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UNIVERSITY OF COLORADO COLLEGE OF NURSING

Bylaws of the General Faculty



UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 1.0 – Name, Purpose, Members and Officers of the General Faculty	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011
File location: /	

- 1) **Name:** The name of this organization is the University of Colorado College of Nursing, General Faculty, hereafter referred to as the General Faculty.
- 2) **Purpose:** A guiding principle of shared governance recognized by the Board of Regents is that faculty and administration shall collaborate in major decisions affecting the academic welfare of the College of Nursing. (reference: University of Colorado Laws of Regents, Article 5.E.5, 2006) Pursuant to this guiding principle, the General Faculty shall:
 - a) Share the governance of the College of Nursing with the administration of the College and the University of Colorado Denver Provost and Chancellor in accordance with the Laws of the Regents and the laws of the State of Colorado with regards to academic policies, scholastic policies, and academic ethics.
 - b) Act jointly with the Dean and College administration to make recommendations to the Provost and Chancellor in the areas of policy and procedures for faculty appointment, promotion, and tenure review, and policy and procedures for the appeal of decisions of faculty appointment, promotion, and tenure, and decisions affecting these policies; regulation of student conduct and activities; budgetary review and development of recommendations concerning College of Nursing resources; selection of academic administrators; and other policies concerning the general academic welfare of the College of Nursing.
- 3) The governing principle in the operation and administration of the College of Nursing shall be that all recommendations, decisions, or actions shall be in accordance with the Laws of the Regents.
- 4) **Specifically, the General Faculty shall:**
 - a) Have the primary responsibility for development of and changes to all curricula of the College as follows:
 - i) The General Faculty will initially authorize and direct curricular offerings and programs for the BS, DNP, and Professional Development/Extended Studies Programs.
 - ii) Members of the Graduate Faculty will initially authorize and direct graduate curricula offerings and programs (MS, DNP and Ph.D. Programs) and report to the General Faculty for informational purposes. Recommendations are forwarded to the Graduate School of the University for final approval as graduate offerings. (Reference: University of Colorado Faculty Handbook

(2006) at the following website:

http://www.cusys.edu/faculty/fac_handbook/02/index.htm

- b) Originate proposals for policy and procedures for admission, progression, retention and graduation of students. Graduate policy decisions are reserved to members of the Graduate Faculty and are reported to the General Faculty.
- c) Collaborate with the administration of the College in developing recommendations to the Provost and Chancellor for submission to the University President for policy and procedures governing appointment, reappointment, promotion and tenure, for the appeal of decisions on appointment, reappointment, promotion, and tenure, and decisions affecting these policies. The collaboration of general faculty and administration of the College will include:
 - i) Negotiation of differentiated annual workloads (References: system APS -b2 differentiated annual workloads for faculty ; CON-Procedures)
 - ii) Processes and guidelines for the annual merit review (References: Faculty Handbook, CON Policies) and post-tenure review (References: System APS, Post-Tenure Review Policyb8, CON Polices and procedures for APT) and appealing a below expectations rating of an annual merit review (CON Policies) and post-tenure review (CON Policies and Procedures for APT).
 - iii) Guidelines for writing professional plans (*System APS, The Professional Plan for Faculty b9/CON Policies*).
 - iv) Criteria and procedures used in appointment, reappointment, tenure and promotion recommendations (*References: Regent Law 5 Faculty, Regent Policy 5.M reappointment, System APS, Standards,Processes and Procedures for Reappointment, Tenure, and Promotion, System APS, Post-tenure Review Policy/CON Polices and Procedures for APT*).
- d) Participate with the administrative officers of the College in the selection and evaluation of staff of the College of Nursing.
- e) Collaborate with administration of the College in establishing and reviewing budget policies and plans for resource allocation. The faculty shall have early collaboration with the Dean on budgetary matters. (Reference: University of Colorado Laws of the Regents, Article 5.E.5: Principles of Participation, 2006)
- f) Establish and implement standing rules necessary for the conduct of faculty business within established university policies (System APS: Misconduct in research, scholarship and creative activities).
- g) Collaborate with the Anschutz Medical Campus Faculty Assembly and University-wide Faculty Council in the development of recommendations for submission to the President and the Board of Regents or its designee(s) in the selection and evaluation of department chairs and academic administrators.
- h) Collaborate with the administration of the College in developing recommendations to the Provost and Chancellor for the President for submission to the Board of Regents in the making of other policy concerning the general academic welfare of the university.

(Reference: University of Colorado Laws of the Regents, Article 5.E.5: Principles of Participation, 2006)

- 5) **Members of General Faculty:** College of Nursing is a department of the whole that includes all general faculty.
- a) The voting membership of the General Faculty shall consist of all who have at least a 0.5 FTE appointment in the College of Nursing
 - i) Deans, associate and assistant deans
 - ii) Professors, associate professors, assistant professors, professors-adjoint, from the effective date of appointment to the professorial rank
 - iii) Senior instructors and instructors
 - b) Members of the General Faculty without vote include the following:
 - i) Part-time faculty with less than 0.5 FTE position
 - ii) Research associate and professional research assistant series in Research Track
 - iii) College of Nursing Emeriti Faculty
 - iv) Lecturers, Assistant Instructors, and Visiting faculty
 - v) Adjunct faculty
 - vi) Attendant rank faculty
 - vii) Volunteer and contract clinical faculty, including Clinical Scholars
- 6) **Officers:** There are two officer of general faculty the Chair and the Parilamentarian.
- a) **Chair:** In accordance with the Laws of the Regents (2006), the Chair of the Faculty Executive Committee (FEC) of the College of Nursing or his/her designee acts as Chair of the General Faculty.
 - b) **Parliamentarian:** The Parliamentarian is appointed for a two-year term by the Chair of the Faculty Executive Committee.
 - i) The Duties of the Parliamentarian are:
 - (1) To advise the Chair and faculty members on procedure when requested;
 - (2) To determine the official faculty quorum and establish that quorum is present before the General Faculty conducts official business.
 - (3) To maintain a current record of bylaws and have them available at meetings;
 - (4) To interpret bylaws;
 - (5) To serve as an advisor to the Faculty Executive Committee for the purpose of providing interpretation of bylaws.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 2.0 –General Faculty Meetings and Process	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013
File location: /	

- 1) **Regular Meetings:** There shall be regular meetings of the General Faculty (at least once per semester) during the academic year on a schedule to be set by the Dean or Dean's designee in collaboration with the Faculty Executive Committee. Dates and times are set at the beginning of each academic semester.
 - a) **Roberts Rules of Order Newly Revised** (latest edition) shall govern the proceedings of the General Faculty in all cases not covered by these bylaws.
- 2) **Special Meetings:** Special meetings of the General Faculty may be called by the Dean, the Chair of the Faculty Executive Committee, or upon written request of five (5) or more voting members of the General Faculty, the purpose being specified and circulated five (5) business days in advance of the called meeting. The agenda for that meeting shall consist of only those items specified in the call for the meeting. Other items may be added only with the agreement of the General Faculty and by a motion passed by a majority of those present and voting.
- 3) **Quorum:** A quorum for and meeting of the General Faculty is 25% of voting membership as determined by the Parliamentarian and/or General Faculty Co-Chair(s).
- 4) **Voting**
 - a) Eligible: Voting membership of General Faculty (see Article 5-a.).
 - b) Elections: Elections shall be by ballot and plurality of returned ballots.
 - c) Motions:
 - i) Shall be circulated to General Faculty five (5) working days before vote.
 - ii) Shall be discussed at General Faculty meeting before vote.
 - iii) Voting shall be by voice hand or electronic vote unless there is a motion to request written balloting. Plurality constitutes the action of the faculty.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 3.0 –Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: December 2013 Revised: February 2017
File location: /	

1) The Standing Committees of the General Faculty are:

- a) Faculty Executive Committee
- b) Appointment, Promotion, and Tenure Committee
- c) Undergraduate Curriculum and Evaluation Committee
- d) Graduate Curriculum and Evaluation Committee
- e) Research Committee
- f) Student Affairs Committee

2) Standing Committee Membership: All faculty, including those serving in administrative roles (excluding the Dean) may be elected or appointed to serve on standing committees, except where they are designated by the ByLaws to automatically serve on that committee. Associate and Assistant Deans will not serve as chair of a standing committee. Each faculty member, as a citizen of the College of Nursing community, is expected to serve on a standing committee of the College or on a Campus- or University-level committee. Faculty, who are eligible and available to serve, may be asked by FEC to fill remaining vacancies on standing committees.

3) Policies Regarding Standing Committee Membership and Operation:

- a) In order to serve on a standing committee, the faculty member must hold voting membership on the faculty (see Article 5-a).
- b) All standing committees are chaired by professorial rank faculty with regular appointments.
- c) The Chair for each standing committee shall be selected/elected by that committee, unless otherwise specified as in the case of the Faculty Executive Committee.
- d) A Chair-elect will be selected by each standing committee unless otherwise specified by the standing committee. S/he shall serve for one (1) year and shall automatically become the Chair of the standing committee the following year.
- e) A standard term for standing committee membership is two (2) years, unless otherwise specified in the standing committee membership.

- f) A member shall be eligible for no more than two (2) consecutive terms on the same standing committee, except in those situations in which only one (1) person on the faculty fulfills the criteria for membership.
- g) All members, including the Chair and Chair-elect, shall serve for a two- (2) year term to be staggered so that no more than one-half (1/2) of the standing committee membership is new each academic year to assure that there is an overlap/carry-over representation of the committee members, unless otherwise specified as in the case of the Faculty Executive Committee.
- h) Resource persons may be asked to advise any standing committee.
- i) Any standing committee may appoint ad hoc subcommittees and task forces.
- j) Vacancies in offices or in membership on standing committees occurring after the official election are appointed by FEC until the next official election.
- k) Three (3) consecutive unexcused absences from standing committee meetings constitute resignation from that standing committee.
- l) A quorum for all standing committees shall require **60%** faculty representation. For standing committees with student representation, the calculation of the quorum will not include the student members.
- m) The Chair of each standing committee shall be responsible for providing: 1) the approved minutes for all standing committee meetings on a monthly basis, and, 2) an annual report summarizing the work of the standing committee during the year. All annual reports will be submitted directly to the current FEC Chair. All standing committee minutes and annual reports will be retained/filed in the College of Nursing Accreditation Office. The standing committee agendas and minutes are available to the faculty within a week of the meeting electronically.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	Section 3.4– Faculty Executive Committee (FEC)
Section 3.0– Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: January 2015 Revised: February 2017
File location: /	

- 1) **Purpose:** The Faculty Executive Committee (FEC) represents the General Faculty of the College of Nursing in shared governance as specified by the Regents of the University. FEC advocates for the General Faculty on any matter that is not within the purpose or functions of Standing Committees, or other organizational units (Graduate Faculty) of the faculty and falls within generally established policies of the General Faculty. FEC will represent the faculty as needed on governance issues. In general, FEC provides a forum for discussion and makes recommendations to and for the faculty to promote orderly governance, coordinate the faculty's various units, promote collegiality, and provide consultation to the Dean, or Dean's designee, and the Dean's Administrative Team regarding these matters. Two current or immediate past FEC members will represent the College of Nursing at the Campus Faculty Assembly.
- 2) **Functions:**
 - a) To establish the calendar of faculty and standing committee meetings of each academic year and to coordinate with special meetings, workshops and retreats in collaboration with the Dean or designee.
 - b) To make recommendations to the General Faculty on any matters not within the purpose or function of other organizational units of the faculty.
 - c) To provide a forum for all faculty members to bring forward issues for discussion. FEC Committee members will serve as communication liaisons to the five standing committees.
 - d) To recruit and nominate faculty and arrange elections or appointments to fill positions on College of Nursing standing committees, professional organizations and Anschutz Medical Campus Committees.
 - e) To review ByLaws as needed and present revisions/amendments to General Faculty for ratification, as needed, but at least every two (2) years.
 - f) To facilitate communication between administration and faculty related to the College of Nursing budget and finance issues and engage in active collaboration by:

- i) Reviewing the operational budget with the Associate Dean of Finance and Administration.
 - ii) Reviewing the cost analysis report and annual faculty workload assignments.
- g) To facilitate communication between administration and faculty related to the College of Nursing Strategic Plan by:
 - i) Collaborating with administration, standing committees, students, and staff members, and involving faculty in developing and assisting in the implementation of the College's Strategic Plan.
 - ii) Reviewing annual reports of the College's standing committees to ensure they are meeting the objectives of the College's Strategic Plan.
- h) To provide oversight to ensure that the College of Nursing is developing measurable outcomes regarding improving diversity among faculty, staff and students.
- i) To facilitate the annual appraisals of administrators and share results with the College of Nursing Dean.
- j) To serve as voting members of the AMC Faculty Assembly, the FEC will elect two (2) current or immediate past FEC members to represent the College of Nursing at the Campus Faculty Assembly.
- k) To recommend eligible faculty for open or available positions on CU Faculty Council or CU faculty committees.
- l) To create, monitor and discontinue ad hoc subcommittees within FEC, as necessary.

Chair Functions:

- a) The FEC Chair prepares the agenda and functions as Chair person of the General Faculty meetings in collaboration with the Dean or designee.
- b) The Chair of FEC will serve as grand marshal for CON convocation and FEC members will facilitate the selection of assistant marshals.

3) Members:

- a) The Faculty Executive Committee is composed of **six (6)** faculty members of professorial rank and **one (1)** instructor who hold voting privileges and are elected-at-large. Members of the Dean's Administrative Team are not eligible to run for FEC.
- b) Chair
- c) Chair-elect

- d) Outgoing/past Chair
- e) Four members
- f) The Dean or Dean's designee is an ex officio/non-voting member and will attend as mutually determined.
- g) There will be a Chair and a Chair-elect that will preside over the FEC.
- h) The Chair, Chair-elect, and outgoing/past Chair are elected for a 3- (three) year term, serving for one year as Chair-elect, one year as Chair, and one year as outgoing/past Chair to facilitate continuity.
- i) FEC-Chair Elect will be elected by the faculty.
- j) The Chair and Chair-elect are to be senior faculty (i.e., Professor or Associate Professor rank).
- k) The term of service is two years for all members of the FEC except where indicated.
- l) Each member may be re-elected for an additional two year term except Chair, Chair elect and past Chair. Terms will be staggered so that no more than one-half of the Committee is new each academic year.
- m) If an individual is not able to serve the two-year commitment, a new member will be appointed by FEC to fill the remainder of that individual's term.

4) Meeting Guidelines:

- a) The committee will meet monthly during the academic year or adjusted as needed.
- b) Special meetings may be called at the discretion of the Chairperson.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.5 – Appointment, Promotion, and Tenure (APT) Committee
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: APT Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013
File location: /	

1) **Purpose:** The purpose of the Appointment, Promotion, and Tenure (APT) Committee is to provide guidance, oversight, review and recommendations related to appointment, reappointment and promotion of the faculty in the College. The APT serves as a resource to the faculty of the college to provide guidance concerning appointment, reappointment and promotion procedures and requirements. The APT committee initiates the tenure review and forwards recommendations to the tenured faculty that serves as the primary unit for tenure reviews. The APT committee is responsible for the re-evaluation of criteria for appointments, promotions and tenure. It is also responsible for post-tenure and post-promotion reviews.

2) **Functions:**

- a) The following functions of the APT committee will be carried out consistent with Regent's Law and policies and procedures of the University of Colorado system including:
 - i) Regent Law 5 Faculty and Regent policy 5M: Reappointment
 - ii) System APS ,Standards, Processes, and Procedures for Appointment, Reappointment, Tenure and Promotion;
 - iii) UCD Campus Administrative Policy for Reappointment, Tenure and Promotion
 - iv) CON Polices and Procedures for Appointment, Promotion and Tenure
- b) Review and make written recommendations, to the Dean of the College of Nursing regarding appointment, reappointment, promotion and track transfer.
- c) Establish a subcommittee of tenured faculty members from the general faculty to review and make written assessments regarding tenure review of faculty.
 - i) Tenure assessments of the subcommittee are forwarded to the tenured faculty for vote
 - ii) A written recommendation based on the vote is forwarded to the Dean of the College of Nursing.
- d) Establish subcommittees of faculty from corresponding track will review and make written assessments for post-tenure and post-promotion review of faculty in the Associate Professor and Professor ranks.
 - i) Post-Tenure assessments will be made by tenure tract faculty with Post-promotion assessments made by clinical track faculty.
 - ii) A written recommendation from the review is forwarded to the Dean of the College of Nursing.

- e) Establish ad hoc subcommittees of: tenured full professors, or clinical teaching track professors to review and make recommendations regarding promotion to full professor in their respective track.
 - i) Written assessments are forwarded to the APT Committee for their information,
 - ii) The written assessment with the final recommendation is forwarded to the Dean of the College of Nursing.
- f) Establishes procedures for soliciting external reviewers for comprehensive, promotion, tenure reviews.
- g) Re-evaluate criteria for appointment, reappointment, promotion, tenure, and post-tenure/post promotion reviews and propose modifications for faculty decision making when indicated.
- h) Meet with the Dean to discuss differences between recommendations if the Committee's recommendation is incongruent with the Dean's.
- i) Conduct educational faculty forums and meet with individual faculty members regarding the processes and procedures for promotion, tenure, post-tenure, and post-promotion reviews.
- j) Establish annual goals and measurable outcomes related to the College of Nursing Strategic Plan to evaluate the accomplishment of Committee functions.

3) **Members:**

- a) The APT Committee is composed of **five to six** voting members, all of whom are senior faculty (Associate Professor or Professor), of which three are tenured faculty and two to three are faculty on the Clinical Teaching Track.
- b) All APT members are elected by the faculty at-large.
- c) All members are elected for a two- year term to be staggered to assure that there is an overlap.
- d) The APT Committee must have one full Professor as a regular member at all times.
- e) Individuals with direct supervisory responsibility for faculty cannot serve on APT.
- f) The APT Committee will be co-chaired by a Tenured faculty member and a Clinical Teaching Track faculty member, elected by the members of APT Committee, each for a two-year term.

4) **Meeting Guidelines:**

- a) The committee will meet monthly during the academic year.
- b) Special meetings may be called at the discretion of the Chairperson.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.6 – Undergraduate Curriculum and Evaluation Committee (UCEC)
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Undergraduate Curriculum and Evaluation Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013 Revised: January 2016, Effective July 1, 2016 Revised: February 2017
File location: /	

1) **Purpose:** The purpose of the Undergraduate Curriculum and Evaluation Committee (UCEC) is to assure that the curriculum of the nursing program is of high quality. The goal is to ensure that all undergraduate nursing courses and educational outcomes are a reflection of national standards, the intent of the mission, and program outcomes of the College of Nursing (CON), BS Program philosophy/guiding statement, and current health-care related societal changes and demands. The UCEC oversees the educational approaches and curriculum proposals of the formal educational activities. The UCEC directs the process of assessing the outcomes and evaluating the quality of formal educational activities. The UCEC reports and communicates information to effected entities in the College.

2) **Functions**

The UCEC provides leadership and governance to insure the quality of the program curricula via the following committee functions:

- a) Provide critical review of the undergraduate curriculum (traditional, accelerated, Integrated Nursing Pathway, and RN-BSN programs, pre- and co-requisite courses) through systematic data collection and analysis of courses and clinical requirements on a three (3) year rotating schedule (1/3 of curriculum reviewed each year) and report evaluation findings to FEC, faculty, and appropriate administrators.
- b) Establish and report annual goals and measurable outcomes that are responsive to previous annual UCEC reports, the curricular and evaluation components of the CON, state regulatory requirements, and accreditation national standards.
- c) Appoint task forces/ad hoc faculty groups to study or develop specific curriculum and evaluation proposals to facilitate the work of the committee.
- d) Review and endorse requests for pilot programs, adding, deleting, and/or modifying courses for internal consistency with the College's mission, goals, objectives, curricular framework and competencies, and state regulatory requirements, accreditation and/or professional nursing standards.

- e) Establish, implement and annually review College of Nursing's policies and procedures related to the committee.

3) Members:

- a) Seven (7) elected voting members that serve for a 3-year term and no more than 2 consecutive terms to be staggered so that no more than one-half (1/2) of the committee membership is new each academic year to assure that there is an overlap/carry-over representation of the committee members.
 - i) Elected members represent major BS program entities.
 - (1) Minimum three (3) who teach Traditional and Accelerated nursing students
 - (2) Minimum one (1) who teaches RN-BS Nursing students
 - (3) Minimum one (1) who teaches in simulation/center for clinical education(CEC) setting
 - ii) Minimum fifty (50) percent of the membership is comprised of professorial ranked faculty.
 - iii) Members will have the equivalent of 2-3 years of teaching experience, including teaching prior to appointment at the CON.
- b) Chair elect, will be elected annually by voting faculty.
- c) Per General Faculty Bylaws, all standing committees are chaired by professorial rank faculty with regular appointments. Professorial ranked committee members are eligible to serve as chair-elect after one (1) year of service on the committee. The chair elect will serve one year as co-chair followed by one year as chair then one year as immediate past-chair.
- d) Up to two undergraduate student representatives serve as non-voting members. They are vetted, oriented to their student role, and approved by UCEC members prior to installation. The student members will be excused during discussion concerning confidential student or faculty agenda items.
- e) Ex-officio (non-voting) committee membership are as follows:
 - i) Associate Dean for Academic Programs
 - ii) Assistant Dean Undergraduate Nursing Program
 - iii) CON Instructional Designer
 - iv) Coordinator of RN-BS in Nursing Program (invite as needed)
 - v) Assistant Dean of Student Affairs and Diversity (invite as needed)
 - vi) Clinical Placement services representative (invite as needed)
- f) A designated staff member facilitates the work of the committee.

4) Meeting Guidelines:

- a) The committee will meet monthly during the academic year.
- b) Special meetings may be called at the discretion of the chairperson.
- c) Task forces may be called at the discretion of the chairperson.
- d) Courses needing review and/or approval are reviewed per approved course proposal form.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.7 –Graduate Curriculum and Evaluation Committee (GCEC)
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Graduate Curriculum & Evaluation Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013 Revised: September 2015
File location: /	

1) **Purpose:** The overall purpose of the Graduate Curriculum and Evaluation Committee (GCEC) is to assure that the curricula of the College of Nursing graduate programs (Master of Science (MS), Doctor in Nursing Practice (DNP & DNP-PHN), Dual Degree (DNP/MPH), and PhD programs) are of high quality. The goal is to ensure that all graduate nursing courses and educational outcomes are a reflection of national and specialty standards, the intent of the mission, and program outcomes of the College of Nursing, and current health-care related societal changes and demands.

2) **Function**

The Graduate Curriculum and Evaluation Committee provides leadership and governance to assure the quality of the program curricula. The Committee functions include:

- a) Provide critical review on the graduate curricula through systematic data collection and analysis and report evaluation findings to FEC, faculty, and appropriate administrators. At least one graduate program will be reviewed and evaluated per academic year on a rotating basis.
- b) Develop and implement regular, ongoing formal evaluation and quality improvement processes for graduate nursing program courses and specialty tracks in accordance with the CON evaluation plan and national accreditation standards. Evaluate graduate nursing program outcomes in accordance with the CON evaluation plan and make recommendations for improvements as needed.
- c) Collaborate with other CON graduate and undergraduate advisory committees on issues which are determined to impact the quality of the graduate nursing program curricula.
- d) Appoint task force members, as necessary, to analyze specific graduate nursing program curricula concerns or issues in order to facilitate the work of the committee.
- e) Communicate the work and goals of the committee to the CU CON faculty.
- f) Establish annual committee goals and measurable outcomes related to the College of Nursing Graduate Curriculum and Evaluation Committee function.

3) **Members:**

- a) The Graduate Curriculum and Evaluation Committee will consist of the seven (7) elected voting members for staggered (3 year terms).
 - i) Members will be doctorally-prepared and hold a Graduate Faculty appointment.
 - ii) Members elected will be:
 - (1) At least two who teach in PhD program
 - (2) At least two who teach in DNP program
 - (3) At least two who teach in MS option
 - iii) Three members of the committee must be advanced practice registered nurses
- b) Members can serve up to two consecutive 3-year terms.
- c) Student representative from each graduate program will serve as non-voting members. Student representative candidates will be vetted and approved by GCEC faculty committee members prior to installation.
- d) Ex-officio (non-voting) committee members are as follows:
 - i) Associate Dean for Academic Programs
 - ii) Assistant Dean of the MS/DNP Program
 - iii) Director of the PhD Program
 - iv) Assistant Dean of Student Services
 - v) Graduate program advisor(s)
- e) Chair and Chair-elect, elected annually by voting GCEC members. Chair-elect serves one year as co-chair followed by 1 year as chair, then 1 year as immediate past-chair. All elected committee members are eligible to serve as chair-elect after one (1) year of service on the committee.

4) **Meeting Guidelines:**

- a) **Roberts Rules of Order Newly Revised** (latest edition) shall govern GCEC meeting proceedings.
- b) The committee will meet monthly during the academic year.
- c) Special meetings and task forces may be called at the discretion of the Chairperson.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.8 – Research Committee
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Research Committee; Faculty Executive Committee General Faculty;	Revised: June 2011 Revised: November 2013 Revised: June 2015
File location: /	

1) **Purpose:** The purpose of the Research Committee (RC) is to provide oversight, review and recommendations related to the development and progress of research conducted by the faculty and students of the College. The RC serves in an advisory capacity to the Associate Dean for Research and Scholarship and to the FEC. It also investigates new nursing research areas and makes recommendations concerning research priorities for the College, identifies new sources of funding and novel funding approaches in support of CON faculty and students and reviews applications for intramural funding administered by the CON. The RC makes recommendations to the CON Dean and Associate Dean of Research and Scholarship regarding the policies that govern CON faculty/student research activities.

2) **Functions:**

- a) Research Committee members shall have primary responsibility for collaborating with the Associate Dean for Research and Scholarship (ORS) in convening review panels for proposals and ensuring adequate review of proposals.
- b) Provide oversight, review, and recommendations about CON strategic research initiatives to the Associate Dean of Research.
- c) Promote the conduct of intramural research in the College of Nursing.
- d) Collaborate with the Office of Research and Scholarship in promoting the research mission in the College of Nursing.
- e) Make budget recommendations to the Associate Dean for Research and Scholarship or designee regarding allocation of funds to support faculty research travel and scholarly endeavors.
- f) Promote nursing research and scholarly endeavors in the health care community.
- g) Participate actively in the research infrastructure of the University.
- h) Establish annual goals and measurable outcomes related to the College of Nursing Strategic Plan to evaluate the accomplishment of Committee functions.

3) **Members**

- a) The Research Committee is composed of **five** voting members:
 - i) two professorial faculty members with active* programs of research (elected),
 - ii) two tenured or tenure-track faculty members with active* programs of research (elected), and
 - iii) one graduate student recommended by the College of Nursing Student Council (appointed).
- b) All members may vote.
- c) The Associate Dean for Research and Scholarships is an ex officio, non-voting member of the Committee.
- d) Members shall serve for a two- year term to be staggered so that no more than one-half (1/2) of the Committee is new each academic year.
- e) Each member may be re-elected for an additional two year term.
- f) Following these two terms, the member must allow one year to pass before serving any additional terms.
- g) One of the **elected** voting faculty members will be elected and serve as chair for one (1) year.
- h) A staff member will facilitate the work of the committee as appropriate.
- i) The committee will meet monthly during the academic year or as called by the Chairperson.
- j) The student member will be excused when confidential student items are discussed.
- k) The student member will not have a vote on actions involving specific faculty proposals yet will be a voting member in all other committee matters.

4) **Meeting Guidelines:**

- a) The committee generally will meet monthly during the academic year.
- b) Special meetings may be called at the discretion of the Chairperson.

*Active is defined as *seeking and publishing funding relative to the program of research.*

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.9 – Student Affairs Committee
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Student Affairs Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: March 2014 Revised: December 2015
File location: /	

- 1) **Purpose:** The purpose of the Student Affairs Committee is to provide policy guidance to promote a safe and intellectually stimulating learning environment that encourages academic success, personal development, and student satisfaction in accordance with the policies of the University of Colorado College of Nursing policies.

- 2) **Functions:**
 - a) Develop, coordinate and review standards, criteria, policies, and procedures for admission to College of Nursing programs with program directors.

 - b) Coordinate, review and revise policies and procedures regarding retention and progression in College of Nursing programs.

 - c) Review and make recommendations on student appeals, retention and progression of individual students referred to the committee.

 - d) Conduct review of all cases alleging violations of Student Honor and Conduct Code.

 - e) Review, revise and update policies in the College of Nursing Student Handbook.

 - f) Establish annual goals and measurable outcomes related to the College of Nursing Strategic Plan to evaluate the accomplishment of committee functions.

- 3) **Members:** Membership consists of voting and ex-officio faculty members.
 - a) Five faculty members shall be elected at large by the General Faculty, 2 of which hold graduate faculty appointments and 3 of which are general faculty members who hold at least 0.5 FTE. Two members shall be elected every year.

 - b) The Chair and Chair-elect of the Student Affairs Committee shall be elected faculty members by the general faculty of the College of Nursing at the yearly committee elections.

 - c) Two or more student members selected from among students representing College of Nursing programs and approved by the SAC chair.

- d) The Associate Dean of Academic Programs will attend as an ex officio member except at meetings involving student appeals.
- e) The undergraduate and graduate program directors, the Assistant Dean for Student Affairs and Diversity, and a representative from the AMC Office of Diversity and Inclusion will serve as permanent ex- officio.
- f) All elected members may vote.
- g) Student members may vote.
- h) Members shall serve for a two- year term to be staggered so that no more than one-half of the Committee is new each academic year.
- i) Faculty members shall serve on the Student Affairs Committee for a term of two years.
- j) Each member may be re-elected for an additional two year terms.
- k) Following these two terms, the member must allow one year to pass before serving any additional term.

4) Meeting Guidelines:

- a) The committee will meet monthly during the academic year.
- b) Special meetings may be called at the discretion of the Chairperson.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 4.0 – Task Forces	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013
File location: /	

- 1) **Purpose:** The purpose of a task force is to supplement the work of the faculty through focused efforts on a specific topic or task.
- 2) **Functions:**
 - a) To facilitate operations for the College of Nursing that interface faculty and administration business needs that need to be attended to and do not specifically fit under a standing committee.
 - b) To report to faculty committees when appropriate as motions for General Faculty are being prepared.
- 3) **Membership:**
 - a) Members of task forces will be solicited by the Faculty Executive Committee (FEC) in collaboration with the Dean or constituted by standing committees or faculty groups.
 - b) Task Force projects will be implemented with specific outcome and time limitations.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 5.0 – Representatives of the general faculty	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013
File location: /	

1) University and UCD/Anschutz Medical Campus Committees:

- a) The FEC will elect **two** of its members to serve as representatives of the General Faculty to the AMC Faculty Assembly.
- b) Representatives of the General Faculty to University and UCD/Anschutz Medical Campus committees are appointed by the Faculty Executive Committee.
 - i) The representatives have the responsibility to:
 - (1) Obtain and express faculty opinions on issues.
 - (2) Provide updates on Council or Committee activities through e-mail or in General Faculty meetings as appropriate.
 - (3) Serve as a regular member or resource person on related College of Nursing Committees.

2) Professional Organizations:

- a) Representatives or delegates to professional organizations, such as NLN, are elected by the faculty for a two- year term.
- b) Representatives or delegates have the responsibility to:
 - i) Attend national meetings sponsored by the Dean of the College of Nursing.
 - ii) Vote, on behalf of the faculty of the College of Nursing, on motions and ballot items.
 - iii) Provide written reports on conference proceedings/decisions to the Faculty.

UNIVERSITY OF COLORADO COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 6.0 – Revision of the Bylaws	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013 Revised: February 2017
File location:/	

1) These ByLaws may be amended as follows:

- a) May be amended by two-thirds vote at any regular meeting of the General Faculty provided there has been five working days previous notice to the meeting at which it is to be voted.
- b) May be amended by a two-thirds mail vote provided a quorum of ballots has been returned by the established date.

Bylaws Initially Ratified by General Faculty: 12/17/1997

Newly Ratified as Amended by General Faculty: 12/16/2013

Amendments from 6/27/11, 11/18/13, 12/16/13, 3/24/14, 1/26/15, 6/22/15, 9/28/15, 12/14/15, 1/25/16, 2/27/17

Revisions completed by FEC: 06/12/2017 2:01 PM

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