  - 2) Monitor progression of students in the PhD program.
  - 3) Review requests for waivers of admission requirements and endorse or deny such requests.
  - 4) Review requests for leaves of absence or extensions for completion of the degree that have faculty support and endorse or deny the requests.
  - 5) Evaluate and report processes consistent with quality improvement of PhD APG policies.

j. Meetings

- 1) The MSN APG subcommittee shall meet monthly during the academic year, to complete the work of the committee. The chair or an appointed member of the subcommittee will review requests during the summer months and seek input from committee members as needed.
- 2) The PhD APG subcommittee shall meet at least twice during fall semester and at other times determined by the subcommittee chair to complete the work of the committee.

6. **Nominating Committee**

- a. The purpose of the Nominating Committee shall be to implement the mandates pertaining to elective offices as designated in the Bylaws of the CCNF. The committee shall conduct elections by written, mailed ballot for all elected offices of the CCNF.
- b. The functions of the Nominating Committee shall be to:
  - 1) solicit and obtain consent of qualified candidates to run for elected offices;
  - 2) present a slate to the CCNF 30 days prior to the election;
  - 3) conduct the election for elected offices of the CCNF by electronic or mailed, paper ballot and announce the outcomes of the election at the final meeting of the CCNF; ~~and~~
  - 4) submit to the secretary of the CCNF a master list of CCNF standing committee members, terms of office and areas of representation by September 15 of each academic year;
  - 5) conduct elections, as necessary, to provide representation to university and campus faculty governance bodies.
  - 6) Present an electronic slate to CCNF.
- c. The membership of the nominating committee shall consist of:
  - 1) the chair, elected by the CCNF;
  - 2) two (2) representatives at-large elected by the CCNF.
  - 3) administrative liaison as appointed by the dean or designee.
- d. The committee shall meet as often as necessary to fulfill the functions of the committee.

7. **BSN Curriculum Committee**

- a. The purposes of the BSN Curriculum Committee shall be to initiate and promote activities necessary to implement the IUSON curricula; recommend curriculum changes; facilitate communication regarding curricular issues; and assure curricular evaluation.
- b. The functions of the BSN Curriculum Committee shall be to:
  - 1) coordinate implementation of curricula for all BSN programs offered on corridor campuses;
  - 2) facilitate evaluation of achievement of year/level/program outcomes for all BSN curricula delivered on the corridor campuses;
  - 3) monitor curriculum implementation plans for the impact on resources and make appropriate recommendations to CCNF;
  - 4) examine and submit recommendations for resolution of conflicts related to the smooth articulation of the BSN curriculum;
  - 5) discuss and offer recommendations for BSN curricular issues that affect the corridor campuses as a whole; and
  - 6) approve courses in the BSN curricula.
- c. **Membership**
  - 1) All faculty with primary teaching responsibilities in the BSN curriculum.
  - 2) One BSN student appointed by the Assistant Dean of Student Affairs in collaboration with the President's Council.
  - 3) The chairperson elected by CCNF
- d. **Meetings**

The committee shall meet as required during the academic year and appoint subcommittees and task forces as needed to complete the work of the committee.

**8. Undergraduate Student Affairs Committee**

- a. The purpose of the Undergraduate Student Affairs Committee shall be to propose campus-specific policies and monitor the implementation of School of Nursing (CCNF), Indiana University and individual campus policies and practices for admission, progression, and graduation; to decide student appeals of decisions related to admission, progression and graduation; to contribute to the selection of students for fellowships, scholarships and awards; and to address student concerns/issues.
- b. The functions of the Undergraduate Student Affairs Committee shall be to:
  - 1) draft corridor-level policies related to the rights and responsibilities of students and recommend to CCNF;
  - 2) monitor the implementation of School of Nursing (CCNF) and Indiana University policies and practices related to the rights and responsibilities of students;
  - 3) implement admission standards for all undergraduate programs in the Corridor;
  - 4) monitor the progression of undergraduate students enrolled in all programs in the Corridor and address specific progression requests/issues following established progression and due process policies;
  - 5) facilitate faculty verification of program completion of undergraduate students graduating from all programs in the Corridor consistent with established graduation policies;
  - 6) appoint subcommittees to hear undergraduate student appeals of actions related to admission, progression, and graduation consistent with CCNF policies and due process;
  - 7) create subcommittees as necessary to carry out functions of the committee. The majority of members of the subcommittee shall be members of the Undergraduate Student Affairs Committee and additional members as appointed by the Undergraduate Student Affairs chair. The requirements of this section do not apply to appointment of subcommittees set forth in #6 above.
  - 8) make recommendations and take appropriate actions following review of student satisfaction surveys and other reported data related to student affairs.

- c. The membership of the Undergraduate Student Affairs Committee shall be:
  - 1) the chairperson, elected by:
  - 2) Nine (9) faculty members, to be selected by the representative groups, including six (6) faculty teaching in the baccalaureate program at IUPUI, each representing a different semester; three (3) faculty representatives from each of the following: two (2) from the Bloomington campus and one (1) from the Columbus Center;
  - 3) four (4) undergraduate student representatives appointed by Assistant Dean of Student Affairs in collaboration with the President's Council to include: two (2) representing BSN at IUPUI, one (1) representing BSN at Columbus, one (1) representing the Bloomington Campus;
  - 4) administrative liaison as appointed by the dean or designee.
- d. The composition and functions of the Admission, Progression and Graduation (APG) Subcommittees are as follows:
  - 1) Membership of the BSN APG Subcommittee is as follows:
    - a) chair and vice-chair selected from Undergraduate Student Affairs Committee (USAC) membership by USAC chair;
    - b) one (1) faculty representative from each of the six semesters of the BSN nursing major to be appointed by the USAC chair from faculty teaching in the BSN Program in consultation with the chair and vice chair of the BSN APG Subcommittee. Representatives will be appointed for a two-year term and may be re-appointed for consecutive terms;
    - c) one representative from IU Bloomington campus;
    - d) administrative liaison as appointed by the Dean or designee;
    - e) academic advisors from the Corridor appointed by the administrative liaison to serve as non-voting members;
  - 2) Functions of the APG Subcommittees:
    - a) approve selection of applicants for admission to the respective programs;

- b) review and act on student requests regarding part-time status/leaves of absence/reinstatement;
  - c) review and act on failures in nursing or general education courses, including those that may result in dismissal from the respective programs;
  - d) review and act upon requests for intrasystem/external transfers to the respective programs;
  - e) review and act upon requests for waivers of academic policies implemented in the BSN program;
  - f) review issues of dismissal related to academic and personal misconduct in accordance with University and CCNF School of Nursing policies and forward recommendations to USAC;
  - g) review appeals of APG Subcommittee decisions and grant or deny appeals; and
  - h) approve candidates for graduation from the respective programs.
- 3) Functions of the chair of each of the APG subcommittees:
- a) receive student requests and bring to subcommittee for action;
  - b) assist students in interpreting University and CCNF School of Nursing academic policies and practices;
  - c) prepare agendas for meetings;
  - d) preside over meetings and facilitate discussion of student requests;
  - e) process issues resulting from discussion of student requests;
  - f) communicate committee decisions to students via written means and orally as appropriate;
  - g) submit an annual report of the activities of the APG Subcommittee to the chair of the Undergraduate Student Affairs Committee.
- 5) Meetings will be scheduled at the beginning of each academic year to provide for timely and appropriate management of all functions.

- a) The committee will meet once a month or as needed during the academic year.

## **Section E Other Committees**

1. Task forces/ad hoc committees from the CCNF shall be created by the CCNF president when a need/problem arises which does not fall within the specific purposes and functions of a standing committee or when a specific one-time task needs to be accomplished. Each task force/ad hoc committee is responsible to and reports back to the CCNF standing committee or CCNF president.

## **ARTICLE IX. AMENDMENTS**

These bylaws may be amended by a 2/3 majority of the members voting by a mailed ballot providing the proposed amendment(s) have been distributed to all voting members and discussed at a meeting of the faculty prior to the vote.

## **ARTICLE X. PROVISOS**

- 1) Existing committees will continue to operate until new committees have been elected or appointed.
- 2) The approved new committees created by these Bylaws take effect when the election results are reported.
- 3) In order to establish staggered terms for committee members, those members with the highest 1/3 of votes shall be elected to a three (3) year term; middle 1/3 shall be elected for a two (2) year term, and lower 1/3 to a one (1) year term.

## **ARTICLE XI. PARLIAMENTARIAN AND PARLIAMENTARY AUTHORITY**

### **Section A CCNF Parliamentarian**

The CCNF parliamentarian shall:

1. be appointed by and serve at the pleasure of the CCNF president;
2. serve as an advisor on parliamentary procedure to the CCNF president;
3. serve as a resource to CCNF standing committees at their request; and
4. serve as a member of the CCNF Bylaws Committee.

## **Section B Parliamentary Authority**

Parliamentary authority shall be governed by Robert's Rules of Order, Newly Revised; (latest), except in such cases as are covered by the CCNF Bylaws and special rules adopted by the CCNF.

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