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

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**ARTICLE I: INTRODUCTION**

The Graduate School of Nursing (GSN) is one of three schools at the University of Massachusetts Worcester (UMW). Governance of UMW (including the GSN) is administered by UMW's Governance Document (Doc. T03-035). The purpose of these bylaws is to set forth the operating procedures and administration particular to the GSN and not otherwise contained in the UMW Governance Document. 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. These bylaws also describe the GSN's representative body – GSN Faculty Assembly (hereinafter “Faculty Assembly”) – which informs the concept of shared governance throughout the UMW campus.

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 GSN Appointment, Promotion and Tenure Document (APT) and the Academic Personnel Policy of the University of Massachusetts Medical School (T95-022, as amended) (APP).

The GSN offers and awards the following degrees and certificates:

- Master of Science (MS)
- Post-master's Degree Certificate
- Doctor of Nursing Practice (DNP)
- Doctor of Philosophy in Nursing (PhD)

**ARTICLE II: ADMINISTRATION**

**A. Dean**

The Dean is appointed and administered pursuant to and in compliance with UMW's 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 approval/consent from the Chancellor.

**3. Review and Evaluation**

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

#### **4. Discipline and Termination**

The Associate Dean serves at the pleasure 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 UMW. Such action applies only to the administrative position of the Associate Dean.

An Associate Dean may be disciplined and/or terminated for cause. Any action taken by the Dean to terminate the employment or remove tenure of the now former Associate Dean shall be governed by the applicable UMW and University policies and procedures and former Associate Dean's employment contract if applicable.

### **ARTICLE III: REPRESENTATIVE BODY**

The Faculty, through its representative body – “Faculty Assembly” – participates in the policy and decision-making processes that affect the GSN.

#### **A. GSN Faculty Assembly**

##### **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 UMW.
- 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. Consult with and provide advice to UMW Governing Bodies on matters related to the GSN.
- e. Receive informational reports from, and provide input to, all GSN standing committees; and act on recommendations forwarded by those committees as appropriate.
- f. Recommend, nominate, and vote on representatives to serve on campus-wide standing committees and other committees as requested and appropriate.
- g. Organize specialized subcommittees as needed and as defined in the Faculty Assembly bylaws.
- h. Forward recommendations of 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 UMW Faculty Council.
- b. Vice-Chair; The Associate Dean of Academic Affairs shall serve as Vice-Chair and 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:
    - 1) 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.
    - 2) 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 meetings of the Faculty Assembly shall be published at least five days prior to the first meeting of the academic year and 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 in August.
- 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 three 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 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 and bylaws revisions shall require a two-thirds affirmative vote of **all** voting members (and not just those members present).
  - ii. All other decisions require a simple majority of voting members present, provided a quorum is present.

#### **5. Sub-Committees**

##### **a. Rules Committee**

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

- i. 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.
- ii. Resolution of procedural matters in consultation with the Parliamentarian.
- iii. Preparation of a list of representatives or administrative officials to be considered for non-voting membership on an annual basis.
- iv. Other duties as assigned by the Faculty Assembly or the Chair.

##### **b. Bylaws Committee**

The Bylaws Committee shall consist of three (3) members of the GSN faculty. Its duties shall include:

- i. Serve as local consultant to the Dean and GSN faculty regarding GSN bylaws.
- ii. Assure that at least every five (5) years, or upon request by the Dean or the Faculty Assembly:
  - 1) Evaluates the GSN Bylaws document;
  - 2) Develops recommendations for Faculty Assembly based on that request or evaluation;
  - 3) Brings any proposed changes to Faculty Assembly for review;
  - 4) Submits the approved document to the Dean to bring forward to campus administration;
- iii. Assure the current document is posted in electronic form and is available to all faculty; and
- iv. Perform other responsibilities as determined by the Faculty Assembly.
- v. The committee will meet at least once during the academic year and may schedule additional meetings as needed, providing notification at least five days in advance of the meeting.

#### **ARTICLE IV: STANDING COMMITTEES**

Standing Committees, unless otherwise stated, shall adhere to Article VI of the UMW's Governance Document (Doc. T03-035, as amended). Any specific Bylaws for a particular 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 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. 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 at least monthly 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 that 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 names of students who have met criteria for graduation to Faculty Assembly each year.
- g. Provide an annual report regarding admissions and applicants to all programs of the GSN to the faculty. 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 programs.



- 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. 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 UMW.
- 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**

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

### **3. Membership**

- a. Voting membership of the Curriculum Committee shall consist of one (1) faculty member from each of the programs.
- 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.

## **C. 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 UMW, 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 his/her designee.

## **D. Personnel Action Committee**

### **1. Duties**

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

### **2. Advising and Reporting**

- a. The PAC shall advise and consult with the Dean and the Vice Provost for Faculty Affairs.
- b. The Dean and Vice Provost 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, including representation of the Masters and Doctoral programs.
- b. Non-voting membership shall consist of the Vice Provost for Faculty Affairs, and/or his/her designee.

## **E. Research Advisory Committee**

### **1. Duties**

- a. Promote GSN visibility and impact within the larger UMW research community.
- b. Facilitate guidance for Faculty regarding research scholarship opportunities to build collaborative programs.
- c. Provide guidance and recommendations to the Dean regarding structure and process for research infrastructure, services and policy based on Faculty input.
- d. Coordinate and sponsor interest group activities related to research scholarship.

### **2. Advising and Reporting**

- a. The Research Advisory Committee advises and consults with the Faculty Assembly and the UMW Committee on Scientific and Research Affairs.
- b. The Dean and appropriate leadership in the UMW Office of Research shall consult with the Research Advisory Committee on research-related matters and significant issues affecting the research environment for faculty.
- c. The Research Advisory Committee reports to the Faculty Assembly.

### **3. Membership**

- a. Voting membership shall consist of five (5) faculty.
- b. Non-voting membership shall be appointed annually by majority vote of the Research Advisory Committee.

## **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) and the GSN Appointment, Promotion and Tenure Document (APT).

### **2. Advising and Reporting**

- a. The Tenure Committee shall advise and consult with the Dean and the Vice Provost for Faculty Affairs.

- b. The Dean and Vice Provost for Faculty Affairs shall consult with the Tenure Committee on matters related to tenure.
- c. The Tenure Committee shall report to the Dean or his/her 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. Ad-hoc members may participate and vote in meetings in accordance with the procedures outlined in the APP (Doc. T95-022, as amended) and the APT.

## **ARTICLE V: MEETINGS OF GSN FACULTY**

Meetings of the general 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.

- 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 fourteen (14) 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.
  - i. Only those items on the agenda may be discussed and voted on.
  - ii. Any item concerning a matter of jurisdiction with any UMW 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 general GSN Faculty.
- c. The Chair of the Faculty Assembly shall preside.
- d. Resolutions for consideration arising out of such faculty meetings shall require a majority vote of those present at the meeting and only the Faculty-at-large are eligible to vote. Any such approved resolutions may be forwarded either:
  - i. to the Faculty Assembly for additional consideration consistent with this Document; or
  - ii. directly to the Faculty-at-large (the employed full and part time faculty of the GSN) 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.

#### **ARTICLE VI: AMENDMENT**

The GSN Faculty Assembly, in consultation with the campus Faculty Council and Executive Council, 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.