

**University of Texas Health Science Center San Antonio  
School of Nursing**

**Faculty Assembly of the School of Nursing**

**BYLAWS**

**ARTICLE I**

**Name**

The name of this organization shall be known as the School of Nursing (SON) Faculty Assembly of The University of Texas Health San Antonio (UT Health).

**ARTICLE II**

**Purpose**

The members of the Assembly shall exhibit an active interest in the progress and future of the school and shall be responsible for active participation in major planning for the school and the campus as a whole. They shall accept responsibility for performing those functions essential to the maintenance and conduct of programs of excellence in activities of the school. The Faculty has a major responsibility to formulate policies in all academic matters including but not limited to: General academic policies and welfare, student life and activities, requirements of admission and graduation, honors and scholastic performance, approval of candidates for undergraduate degrees and recommendation for graduate degrees, and faculty rules of procedure. In addition, the Assembly may consult with the Dean on general administrative affairs and on any matter pertaining to the development of the school.

**ARTICLE III**

**Authority and Power**

Section 1. Authority

The University of Texas Health San Antonio SON Faculty Assembly shall be subject to the authority of the Board of Regents and the authority vested in various administrative officers and subdivisions of The University of Texas System. Policy proposals may be generated by any member of the Faculty Assembly, Standing Committee, Special Committee, or Administrative Committee.

These Bylaws provide for the governance structure for the faculty of the SON. The Faculty Assembly shall establish such School policies which will guide:

- A. All curriculum offerings, scholarship and practice/engagement activities
- B. Recruitment, selection, admission, promotion and well-being of students
- C. Selection, appointment, promotion and well-being of faculty
- D. Collaboration in the development and implementation of the Total Systematic Evaluation Plan

The Faculty Assembly shall assume responsibility of the School's programs and shall be empowered to:

- A. Determine and adopt the Values, Vision, Mission and Goals of the SON
- B. Review and act on recommendations of the Standing and Special Committees of the Assembly, its own membership and outside communities of interest
- C. Evaluate and make recommendations regarding the relationship of the SON and its communities of interest

Section 2. Robert's Rules of Order (Revised)

- A. Robert's Rules of Order shall serve as the parliamentary authority of the Faculty Assembly.
- B. A parliamentarian will be appointed to assure Robert's Rules of Order are followed.

**ARTICLE IV**  
**Membership, Quorum and Voting**

Section 1. Eligibility for Membership

- A. **Voting Members**  
All faculty members in the SON having at least 0.5 FTE appointments for a full academic year constitute the Faculty Assembly.
- B. **Non-Voting Members**  
Other academic appointees shall be associate members. They shall be entitled to attend meetings of the Faculty Assembly as non-voting members.
- C. **Ex-officio members**
  - i. President of the Health Science Center and Deans of the Schools within the Health Science Center
  - ii. Other individuals from the Health Science Center shall be selected as deemed appropriate by Faculty Assembly
- D. **Outside Committee Members**  
Outside committee members who are experts in a particular area, e.g., finance; or consumers of SON services, may be invited to serve on standing committees.

Section 2. Quorum

At least 15 voting members shall constitute a quorum for the Faculty Assembly.

Section 3. Voting

- A. Faculty excused will have voting privileges via email to the Chair of the Faculty Assembly within 1 week of the Faculty Assembly vote.
- B. If no more than 15 voting members are present, all motions shall be sent forward electronically to all absent voting members for vote.
- C. The final vote tally shall be reported at the next Faculty Assembly meeting. In the event of a veto by the Dean of the SON, an explanation of the reason(s) for the veto shall be presented to the Faculty Assembly within two weeks / or before the end of the academic year. A two-thirds vote of the membership shall be necessary to override the veto. The Dean will consult with appropriate committee members when faculty is not in session. Policy decisions are subject to the approval of the President of the Health Science Center upon the recommendation of the SON Dean.

**ARTICLE V**  
**Officers and Duties**

Section 1. Officers

The elected officers of Faculty Assembly shall be a Chair, a Chair-elect and a Secretary. Full-time faculty members shall be deemed eligible to hold the office of Chair.

Terms are September 1 through August 31.

Section 2. Duties of the Chair

- A. The Chair shall preside over regular and special meetings of the Faculty Assembly.
- B. The Chair shall represent the faculty by assuring mutual communication between administration and the Faculty Assembly.
- C. The Chair of the Faculty Assembly shall develop the agenda for Faculty meetings.
- D. The Chair shall appoint a parliamentarian for Faculty Assembly meetings.
- E. The Chair will appoint vacancies should they occur on faculty committees.
- F. The Chair shall serve on the Faculty Council.

Section 3. Duties of the Chair-elect

- A. Assume the responsibilities of the Chair in case of absence or resignation
- B. Serve on the Faculty Council.
- C. Collect dues and disperse Faculty Assembly funds.
- D. Assume responsibilities for planning social functions.
- E. Assume the position of Chair of the Faculty Assembly for one year after serving as Chair-elect.

Section 4. Duties of the Secretary

- A. Record the meetings of the Faculty Assembly.
- B. Conduct official correspondence of the Faculty Assembly.
- C. Serve on Faculty Council.

**ARTICLE VI  
Faculty Assembly Meetings**

Section 1. Meetings

- A. Faculty Assembly will meet regularly during the academic year.
- B. Special meetings shall be held as needed.
- C. Special meetings may be called by the Chair or the Dean when deemed necessary or upon petition of one-third of the voting members of the Faculty. In emergencies, as much prior notice of the faculty meeting will be given as is feasible but at least 24 hours.
- D. The agenda for regular and special faculty meetings shall be determined through collaborative agreement of the Faculty Assembly Chair and the Dean. The agenda will be posted one week prior to each Faculty Assembly. The agenda for special meetings shall be posted prior to the meeting. The agenda shall be determined by collaborative agreement of two representatives of the petitioning group, the Chair and/or the Dean, and other members of Faculty Council.
- E. Official minutes of each meeting shall be taken and will be kept in SON SharePoint.
- F. Staff support is provided by the Office for Faculty Excellence.

**ARTICLE VII  
Faculty Council**

Section 1. Authority

- A. Consult with and advise the Dean in matters brought forward by the Dean, Standing Committees, Special Committees, Faculty members or other Faculty Council members.
- B. Forward policy suggestions to Faculty Assembly. Oversees all school policy implementation.

Section 2. Membership (voting members)

- A. Dean
- B. Vice Dean for Practice and Engagement
- C. Vice Dean for Faculty Excellence
- D. Vice Dean for Research
- E. Associate Dean for Admissions and Student Services
- F. Associate Dean for Undergraduate Studies
- G. Associate Dean for Graduate Studies
- H. Director of Center for Simulation and Innovation
- I. Faculty Assembly Officers (Chair, Chair-Elect and Secretary)

- J. Faculty Assembly Standing Committee Chairs
  - i. Committee on Undergraduate Studies (COUS)
  - ii. Committee on Graduate Studies (COGS)
  - iii. PhD Committee on Graduate Studies (PhD-COGS)
  - iv. Promotion, Tenure and Appointments Committee (PTAC)
  - v. Committee on Faculty, Staff, and Student Matters (COFSSM)
  - vi. Committee on Scholarship (COS)
  - vii. Committee on Simulation and Innovation (ComSI)
  - viii. Committee on International Programs (CIP)
  - ix. Committee on Interprofessional Education (CoIPE)
  - x. Search Committee
  - xi. Nominating Committee
  - xii. Bylaws Committee

Ex Officio Members (non-voting members):

- A. Associate Dean for Finance and Administration
- B. Director of Academic Programs
- C. Director of Development
- D. Director of International Programs
- E. Manager of Office for Faculty Excellence
- F. Director of Admissions and Special Programs
- G. Assistant Dean for Academic Enhancement
- H. Officer of Staff Assembly

Terms are September 1 through August 31, unless otherwise specified in the current Bylaws in the respective committee articles.

Section 3. Faculty Council Officers and Duties of the Council:

Duties:

- A. The Dean and Chair of Faculty Assembly shall generate and circulate a meeting agenda and the Dean shall chair the meeting.
- B. Provide administrative support for minute taking and official correspondence of the Council.
- C. Consult with and advise the Dean in matters brought forward by the Dean, Standing Committees, and Special Committees, Faculty members or other Faculty Council members.
- D. Plan appropriate resource allocation for Faculty Assembly.
- E. Provide leadership in strategic directions for the SoN as determined by faculty for the SoN.
- F. Represent the faculty by facilitating mutual communication through committee structure between university administration and the faculty organization.
- G. Monitor the implementation of the Total Systematic Evaluation Plan.
- H. Periodically review the Values, Mission and Goals and Philosophy of the School and recommend revisions to the Faculty Assembly and the Dean.
- I. Monitor the implementation of the Strategic Plan.

Section 4. Meetings

- A. Regular meetings shall be scheduled during the academic year.
- B. Additional meetings may be called by the Chair and Dean or by petition of three members of the Faculty Council. Notices of the meeting shall be the responsibility of the Dean and agenda posted prior to meeting.
- C. Official minutes of each meeting shall be taken by the Assistant to the Dean and distributed to faculty and staff. In his/her absence, the Dean shall appoint a substitute. Official copies of minutes will be posted on SON SharePoint.
- D. Meetings may be held during the summer months with accommodations for participation by committee chairs as deemed necessary for the SON to function without interruption.

**ARTICLE VIII**  
**Committee Membership, Quorum, Voting**

Section 1. Committee Membership

- A. The membership of each committee is elected as designated.
- B. The membership of each subcommittee shall be decided by said committee. Subcommittee members make recommendations to elected committee membership for formal recommendations/action.
- C. Committee formal recommendations/actions are taken to Faculty Council for approval then Faculty Assembly for information or vote.
- D. Nursing students shall have representation on the Committee on Undergraduate Studies (COUS), Committee on Graduate Studies (COGS), PhD Committee on Graduate Studies (PhD-COGS), the Committee on Scholarship (COS), and the Committee on Faculty, Staff, and Student Matters (COFSSM). Students may not serve as chairs of committees.
- E. Elected member of a committee shall be removed from that committee if 30% or more of scheduled meetings are missed without excused absence effective upon reaching 30% absence.
- F. Resignation: Expectations of faculty include committee service. In the exceptional circumstance should a faculty member need to resign from their committee, the faculty member shall submit a letter in writing to the Faculty Assembly chair with the rationale and giving one full semester notice.

Section 2. Quorum

At least 50% of voting members must be present to conduct business.

Section 3. Voting

Electronic votes are permitted as authorized by the Chair of each Committee.

**ARTICLE IX**  
**Committees of the Faculty**

Section 1. Authority

The Committees of the Faculty shall carry out duties prescribed by the Bylaws and charges assigned by the Chair of the Faculty Assembly and/or the Dean.

Section 2. Responsibility—Standing and Special Committees

- A. The regular work of the faculty shall be carried on by the Standing Committees of the Assembly, which shall be the:
  - i. Committee on Undergraduate Studies (COUS)\*
  - ii. Committee on Graduate Studies (COGS)\*
  - iii. PhD Committee on Graduate Studies (PhD-COGS)\*
  - iv. Promotion, Tenure and Appointments Committee (PTAC)
  - v. Committee on Faculty, Staff, and Student Matters (COFSSM)\*
  - vi. Committee on Scholarship (COS)\*
  - vii. Committee on Simulation and Innovation (ComSI)\*
  - viii. Committee on International Programs (CIP)\*
  - ix. Committee on Interprofessional Education (CoIPE)\*

- x. Special Committees:
  - a. Search
  - b. Nominating
  - c. Bylaws

*\*Committees with student membership*

- B. Faculty members shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. Terms for committees and associated subcommittees are September 1 through August 31. The previous Chair-Elect will become chair of their respective committee at the beginning of the term. A new Chair-Elect will need to be elected by October 1<sup>st</sup>.
  
- C. Student terms may be up to 2 years. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
  
- D. It shall be the responsibility of each Standing Committee to:
  - i. Fulfill the functions assigned by the Faculty Assembly.
  - ii. Fulfill the implementation of the SON Strategic Plan as assigned by Faculty Council and report back to Faculty Assembly as appropriate.
  - iii. Review the internal structure and functions of the committee and recommend Bylaws changes to the Bylaws Committee.
  - iv. Select subcommittees from faculty members as necessary to fulfill the functions of the committee;
  - v. Notify the Chair of Faculty Assembly of unanticipated committee vacancies. The Chair of the Faculty Assembly, in consultation with faculty members fills vacancies which arise between annual appointments and annual elections;
  - vi. Submit an annual report prior to the final yearly meeting of the Faculty Assembly.
  - vii. Elect Chair and/or Chair-Elect as appropriate
  - viii. It shall be the responsibility of each Chairperson to:
    - ix. Post agenda prior to meeting.
    - x. Upload committee minutes to faculty and staff in SON SharePoint (except for the minutes of the Promotion, Tenure and Appointments Committee).
    - xi. Initiate meetings.
    - xii. Ensure progress of committees' work.
    - xiii. Conduct meetings according to Robert's Rules of Order.
    - xiv. Write an annual report.
    - xv. Annually provide each member with a letter of recognition describing their engagement in and contribution to committee work.
  
- F. Recording of minutes and/or staff support for standing committees will be as follows:
  - i. Faculty Assembly – Staff support is provided by the Office for Faculty Excellence (OFE)
  - ii. Faculty Council – Staff support is provided by the Dean's Office
  - iii. Committee on Undergraduate Studies (COUS) – Staff support is provided by the Office of Academic Affairs (OAA)
  - iv. Committee on Graduate Studies (COGS) – Staff support is provided by the Office of the Academic Affairs (OAA)
  - v. Promotion, Tenure and Appointments Committee (PTAC)- Staff support is provided by the Office for Faculty Excellence (OFE)
  - vi. Committee on Faculty, Staff, and Student Matters (COFSSM) – Staff support is provided by the Office of Admissions and Student Services (OASS)
  - vii. Committee on Scholarship- Staff support is provided by the Office for Nursing Research and Scholarship (ORNS)

- viii. Committee on Simulation and Innovation (ComSI)- Staff support is provided by the Office of Academic Affairs
  - ix. Committee on International Programs (CIP)- Staff support is provided by the Office for Faculty Excellence
- G. Special Committees:
- i. Search Committee: A committee member records the minutes, staff support is provided by the Office for Faculty Excellence (OFE)-
  - ii. Nominating – Staff support is provided by (OFE).
  - iii. Bylaws – Staff support is provided by the (OFE).
- H. Official copies of the minutes will be kept on SON SharePoint according to UT Records Retention Schedule.

### Section 3. Membership

The qualifying regular standing committees of the Faculty Assembly are stated in Sec. 2 a.

## **ARTICLE X Committee on Undergraduate Studies (COUS)**

### Section 1. Authority

The Committee on Undergraduate Studies shall review all undergraduate courses and curricular tracks. It shall study and evaluate undergraduate curricula with respect to its relationship to the Values, Vision, Mission and Goals of the School. The committee will provide leadership for long-range planning, implementation and evaluation of the undergraduate curriculum in accordance with the School of Nursing (SoN) Total Program Systematic Evaluation Plan and program needs and make recommendations to Faculty Council then to Faculty Assembly for revision.

### Section 2. Meetings

- A. COUS will meet regularly during the academic year.
- B. Special meetings shall be held as needed.

### Section 3. Membership

The Committee on Undergraduate Studies (COUS) shall consist of 7 elected faculty involved in undergraduate teaching, at least 4 of whom have more than one year of service and at least one of whom is doctorally prepared, one student representative from the traditional BSN program and one student from the accelerated BSN program. The Associate Dean of Undergraduate Programs is a non-voting and advisory member. A quorum consists of at least 5 voting members, 3 of who must be faculty representatives. Student representatives do not participate or vote on COUS deliberations related to Admission, Progression and Graduation (APG) or issues involving specific students.

- A. Chair and Chair-elect of Committee on Undergraduate Studies will be elected by the committee members by October 1.
- B. Faculty members will be elected to two-year terms which run September 1 through August 31 for the Committee on Undergraduate Studies, subcommittees, and associated subcommittees.
- C. A member in their second year will be elected by the COUS members to Chair-Elect and will automatically be extended to a third year to serve as COUS Chair.
- D. Chairs of the Subcommittees will be elected by the subcommittee members by September 1.
- E. Elected student terms may be up to 2 years. Elected student COUS members will be selected in the following manner.
  - i. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
  - ii. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees.

#### Section 4. Duties

- A. Establish policies and procedures and make recommendations for admission, progression, and graduation of undergraduate students.
- B. Provide leadership in the development of the undergraduate curriculum at both the course and program levels.
- C. Revise and make recommendations about undergraduate curricula to Faculty Assembly as designated by the SON Strategic Plan.
- D. Monitor, formulate, recommend and implement policies governing the undergraduate curriculum of the SON concerning required and elective courses offered for university credit.
- E. Critique the SON undergraduate course review criteria, process, and revise as necessary.
- F. Evaluate undergraduate programs tracks on an ongoing basis utilizing accreditation standards and professional nursing standards as benchmarks.
- G. Periodically review and revise measures used to evaluate curricula.
- H. Oversight of Subcommittees as set forth in Section 5.

#### Section 5. Duties of Subcommittees

- E. COUS Subcommittees:
  - a. The Baccalaureate Nursing Curriculum Subcommittee
    - i. Develops, reviews, and evaluates Traditional and Accelerated BSN Tracks.
    - ii. Includes Committee members of any faculty involved in teaching (theory and clinical) in the Traditional and Accelerated tracks
    - iii. Will invite student representatives to serve on this Subcommittee.
  - b. The Assessment and Evaluation Advisory Subcommittee
    - i. Reviews and advises in development of policies and guidelines regarding assessment and evaluation (e.g. *NCLEX-RN; Standardized Testing; Online Testing, Clinical Evaluation*).
    - ii. Makes recommendations for curricular improvements based on assessment and evaluation data.
    - iii. Will invite student representatives to serve on this Subcommittee.
  - c. The Admissions, Progression, and Graduation Subcommittee shall:
    - i. Establish policies and procedures for admission, progression, and graduation for undergraduate students in the traditional and accelerated BSN Track programs.
    - ii. Work with the Office of Admissions and Student Services to provide recruitment and orientation to incoming undergraduate students.
  - d. COUS subcommittees will report at least quarterly to COUS.

### **ARTICLE XI Committee on Graduate Studies (COGS)**

#### Section 1. Authority

The Committee on Graduate Studies (COGS) shall review all graduate courses and curricular programs. It shall study and evaluate graduate curricula with respect to its relationship to the Values, Vision, Mission and Goals of the SON. The committee will provide leadership for long-range planning, implementation and evaluation of the graduate curricula in accordance with the SON Total Systematic Evaluation Plan and program needs and make recommendations to the Faculty Assembly for change.



## Section 2. Membership

Membership of the Committee on Graduate Studies (COGS) shall consist of 11 voting members comprised of 7 elected faculty, involved in graduate teaching, and four graduate students. At least 4 of the faculty should also hold graduate faculty status. The Associate Dean of Graduate Studies participates as an advisor and non-voting member. A quorum consists of at least 6 voting members, 4 of whom must be faculty representatives. Student representatives do not participate or vote on COGS deliberations related to student specific issues. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives, one from each of the graduate degree programs: Masters, BSN to DNP, MSN to DNP.

- A. Terms for the COGS and subcommittees are September 1 through August 31.
- B. Chair and Chair-Elect of COGS and Subcommittee and associated Subcommittee Chairs will be elected by the committee members as of September 1. The Chair of COGS will serve for a term of 2 years beginning September 1 and ending August 31 two years later.
- C. Students will be selected to serve on subcommittees and will be selected by COGS. Student terms will be 1 year with the option to extend, a maximum, of 1 additional year.

## Section 3. Duties

- A. Establish policies and procedures for admission, progression, and graduation for graduate students
- B. Provide leadership in development of the graduate curricula at both the course and program levels.
- C. Monitor, formulate, recommend and implement policies governing the graduate curricula of the SON concerning required and elective courses offered for university credit.
- D. Revise and make recommendations about graduate curricula to Faculty Assembly as designated by the SON Total Systematic Evaluation Plan.
- E. Collaborate with the Department of Lifelong Learning on courses sponsored by the SON.
- F. Critique the SON graduate course review criteria, process and revise as necessary.
- G. Evaluate graduate programs on an ongoing basis utilizing accreditation standards, professional nursing standards and quality indicators of graduate programs as benchmarks.
- H. Periodically review and revise measures used to evaluate curricula.
- I. May appoint or disband subcommittees, ad-hoc working groups, and/or task forces at the discretion of the COGS Committee
- J. Oversight of COGS Subcommittees set forth in Section 4.

## Section 4. Duties of Subcommittees

- A. The MSN Subcommittee develops, reviews, and evaluates the MSN curriculum.
- B. The DNP Subcommittee develops, reviews, and evaluates the DNP curriculum.
- C. Admissions, Progression, and Graduation (APG) Subcommittee shall:
  - a. Establish policies and procedures for admission, progression, and graduation for students in the MSN and DNP Programs.
  - b. Work with the Office of Admissions and Student Services to provide recruitment and orientation to incoming graduate students.
  - c. Evaluate admission, progression, and graduation policies and procedures at regularly scheduled intervals that align with publication of UT Health catalog.
  - d. Review graduate student progression through the programs, admission to candidacy and graduation.
  - e. The DNP Project Subcommittee shall review and evaluate the composition of DNP Project Committees for appropriateness.

**ARTICLE XII**  
**PhD Committee on Graduate Studies (PhD-COGS)**

**SECTION I. MEMBERSHIP AND VOTING MEMBERSHIP**

**I-1. Membership**

Membership of PhD-COGS requires a doctoral degree-earned and a full-time faculty appointment at the UT Health at San Antonio (UT Health) with minimum of joint appointment at the School of Nursing (SON). All PhD-COGS faculty membership requires Graduate Faculty status endorsed by the Graduate School of Biomedical Sciences (GSBS).

**I-2. Committee Voting Membership**

I-2-1. A Chair, six additional elected faculty, including a chair-elect, and two PhD student representatives (one from post-MSN-PhD and BSN-PhD programs) will be named voting members. A quorum consists of at least five members; among them, a minimum of four will be faculty.

I-2-2. Under certain circumstances, such as when students are being specifically discussed, student representatives will not be present (*Approved at Graduate Faculty Council [GFC], January 12, 2018*).

I-2-3. PhD Program Director, the Associate Dean of Academic Affairs of the GSBS, and the Vice Dean for Research of the School of Nursing participate in PhD-COGS as ex-officio members.

**I-3. Elections of Voting Members**

I-3-1. Eligibility. PhD-COGS faculty voting members shall be elected from a slate prepared by the School of Nursing Nominating Committee. Eligibility for voting membership includes a doctoral degree and a full-time faculty appointment at the UT Health Science Center at San Antonio School of Nursing. Among faculty voting members, a minimum of four shall be PhD-prepared faculty, and a minimum of two shall be at Associate Professor or higher rank.

I-3-2. Terms: In the initial election of the voting members, four of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. The term for the committee is September 1 through August 31.

1.3.3. Chair and chair-elect: At the first PhD-COGS meeting, voting members will elect a chair and a chair-elect from two-year term voting members. The previous Chair-Elect will become Chair at the beginning of the term. A new Chair-Elect will be elected by October 1st.

1.3.4. Student members: The Office of Admissions and Student Services at the SON will distribute a call for nominations and coordinate an election for a student representative from each Post MSN-PhD and BSN-PhD program. Student terms may be up to two years.

**I-4. Meetings**

I-4-1. Standing meetings: PhD-COGS will have standing meetings every month unless the committee determines otherwise.

I-4-2. The Program Director calls the first meeting.

**SECTION II. FUNCTIONS OF PhD-COGS**

**II-1. Responsibilities**

The PhD-COGS shall have the primary responsibility for the conduct and administration of the program,

including, but not limited to, the following:

- Appointment of the PhD-COGS Chair and Chair-Elect. The PhD-COGS Chair is the voting representative of the program on the Graduate Faculty Council and serves as the liaison officer between the PhD-COGS and the Graduate School Dean's Office on all matters pertaining to applicant and student affairs. Once selected, the GSBS Dean's Office must be notified of the decision within one week (*Approved at GFC, January 12, 2018*).
- Establishing specific requirements for admission, either in addition to, or more stringent than the general requirements of the GSBS.
- Establishing procedures for review of applications to the graduate program.
- Establishing academic curricula consistent with the approved program goals of the graduate program.
- Reviewing Research Supervisory Committee (RSC) reports on student progress towards the degree.
- Reviewing and approving dissertation topics and the composition of the RSC.
- Assigning a member to attend the final oral presentation of each degree candidate and reviewing the recommendation of the student's RSC.
- Reviewing and making recommendations to the Dean of the GSBS concerning the qualifications of potential new members of the Graduate Faculty.
- Reviewing the roster of members of the Graduate Faculty for continuations and deletions. Each faculty member's credentials should be evaluated at a minimum of once every five years (*Approved at GFC, January 12, 2018*).
- Establishing, maintaining, and distributing Program Guidelines/Handbooks to all students and faculty.

## II-2. Recommendations from PhD-COGS to the GFC

The PhD-COGS shall submit to the GFC recommendations on matters that require approval by both the GFC and the Dean of the GSBS prior to implementation. Such matters include, but are not limited to, the following:

- Admission to PhD Program of an applicant whose credentials are below those minimum requirements established by the GFC (waivers).
- Dissertation research proposals and RSC composition.
- Granting of all graduate degrees, with a report on the final oral examination, when appropriate.
- Proposals for new graduate courses or major changes to existing courses.
- Reviewing the UT Health San Antonio catalog entry for the individual programs and the overall description for the GSBS prior to publication.
- Updating/revising program handbook annually.

## II-3. Recommendations to the Dean of the GSBS

The PhD-COGS shall submit to the Dean of the GSBS recommendations on matters that require the Dean's approval prior to implementation. Such matters include, but are not limited to:

- Admission of students who meet the minimum criteria previously established by the GFC.

- Rejecting an applicant to a graduate program.
- Granting a leave of absence to a student in the program.
- Granting membership to the Programmatic Graduate Faculty.
- Admitting a student to candidacy for a degree.
- Terminating student classification (withdrawals and dismissals) for an individual.
- Revisions of the guidelines of the PhD programs.

### **ARTICLE XIII**

#### **Promotion, Tenure and Appointments Committee (PTAC)**

##### Section 1. Authority

- A. Faculty appointments, promotions, and tenure are governed by the Regents' Rules and regulations, **Rule 31007**.
- B. The SON PTAC Committee reviews the candidate packet and recommends to the Dean of the SON candidates for appointment, promotion, tenure, post tenure review, and mid probationary review.
- C. The SON PTAC Committee's recommendation letter and the candidate's promotion packet is forwarded to the Dean.

##### Section 2. Membership

There will be seven members elected by the SON, with terms inclusive of September 1 to August. The committee will be comprised of three tenured, doctorally prepared faculty holding the rank of Associate Professor or Professor. The four Clinical faculty members on the committee may be a mix of Clinical Associate Professor/Professor and/or Associate Professor/Clinical or Professor/Clinical faculty members. At least one of the seven members shall be the rank of Professor and one member must have an active clinical practice. Faculty with Administrative positions may not serve as members of the PTAC; i.e. Vice Dean, Associate Dean, Assistant Dean, etc. The committee will elect the Chair and Chair-Elect.

Members may serve up to three years beginning in September 1 and ending August 31. The four Clinical Associate and/or Professor members will be elected as follows: two for a 2 year term and two for a 3 year term. A committee member cannot serve 2 consecutive terms.

##### Section 3. Duties for Promotion and/or Tenure, Post Tenure and Mid-Probationary Reviews

- A. Review packets for promotion and/or tenure at or above the level of Associate Professor recommending action on candidates in a letter to the Dean of the School of Nursing.
- B. The Committee also will review packets of faculty for mid-probationary and post-tenure review, recommending action on candidates in a letter to the Dean of the School of Nursing.
- C. All committee members vote on academic rank. Only tenured committee members will vote on tenure.

##### Section 4. Duties for Initial Reviews

- A. Review initial appointment packets/document and make recommendations to the Dean of SON for rank and role.
- B. Review initial appointment packets/documents from the search committee for rank and role to Associate Professor, Professor, and/or Tenure.
- C. The Dean will make an offer of hire with rank and role specified.

**ARTICLE XIII**  
**Committee on Faculty, Staff, and Student Matters (COFSSM)**

Section 1. Authority

This committee shall provide leadership in the development of a community of learners among faculty, staff, and students.

Section 2. Membership

- A. The voting membership shall consist of 6 faculty members, 1 accelerated undergraduate student, 2 traditional undergraduate students, 2 graduate students, and 2 SON staff members. Staff members will be selected by staff assembly. Each staff may be staggered to serve for a year for a total of two years.
- B. The Office of Faculty Excellence and the Office of Admissions and Student Services representatives will serve as advisors and are non-voting members.
- C. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
- D. Faculty advisors from all student organizations, and a representative from the University Student Services may attend meetings as non-voting members.
- E. Nursing Student Council President will serve as a non-voting member.

Terms are September 1 through August 31.

- A. Faculty and staff members shall be elected from a slate prepared by the Nominating Committee and Staff Assembly members, respectively, unless otherwise specified by these Bylaws. Each member shall be elected for a two-year term. Terms for the committee, and associated subcommittees are September 1 through August 31.
- B. The COFSSM Chair will be elected by September 1; faculty and staff are eligible to serve in this role. The Chair-Elect will be elected by the committee members by October 1. The Chair-Elect will be COFSSM Chair the following term year.
- C. Student terms may be up to 2 years. Students will be selected to serve on subcommittees and will be selected by the respective subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.

Section 3. Duties

- A. Promote communication and interaction among faculty, staff, and students
- B. Promote factors beneficial to student achievement.
- C. Collaborate with the Student Success Center and OFE to provide campus-wide and SON-specific recognition for students, faculty, staff, community partners, and preceptors.
- D. Recognize outgoing faculty, staff and student officers.

Section 4. Duties of Subcommittee

- A. The Nurses Week Subcommittee shall:
  - i. Collaborate with OFE and the Vice Dean for Faculty Excellence to support and promote Nurses Week activities.

**ARTICLE XIV**  
**Committee on Scholarship**

Section 1. Authority

This committee:

- A. Advances the scholarship (Discovery, Practice, Teaching and Service) goals of the School of Nursing.

## Section 2. Membership

- A. Faculty members shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. Terms for the committee and associated subcommittees are September 1 through August 31.
- B. Student terms may be up to 2 years. Students will be invited to serve on subcommittees and will be invited by the respective subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.
- C. Committee will elect PhD program director as an ex officio member

Terms are September 1 through August 31.

Chair and Chair-Elect of Committee on Scholarship Committee will be elected by the committee members as of September 1.

## Section 3. Duties

- A. Provide support for scholarship endeavors and serve in an advisory capacity to the Office of Nursing Research and Scholarship.
- B. Award funding for scholarly activities.

# **ARTICLE XV**

## **Committee on Simulation and Innovation (ComSI)**

### Section 1. Authority

The Committee on Simulation and Innovation (ComSI) will function in collaboration with the Director of the Center of Simulation and Innovation (CSI). The ComSI will recommend policies and procedures based on simulation evidence-based practices for the implementation of undergraduate, graduate, and interprofessional simulation experiences in the CSI. The ComSI values collaboration with Office of Nursing Research (ONRS) and Office of Faculty Excellence (OFE) in the development of grants and research that will advance the science of simulation experiential learning.

### Section 2. Meetings

- a. ComSI will meet regularly during the academic year.
- b. Special meetings shall be held as needed.

### Section 3. Membership

The ComSI shall consist of six elected faculty members (3 undergraduate and 3 graduate).

- a. Terms of ComSI membership are for two years, September 1 through August 31 of year two.
- b. The Chair and the Vice-chair of the ComSI will be elected by the committee members by September 1.
- c. In the initial election for ComSI membership, a Committee Chair and Chair-Elect each will serve a two-year term with the expectation that the Chair-Elect will serve in the third year as the Chair. Thereafter, the Chair will serve for one year unless reelected by the ComSI to serve in the following year.
- d. The nonvoting membership will consist of one outside inter professional member.
- e. The elected student terms may last up to two years. One graduate and one undergraduate student will be selected through the Office of Admissions and Student Services who will distribute a call for nominations and coordinate an election for student representatives.
- f. Both the Director and Manager of the CSI will be ex officio nonvoting members.

#### Section 4. Duties

The ComSI in collaboration with the Director of the CSI will:

- a. Recommend policies for development, implementation, and evaluation of simulation learning experiences guided by accreditation standards.
- b. Promote use of simulation in undergraduate nursing, graduate nursing, inter professional groups, and the community.
- c. Coordinate with the systematic evaluation plan as approved by Faculty Assembly to ensure quality and rigor of measurement in the simulation experiences.
- d. Assist with data collection for accreditation reviews including CCNE, Texas State Board of Nursing, Southern College of Accreditation, and others as identified by faculty leadership.
- e. Promote and support research in the CSI using simulation strategies to advance the science of simulation and improve clinical learning opportunities.
- f. Assess faculty needs for simulation education and resources and report to Faculty Council.
- g. Support educational opportunities for faculty based on the standards of simulation learning experiences and a needs assessment.

#### Section 5. Duties of Subcommittees.

The ComSI may find specific initiatives are best carried out by standing Subcommittees within and delegated by ComSI. Committee approval will be needed before Subcommittees take action on behalf of the committee. Requests for formation of any Subcommittees shall be directed to the Chair before creation. The Chair will consult with the Director of CSI who will seek approval by the faculty council as necessary and appropriate. A committee member will lead these Subcommittees and participants may be committee or non-committee members.

### **ARTICLE XVI Committee on International Programs**

#### Section 1. Authority

The Committee on International Programs (CIP) will function in collaboration with the Director of International Programs (DIP). The CIP will recommend policies and procedures related to international programs for implementation in the School of Nursing. The CIP values the collaboration of the School of Nursing and the Office of International Services.

#### Section 2. Meetings

- a) CIP will meet regularly during the academic year.
- b) Special meetings shall be held as needed.

### Section 3. Membership

The CIP shall consist of eight voting and four non-voting members

- a) Three (3) undergraduate and three (3) graduate faculty members who has been involved in international programs will be elected for a two-year term starting from September 1 through August 31.
- b) Two student elected representatives will be voting members. One graduate and one undergraduate student will be selected through the Office of Admissions and Student Services who will distribute a call for nominations and coordinate an election for student representatives.
- c) The Director of International Programs will be ex officio nonvoting member
- d) One non-voting member will be a representative from the Office of International Services.
- e) The Chair-Elect and Chair and of the CIP will be elected by the committee members by September 1 and will serve for two years.
- f) A quorum consists of at least 5 voting members, 3 of whom must be faculty representatives.

### Section 4. Duties

The CIP in collaboration with the Director of International Programs will:

- a) Recommend policies for development, implementation, and evaluation of international programs
- b) Promote participation in international initiatives in the School of Nursing, university, and community.
- c) Coordinate a systematic evaluation of international programs.
- d) Assist with data collection for accreditation reviews including CCNE, Texas State Board of Nursing, Southern College of Accreditation, and others as identified by faculty leadership.
- e) Promote and support research on international initiatives to advance global health and improve clinical learning opportunities.
- f) Assess faculty needs for global health education and resources and report to Faculty Council.
- g) Support educational opportunities for faculty based on identified needs.

### Section 5. Duties of Subcommittees.

The CIP may find specific initiatives are best carried out by standing Subcommittees within and delegated by the Committee. Committee approval will be needed before Subcommittees take action on behalf of the committee. Requests for formation of any Subcommittees shall be directed to the Chair before creation. The Chair will consult with the Director of International Programs who will seek approval by the Faculty Council as necessary and appropriate. A committee member will lead these Subcommittees and participants may be committee or non-committee members.



**ARTICLE XVII**  
**Committee on Interprofessional Education (CoIPE)**

Section 1. Authority

The Committee on Interprofessional Education (CoIPE) will function in collaboration with the Director of *Linking Interprofessional Networks for Collaboration (LINC)*. The CoIPE, as a School of Nursing standing committee, will oversee Interprofessional Education (IPE) initiatives across School of Nursing missions, and will recommend evidence-based policies and procedures for the development, implementation, and evaluation of interprofessional experiences. The CoIPE Chair will work with the LINC Director to maximize coordination with university-level LINC Councils and workgroups in the execution of charges and duties.

Section 2. Meetings

- a. CoIPE will meet regularly during the academic year.
- b. Special meetings shall be held as needed.

Section 3. Membership

The CoIPE shall consist of 7 elected faculty members (one tenured or tenure track faculty, one Clinical Assistant or Associate Professor, two faculty who teach undergraduate courses, and two faculty who teach graduate courses) and 2 students (one undergraduate and one graduate). The remaining elected faculty members are undesignated.

- a. Terms of CoIPE membership are two years, September 1 through August 31 of year two.
- b. The Chair and the Vice-chair of the CoIPE will be elected by the committee members by September 1.
- c. In the initial election for CoIPE membership, a Committee Chair and Chair-elect each, will serve a two-year term with the expectation that the Chair-elect will become Chair in the second year and the Chair will become a voting member the second year of the term. Thereafter, the chair will be elected for a one-year term. Three of the inaugural voting members will be elected for a one-year term to ensure staggered terms in subsequent election cycles. The remaining members will be elected for a two year term.
- d. Ex officio nonvoting members will consist of (1) the LINC Director, (2) the School of Nursing's official representatives to the four primary LINC Councils (i.e., LINC Academic Affairs Council, LINC Faculty Council, LINC Assessment Council, and LINC Student Council), and (3) the Director of the Center for Simulation Innovation.
- e. Two students (1 graduate and 1 undergraduate student) will be selected through the Office of Admissions and Student Services who will distribute a call for nominations and coordinate an election for student representatives. The elected student terms may last up to two years.

Section 4. Duties

The CoIPE will:

- a. Oversee the implementation, evaluation, revision, and requisite faculty governance-associated endorsements and/or approvals of the School of Nursing's program-specific IPE plans for the undergraduate and graduate programs.
- b. Recommend policies for development, implementation, and evaluation of didactic IPE, co-curricular IPE, and clinical IPE learning activities guided by accreditation standards.
- c. Promote expansion of didactic IPE, co-curricular IPE, and clinical IPE learning activities. The definitions for didactic, co-curricular, and clinical IPE learning activities are noted within LINC.
- d. Coordinate with the systematic evaluation plan as approved by Faculty Assembly to ensure quality and rigor of measurement in didactic IPE, co-curricular IPE, and clinical IPE learning activities.
- e. Assist with data collection for accreditation reviews including the Commission on Collegiate Nursing Education, Texas State Board of Nursing, Southern Association of Colleges and Schools Commission on Colleges, and others as identified by faculty leadership.

- f. Advocate for research using evidence-based strategies to advance the science of IPE and to improve didactic IPE, co-curricular IPE, and clinical IPE outcomes.
- g. Identify faculty needs for IPE faculty development and resources. Report needs to Faculty Council.
- h. Promote IPE faculty development opportunities based on the standards of IPE and a needs assessment.

## Section 5. Duties of Subcommittees.

The ColPE may find specific initiatives are best carried out by standing Subcommittees within and delegated by ColPE. Committee approval will be needed before Subcommittees take action on behalf of the Committee. Requests for formation of any Subcommittees shall be directed to the Chair and approved by the Committee before creation. A committee member will lead these Subcommittees and participants may be committee or non-committee members.

## **ARTICLE XVIII Special Committees**

### ***Search Committee***

#### Section 1. Authority

The Faculty Search Committee shall conduct searches to fill tenure and clinical track faculty vacancies as determined by the Dean and the Vice Dean for Faculty Excellence upon consultation with the respective Graduate and Undergraduate Associate Deans and the Vice Dean for Research.

#### Section 2. Membership

1. Membership shall consist of ten faculty members.
2. Nine faculty members will be elected by SoN faculty and one member will be appointed by the Vice Dean for Faculty Excellence.
3. Elected faculty members will consist of:
  - Three tenured/tenure track or research track- faculty (must include at least one faculty member with tenure)
  - Three Clinical Assistant/Associate/Full Professors with a focus on practice
  - Three Assistant/Associate/Full Professor/Clinical faculty with a focus on teaching
4. The Committee shall elect the Chair and Chair-Elect in September of each year.
5. The appointed member may be a member of the faculty of the SON or of another department or school in the University. Attention must be given to diversity of membership including gender and ethnicity at a minimum.
6. Terms are September 1 through August 31, triennially, with staggered terms.

#### Section 3. Duties

- A. Conduct searches for qualified faculty.
- B. Follow approved Affirmative Action procedures.
- C. Screen applicants.
- D. Elected members shall communicate directly to faculty by posting the schedule of interviews and scholarly presentations and releasing CVs when interviews have been scheduled.
- E. Make recommendations for hire to the Vice Dean for Faculty Excellence who will recommend hires to the Dean. The Dean will extend the offer of hire with rank and track specified.

### ***Nominating Committee / Elections***

#### Section 1. Authority

The Nominating Committee shall prepare a slate of candidates for the offices to be filled at the final academic meeting of the year. The ideal slate shall consist of at least two candidates for the officers of the Assembly and the Chair-elect. The ideal slate for the committee members shall consist of at least two more candidates than positions available.

## Section 2. Membership

- A. Membership shall consist of three faculty members. The Committee elects the Chair and Chair-Elect.
- B. Terms are September 1 through August 31, biennially, with staggered terms.

## Section 3. Duties

- A. Supervise the elections of the officers of the Assembly, the Chair-Elect and members of the Assembly Standing Committees.
- B. For all School of Nursing Committee elections, during the nominations process candidates will be given the opportunity to submit a 150 word Bio. Bios will be distributed to those voting for review prior to or at the same time as the election period.
- C. Prepare a slate for the election of 2 faculty members actively engaged in practice to the Faculty Practice Plan Executive Board; the election will be conducted by the Nominating Committee.

## ***Bylaws Committee***

### Section 1. Authority

The Bylaws Committee shall systematically review the Bylaws and make recommendations to Faculty Council and Faculty Assembly.

### Section 2. Membership

Membership shall consist of three faculty members. The Committee elects the Chair and Chair-Elect.

Terms are September 1 through August 31.

Faculty members of the Bylaws Committee shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term.

### Section 3. Duties

- A. Review Bylaws annually for proposed changes that are submitted by faculty and standing committees as well as for consistency with university policies.
- B. Make recommendations to the Faculty Council and Faculty Assembly for Bylaw changes.
- C. Present Bylaws changes to the Faculty Assembly for action.

## **ARTICLE XVIII Amendments**

### Section 1. Amendments with Notice

These Bylaws may be amended at any scheduled faculty meeting by a 2/3 majority vote of those present and voting, provided two weeks previous notice in writing has been given to the faculty.

### Section 2. Amendments without Notice

If no previous notice had been given, these Bylaws may be amended by a 99 percent vote of faculty present and voting at any scheduled faculty meeting.

### Section 3. Annual Review of Bylaws

Bylaws will be evaluated annually by the elected Bylaws Committee and approved by the Faculty Assembly at the annual meeting of the Faculty Assembly in May.

Approved by Faculty Assembly September 26, 2008  
Revised May 2009, Revised November 2010  
Approved by Faculty Council January 23, 2012  
Approved by Faculty Assembly February 3, 2012  
Approved by Faculty Council March 19, 2012  
Approved by Faculty Assembly May 4, 2012  
Approved by Faculty Assembly February 22, 2013  
Approved by Faculty Assembly May, 2013  
Revised by Faculty Assembly September, 2013  
Approved by Faculty Assembly April, 2014  
Approved by Faculty Council February 2015  
Approved by Faculty Assembly October 28, 2016  
Approved by Faculty Assembly November 16, 2016  
Approved by Faculty Assembly March 24, 2017  
Approved by Faculty Assembly April 21, 2017  
Approved by Faculty Council July 09, 2017  
Approved by Faculty Council August 14, 2017  
Approved by Faculty Assembly August 24, 2017  
Approved by Faculty Assembly August 24, 2018  
Approved by Faculty Assembly September 28, 2018  
Approved by Faculty Assembly August 23, 2019  
Approved by Faculty Assembly June 26, 2020  
Approved by Faculty Assembly September 25, 2020  
Approved by Faculty Assembly November 20, 2020  
Approved by Faculty Assembly March 31, 2021  
Approved by Faculty Assembly July 23, 2021  
Approved by Faculty Assembly October 14, 2021  
Approved by Faculty Assembly March 23, 2022