

**MINNESOTA STATE UNIVERSITY, MANKATO  
SCHOOL OF NURSING**

**BYLAWS**

**ARTICLE I. NAME, GENERAL POWERS, PURPOSES**

The name of this organization shall be the Minnesota State University, Mankato School of Nursing. The School of Nursing has three purposes: to provide education in the discipline of nursing and professional practice; to promote and conduct scholarship in nursing; and to serve diverse populations. All powers exercised by the Faculty and Dean of the College of Allied Health and Nursing are delegated by the Board of Trustees and the IFO-MnSCU Master Agreement (hereafter known as the Master Agreement) of 2005-07 or the most recent revision of that document. These authorities and responsibilities are delineated in the Constitution of the School of Nursing. These Bylaws are to be interpreted in conformity with the School of Nursing Constitution.

**ARTICLE II. NURSING FACULTY ORGANIZATION**

The Nursing Faculty Organization shall have authority to determine the philosophy and mission of the School of Nursing in accordance with the Master Agreement and the School of Nursing Constitution.

***Section A. Authority and Responsibility***

1. The Nursing Faculty Organization (NFO) is responsible for determining the philosophy and mission of the School, the purposes and objectives of the programs, the curricular offerings of the programs, and populations to be served by these programs.

**DEFINITIONS**

**Programs.** Entities that lead to distinct degrees or certificates. Examples are the baccalaureate and FNP programs.

**Populations to be served by the Programs.** A group of potential students that share a common educational background and/or are being targeted by a special effort.

2. The NFO shall be chaired by the School of Nursing Chairperson. Each spring the NFO shall elect other officers to one-year terms. These officers are Vice-Chair and Treasurer. All officers must be voting FA/IFO members.
3. The NFO shall act on all major policy areas and on those policies recommended by Standing Committees as stipulated in these Bylaws.
4. The NFO shall review the need for and functions of all Standing Committees at least every five (5) years. Committee Chairpersons will prepare a report for the NFO to be used for review purposes.
5. The NFO may direct the Planning and Resource Committee to assign issues, problems or questions to Standing Committees or **establish** Special Committees or Taskforces to implement specified functions for a prescribed period of time.
6. The NFO shall be responsible for a regular review of progress toward the achievement of the School's mission and goals.

***Section B. Organization of Faculty***

The Nursing Faculty Organization shall determine the organization and structure of the faculty to enable it to discharge its authority and responsibilities and to implement the programs of the School. **During the formulation of regulations and standards and the implementation of graduate programs, College of Graduate Studies and Research standards and policies shall be followed.**

***Section C. Operating Procedures of the NFO***

1. Regular meetings shall be held at least once per month. One regular meeting each year shall be the annual meeting at which committee reports shall be received and future directions considered.
2. Special meetings may be held at the call of the Chairperson or the Planning and **Resource** Committee or by written request to the Chairperson by 10% of the NFO membership. Special meetings shall deal only with the specific concerns for which they are called.
3. A simple majority of the voting membership shall constitute a quorum. In the presence of a quorum, a simple majority of those present shall constitute a definitive vote unless otherwise specified in the Master Agreement or the Constitution or these Bylaws. Voting may occur by paper ballot during an NFO meeting or by paper or electronic ballot during a specified period of time between NFO meetings. In the latter case, the total number of paper or electronic ballots returned must equal a simple majority of the voting membership (quorum). **Any voting member who is unable to attend a meeting may submit an absentee ballot on any agenda item.**
4. Agendas shall be prepared by the Chairperson of NFO. For regular meetings, agendas including action item materials shall be distributed four (4) working days in advance of meetings. For special meetings, the announcements and the agendas shall be distributed **48 hours** in advance of the meeting. Individual members of NFO as well as Committees may submit agenda items to the Chairperson of NFO.
5. The agenda of NFO meetings shall consist only of discussion items and action items. Discussion items are issues or policies related to the responsibilities of NFO. Action items are motions before the NFO. Reports from administrators, committees, or other bodies will be printed separately and distributed at the NFO meetings.
6. The Chairperson shall arrange for minutes to be taken for all **meetings**. These will be distributed to all members and filed in permanent records. An annual summary of actions shall be compiled by the Chairperson for the annual meeting.
7. The vice-chair shall serve as Chairperson in the absence of the Chairperson. The vice-chair **shall coordinate** social activities and **communicate** on behalf of NFO with faculty/staff at times of joy, sorrow, or transition.
8. The treasurer **shall provide** members with a report of the financial status of NFO, **collect** the annual membership fee as determined by NFO, and **maintain** a record of fund distribution.
9. At the end of each academic year, regular meetings of the NFO and Standing Committees for the following academic year **shall** be scheduled by the Planning and Resource Committee.

**ARTICLE III. STANDING STRUCTURAL COMMITTEES**

***Section A. Graduate Faculty Committee***

***1. Membership***

- a. All **School of Nursing** faculty holding appointments in the College of Graduate Studies and Research.

## ***2. Authority and Responsibility***

- a. Carry out the authorities and responsibilities set forth in College of Graduate Studies and Research policies.
- b. Develop and implement School of Nursing policies for admission and progression of graduate students.
- c. Review, approve, and make recommendations to the College of Allied Health and Nursing and to the College of Graduate Studies and Research on all graduate program curricular issues.
- d. Make annual informational reports to the NFO, including but not limited to, number of applications received and number of applicants admitted.

### ***Section B. Student Participation – Nursing College Board***

#### ***1. Membership***

All students enrolled in a nursing major.

#### ***2. Authority and Responsibility***

- a. Determine the structure necessary to assure adequate student participation and representation in the governance affairs of the School of Nursing.
- b. Appoint or organize elections for four (4) student participants, 2 undergraduate and 2 graduate, to serve as members of the Curriculum Coordinating Committee and the Grants and Awards Committee.
- c. Appoint or elect students for membership on special committees as specified in Article V of the Bylaws, if student participation has been determined to be appropriate. Qualifications of the student membership will be determined by the respective chair of the special committee who will make a request to Nursing College Board.
- d. Secure membership to the Constitution Committee and Bylaws Committee whenever such a committee has been organized for review or revision of these documents.
- e. Secure faculty representatives to the Nursing College Board, as provided in the Nursing College Board Bylaws.

### ***Section C. Professional and Administrative Staff Council***

#### ***1. Membership***

- a. All professional and administrative (PA) employees within the School of Nursing.

#### ***2. Authority and Responsibility***

- a. Communicates with School of Nursing administration and faculty.
- b. Elects representatives to the School of Nursing governance bodies as requested.

## ARTICLE IV. GENERAL COORDINATION AND LIAISON FUNCTIONS

### Section A. Planning and Resource Committee

#### 1. Membership

- a. Voting members shall include:
  - i. Chairpersons or designees of the following standing and structural committees: Curriculum Coordinating, Faculty Development and Evaluation, Graduate Faculty, Awards and Grants, and Undergraduate Admission and Progression.
  - ii. School of Nursing Chairperson, who will also serve as Chairperson of this committee.
- b. Non-voting members **shall** include:
  - i. Student representative elected from each major student group: undergraduate, Master's, and doctoral.
  - ii. One Professional and Administrative Staff representative elected by the Professional and Administrative Staff Council.
- c. Elections for expiring terms **of non-voting members of** the committee shall be held each May. The School of Nursing Chairperson shall arrange with the Nursing College Board and the Professional and Administrative Staff Council elections as necessary to fill the expiring terms of those representatives.

#### 2. Authority and Responsibility

- a. Receives, deliberates, and formulates recommendations for NFO on matters not assigned to other committees and makes recommendations, where indicated, on committee or individual items being submitted to the NFO. The Committee is empowered to place such business on the agenda of a regular or a special session of the NFO, and when appropriate, to make recommendations, or refer the matter to an appropriate committee.
- b. Collaborates with the Chairperson in developing agenda for NFO meetings. The Committee will ensure that issues of concern that have come before it are put on the agenda in a timely fashion for study, debate and action.
- c. Examines and responds to any action by the University or bodies outside the School of Nursing that affects the School.
- d. Develops and implements a procedure for the election of faculty members to the standing committees of NFO.
- e. Establishes and charges special committees of the NFO or employs other mechanisms that it regards as appropriate in 1) carrying out work of the NFO that is beyond the scope of standing committees, and 2) furthering communication among the faculty, students and administration.
- f. Assigns issues, problems, or questions to appropriate NFO committees.
- g. Monitors progress of committees on assigned tasks.
- h. Coordinates efforts that extend beyond the purview of one committee.



e. Develops and recommends criteria, scope and procedures for evaluation of the School's programs and curricular offerings and makes recommendations, based on results of such evaluative activities, to Graduate Faculty, the NFO and the Dean.

f. Develops and implements a curricular plan to accomplish the teaching mission of the School in a manner that fosters the unity of the School.

g. Explores, clarifies and seeks faculty consensus on specific curricular issues, including perspectives of nursing as a discipline, views on the human health experience, and differences in knowledge development and practice expectations of the undergraduate, master's and doctoral programs.

h. Makes recommendations to the Planning and **Resource** Committee regarding resources needed to carry out current and projected curricular offerings.

### ***Section B. Faculty Development and Evaluation Committee***

#### ***1. Membership***

A minimum of three (3) tenured faculty members, one (1) probationary faculty member, and one (1) fixed-term faculty member with at least a .75 time appointment and in the third (3<sup>rd</sup>) appointment year within the School of Nursing. Two (2) members must hold the rank of full professor, and two (2) members must hold the rank of associate professor.

#### ***2. Authority and Responsibility***

a. Develops and evaluates criteria, standards, and procedures for faculty appointment, retention, and promotion and for adjunct faculty appointment, retention, and promotion, and submits recommendations to the NFO.

b. Implements the procedure of review of faculty for promotion and tenure within the framework established by the current Master Agreement and University procedures.

c. Provides summaries of discussion, action, and recommendations to the Dean for each faculty member applying for promotion and/or tenure.

d. Develops, reviews, and revises procedures for reviewing faculty professional development plans; implements these procedures; and provides a written summary of the discussion and recommendations to each faculty member and the School of Nursing Chairperson.

e. Appoints members to special committees of the NFO in accordance with the composition and qualifications for each committee as specified by the Planning and **Resource** Committee and in accordance with the preferences and development plan of each faculty member.

f. Collaborates with the School of Nursing Chairperson in making teaching assignments (including thesis advising and/or clinical practicum mentoring) for each faculty member in consideration of the development plan of each faculty member.

g. Reviews candidates for faculty appointments (tenured, probationary, fixed-term, and adjunct) for consistency with established criteria and standards for the respective appointments.

h. Collaborates with the Chairperson in recommending appointments of adjunct faculty to the Dean.

i. Consults with the Faculty Association President and the Dean in matters relating to the implementation of promotion and tenure procedures.

j. Advises faculty regarding self-evaluation procedures.

k. Develops faculty development plans for groups of faculty within the School of Nursing, including, but not limited to, an orientation plan for new faculty; collaborates with the School of Nursing Chairperson and coordinators in the implementation of the plans.

***Section C. Grants and Awards Committee***

***1. Membership***

a. Voting members shall include:

i. At least four (4) voting members of the NFO including at least two (2) tenured, and one (1) holding graduate faculty status.

ii. School of Nursing Chairperson., who shall serve as Chairperson of the Committee  
**Student Relations Coordinator removed**

b. Non-voting members shall include:

i. **One (1) undergraduate and one (1) graduate student.**

ii. College of Allied Health and Nursing development and alumni relations director, ex officio.

iii. Representative from Mu Lambda Chapter, Sigma Theta Tau International, ex officio.

***2. Authority and Responsibility***

a. Initiates and coordinates grant-writing activities and the development of awards/fellowships/scholarships for students, staff, faculty, and alumni

b. Establishes subcommittees, as appropriate, from the Committee's membership and beyond to accomplish the Committee's responsibilities.

c. Collaborates with the School of Nursing Chairperson and coordinators to identify and respond to RFAs and RFPs relevant to the School's mission.

d. Sets equitable standards for the distribution of resources for faculty development.

e. Serves as a deliberative and coordinating body in matters pertaining to School of Nursing policy on awards, scholarships, and fellowships.

f. Solicits, reviews, and evaluates nominations for available awards, scholarships, and fellowships; selects recipients for available awards, scholarships, and fellowships and submits a written report to the NFO.

***Section D. Undergraduate Admission and Progression Committee***

***Membership***

a. Voting members shall include:

i. A minimum of **four (4)** voting members of the NFO, to include at least two (2) tenured faculty. A majority of the members will have at least three (3) years of teaching experience in a baccalaureate nursing program and will be currently teaching in one of the undergraduate programs.

ii. Student Relations Coordinator

## ***2. Authority and Responsibility***

a. Reviews, proposes, implements and evaluates policies and procedures for admission to each School of Nursing undergraduate program.

b. Reviews, proposes, implements and evaluates policies and procedures for progression through each School of Nursing undergraduate program.

## ***Section E. Special Committees***

1. The Planning and **Resource** Committee, either independently or directed by the NFO, may establish special committees to carry out specified functions needed for a given period of time.

2. Membership qualifications for special committees shall be established by the Planning and **Resource** Committee, in consultation with the NFO where appropriate, in accordance with the functions to be performed.

## ***Section F. Committee Operating Procedures***

1. Regular meetings shall be held at least nine (9) times per year.

2. The Chairperson of each committee shall be elected by the members of the respective committee with the incumbent serving until a new Chairperson is elected, unless otherwise specified in these Bylaws. If the Chairperson is not continuing on the committee, the Faculty Development and Evaluation Committee shall appoint a convener.

3. A simple majority of the voting membership constitutes a quorum. In the presence of a quorum a simple majority of those present shall constitute a definitive vote.

4. Committee Chairpersons shall maintain a permanent record of actions and activities and distribute minutes following meetings.

5. Committees shall submit annual reports describing accomplishments and plans for the future to the NFO.

6. Individual members of the NFO may submit agenda items regarding concerns falling within the scope of a selected committee's responsibility to the appropriate committee Chairperson or to the Planning and **Resource** Committee.

7. Committee appointments of faculty for all standing committees shall **be** for a term of three (3) years, unless specified otherwise. Appointments shall be staggered to provide for continuity of experience on the committees.

8. All meetings within the School of Nursing **shall** be considered open to all faculty and staff of the School and other interested parties, with the exception of those meetings or portions of meetings that deal with personnel (i.e. hiring, performance review, etc.) or student progression issues. At committee meetings, although observers cannot routinely participate in committee discussion of agenda items, they may speak when a committee member yields to them.

## ARTICLE VI. ADMINISTRATIVE STRUCTURE

### *Section A. Dean*

The authorities and responsibilities of the Dean are delineated in the School of Nursing Constitution.

### *Section B. School of Nursing Chairperson*

The process for selection and appointment shall be consistent with the current Master Agreement.

#### **1. Authority and Responsibility**

- a. The Chairperson's primary responsibility is to coordinate the activities of the faculty.
- b. The Chairperson **shall be** responsible for implementing faculty-approved educational programs within the constraint of available resources. The Chairperson **shall** consult with faculty during the development of educational programs and provide information regarding available resources.
- c. In collaboration with the Planning and **Resource** Committee, the Chairperson shall make budget recommendations to the Dean.
- d. The Chairperson shall make a recommendation to the Dean on each new faculty appointment after receiving and considering the recommendation from a faculty search committee or the Faculty Development and Evaluation Committee, as stipulated in these Bylaws.
- e. The Chairperson shall make a recommendation to the Dean on faculty promotions and tenure after receiving and considering faculty recommendations from the Faculty Development and Evaluation Committee.
- f. The Chairperson **shall be** responsible for the hiring, development, and periodic review of support staff, including, but not limited to, professional and administrative staff and student workers; **is responsible for (deleted)** for planning and implementing the daily operations of the School; and for distributing material resources among the faculty.
- g. The Chairperson **shall be** responsible for coordinating the work of all School of Nursing coordinators.
- h. The Chairperson **shall be** responsible for implementing all motions passed by the NFO unless the motion specifies implementation by another person or group.
- i. The Chairperson **shall** receive concerns from faculty, staff, and students requiring consultation with administration.
- j. The Chairperson shall report to the NFO and to the Dean at least annually the state of the School and progress toward accomplishment of the School's goals.

## ARTICLE VII. AMENDMENTS, INTERPRETATIONS, IMPLEMENTATION

### *Section A. Amendments*

Proposals for amending the bylaws of the School of Nursing may be initiated by any voting member of the NFO. Proposals shall be submitted to faculty in writing at least ten (10) working days prior to the scheduled discussion in the NFO. Following discussion, a draft of the proposed amendment and a mail

ballot shall be submitted to each voting member of the NFO. Approval by at least two-thirds of the votes received within ten (10) working days after submission of the mail ballot shall constitute adoption of the amendment. Amendments approved by the voting membership of the NFO shall be in effect the day following their approval.

***Section B. Interpretation***

Final authority to interpret these Bylaws shall reside in the NFO.

***Section C. Implementation***

These Bylaws shall become effective within 30 calendar days following their approval.

Adopted by NFO, May 5, 2006