

GOVERNANCE DOCUMENT

GRADUATE SCHOOL OF NURSING

University of Massachusetts Worcester

*based upon
T91-028 as amended*

**Approved by the Board of Trustees
August 6, 2003**

GOVERNANCE DOCUMENT

Graduate School of Nursing (GSON)
University of Massachusetts Worcester

Table of Contents

	Page
PREFACE	
ARTICLE I EXECUTIVE AUTHORITY-----	3
1.1 Authority -----	3
1.2 Dean Responsibilities -----	3
ARTICLE II THE FACULTY OF NURSING -----	4
2.1 Primary Responsibility -----	4
2.2 Membership -----	4
ARTICLE III THE FACULTY ASSEMBLY -----	5
3.1 Purpose of Faculty Assembly -----	5
3.2 Functions of Faculty Assembly -----	6
3.3 Officers and Meetings -----	7
3.4 Role of Dean -----	8
ARTICLE IV STANDING COMMITTEES -----	9
4.1 List of Committees -----	9
4.2 General Guidelines -----	9
4.3 Academic Standards and Admissions Committee -----	10
4.4 Curriculum Committee -----	12
4.5 Personnel Action Committee -----	13
4.6 Research Advisory Committee -----	14
ARTICLE V GSON ADVISORY COUNCIL -----	15
5.1 Membership -----	15
5.2 Duties -----	15
ARTICLE VI RATIFICATION AND AMENDMENT -----	15
6.1 Authority of Trustees; Five-Year Evaluation -----	15
6.2 Amendment Process -----	16

PREFACE

Whereas, we, the faculty of the Graduate School of Nursing, believe that a simplified organizational plan promotes democratic and cohesive action in upholding the stated philosophy and objectives of the school,

Whereas, we believe that more effective action results when subcommittees are established as the need arises and dissolved upon completion of their assigned tasks,

Therefore, we have developed bylaws which address the executive authority of the Dean and the responsibilities of the faculty of the Graduate School of Nursing in its exercise of responsibilities for academic matters as defined in Trustee Document T95-022.

ARTICLE I EXECUTIVE AUTHORITY

Section 1.1 Authority

Executive authority within the Graduate School of Nursing shall reside in the Dean and in those officers to whom the Board of Trustees, the President, and the Chancellor have delegated certain responsibilities and privileges.

Section 1.2 Dean Responsibilities

As chief academic officer of the Graduate School of Nursing, the Dean shall be responsible for administering the Program in Graduate Nursing; overseeing curriculum planning and development; ensuring the quality of graduate education and research within the School; developing, proposing and managing the School budget; appointing members of the Graduate Faculty; and performing other duties associated with the position of Dean.

ARTICLE II THE FACULTY OF NURSING

Section 2.1 Primary Responsibility

By virtue of its competence and concern with nursing education, research and service, the Faculty of Nursing, through its Faculty Assembly and various committees, shall exercise primary responsibility as defined in Trustee Document T95-022 for academic matters within the Graduate School of Nursing.

Section 2.2 Membership

For purposes of this governance document, the Faculty of the Graduate School of Nursing shall include any full or part-time, academically salaried, non-academically salaried, or non-university-salaried person holding an academic position in the Graduate School of Nursing, at the University of Massachusetts Worcester (Reference: Academic Personnel Policy Manual of the University of Massachusetts Worcester, p.2.). The titling and privileges of all faculty members shall be defined in the Academic Personnel Policy document for the Worcester campus (T95-022), as supplemented. Voting rights are granted only to those faculty members who have primary responsibility, i.e., 50% or more academically salaried faculty position, for academic matters in the Graduate School of Nursing.

ARTICLE III**THE FACULTY ASSEMBLY****Section 3.1** Purpose of Faculty Assembly

The Faculty Assembly shall serve as the principal governing body of the Graduate School of Nursing and shall include any full or part-time, academically salaried, non-academically salaried, or non-university-salaried person holding an academic position in the Graduate School of Nursing, at the University of Massachusetts Worcester (Reference: Academic Personnel Policy Manual of the University of Massachusetts Worcester, p.2).

The purposes of the Faculty Assembly shall be to:

- a) a) provide a democratic organization to carry out the mission of the Graduate School of Nursing.
- b) exercise primary responsibility for such academic matters as: curriculum development, implementation, evaluation, practice, research, and service which directly relate to the educational process.
- c) foster the personal and professional growth of its members through faculty development.
- d) contribute as appropriate to long-range planning, preparation of budget requests and the allocation of available resources
- e) contribute, as appropriate, to the effective organization, administration, and strategic planning processes of the Graduate School of Nursing, subject to the approval of the Dean, the Chancellor, the President and the Board of Trustees

Section 3.2 Functions of Faculty Assembly

Specific functions of the Faculty Assembly shall be to:

- a) evaluate the mission, goals, and outcomes of the Graduate School of Nursing
- b) develop and implement all programs in nursing consistent with the mission and goals of the Graduate School of Nursing as well as the mission of the University of Massachusetts Worcester
- c) act upon the recommendations of the Graduate School of Nursing Curriculum Committee and designated task forces regarding the appropriateness of curriculum, facilities and resources, both internal and external, of the Graduate School of Nursing
- d) make recommendations to the Dean of the Graduate School of Nursing regarding long-range planning, preparation of budget requests and the allocation of available resources
- e) act upon the recommendations of the Graduate School of Nursing Academic Standards and Admission Committee regarding the selection and admission of students, evaluation of student progress, and recommendation for graduation
- f) nominate and vote on students for scholarship awards and assist in the recommendation and selection of honorary award recipients
- g) consistent with the Academic Personnel Policy, define for the Personnel Action Committee qualifications for faculty and guidelines for the evaluation of faculty performance and promotion.
- h) act upon recommendations of various standing and ad hoc committees of the Graduate School of Nursing; to this end, the faculty shall receive all motions,

proposed changes in policies/procedures and a copy of annual reports of all standing committees

- i) act upon the recommendations of the Research Advisory Committee regarding research policy, infrastructure and services, student forum(s) on research; and evaluate research content in curriculum and grant development processes
- j) act on the recommendations of the Dean for various assignments and committees.

In circumstances where several faculty members are interested in one committee, faculty assembly will make the final assignment determination.

Section 3.3 Officers and Meetings

Officers of the Faculty Assembly shall consist of a Chair, a Vice Chair and a Secretary. A parliamentarian may also be chosen. The Dean shall serve as Chair, and the Associate Dean as Vice Chair. The Secretary shall be elected every August from the faculty.

- a) The Chair, or in the absence of the Chair, the Vice Chair shall preside at all Faculty Assembly meetings, shall set the calendar for such meetings in collaboration with the members, and shall call the meetings and organize the agenda which shall include items submitted by the members.
- b) Agenda items will be submitted in writing to the Chair and Vice Chair at least five (5) working days prior to Faculty Assembly.
- c) The Secretary, after consultation with the Chair and/or Vice Chair, shall send to all members, at least two (2) working days prior to each Faculty Assembly meeting, a written notice of the upcoming meeting, an agenda, and the minutes of

the previous meeting. The Secretary shall also compile minutes and maintain records of all Faculty Assembly meetings and related documents in the Graduate School of Nursing office files.

- d) If the officers and members decide to designate a member to serve as parliamentarian, the parliamentarian shall ensure that all meetings are conducted according to Robert's Rules of Order.
- e) Faculty Assembly meetings shall be called at least quarterly, one of which will be in August. Special meetings may be called by the Chair or by a minimum of one-half the members, with five (5) working days' notice after consultation with the Chair. For special meetings, voting may be accomplished by proxy or absentee ballot.
- f) A quorum shall consist of a simple majority of the voting membership, and decisions shall be reached by simple majority vote of the quorum present. However, curriculum revisions and bylaw amendments shall require a two-thirds vote of the quorum present.

Section 3.4 Role of Dean

The Dean shall serve as the Graduate School of Nursing Faculty Assembly representative to the Board of Trustees as appropriate, shall communicate the decisions of the faculty to the appropriate administrative persons and bodies within the University, and shall report to the Faculty Assembly on administrative activities that are pertinent to the affairs of the faculty and the Graduate School of Nursing.

- d) Meetings shall be held monthly or less frequently as appropriate, but additional meetings may be called at any time at the discretion of the chair.
- e) A quorum shall consist of a simple majority of the voting membership.
- f) Decisions shall be reached by simple majority vote of the quorum present. A vote by hand shall be the preferred method of voting (except as provided under Section 4.5b below), but any member may move for a secret ballot at any time.
- g) After faculty approval, new or revised policies and procedures will be disseminated by the committee.
- h) Ad hoc committees and task forces may be formed for a specific purpose by the Dean or upon a simple majority vote of the Faculty Assembly. The chair and membership of an ad hoc committee and task force shall be designated at the time of its formation. The ad hoc committee shall follow the procedural guidelines above ([f] through [i]), and shall expire with the completion of its work and the presentation of a report to the Dean and/or Faculty Assembly. Ad hoc committee and task forces shall report to the Dean and/or Faculty Assembly, as appropriate, and shall not appropriate the prerogatives or functions of the University of Massachusetts schools, campus-, or school-governing bodies or existing committees.

Section 4.3 Academic Standards and Admissions Committee

- a) Membership: The Academic Standards and Admissions Committee shall consist of:
 - 1) One chairperson

- 2) At least one faculty member from the core graduate program, master's degree specialty programs, and PhD program
 - 3) One student
 - 4) One student alternate
- b) Student members will absent themselves from the committee during discussion and voting regarding prospective and current students.
- c) Duties: The Committee will carry out those responsibilities defined in the four categories below (Sections 4.3 c.1 through 4.3 c.4):
- 1) Formulate, evaluate, and present to the faculty, as appropriate, any issue or policy regarding admission, retention, progression and graduation of students.
 - 2) Pursue appropriate activities related to the recruitment of students and dissemination of admissions information.
 - 3) Assign faculty advisors; make individual assessments and decisions concerning student status within the context of current policies, and in the case of a student under consideration for action, notify the student's faculty advisor of the impending action and give the faculty advisor an opportunity to discuss the action with this Committee or other appropriate bodies.
 - 4) Recommend to Faculty Assembly, as appropriate, regarding admission, retention, progression, and graduation.
- d) The Dean communicates to students the Faculty Assembly's decision regarding admission, retention, progression, and graduation.

Section 4.4 Curriculum Committee

a) Membership: The Curriculum Committee shall consist of:

- 1) Associate Dean for Academic Programs
- 2) One chairperson
- 3) At least one faculty member from the core graduate program, the master's degree specialty programs, and PhD program
- 4) One student
- 5) One student alternate

b) Student members will absent themselves from the committee during discussion and voting regarding prospective and current students.

c) Duties: The Committee shall carry out those responsibilities defined in the three categories below.

1) Curriculum review. The Committee shall

- review courses proposed for the Graduate School of Nursing program and submit committee recommendations to the faculty
- assure that courses offered are in keeping with the stated mission, goals and outcomes of the Graduate School of Nursing
- annually review and evaluate the curriculum related to the philosophy and objectives of the Graduate School of Nursing and their relationship to those of the University of Massachusetts Worcester
- undertake activities relating to interdisciplinary cooperation and opportunities for innovation; and

- perform other responsibilities related to the Graduate School of Nursing curriculum as determined by the Faculty Assembly.
- 2) Educational resources. The Committee, in collaboration with Graduate School of Nursing fiscal personnel, shall recommend library acquisitions and deletions from existing holdings and other technological resources, equipment and materials. The Committee shall function as a clearinghouse for curriculum support materials, shall coordinate and evaluate individual faculty requests, and shall establish criteria for determining priorities among such requests. The Dean shall have final fiscal authority for approval of all requests.
- 3) Program evaluation. The Committee shall have responsibility for planning and implementing methods and procedures of all aspects of total program evaluation. All findings shall be made available to the student body and the faculty.

Section 4.5 Personnel Action Committee

- a) Membership: The Personnel Action Committee shall consist of three faculty members who hold the rank of Associate or full Professor. In the event that three faculty members who hold the rank of Associate or full Professor are not available, the Dean shall appoint an appropriate replacement.
- b) Duties: The Committee shall, in concert with the guidelines developed by the Graduate School of Nursing, consider all matters concerning faculty appointments, re-appointments, faculty development, promotions and tenure and shall advise the Dean on faculty personnel actions, including, but not limited to, rank and duration of initial appointment, re-appointment and promotion.

Committee votes on tenure cases shall be by secret ballot. Initially, review of faculty for tenure may be conducted with external academic nurse reviewers to ensure that standards are appropriate. As faculty members become tenured, they will serve as primary reviewers for subsequent cases, with input from external academic nurse reviewers. Deliberations of the Personnel Action Committee will be initiated by a written recommendation from a member of the committee, a faculty member or the Dean. The source document shall be the current Academic Personnel Policy of the University of Massachusetts Worcester.

Section 4.6 Research Advisory Committee

- a) Membership: Shall consist of faculty members who have an established program of research and/or teach in the core research courses in the master's specialty programs or PhD program.
- b) Duties:
 - 1) provide advice and guidance to the Dean of the GSON concerning structure and process for research policy, infrastructure and services
 - 2) coordinate/sponsor regular student forums on research
 - 3) periodically review research content in the curriculum
 - 4) facilitate guidance to faculty in the grant development process

ARTICLE V GRADUATE SCHOOL OF NURSING ADVISORY COUNCIL

Section 5.1 Membership

The Council shall consist of representatives from Advisory Groups, and representatives from the community, alumni, and student body.

Recommendations

from Faculty Assembly will be acted upon by the Dean.

Section 5.2 Duties

The Graduate School of Nursing Advisory Council shall have a two-fold purpose:

- a) To advise the Dean and the Graduate School of Nursing faculty on an annual basis in matters relating to health care needs of people and resulting educational implications.
- b) To facilitate communication with external parties about the Graduate School of Nursing.

ARTICLE VI RATIFICATION AND AMENDMENT

Section 6.1 Authority of Trustees; Five-Year Evaluation

The Board of Trustees reserves the right to alter, amend or revoke this document in part or in whole at any time. If the present document is not revoked, the Faculty shall evaluate the foregoing bylaws every five (5) years.

Section 6.2 Amendment Process

Proposed amendments to this document shall require a two-thirds vote of the Faculty Assembly. Upon Faculty Assembly approval, such amendments shall be transmitted for

administrative and Trustee approval according to established procedures. No amendments to this document shall become effective without Board of Trustees sanction.