III. Bylaws

Texas A&M University Corpus Christi College of Nursing and Health Sciences Faculty of the Whole Bylaws

Article I. Title

Section I. Title

The name of the organization is the Texas A&M University Corpus Christi College of Nursing and Health Sciences (CONHS) Faculty of the Whole (FOW).

Article II. Purpose, Membership, and Function

Section I. Purpose

The purpose of the CONHS FOW is to:

• Establish a structure of communication

• Promote and facilitate on-going development and evaluation of all programs within the College

• Engage in activities that support the CONHS

Section II. Membership

A. Members. The CONHS FOW shall consist of all faculty in the CONHS with at least a 50% designation as appointed by the Provost of the University. Faculty may be either tenure track or non-tenure track.

B. Participation. All faculty members of the CONHS have the right and responsibility to full participation and voting in regular and special meetings of the FOW.

Section III. Function

Develop, implement and evaluate philosophy, goals and the programs of the College.

• Establish policies to facilitate smooth operation of the college and its programs.

• Foster professional growth and development of the students and Faculty.

• Promote the image of the CONHS.

Article III. Officers of the FOW

Section I. Officers

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The officers of the FOW shall include a Chair, Parliamentarian and Faculty Secretary. A staff secretary will be appointed by the Dean to take minutes of the meeting. The Chair will be elected in even years and serve two years. The Faculty Secretary will be elected in odd years and serve two years.

**Section II. Chair’s Duties** Prepare agenda.

- Preside at FOW meetings in accordance with Robert’s Rules (See Article VII).
- Collaborate with committee chairs to ensure that the work of the FOW is achieved.
- Facilitate faculty communication and dissemination of information.
- Represents FOW at Administrative council once a month.
- Other duties as applicable to the office.

**Section III. Faculty Secretary**

Faculty secretary, working with the staff secretary, will ensure accuracy of minutes as taken. The faculty secretary will prepare minutes of meeting for approval at next FOW meeting.

**Section IV: Parliamentarian**

Faculty parliamentarian, working with the FOW chair, will ensure proper meeting procedures are followed as outlined in the current Roberts Rules of Order

**Article IV. Meetings of the FOW**

**Section I. Regular Meetings**

A minimum of four (4) regular meetings of the FOW shall be held during the academic year.

**Section II. Special Meetings**

Special meetings of the FOW may be called by the chair or by the Dean or upon written request of ten or more faculty members. The purpose of the meeting and one or more items of business shall be specified in the call of the meeting. Ten (10) business days’ notice is required for called meetings.

**Section III. Quorum**

Two-thirds of the eligible meeting members shall constitute a quorum for any regular or special meetings of the FOW.
Section IV. Agenda

The proposed agenda shall be prepared by the chair and distributed prior to each scheduled meeting. Agenda items will be solicited by the chair prior to each meeting. A matter may be included in the agenda at the request of any committee or any member of the faculty. All agenda items, including attachments, must be submitted to the FOW Chair 5 business days prior to the scheduled meeting. Anything submitted after this deadline will be deferred to the following months meeting agenda. Emergency items may be added as deemed by the FOW chair. The agenda will be distributed to each member of the FOW.

Section V. Minutes

A staff secretary shall be designated by the Dean to serve as secretary of the FOW. Term of Office: Indefinite or until changed by Dean. A member of the faculty may act as secretary in the absence of a staff secretary. Faculty of the Whole minutes will be recorded in the College of Nursing and Health Sciences minutes format. The Faculty Secretary will review transcribed minutes prepared by support staff to confirm accuracy and completeness of information. The meeting minutes and all relevant documents will be distributed to faculty members no later than 2 weeks after the meeting was held. Minutes will be stored in a designated repository after they are reviewed and approved by FOW members. The repository will be maintained by a FOW Secretary and stored electronically such that support staff and the FOW secretary can access copies as needed.

Article V. Standing Committees

College of Nursing and Health Sciences Faculty Bylaws

Library and Media Committee. Meetings are convened as often as necessary to conduct the business of the College/Committee. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:
- Monitors acquisition of library resources (books, audio-visual, research databases, datasets, computing and technology) relevant to the needs of the CONHS faculty and students.
- Coordinates the division of allocated library funds by the University Library and Media Committee.
- One member of this committee is appointed by the Dean to the University Library Committee.

Membership. The committee shall consist of a minimum of three faculty members appointed by the Department Chairs, representing both clinical and tenure track faculty. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reappointed. The committee chair is elected within the committee for a term of two years.

Peer Review Committee. Meetings are convened as necessary. Minutes of meetings/proceeding will be recorded and filed electronically to designated repository and/or BON.

Function:
- Provides the evaluation of nursing services, the qualifications of a nurse, the quality of patient care rendered by a nurse, the merits of a complaint concerning a nurse or nursing care, and a determination or
recommendation regarding a complaint as described by the Texas Board of Nursing (http://www.bon.texas.gov/faq_pe).

- Oversee the peer review process by the assessment and analysis, in a climate of collegial problem solving, to determine whether or not an event/conduct by a licensed students/faculty is reportable to the Texas Board of Nursing.
- Maintain compliance with the BON peer review rules and regulations.

**Membership.** The committee shall consist of at least three faculty members appointed by the Dean. Two thirds eligible members shall constitute a quorum. Term of office will be staggered to coincide with the legislative years. For continuity, member(s) may be appointed for more than one term. Additional member(s) may be added on an ad hoc based on individual situations. The Dean shall appoint a chair of this committee.

**Continuing Nursing Education Committee.** Meetings are convened at least once per semester to conduct the business of the college. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

**Function:**
- Plans continuing education for the CONHS and identifies faculty needs
- Conducts needs assessment to identify educational needs of faculty and community
- Implements operational requirements for Approved Provider Unit as required by American Nurses Credentialing Center’s Commission on Accreditation (ANCC COA) and the Texas Nurses Association (TNA).
- Conducts annual program evaluation of the Approved Provider Unit.
- Chairperson maintains records and files for six years as directed by American Nurses Credentialing Center’s Commission on Accreditation (ANCC COA) and the Texas Nurses Association (TNA).

**Membership.** The committee shall consist of five faculty members (licensed as RN or APRN) who also serve as Nurse Planners and will be appointed by the Department Chairs representing both clinical and tenure track faculty. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reappointed. The chair of the committee will be appointed by the Dean and serve as the Primary Nurse Planner for the Approved Provider Unit. The Chair’s term of office will be per CNE authority renewal cycle. The Associate Dean of Research serves as an ex-officio member (voice, no vote). Additional faculty may be invited to meet the needs of the committee as ex-officio members (voice, no vote).

**Promotion and Tenure Committee.** Meetings are convened as often as needed to conduct the business of the CONHS. The Dean will convene the first meeting in the fall semester to begin tenure and promotion reviews. The Committee will continue to meet through the academic year to complete the reviews of dossiers submitted by pre-tenure, tenure, promotion, and graduate faculty designation candidates and make recommendations to the Dean. Minutes of meetings will be recorded and submitted to the Office of the Dean.

**Function:**
- Recommend and implement policy and procedure for the evaluation of faculty for the purpose of recommending or appointing, promoting, and awarding tenure to the Dean of the CONHS.
- Assist faculty who are eligible for promotion and/or tenure to prepare their dossiers for review.

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• Annually review, revise, and recommend changes as needed to criteria for faculty appointment, retention, promotion, and tenure.
• Review and recommend policy and supporting procedures for consideration by the Dean and Faculty Senate.
• Adhere to the University’s timeline for promotion and tenure.
• Determine the mechanism for conducting committee business during the summer semester.
• Review and recommend faculty for graduate status designation, as required by the University.
• Advise the faculty, department heads, and dean on faculty appointment, promotion, and tenure.
• Advise the Dean on faculty emeritus status.

Membership. The committee shall consist of three to five tenured CONHS faculty elected by the CONHS faculty consistent with the University’s rules and procedures and CONHS’s policy. Elected faculty members must be tenured, shall not be the chair of the department, shall not be the assistant or associate dean and cannot serve consecutive terms unless there are fewer than (3) tenured faculty members in the department, and cannot have greater than a 49 percent administrative appointment. At the discretion of the Dean, additional appointments from outside of the CONHS faculty may be made. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reappointed. The committee chair is elected within the committee for a term of two years.

Post-Tenure Review Committee. Meetings are convened as often as needed to conduct the business of the CONHS. The Dean will notify review candidates in October and convene the first meeting in the spring semester to begin post-tenure review process. The Committee will continue to meet through semester to complete the evaluation report for each faculty member undergoing post-tenure review and submit the report to the Office of the Provost. Minutes of meetings will be recorded and submitted to the Office of the Dean.

Function:
• Assess whether the individual is making a contribution consistent with that expected of a tenured faculty member
• Provide guidance for continuing and meaningful faculty development
• Assist faculty to enhance professional skills and goals
• Refocus academic and professional efforts, when appropriate
• Provide assurance that faculty members are meeting their responsibilities to the University and the State of Texas

Membership. The committee shall consist of three to five tenured CONHS faculty elected by the CONHS faculty consistent with the University’s and CONHS’s policy. Elected faculty members must be tenured, shall not be the chair of the department, shall not be the assistant or associate dean and cannot serve consecutive terms unless there are fewer than (3) tenured faculty members in the department, and cannot have greater than a 49 percent administrative appointment. At the discretion of the Dean, additional appointments from outside of the CONHS faculty may be made. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reappointed. The committee chair is elected within the committee for a term of two years.

CONHS Faculty Affairs Committee. Meetings are convened monthly to conduct the business of the college. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

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Function:
- Advise the dean on the formulation and implementation of college policies and other faculty matters
- Transact such business as may be delegated to it by the faculty.
- Act on behalf of faculty during emergencies and recesses.
- Review Faculty Handbook and Bylaws annually (Reaffirmation) and recommend changes.
- Collaborate with FOW chair for any special faculty meetings.
- Consult with the Dean regarding the college budget.
- Implement and oversee procedures for the election of faculty officers to standing committees.
- Recommend representatives to campus and university organizations and committees to the Dean/Department Chairs as requested.

Membership: The committee shall consist of nine faculty members, to include the Chair of the Faculty of the Whole, Five members elected at large and one faculty member from each department may be appointed by the Department Chair. No more than half the elected members shall be from any one college department. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years, individual committee members may be reelected. The Chair of the committee will be elected within the committee and will collaborate with the Executive Associate Dean. It is recommended that the FA chair not serve as chair of another CONHS major committee (APAS or FOW). The Dean, Executive Associate Dean and the Department Chair(s) will serve as ex-officio members (voice, no vote).

CONHS Admission, Progression and Academic Standards Committee. Meetings are convened at least monthly to conduct the business of the college. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:
- Monitor, formulate, and recommend CONHS policies governing admission, progression and graduation.
  - Advise the Associate Dean for Academic Affairs regarding student admission, progression, and graduation policy/procedures.
  - Establish/revise/review academic standards for all academic programs.
  - Implement admission procedures defined by University and CONHS program policies.
  - Review applications for admission to undergraduate and graduate academic programs.
  - Review academic standing and progression of all students each term and enact decisions based on CONHS and University policies.
  - Communicate committee decisions to the appropriate person and/or office which may include:
    - Student
    - Advisor
    - Course Manager
    - Program Coordinator
    - Associate Dean of Academic Affairs
    - Dean
    - University Academic Affairs (Provost) as needed

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**Membership.** The committee shall consist of all academic program coordinators and eleven faculty members elected at large. Representation to include faculty representative from each department, two APRN’s, two undergraduate course managers, and a DNP faculty member. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. The committee chair is elected within the committee for a term of two years. It is recommended that the APAS chair not serve as chair of another CONHS major committee (FA or FOW). The Associate Dean for Academic Programs, Director of Student Services, and Academic Advisors serve as ex-officio members (voice, no vote). Additional faculty may be invited to meet the needs of the committee as ex-officio members (voice, no vote).

**CONHS Curriculum Committee.** A minimum of 6 meetings will be convened during the academic year to conduct the business of the college related to curriculum. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

**Function:**
- Recommend and approve curriculum.
- Monitor and maintain compliance and standards for CONHS degree programs in education and practice.
- Oversee, conduct and evaluate the systemic program reviews for all College curricula in keeping with the Master Evaluation Plan and report results.

**Membership.** The committee shall consist of academic program coordinators, 9 faculty members elected at large to include at least one faculty member from each department and a minimum of two APRNs total. Two thirds members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. The Associate Dean for Academic Programs shall serve as chair and be a nonvoting member of this committee, unless needed to break a tie. Faculty enrolled in any CONHS academic program may not serve on this committee.

**Undergraduate Program Curriculum Subcommittee.** A minimum of 6 meetings will be convened during the academic year to conduct the business of the college related to undergraduate curriculum. Minutes of the meeting will be recorded and forwarded to the CONHS Curriculum Committee. Recommendations from this working group advance to the CONHS Curriculum Committee for approval, dissemination and implementation.

**Function:**
- Address curriculum related to the pre-licensure and articulated baccalaureate nursing and health science programs.
- Review and evaluate the curriculum.
- Recommend new courses and program offerings.
- Present proposed curriculum changes to the CONHS Curriculum Committee.
- Conduct a systematic evaluation of undergraduate programs.

**Membership.** The committee shall consist of all undergraduate academic program coordinators, undergraduate course managers, and five members of the CONHS Curriculum Committee. To include one member from each Department and three members holding faculty graduate status. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. The committee chair is elected within the committee for a term of one year and may be reelected.

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Undergraduate students will serve as non-voting participants (one from each undergraduate program track currently enrolled in their final year of study)

**Graduate Curriculum Subcommittee.** A minimum of 6 meetings will be convened during the academic year to conduct the business of the college. Minutes of the meeting will be recorded and filed to the CONHS Curriculum Committee. Recommendations from this working group advances to the CONHS Curriculum Committee for approval, dissemination and implementation.

**Function:**
- Address curriculum related to graduate nursing programs
- Review and evaluate the curriculum.
- Recommend new courses and program offerings.
- Present proposed curriculum changes to the CONHS Curriculum Committee.
- Conduct a systematic evaluation of graduate programs.

**Membership.** The committee shall consist of all graduate academic program coordinators and six members from the CONHS Curriculum Committee. To include three members holding graduate faculty status. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. One graduate student from each program will serve as non-voting participants. The committee chair is elected within the committee for a term of one year and may be reelected. Faculty enrolled in any CONHS academic program may not serve on this committee.

**Process for election to the College (CONHS) Curriculum Committee:**
Composition: Program Coordinators (5); Elected (9); APRN minimum (2) Graduate Faculty Status minimum (6); Chair – Associate Dean of Academic Affairs
Order of election:
1. One APRN (meets minimum of 2 for the committee) – program coordinator already on the committee (others can be elected)
2. One each Department
3. Six graduate faculty status

Undergraduate Curriculum Subcommittee:
Course Managers (9); Program Coordinators (2)
CONHS Curriculum Committee: 5 - 3 holding graduate faculty status

Graduate Curriculum Subcommittee:
Program Coordinators (3)
CONHS Curriculum Committee: 6 - 3 holding graduate faculty status; 3 other
Representatives from the CONHS Committee on the subcommittees will be established within the committees first meeting.

**Research Committee.** Meetings are convened at least once per semester to conduct the business of the college. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

**Function:**
- Provide requested consultation and peer review of research proposals for faculty.
• Notify faculty of research opportunities.
• Proposals submitted for CONHS Research Enhancement funding will be reviewed by tenured and tenure-track faculty within the committee.
• Establish and implement criteria for distribution of funds allocated for faculty and student research activities.
• Advise the Dean on matters pertaining to inter- and intra-disciplinary research enrichment and suggest measures for ongoing facilitation of research productivity for faculty and students.

Membership. The committee shall consist of five faculty members appointed by Department Chairs and one graduate student selected from the graduate student body. This includes two clinical track faculty and three tenured/tenure-track faculty. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reappointed. Associate Dean for Research shall serve as chair of this committee.

Student Scholarship Committee. Meetings are convened at least once each semester to conduct the business of the College. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository. Function:
• Identify and document current available student scholarships.
• Select recipients for student scholarships administered through the University and through the College of Nursing and Health Sciences.

Membership. The Committee shall be composed of two faculty members elected at large and one faculty member from each department appointed by the Department Chair, and the Director of Student Services. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. The Committee Chair is elected within the committee for a term of two years. The Director of Student Services shall serve as ex officio member (voice, no vote).

College Policy and Procedures Subcommittee. Meetings are convened at least once each semester to conduct the business of the College. Minutes of meeting are recorded and filed electronically to designated repository. As a subcommittee, recommendations from this working group are submitted to the Faculty Affairs Committee for decision, dissemination and implementation. Function:
• Review College policies and procedures for alignment with the University.
• Develop needed policies and procedures for alignment with the University
• Provide updates on college policies and procedures to the faculty
• Develop policies and procedures to enhance the functions of the College

Membership: The Committee shall be composed of five individuals from the CONHS Faculty Affairs Committee appointed by the Executive Associate Dean. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reappointed. The Committee Chair is elected within the committee for a term of two years. The Executive Associate Dean serves an ex-officio member (voice, no vote).
Awards Committee. Meetings are convened at least once each semester to conduct the business of the College. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:
- Identify and document current faculty, staff, and/or student awards within the CONHS and University.
- Identify and support nominating faculty, staff, and/or students for available awards.
- Assist select faculty, staff, and/or students by preparing recommendations for awards.
- Coordinate nominations/selections for faculty, staff, and student recognition and awards.
- Facilitate preparation for award recommendations.

Membership: The Committee shall be composed of two faculty members elected at large and one faculty member from each department appointed by the Department Chair, and the Director of Student Services. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. The committee chair is elected within the committee for a term of two years. The Director of Student Services shall serve as ex officio member (voice, no vote).

College Grade Appeals Committee. Meetings are convened as necessary to complete the review of the complaint according to College and University policy. Minutes of meetings will be recorded and submitted to the Office of the Dean.

Functions:
- Hear all grade appeals cases for undergraduate and graduate programs.
- Review all evidence presented.
- Determine facts of case.
- Ascertain a fair and appropriate resolution to the grade complaint.
- Committee Chair will present findings and recommendations to the Executive Associate Dean of the CONHS within five business days after completion of its hearings and deliberations.
- Communicate decisions to the appropriate person and/or office, which may include:
  - Student
  - Advisor
  - Faculty
  - Academic Program Coordinator
  - CONHS Office of Academic Affairs

Membership: Appointments made by Associate Dean. The Committee must be made up of no fewer than three (3) faculty members, one of whom will serve as chair of the committee, and one graduate student and one undergraduate student as needed.

Article VI. Appeal and Grievances

Any professional or administrative grievance not resolved informally by the concerned parties may be filed by the aggrieved party following the procedures outlined in the University Handbook of Rules and Procedures http://academicaffairs.tamucc.edu/rules_procedures/.
Article VII. Rules and Amendments

Section I: Rules

The most current edition of Robert’s Standard Code of Parliamentary Procedures determines conduct and proceedings of the Faculty standing committees, unless suspended by unanimous consent of the members present.

Section II. Amendments

These bylaws may be amended by a two-thirds vote of the voting members present, provided a copy of the proposed amendment has been given to all members two weeks prior to the meeting.

Adopted by the Faculty of the Whole April 28, 2020