

11/8/18 approved GSN Faculty Assembly

**BYLAWS OF THE GRADUATE SCHOOL OF NURSING
UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL**

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BYLAWS OF THE GRADUATE SCHOOL OF NURSING UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

ARTICLE I: INTRODUCTION

The Graduate School of Nursing (GSN) is a school at the University of Massachusetts Worcester (UMW) [University of Massachusetts Medical School (UMMS)] and has responsibility for conferring Master and Doctoral degrees and post-graduate certificates in nursing to its graduates as described herein.

The purpose of these bylaws is to set forth the operating procedures and administration of the GSN and not otherwise contained in the UMW Governance Document (Doc. T03-035, as amended). In the event of a conflict between this Bylaws document and the Governance Document, University policy or Federal/State law or regulation, the Governance Document, University policy and Federal/State law or regulation shall take precedence. For the purposes of this document, all general terms (i.e., Dean, Faculty, Faculty Assembly, Governing Bodies, etc.) shall refer specifically to the GSN, unless otherwise specified.

GSN Faculty membership can only be conferred upon the recommendation of the GSN Personnel Action Committee and approved by the Dean, using processes described in the Academic Personnel Policy of the University of Massachusetts Medical School (T95-022, as amended) (APP). There are no departments in the GSN.

ARTICLE II: GSN DEGREE AND CERTIFICATE PROGRAMS

The GSN offers doctoral degrees, master's degrees, and post-graduate certificates. The GSN offers and awards the following degrees:

A. Degree Programs

Master's Degrees

- Master of Science (MS)

Doctoral Degrees

- Doctor of Nursing Practice (DNP)
- Doctor of Philosophy in Nursing (PhD)

The development and approval of new programs or the termination of programs within the GSN must follow procedures outlined by the University of Massachusetts Procedures for University Approval of New Academic Degree Programs, Program Changes, and Program Termination (Doc. T92-012, as amended).

Degree programs are reviewed in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended), and Guidelines on Academic Quality Assessment and Development.

B. Certificates of Completion

Post-graduate certificate programs are accredited through the Commission on Collegiate Nursing Education (CCNE).

The Graduate Entry Pathway is approved through the Massachusetts Board of Registered Nursing and accredited through the Commission on Collegiate Nursing Education (CCNE).

The development and approval of new degrees or the termination of degrees within the GSN follow procedures related to academic program approvals, public institutions outlined by the Massachusetts Board of Higher Education.

Certificate programs are reviewed by the CCNE through the accreditation process and in conjunction with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended), and Guidelines on Academic Quality Assessment and Development as part of the Degree Program reviews.

ARTICLE III: ADMINISTRATION

A. Dean

The Dean is appointed pursuant to and in compliance with the UMW Governance Document (Doc. T03-035) and the Board of Trustee Statement on University Governance (Doc. T73-098, as amended).

B. Associate Deans

1. Duties

Associate Deans assume responsibility for oversight of specific degree programs and other functions within the GSN including academic affairs and course evaluations.

2. Appointment

The Dean appoints Associate Deans, with prior consent from the Provost or designee.

3. Review and Evaluation

The Dean conducts an annual performance review of the Associate Deans.

4. Discipline and Termination

Associate Deans serve at the discretion of the Dean. The Dean may place an Associate Dean on probation or summary suspension at any time, if in their view such action is in the best interest of the GSN or UMMS. Such action applies only to the administrative position of the Associate Dean. If the individual is aggrieved by the action, they may request the action be reviewed by the Provost, whose decision is final.

Beyond the administrative position, an Associate Dean may be terminated consistent with the terms and conditions outlined in the APP (Doc. T95-022, as amended).

ARTICLE IV: GOVERNANCE

As a general practice, all matters of the GSN should be brought first to the GSN Faculty Assembly. If the GSN Faculty Assembly does not take up the matter for consideration, the petitioner may seek to petition for a general faculty meeting.

A. GSN Faculty Assembly

The GSN recognizes the concept of shared governance, recognizing that the GSN Faculty has the right, responsibility, and privilege of advising on policies affecting the GSN. The GSN Faculty Assembly is the representative body for the GSN.

1. Duties

- a. Develop, implement, and evaluate programs in nursing consistent with the mission and goals of the GSN, as well as the mission of UMMS.
- b. Provide input to the Dean on matters of importance regarding the administration, educational process, and strategic planning of the GSN including all matters affecting the Faculty and Faculty life.
- c. Nominate and vote on students for awards and assist in the recommendation and selection of honorary award recipients.
- d. Prior to each graduation date, approve the list of graduates for degree conferral and submit the list to the Dean.
- e. Consult with and provide advice to UMMS Governing Bodies on matters related to the GSN.
- f. Receive informational reports from, and provide input to, all GSN standing committees; act on recommendations forwarded by those committees as appropriate.
- g. Recommend, nominate, and vote on representatives to serve on campus-wide standing committees and other committees as requested and appropriate.
- h. Organize specialized subcommittees as needed and as defined in the Faculty Assembly bylaws.
- i. Forward recommendations approved by the Faculty Assembly to the Dean, who, must respond within 20 working days with approval, request for reconsideration or disapproval, consistent with the Board of Trustees Statement on University Governance (Doc. T73-098, as amended).

2. Membership

- a. Voting members of the Faculty Assembly shall consist of the following: All employed (i.e. non-voluntary) GSN Faculty with an FTE equal or greater than 0.50 in the GSN.

- b. Non-voting members of the Faculty Assembly shall consist of the following:
 - i. The GSN Dean, Department Administrator, Director of Student Affairs, Graduate Student Nursing Organization (GSNO) President or designee.
 - ii. All other employed and voluntary GSN Faculty not otherwise eligible to vote as defined above.
 - iii. Other representatives or administrative officials as may be designated annually by majority vote of the Faculty Assembly.

3. Officers

The officers of the Faculty Assembly shall be “voting members” and elected or appointed as follows:

- a. Chair, as elected annually, who shall:
 - i. Preside at all meetings.
 - ii. Serve as Chair of the Rules Committee of the Faculty Assembly.
 - iii. Serve as a member of the UMMS Faculty Council.
- b. Vice-Chair, also the Associate Dean of Academic Affairs, who shall:
 - i. Preside at all meetings in absence of the Chair.
 - ii. Serve as a member of the Rules Committee.
- c. Secretary, as elected annually, who shall:
 - i. Serve as a member of the Rules Committee.
 - ii. Ensure the following is completed in a timely manner:
 - i. Notify all members of forthcoming meetings and distribute and publish the agenda and related materials, such as committee reports, proposed policy changes at least five working days in advance of all regularly scheduled meetings.
 - ii. Assure distribution of minutes to the faculty.
- d. Parliamentarian, as elected annually, who shall ensure all meetings are conducted according to *Robert's Rules of Order* (current edition).

4. Meetings

- a. The schedule of all meetings for a given academic year shall be published at least five days prior to the first meeting of the academic year; any subsequent changes in those dates will require notification at least five days in advance of the meeting.
- b. The Faculty Assembly will meet at least quarterly, with one meeting to be held at the beginning of the academic year.
- c. The Chair, or in his/her absence, the Vice Chair, shall call such special meetings as he/she deems necessary or at the request of the President, Chancellor, Provost, Dean, any five (5) members of the Faculty Assembly, or upon petition, by any 10 members of the

faculty or 20 students of the GSN. Any such special meeting and the agenda shall be published at least twenty-four (24) hours in advance thereof.

- d. One half of the voting members shall constitute a quorum. Members may attend (be “present”) and vote by teleconference, video conference, or any other technology that allows full participation.
- e. Recommendations of the Faculty Assembly shall be considered as follows:
 - i. Curriculum revisions shall require a two-thirds affirmative vote of **all** voting members present, provided a quorum is present.
 - ii. All other decisions require a simple majority of voting members present, provided a quorum is present. Proxy voting is not permitted.

5. Rules Committee

The Rules Committee of the Faculty Assembly shall be comprised of the Chair, Vice-Chair, Secretary, and the Dean. Its duties shall include:

- a. Preparation of the agenda of the Faculty Assembly. The Rules Committee shall review all proposed agenda items submitted by the administration or membership. If the proposed agenda item is within the Faculty Assembly’s stated duties, it shall be placed on the agenda of the meeting date requested, or if that request cannot be accommodated, on the agenda of the earliest next meeting date.
- b. Resolution of procedural matters in consultation with the Parliamentarian.
- c. Preparation of a list of representatives or administrative officials to be considered for non-voting membership on an annual basis.
- d. Other duties as assigned by the Faculty Assembly or the Chair.

ARTICLE V: STANDING COMMITTEES

Standing Committees, unless otherwise stated, shall adhere to Article VI of the UMW Governance Document (Doc. T03-035, as amended). Any specific Bylaws for a GSN Standing Committee shall be reviewed and approved by the Faculty Assembly and Dean.

Standing Committees within the GSN function in an advisory capacity to the Faculty Assembly and Dean. The Dean appoints standing committee members and serves as a non-voting member on all Standing Committees. Voting members of Standing Committees shall hold a 0.50 or greater FTE academic position in the GSN. Appointments are for one year. If a vacancy arises, the Dean may appoint to fill the vacancy at any time. Members may be appointed to successive terms.

Voting members of a Standing Committee shall elect a Chair during their first meeting of the academic year. If the committee fails to decide, the Dean will appoint a chair. Each Chair shall:

1. Convene meetings;
2. Designate a member to serve in his or her absence;
3. Appoint subcommittees from among members as necessary to enable the committee to carry out its duties;
4. Assure submission of committee reports and meeting minutes to the Faculty Assembly and Department Administrator as appropriate.

Standing Committees meet periodically during the academic year. Members may attend (be “present”) and vote by teleconference, video conference, or any other technology that allows full participation. Recommendations shall require a simple majority of voting members present provided a quorum is present.

A. Academic Standards and Admissions (AS&A) Committee

1. Duties

- a. Develop, review, and make recommendations regarding issues relevant to the admissions, progression, retention, and graduation standards and policies of the GSN.
- b. Review and make recommendations regarding changes in academic policies and standards for matriculated students as they occur to be reflected in the GSN handbook.
- c. Pursue appropriate activities related to the recruitment of students and the dissemination of admissions information.
- d. Review and make recommendations regarding the standards and qualifications of applicants, the application procedure, and the process for applicant review for each GSN program.
- e. Consider recommendations for acceptance of applicants to GSN programs and make final decisions based upon admission criteria and policies related to the selection process for each program.
- f. Submit to Faculty Assembly the names of students who have met programmatic requirement criteria for graduation in advance of each graduation date.
- g. Provide an annual report to the GSN Faculty Assembly regarding admissions and applicants to all programs of the GSN. The report will include aggregate admission characteristics of applicant pool and suggestions for future student recruitment efforts. Consideration will be given to recruitment of applicants from groups under-represented in nursing and consistent with Trustee Policy on Affirmative Action (T92-034, as amended).

2. Advising and Reporting

- a. The AS&A shall advise and consult with the Faculty Assembly.
- b. The Dean shall consult with the AS&A on matters related to academic standards and admissions.
- c. The AS&A shall report to the Faculty Assembly.

3. Membership

- a. Voting membership of the AS&A Committee shall consist of one (1) faculty member from each of the GSN Degree and Certificate Programs (Article 2).
- b. Non-voting membership shall consist of the following:
 - i. Graduate School of Nursing Coordinator of Admissions.
 - ii. Graduate School of Nursing Director of Student Affairs.
 - iii. One nursing student, as selected by the GSNO.

B. Bylaws Committee

The Bylaws Committee shall consist of three (3) members of the voting members of the GSN Faculty Assembly.

1. Duties

- a. Provides consultation to the Dean and GSN faculty regarding GSN bylaws.
- b. Assures that at least every five (5) years, or upon request by the Dean or the Faculty Assembly, the Bylaws Committee:
 - i. Evaluates the GSN Bylaws document;
 - ii. Develops recommendations for Faculty Assembly based on that request or evaluation;
 - iii. Brings any proposed changes to Faculty Assembly for review;
 - iv. Submits the approved document to the Dean to bring forward to campus administration;
- c. Assures the current document is posted in electronic form and is available to all faculty;
- d. Performs other responsibilities as determined by the Faculty Assembly.
- e. Meets at least once during the academic year and schedules additional meetings as needed, providing notification at least five days in advance of the meeting.

2. Advising and Reporting

- a. The Bylaws Committee shall advise and consult with the Dean and the Faculty Assembly.

- b. The Dean shall consult with the Bylaws Committee on matters related to the operating procedures and administration of the GSN and not otherwise contained in the UMW Governance Document (Doc. T03-035, as amended).

3. Membership

The Dean shall appoint three (3) members from the voting members of the GSN Faculty Assembly. Terms are for one (1) year, and members may be appointed to successive terms.

C. Curriculum Committee

1. Duties

- a. Review courses proposed for GSN programs and submit recommendations to the Faculty Assembly.
- b. Assure that courses offered are in keeping with the stated mission, goals and outcomes of the GSN.
- c. Annually review and evaluate the curriculum related to the philosophy and objectives of the GSN and their relationship to the UMMS.
- d. Contribute to the planning, methods and procedures, and process of all program evaluation including accreditation and self-study reports.
- e. Report evaluation results to the student body and the Faculty Assembly.

2. Advising and Reporting

- c. The Curriculum Committee shall advise and consult with the Faculty Assembly, AS&A and the GSNO.
- d. The Dean shall consult with the Curriculum Committee on matters related to the curriculum and program evaluation.
- e. The Curriculum Committee shall report to the Faculty Assembly.

3. Membership

- a. The Dean shall appoint one (1) faculty member from each GSN certificate and degree program (see Article II) as voting members of the Curriculum Committee. Terms are for one (1) year and voting members may be appointed to successive terms.
- b. Non-voting membership shall consist of the following:
 - i. One (1) student and one (1) student alternate as selected by the GSNO.

- ii. One (1) member of the GSN alumni and one (1) alumnus alternate selected by the Dean.

D. Graduate Student Nursing Organization (GSNO)

1. Duties

The GSNO purpose is to foster communication, coordination, and continuity among graduate students and the administration and faculty of the UMMS, the GSN, and the University community. As a unified body that represents the GSN students, the GSNO is a vehicle for change and innovation, adapting to the needs and climate of its student body through participation in student committees at the University level and the GSN level. The GSNO bylaws govern its membership and meetings.

2. Advising and Reporting

- a. The GSNO shall advise and consult with the Faculty Assembly, the Student Government Alliance, the Office of Student Affairs and Office of School Services.
- b. The Office of Student Affairs and Office of School Services shall consult with the GSNO on significant issues affecting the student body.
- c. The GSNO shall report to the Dean or their designee.

E. Personnel Action Committee

1. Duties

The Personnel Action Committee (PAC) shall consider faculty personnel actions as described in, and governed by, the APP (Doc. T95-022, as amended).

2. Advising and Reporting

- a. The PAC shall advise and consult with the Dean and the Provost's designee for faculty affairs.
- b. The Dean and Provost's designee for faculty affairs shall consult with the PAC on matters related to appointment, reappointment and promotion.
- c. The PAC shall report to the Dean.

3. Membership

- a. Voting membership of the PAC shall consist of three (3) senior GSN faculty members holding the rank of Associate Professor or Professor.
- b. Non-voting membership shall consist of the Provost's designee for faculty affairs, and/or their designee.

F. Tenure Committee

1. Duties

The Tenure Committee shall consider the credentials for tenure and other related matters. Tenure procedures are governed by, and duties of the Tenure Committee are stated in, the APP (Doc. T95-022, as amended).

2. Advising and Reporting

- a. The Tenure Committee shall advise and consult with the Dean and the Provost's designee for faculty affairs.
- b. The Dean and Provost's designee for faculty affairs shall consult with the Tenure Committee on matters related to tenure.
- c. The Tenure Committee shall report to the Dean or their designee.

3. Membership

The members of the Tenure Committee will consist of all tenured faculty members who hold an active, primary academic appointment within the GSN. Faculty members with significant administrative responsibilities (i.e. Vice Chancellors, Vice Provosts, Deans) are not eligible for full time membership on this committee although they may serve as ad-hoc members of the committee.

In the event there are an insufficient number of tenured faculty within the GSN to conduct a review, up to three (3) ad-hoc members of the Tenure Committee will be selected by the Provost and Provost's designee for faculty affairs in consultation with the Dean to comprise a committee of three (3).

ARTICLE VI: MEETINGS OF GSN FACULTY

Meetings of the GSN Faculty (i.e., members of the Faculty Assembly and all other GSN faculty) may occur from time-to-time to discuss any matter pertaining to the GSN. Such meetings may be called at any time by the President, Chancellor, Provost, Dean, Chair of the Executive Council, Chair of the GSN Faculty Assembly, or upon petition, by any 10 members of the GSN faculty or by 20 students in the GSN.

- A.** All faculty members shall receive written notification of the time, place, and agenda of all Faculty meetings from the Secretary of the Faculty Assembly at least five (5) working days in advance thereof.
- B.** The Rules Committee of the Faculty Assembly shall prepare the agenda, which shall include the items submitted by those calling the meeting, providing notification at least five days in advance of the meeting.
 1. Only those items on the agenda may be discussed and voted on.

2. Any item concerning a matter of jurisdiction with any UMMS or GSN Standing Committee shall be forwarded to the Committee via the Chair(s) for input. The Committee(s) may report their position on the matter at the meeting of the GSN Faculty.

C. The Chair of the Faculty Assembly shall preside.

D. Non-binding resolutions for further consideration arising out of such faculty meetings shall require a majority vote of those present at the meeting and assuring a quorum is present. Any such approved non-binding resolutions may be forwarded either to:

- i. the Faculty Assembly for additional consideration consistent with this Document;
- ii. the Faculty-at-large for a vote administered by the Office of Faculty Affairs. In this case, only those resolutions that receive a minimum of twenty-five percent (25%) favorable vote of the Faculty-at-large shall be forwarded to the Dean for review and consideration.

E. In the event the GSN Faculty Assembly fails to vote on the non-binding resolution within 90 days, the non-binding resolution shall be forwarded to the Dean.

ARTICLE VII: AMENDMENT

The GSN Faculty Assembly shall review the foregoing bylaws at a minimum of every five years. Any individual within the GSN may propose an amendment. The proposed amendment shall be handled in accordance with Article II, Section A.1.a of the UMW Governance Document (Doc. T03-035 as amended).

The Board of Trustees reserves the right to alter, amend, or revoke the foregoing document in part or in whole at any time.