

CREIGHTON UNIVERSITY COLLEGE OF NURSING

POLICY TITLE: Bylaws

EFFECTIVE DATE: Reviewed January 2016

Preamble: The faculty of the Creighton University College of Nursing has adopted the following Bylaws to assist in the orderly conduct of its affairs and to expedite the performance of its obligations in accordance with the Statutes of the University. These Bylaws and any amendment hereto are subject to the approval of the President of the University after review by the Committee on Faculty Handbook and University Statutes.

Article I

Section 1 Name

The name of this body shall be the Faculty Organization of Creighton University College of Nursing.

Section 2 Purpose

The purpose of the Faculty Organization is to facilitate faculty and student participation in the governance of the College.

Article II

Section 1 Membership

- A. The Faculty Organization of the College of Nursing shall consist of the Dean, Associate Deans, members of the full-time Teaching-Research faculty, Clinician-Educator faculty, special faculty, contributed service faculty, adjunct faculty, and emeritus faculty (as defined in the Faculty Handbook and University Statutes) holding appointments in the College of Nursing.
- B. Selected individuals who do not hold a regular appointment with Creighton University but who either participate in the educational program of the College of Nursing in a limited way, or whose competencies and responsibilities place them in positions to influence significantly the education and research programs of the College of Nursing. These individuals may be recommended for appointment to the Special and Contributed Service Faculty by the Executive Committee without compensation and shall not be eligible for benefits. All appointments to, and promotions within, this faculty designation shall be recommended by the Dean to the President and shall be subject to the approval of the President.

Article III

Section 1 Meetings

Meetings of the Faculty Organization will be held at least twice a semester during the academic year. The schedule of regular meetings will be announced by the Dean at the beginning of each semester. Special meetings of the Faculty Organization may be called by the Dean, by the Executive Committee, or by petition of a number no less than twenty-five percent of members of the full-time faculty.

Section 2 Quorum

A quorum will consist of a simple majority of full-time members of the Faculty Organization.

Section 3 Chair

The Dean of the College of Nursing, or the designated Associate Dean in the absence of the Dean, shall preside at all meetings of the Faculty Organization.

Section 4 Student Representatives

The Constitution of the Nursing Senate determines the manner of election of the undergraduate representatives to the meetings of the Faculty Organization from the Omaha and Hastings campuses. A graduate student representative will be selected, by the Associate Dean for Academic and Clinical Affairs, from the Nursing graduate student body. Unless otherwise noted students will not have voting privileges on committees on which they serve.

Section 5 Functions

- A. To constitute the electorate body for Executive and other appropriate committees of the College and the University.
- B. To receive information on the activities of the College which bear directly or indirectly on faculty responsibilities.
- C. To examine recommendations for curriculum change, curriculum evaluation and program development and to act on these recommendations through revision, acceptance and/or rejection.
- D. To provide a forum through which faculty opinion can be expressed and recommendations can be made on specific issues and programs.
- E. To receive reports of standing and ad hoc committees.
- F. To vote on recommendations of committees and other business brought before the Faculty Organization. To consider and advise on all general policies and measures influencing the quality and direction of the educational programs in the College of Nursing.

Section 6 Agenda

The Dean of the College shall prepare the agenda. Any faculty member or student of the College may present in writing, items to be included on the agenda. Items to be included must be submitted to the Dean at least five days prior to the date of the faculty meeting. The Dean shall distribute the agenda to the faculty at least three days before the meeting. Each agenda of all meetings of the faculty will include the item New Business.

Section 7 Rules of Operation

Robert's Rules of Order Revised will apply except as modified by these Bylaws. Meetings shall be open to all faculty (see Article II: Section I) who shall have the privilege of the floor.

Article IV

Section 1 Dean of the College of Nursing

A. Appointment

The Dean of the College of Nursing shall be appointed by the President of the University. In the case of the initial appointment there shall be a Dean's Nominating Committee appointed by the President. The Dean's Nominating Committee shall be composed of two members elected by the Executive Committee of the College of Nursing from among their own number, three members elected by the faculty from the remainder of the faculty, two undergraduate nursing students elected from the members of the Omaha campus Nursing Senate, one student elected from the members of the Hastings campus student body, one graduate student selected by the Associate Dean for Academic and Clinical Affairs, and four at-large members appointed by the President from outside the College to provide for involvement by affiliated agencies and the College's Nursing Advisory Board.

B. Responsibilities

Provides leadership and is directly responsible for the direction and administration of the College of Nursing.

C. Evaluation

A performance review of the Dean shall be conducted once every three years by the Vice President for Health Sciences with input from the general faculty. Ordinarily, a Dean should not serve more than ten years.

Section 2 Associate Deans

A. Appointment

The Dean of the College of Nursing, with the counsel of the Executive Committee, may appoint Associate Deans.

B. Responsibilities

Administers duties and provides leadership specific to areas of responsibilities.

C. Evaluation

A performance review shall be conducted by the Dean at least every two years with input from program chairs, course leaders, faculty members, students, and other sources.

Section 3 Program Chairs

- A. Appointment
The Dean of the College of Nursing, with the counsel of the Executive Committee, may appoint Program Chairs.
- B. Responsibilities
Responsible for the administration and daily functions of a defined academic program in the undergraduate or graduate curriculum.
- C. Evaluation
At least every two years, the faculty members of the programs will evaluate their respective program chairs. These evaluations will be considered by the Dean for appointment/continued appointment as chair.

Section 4 Curriculum Coordinators

- A. Appointment
Curriculum Coordinators are elected by faculty in the spring and may serve a four-year term pending satisfactory performance with the opportunity for one consecutive, second term. Following completion of two consecutive terms, a four-year interval is required before an individual is eligible for re-election. All appointments are 12 months except the traditional curriculum position which is for 10 months.
- B. Responsibilities
Within the context of the College of Nursing mission, philosophy, and values, Curriculum Coordinators are responsible for the administration and daily functions of a defined curriculum pathway or option in the BSN, MSN, or DNP programs. Curriculum Coordinators provide leadership for continuous improvement of courses and course delivery, compliance with professional standards, guidelines, and regulatory processes; and the achievement of expected student learning outcomes. In collaboration with Program Chairs, Curriculum Coordinators work together to foster a positive, productive teaching-learning climate for faculty and students.
- C. Evaluation
Performance evaluation is conducted each year by the Program Chair with input from faculty teaching in the relevant pathway. Results of the performance evaluation are submitted to the Dean and Associate Dean for Academic and Clinical Affairs to be included in the annual (biannual for tenured faculty) faculty evaluation.

Article V

Section 1 Committees

The Dean of the College of Nursing, with the advice of the Executive Committee, shall establish (or dissolve) any ad hoc committees deemed desirable to conduct College of Nursing business.

Section 2 Committee Membership

- A. Faculty:
1. The term of membership on all standing committees for faculty will be three years, with approximately one-third of the committee replaced annually.
 2. The chair for each committee shall be elected by the individual committee members at the first meeting of the Fall semester unless otherwise specified in these Bylaws.
 3. The Dean or designee shall be an ex officio member of all committees.
 4. The Dean, with input from the Nominating Committee, shall appoint faculty members to fill any vacancies that may occur.
- B. Students:
1. The term of membership for students will be one year.
 2. Students may be eligible for one additional term.
 3. The undergraduate student representation on standing and ad hoc committees will be determined by the Nursing Senate and Hastings Student Body.
 4. Graduate nursing student representatives will be selected by the Program Chairs.
- C. Other Representatives
1. Individuals representing health care practice may be invited to participate in specific committees.
 2. Term of service may be up to one year.
 3. These representatives will have voting privileges (unless otherwise noted).

Section 3 Executive Committee

- A. Purpose
- The Executive Committee acts as a representative body for the faculty. It is the responsibility of the Executive Committee to advise the Dean concerning all matters relating to internal academic affairs of the School.
- B. Functions
1. Review procedures of standing committees and submit to Faculty Organization for approval.
 2. Review annual reports of standing and ad hoc committees and make recommendations concerning committee activities.
 3. Coordinate the evaluation plan/process for periodic review and revision of the College of Nursing's mission, goals, and outcomes;
 4. Recommend, review and update the comprehensive plan for evaluating various aspects of the undergraduate and graduate nursing programs;

5. Serve in an advisory capacity to the Faculty Organization when reviewing and proposing recommendations concerning additions, innovations and changes in evaluation matters.
6. The Executive Committee advises the Dean regarding:
 - a. Faculty appointments and dismissals, and faculty grievances.
 - b. Policies and procedures regarding student affairs.
 - c. Infrastructure changes to support practice, teaching and scholarship and related resource, workload, and space utilization issues.
 - d. Establishment, dissolution and reorganization of committees and establishment of special projects in the College of Nursing.
 - e. Development of policies, and establishment of procedures concerning requests for leaves and sabbaticals and approval or disapproval of such applications.
 - f. Any other matter in which the Dean seeks advice, or which relates to internal academic affairs.

C. Membership

1. The Dean; as presiding
2. Associate Deans;
3. Assistant Deans;
4. Program Chairs;
5. Five elected representatives to include at least one faculty member from Hastings Campus;
6. A Nursing Senate representative and one graduate student elected by student vote;
7. The secretary shall be appointed by the Dean;
8. Individuals from various communities of interest may be permitted to participate in the meetings (without vote) upon approval of the Executive Committee.

D. Qualification of the Elected Members

Qualifications for election shall consist of membership on the full-time faculty for at least two years with prior service on any other College of Nursing committee.

E. Election and Term of Office of the Executive Committee

1. Five members from the full-time faculty shall be elected by the faculty.
2. Two or three of those faculty members will be elected each year in the spring and shall serve for a two-year term.
3. Members will be eligible for re-election one year following completion of their previous term (a one-year interval is required between terms).

F. Points of Order

1. The Dean shall be the Chair and the presiding officer of the

Executive Committee. In the absence of the Dean, the designated Associate Dean or a member of the Committee will preside.

2. The minutes and the agenda of the Executive Committee will be available to the Faculty and Nursing Senate president.
3. Minutes of closed Executive Committee meetings will be placed in a confidential file retained in the Dean's office.

G. Meetings

1. The Executive Committee shall meet at least three times each six month period. Additional meetings may be called at any time by the Dean or by petition of 20% of the members of the Executive Committee.
2. A simple majority of the Committee membership will constitute a quorum.
3. Meetings shall be open to non-members and faculty of the College of Nursing, (without vote) except when the Dean and/or a majority of the members vote to conduct business in an executive session.
4. Faculty, administrators, and students of the College may submit agenda items which should be provided in writing to the Dean at least one week before the meeting.

H. Vacancies

Vacancies within the elected group will be filled by election to complete unexpired terms. Vacancies occurring during the last three months of the term will remain vacant until the next regular election.

Section 4 Standing Committees

The following standing committees shall be constituted:

1. Council of Program Chairs
2. Undergraduate Admissions and Promotions
3. Undergraduate Curriculum and Assessment
4. Graduate Curriculum and Assessment
5. Recruitment & Retention
6. Graduate Admissions and Progression
7. Rank & Tenure
8. Social
9. Research and Scholarship
10. Nominating
11. Bylaws
12. Scholarships and Awards
13. Faculty Development Advisory
14. Technology
15. College of Nursing Partners in Mission Spirituality Committee.

All College of Nursing Committee appointments or elected positions will be effective at the beginning of the academic year and continue until a

successor has been appointed.

Section 5 Quorum

A simple majority of voting faculty membership on each committee will constitute a quorum.

- A. Council of Program Chairs
 - 1. Purpose
Facilitate communication and coordination of the various programs.
 - 2. Function
 - a. Make recommendations about the use of classrooms and laboratory space;
 - b. Determine availability and adequacy of clinical sites and preceptors;
 - c. Develop annual course calendar and faculty assignments;
 - d. Maintain communication between the programs, including faculty assignments and resources.
 - 3. Membership
 - a. Program Chairs
 - b. Associate Dean for Academic and Clinical Affairs
 - 4. Meetings
The Council of Program Chairs shall meet at least twice a semester.
- B. Undergraduate Admissions and Promotions Committee
 - 1. Purpose
Serve in an advisory capacity to the Assistant Dean for Student Affairs in matters related to application of policies to undergraduate student admission, promotion, retention and graduation.
 - 2. Functions
 - a. Recommend changes in policies and procedures pertaining to admission, promotion, retention and graduation;
 - b. Recommend guidelines to advisors and students concerning academic requirements and achievement;
 - c. Recommend acceptance of students in the College of Nursing within the limitations established by College policy and Federal guidelines;
 - d. Advise the Assistant Dean for Student Affairs regarding any action required as a result of a student's unsatisfactory academic performance.
 - 3. Membership
 - a. BSN Program Chair (ex-officio, voting);
 - b. Four undergraduate faculty members elected at-large, one representing the Hastings Campus;
 - c. Two students, one from each campus, who will attend the yearly policy review meeting;
 - d. Assistant Dean for Student Affairs (ex-officio, non-voting).

4. Meetings
 - a. Applications shall be reviewed bimonthly without student representation due to confidentiality issues.
 - b. At least one meeting per academic year will be held to review policies and allow student participation.
- C. Undergraduate Curriculum and Assessment Committee
 1. Purposes
 - a. Evaluate the curriculum every five years and assure that the undergraduate curriculum reflects the intent of the organizing framework and philosophy of the School and University and integrates values of higher education;
 - b. Assure that implementation of undergraduate curricular change is consistent with educational standards of the University and all accreditation agencies;
 - c. Present to the Faculty Organization recommendations for curriculum change, formative curriculum evaluation and program development for review, revision, acceptance and/or rejection;
 - d. Monitor activities and actions relevant to nursing and health care and advise faculty on needed changes, including faculty development activities.
 2. Functions
 - a. Serve as designated vehicle for monitoring all undergraduate curriculum changes in an organized manner;
 - b. Serve in an advisory capacity to the Faculty Organization when reviewing and proposing recommendations concerning additions, innovations, and changes in curricular matters;
 - c. Participate in curriculum evaluation to ensure appropriate sequencing and completeness of content;
 - d. Monitor objectives to assure reasonable leveling to fulfill program purposes;
 - e. Utilize evaluation and curriculum theories to improve program of studies;
 - f. Implement an outcomes-based assessment program to assist with monitoring educational and learning effectiveness and program quality;
 - g. Review and recommend tools for use in evaluating courses, clinical sites, students, faculty and programs.
 3. Membership
 - a. Associate Dean for Academic and Clinical Affairs (ex-officio, non-voting);
 - b. Director of e-Learning (ex-officio, non-voting);
 - c. Six elected full-time faculty and/or adjunct faculty with a 50% or greater faculty appointment, including one representing the undergraduate nursing program from the Hastings

campus. All members must have completed one year of faculty status;

- d. BSN Program Chair (ex-officio, voting);
- e. Curriculum Coordinators for Accelerated and Traditional (ex-officio, voting);
- f. Two student members representative of the undergraduate Omaha and Hastings campuses:
 - 1) Student members may attend all Committee meetings concerning formalization of policies;
 - 2) Student members may submit items for discussion through the Office of the Associate Dean for Academic and Clinical Affairs;
 - 3) When in attendance, student members will have voting privileges and may initiate policy concerns except during Executive Session.
- g. Individuals from various communities of interest may be permitted to participate in the meetings (without vote) upon approval of the Undergraduate Curriculum and Assessment Committee.
- h. Representative from HSL (ex-officio, nonvoting)

4. Meetings

The Undergraduate Curriculum and Assessment Committee shall meet monthly during the academic year.

D. Graduate Curriculum and Assessment Committee

1. Purposes

- a. Evaluate the curriculum every five years and assure that the graduate curriculum reflects the intent of the organizing framework and philosophy of the College and University and integrates values of higher education;
- b. Assure that implementation of graduate curriculum change is consistent with educational standards of the University and existing nursing accreditation agencies;
- c. Present to the Faculty Organization recommendations for curriculum change, formative curriculum evaluation and program development for review, revision, acceptance and/or rejection;
- d. Monitor activities and actions relevant to nursing and health care and advise faculty on needed changes, including faculty development activities.

2. Functions

- a. Serve as designated vehicle for monitoring all graduate curriculum changes in an organized manner;
- b. Serve in an advisory capacity to the Faculty Organization when reviewing and proposing recommendations concerning additions, innovations, and changes in curricular matters;
- c. Participate in curriculum evaluation to ensure appropriate

- d. sequencing and completeness of content;
 - d. Monitor objectives to assure reasonable leveling to fulfill program purposes;
 - e. Utilize evaluation and curriculum theories to improve program of studies;
 - f. Implement an outcomes-based assessment program to assist with monitoring educational and learning effectiveness and program quality;
 - g. Review and recommend tools for use in evaluating courses, clinical sites, students, faculty and programs.
3. Membership
- a. The chair-elect shall be elected by the individual committee members at the first meeting of the Fall semester in the final year of the chair's term. The chair-elect will serve as chair-elect for a term of one year and shall assume the office of chair at the end of the chair's term. The chair will serve a term of two years.
 - b. Associate Dean for Academic and Clinical Affairs (ex-officio, non-voting);
 - c. Director of E-Learning (ex-officio, non-voting);
 - d. Two elected full-time faculty representing the graduate nursing programs who have completed one year of graduate faculty status;
 - e. Two full-time faculty appointed by the MSN and DNP Program Chairs, and who have completed one year of graduate faculty status or have taught graduate-level courses for one year;
 - f. MSN and DNP Program Chairs (ex-officio, voting);
 - g. Curriculum Coordinators for all graduate tracts (ex-officio, voting)
 - h. Two graduate nursing student representatives
 - 1) Student members may attend all Committee meetings concerning formalization of policies;
 - 2) Student members may submit items for discussion through the Committee Chair;
 - 3) When in attendance, student members will have voting privileges and may initiate policy concerns except during Executive Session.
 - i. Individuals from various communities of interest may be permitted to participate in the meetings (without vote) upon approval of the Graduate Curriculum and Assessment Committee.
 - j. Representative from HSL (ex-officio, nonvoting)
4. Meetings
- The Graduate Curriculum and Assessment Committee shall meet monthly during the academic year.

- E. Recruitment and Retention Committee
 - 1. Purpose
Recruit and retain qualified students representative of cultural, ethnic, and gender diversity into the College of Nursing programs.
 - 2. Functions
 - a. Promote the image of nursing as a profession with diverse career opportunities;
 - b. Disseminate information about the various Creighton nursing programs utilizing marketing strategies that coordinate with market demand;
 - c. Keep abreast of enrollment trends locally and nationally;
 - d. Participate in recruitment and retention activities;
 - e. Evaluate the recruitment and retention strategies employed and their impact on enrollment and make recommendations to the Assistant Dean for Student Affairs;
 - f. Encourage and facilitate alumni, faculty and students' efforts in recruitment and retention;
 - g. Provide input into the long-term marketing/recruiting and retention strategies.
 - 3. Membership
 - a. Assistant Dean for Student Affairs;
 - b. Program Chairs (ex-officio, voting);
 - c. Recruitment Counselors;
 - d. Three elected full-time faculty, one representing the Hastings campus;
 - e. Three student members representing the graduate curriculum and undergraduate Omaha and Hastings campuses:
 - 1) Student members may attend all Committee meetings concerning formalization of policies;
 - 2) Student members may submit items for discussion through the Office of the Assistant Dean for Student Affairs;
 - 3) When in attendance, student members will have voting privileges and may initiate policy concerns except during Executive Session.
 - f. Health Sciences Minority Affairs representative
 - g. Individuals from various communities of interest may be permitted to participate in the meetings (without vote) upon approval of the Recruitment and Retention Committee.
 - 4. Meetings
The Recruitment and Retention Committee shall meet at least once each semester.
- F. Graduate Admissions and Progression Committee
 - 1. Purpose
Determine the policies and procedures for Admission and

Progression of the Graduate Nursing Programs in coordination with the Graduate School and the College of Nursing.

2. Functions
 - a. Make recommendations to Graduate School regarding admission and progression of all MSN applicants and enrolled students on behalf of the Graduate Nursing Program;
 - b. Make recommendations regarding admission and progression of all DNP applicants and enrolled students;
 - c. Serve as a resource to graduate student advisors for formulating programs of study for students whose performance is below the level expected of graduate students;
 - d. Implement policies and procedures regarding graduate nursing student affairs;
 - e. Determine and implement policies and procedures regarding the Graduate Nursing Programs.
3. Membership
 - a. Program Chair for MSN Program;
 - b. Program Chair for DNP Program;
 - c. Graduate Curriculum & Assessment Committee representative (graduate faculty);
 - d. Three elected graduate faculty members;
 - e. Assistant Dean for Student Affairs (ex-officio, no vote)
 - f. Curriculum Coordinators for all graduate tracts (ex officio, voting)
 - g. One graduate nursing student representative from the DNP program and one graduate nursing student representative from the MSN program who will attend the yearly policy review meeting.
4. Meetings

The Graduate Admissions and Progression Committee shall meet three times a semester.

G. Rank and Tenure Committee

1. Purpose

Review dossiers for promotion and/or tenure and make recommendations to the University Committee on Rank & Tenure favoring or opposing conferral of tenure, or advancement in rank
2. Quorum

A quorum shall consist of 2/3 of eligible members
3. Functions
 - a. Review all dossiers submitted by faculty candidates;
 - b. Forward a written recommendation to the Dean with rationale and the outcome of the secret ballot vote.
4. Membership
 - a. Members

Five tenured faculty members elected by the full-time faculty. Terms shall be for three years, at staggered intervals. The Associate Dean for Academic and Clinical Affairs shall be a non-voting ex officio member of the committee.

Program chairs are not eligible to serve as members of the Rank and Tenure Committee.

b. Chair

The Chair of the Rank and Tenure Committee shall be elected by the Committee at its first meeting following the first day of the fall semester each year. Only members who have already served for one year on the Committee shall be eligible.

5. Meetings

The Rank and Tenure Committee shall meet at least once each year.

H. Social Committee

1. Purpose

To coordinate all social functions within the College of Nursing.

2. Functions

- a. Collect social dues at the beginning of each academic year;
- b. Develop a social function calendar for the year;
- c. Establish a budget for social functions;
- d. Develop guidelines to acknowledge social events within the College of Nursing.

3. Membership

- a. Three elected faculty (one from Hastings campus);
- b. One staff member.

4. Meetings

The Social Committee shall meet at least once each semester.

I. Research and Scholarship Committee

1. Purpose

- a. To assist the Associate Dean for Research in the support of research and scholarship in the College of Nursing.
- b. To facilitate development of a culture of research and Scholarship and of sustainable programs of research in the College of Nursing.

2. Functions

- a. Establish regularly-scheduled forums for discussion of research and scholarship projects (includes brainstorming, discussion of research proposals, presentation of data from completed projects, etc.);
- b. Provide guidance for development of research and scholarly projects;
- c. Arrange for educational sessions for faculty development related to article writing, research design, methods, etc.;
- d. Conduct mock peer review for proposed faculty research

- projects; faculty other than committee members may be invited to participate in the peer review;
- e. Review proposals for College of Nursing internal funding and provide critiques and recommendations for funding;
 - f. Collaborate with the Iota Tau Board of Directors to:
 - i. Send out the “Call for Abstracts” for the Podium and Poster presentations at the Annual Sigma Theta Tau, Iota Tau Chapter Research Day event.
 - ii. Evaluate abstract submissions and select the podium and poster presentations for the Research Day event.
 - iii. Send out a nominations/applications request for the Dr. Winifred Pinch Research Award, which is awarded at the Annual Sigma Theta Tau, Iota Tau Chapter Research Day event.
 - iv. Evaluate nominations/applications and select the Awardee(s) for the Dr. Winnifred Pinch Research Award.

Note: If members of the Research Committee have a conflict of interest with any of the abstract submissions or award applications (i.e.: authorship), then the Chair of the Research Committee will initiate a search, by January, for additional reviewers who are not on the committee to take the member’s place.

3. Membership
 - a. Six elected full-time faculty and/or adjunct faculty members with a doctoral degree (PhD, DNP, EdD), including one member from the Hastings campus.
 - b. Associate Dean for Research will be the chair.
 - c. In the event of an Associate Dean for Research vacancy, the chair shall be elected by the individual committee members at the first meeting of the Fall semester
4. Meetings

The Research and Scholarship Committee shall meet monthly.

J. Nominating Committee

1. Purpose

Implement the mandates pertaining to elective offices as designated in the Bylaws.
2. Function
 - a. Prepare an annual ballot for election to standing committees and Curriculum Coordinators;
 - b. Maintain a master list of standing committee members and Curriculum Coordinators, terms of office and areas of representation of each academic year;
 - c. Solicit interest in committee assignments determining qualifications are consistent with committee openings;
 - d. Fill vacancies in elected positions as prescribed by the Bylaws;

- e. Report election results to the faculty;
 - f. Maintain a file of election results.
 - 3. Membership
Three elected faculty (one from Hastings campus).
 - 4. Meetings
The Nominating Committee shall meet annually in the Spring semester.
- K. Bylaws Committee
 - 1. Purpose
Maintain the Bylaws of the Faculty organization.
 - 2. Function
 - a. Review the Bylaws of the College of Nursing within the framework of the Faculty Handbook and University Statutes
 - b. Receive and develop proposed revisions to the Bylaws annually for proposed amendments to the Bylaws;
 - c. Forward recommended amendments to the Faculty Organization for action;
 - d. Maintain a copy of the current Bylaws in the Dean's office.
 - 3. Membership
Three elected faculty (one from Hastings campus).
 - 4. Meetings
The Bylaws Committee shall meet at least once each year.
- L. Scholarships and Awards Committee
 - 1. Purpose
Assure that qualified and deserving graduate and undergraduate students are nominated for scholarships and awards.
 - 2. Function
 - a. Present nominations for student graduation honors and awards for vote by the committee
 - b. Present Nominations for student graduation honors and awards for vote by faculty.
 - c. Disseminate information about scholarships for faculty input;
 - d. Develop criteria, if necessary, for selection of recipients;
 - e. Coordinate scholarship opportunities with University Relations;
 - f. Evaluate the nomination process and outcomes;
 - g. Assure that University scholarship donors are shown appropriate appreciation.
 - h. Inform students, faculty and other communities of interest of recipients of student scholarships.
 - 3. Membership
 - a. Three elected faculty representing graduate and undergraduate programs and the Hastings campus;
 - b. Two alumni shall be appointed by the Dean;
 - c. Assistant Dean for Student Affairs (chair);
 - d. Inform students, faculty and other communities of interest of

recipients of student scholarships.

4. Meetings
The Scholarships and Awards Committee shall meet at least once each semester.

M. Faculty Development Advisory Committee

1. Purpose
The Faculty development Advisory Committee acts as an advisory body for the Faculty Development Coordinator. This committee advises the Faculty Development Coordinator regarding development needs for early, mid, and late-career faculty. This committee facilitates the planning, coordination, implementation, and evaluation of faculty development programs
2. Function
 - a. Identifies and prioritizes annual faculty development needs based on an annual assessment of faculty needs
 - b. Conducts an annual review of new faculty orientation materials
 - c. Revises new faculty orientation materials as appropriate
 - d. Plans, coordinates, and implements programs to enhance teaching effectiveness of faculty in face-to-face, hybrid, and distance education teaching modalities as well as in practicum areas.
 - e. Analyzes faculty development program evaluations and provides reports regarding faculty development programming to the appropriate CON committees.
3. Membership
 - a. Faculty Development Coordinator: Chair of committee
 - b. Chair, Undergraduate Curriculum Committee
 - c. Chair, Graduate Curriculum Committee
 - d. One CU CON Program Chair (to be determined by Program Chairs each academic year)
 - e. Associate Dean for Academic and Clinical Affairs
 - f. Three elected, full-time faculty members: one with primary teaching responsibility at the undergraduate level; one with primary teaching responsibility at the graduate level; one from the Hastings campus
 - g. E-learning Director
4. Meeting
This committee shall meet at least once per semester.

N. Technology Committee

1. Purposes
 - a. Determine policies regarding technology standards and

- usage.
 - b. Provide education regarding technology tools and usage for students, faculty, and staff.
 - c. Serve in an advisory capacity when reviewing and proposing recommendations concerning additions, innovations, and changes in technology matters.
2. Functions
- a. Enhance student learning by increasing access to and use of technological resources.
 - b. Improve coordination and planning for meeting technology needs.
 - c. Establish minimal technology requirements for optimal level of teaching and learning in the classroom.
 - d. Enhance technology availability in the Learning Lab.
 - e. Improve computer support and training for faculty and staff.
 - f. Improve electronic communication among faculty, staff, and students.
3. Membership
- a. One faculty member representing each of the three undergraduate curricula and the graduate program;
 - b. One faculty member from the Hastings campus;
 - c. Director of e-Learning;
 - d. One student representative from each campus;
 - e. One U.S. West Fellow, one e-fellow or technology expert;
 - f. Individuals from various areas of interest may be invited to participate when appropriate.
 - g. Two staff members from the Omaha Campus and one staff member from the Hastings Campus
4. Meetings
- The Technology Committee shall meet at least twice per semester and as needed.

O. College of Nursing Partners in Mission Spirituality Committee

1. Purpose
- a. Contribute to the spiritual growth and well-being of students, staff, and faculty within the CON.
 - b. Support the Resolution on the Catholic-Jesuit Mission of Creighton University dated October 25th, 2007.
 - c. Work collaboratively with the President's Committee on Partners in Mission.
 - d. Focus on the Ignatian charisms with attention to the values of cura personalis, faith that does justice, seeing God in all things, and women and men for and with others.
2. Function

- a. Support CON students, staff, and faculty in their spiritual growth.
 - b. Collaborate with, students, staff, and faculty to integrate spirituality within the nursing educational experience.
 - c. Evaluate the implementation of the Resolution on the Catholic-Jesuit Mission of Creighton University within the CON.
 - d. Act as a liaison between the university Partners in Mission committee and the CON.
 - e. Promote faculty, staff, and student development through activities that are in alignment with the CU mission and the mission and goals of the CON.
 - f. Model a decision making process based on prayer, discernment, contemplation and consensus.
3. Membership
- a. CON Chaplain
 - b. Three elected full-time faculty, one representing the Hastings campus
 - c. A minimum of one staff member
 - d. Members (3-5) of dean's appointed Partners in Mission committee
 - e. Additional members will include faculty, staff, and students who desire to participate in the committee
 - f. A chair shall be determined by the committee at the first meeting of the academic year
4. Meetings
- The Committee shall meet monthly and as needed within the academic year.

Section 6: Committee Duties

The Dean shall charge each committee with its specific responsibilities. Committees shall report to the Dean as requested. Committees shall report to the Executive Committee and to the Faculty Organization as a whole when these bodies request that they do so.

Article VI

Section 1: Faculty Performance Reviews

All non-tenured faculty shall be formally evaluated by the DNP and BSN program chairs in conjunction with the Associate Dean for Research. on an annual basis. Tenured faculty will follow, at minimum, a biennial plan of formal evaluation. Consistent with the College of Nursing's evaluation policy, the DNP and BSN program chairs will obtain input from the

Associate Deans, students, faculty members, the person being reviewed, and other sources before arriving at an evaluation.

Section 2: Performance Reviews – Curriculum Coordinators

A performance review of the Curriculum Coordinators shall be conducted each year by the Program Chair with input from faculty teaching in the relevant pathway. Results of the performance evaluation are submitted to the Dean and Associate Dean for Academic and Clinical Affairs to be included in the annual (biannual for tenured faculty) faculty evaluation.

Section 3: Performance Reviews -- Program Chairs and Associate Deans

A performance review of the Program Chairs and Associate Deans shall be conducted by the Dean at least every two years with input from course leaders, faculty members, students, and other sources consistent with the College of Nursing's evaluation plan.

Section 4: Performance Review -- Dean

Performance Review – Dean

A performance review of the Dean shall occur every year and shall be conducted by the Provost.

Article VII

Section 1: Amendment Procedure

These Bylaws may be amended by a two-thirds vote of the full-time faculty members present at a regular faculty meeting or at a special faculty meeting called for that purpose, provided a quorum exists (Article III, Section 2, Quorum), and provided the proposed amendment is distributed to all faculty members at least 14 days before the meeting. Proposed amendments may be initiated by the Dean, Executive Committee, or by petition signed by at least 20% of full-time faculty.

Section 2: Suspension of Bylaws

Any section of these Bylaws may be suspended by a motion to suspend the rules and two-thirds majority vote in favor of suspension, provided a quorum exists (Article III, Section 2. Quorum).

9/99

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