UCLA School of Nursing
Bylaws
Approved by Senate Faculty 05/03/2016, secret ballot, 2/3 majority 18 yes; 0 no; 0 abstain.

PART I. FUNCTION
1. The Faculty of the School of Nursing shall conduct the government of the School of Nursing subject, however, pursuant to the rules and coordinating powers of the Academic Senate of the University of California, and the Standing Orders of the Regents respecting undergraduate and graduate study.

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<th>PART II. MEMBERSHIP</th>
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<td>2. Membership in the Faculty of the School of Nursing is defined as members of the Academic Senate by Divisional Bylaw 50(A).</td>
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<td>• Senate Members include Regular Line/Ladder Faculty (Full, Associate, Assistant) and In Residence Faculty.</td>
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<td>• Non-Senate Faculty include Adjunct Professors, Researcher series and Lecturers (without Security of Employment).</td>
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<td>a) Senate members, including recalled Emeriti and Joint (0%) and Split Appointments have the right to vote on non-personnel substantial questions at the School level. Non-Emeriti Senate members, except for Joint appointees with waivers, have the right by rank to vote on Senate personnel actions.</td>
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PART III. OFFICERS
3. The Officers of the Faculty shall consist of a Chair, and Vice Chair. The Chair shall be elected by the voting members of the Faculty Spring quarter for a two-year term commencing September 1 and shall be Chair of the Faculty Executive Committee. This election shall precede the appointment of the Standing Committees. Should the position of Faculty Chair become vacant (e.g. due to illness or resignation) the Faculty shall elect a new Chair to serve out the term of the vacated Chair. The Vice Chair of the Faculty shall be elected for a one year term by the Faculty Executive Committee from its membership.

PART IV. MEETINGS OF THE FACULTY
4. The Faculty shall meet at least once quarterly after a call by the Chair with a minimum of one week’s notice prior to each meeting.
5. The Faculty may meet at other times with at least five instructional days' notice, except as provided for in Bylaw 16:
   a) After a call to meeting by the Chair.
   b) After delivery of a written request for a meeting to the FEC Chair, the request must be
      i) Signed by at least three voting members of the Faculty.
      ii) Acted on within 24 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.
6. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Vice Chair will preside at Faculty meetings. Should the Vice Chair also be absent, another member of the FEC will preside.
7. Alice Sturgis, The Standard Code of Parliamentary Procedure (4th or newest edition) shall govern Faculty meetings in all instances not covered by the Bylaws.
8. The order of the agenda of Faculty meetings may be altered by a simple majority vote of the voting Faculty present at the meeting.
9. Actions or measures considered at a meeting of the Faculty must be submitted to a ballot when
   a) Requested by 25% of the voting members present at a meeting of the Faculty, or five members, whichever is smaller;
   b) Requested in writing by five Faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

PART V. QUORUM
10. One-third of the voting members of the Faculty shall constitute a quorum.

PART VI. ACADEMIC PERSONNEL ACTIONS
11. VOTING PRIVILEGES
   • SENATE ACTIONS
   Tenured Senate members have extended the right to vote on Academic Personnel Actions to In Residence Faculty (3/5/2016; by secret ballot, 2/3 majority, 18 yes; 0 no; 0 abstain, 2 absent). In Residence Faculty will vote according to their rank.
      a) Appointments
Full and Associate Professors (Tenured and In Residence series) vote on all appointments that confer membership in the Academic Senate.

b) Promotions
   - Tenured and In Residence Full Professors vote on promotions to Tenured and In Residence Full Professor
   - Tenured and In Residence Full and Associate Professors vote on promotions to Tenured and In Residence Associate Professor

c) Merits
   - Accelerated merits, hurdle steps, and fourth year appraisals are voted on by the same ranks as Promotions
   - Regular merit votes have been delegated to the Merit Advisory Committee (Vote of Full and Associate Professors; 3/5/2016; by secret ballot, 2/3 majority, 17 yes; 0 no; 1 abstain, 2 absent).

- **NON-SENATE PERSONNEL ACTIONS**
  - Votes on Adjunct Faculty and Research series follow the same procedures as those for Senate Faculty.
  - Appointments, non-reappointments, renewals, merits, and promotions for lecturers follow Unit 18 policies.

12. **BALLOT VOTING**
   - Ballot voting shall occur in the event of Academic Personnel Actions, including Voting for Appointments to the Academic Senate, New Hires, Curricular Changes, Committee Chairs, Sub-Committee on Committees and other substantial departmental issues.

   a) Voting for Academic Personnel Actions with the exception of regular merits.
      - The Academic Personnel Office shall construct and issue a ballot vote for Academic Personnel actions including new hires after the case is presented for discussion by CAPA to the eligible faculty (see PART VI., 11., VOTING PRIVILEGES).
      - Faculty shall have five (5) days to respond.
      - A simple majority of eligible academic senate members voting will constitute a positive vote.
      - A member of the eligible faculty will summarize the faculty discussion and the faculty vote in a letter to the Dean.

   b) Voting for Curricular Changes
      - Upon receipt of curricular changes from the appropriate program committees by December 1, the FEC Chair in consultation with the FEC shall issue a ballot to faculty members by February 1 for any changes for the subsequent Fall quarter.
      - A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

   c) Sub-Committee on Committees
      - FEC Chair in consultation with the FEC shall issue a ballot to faculty members for election of three committee members.
      - A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

   d) Committee Chairs
      - The FEC Chair in consultation with FEC shall issue a ballot to faculty members for election of all Standing committee chairs except the CAPA committee and the Merit review committee
      - A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

   e) Substantial departmental issues
      - FEC Chair in consultation with the FEC shall issue a ballot to faculty members on the issue.
      - A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

PART VII. COMMITTEES
13. The Dean or his/her designate is an *ex officio* member of all committees without vote except as herein designated.
14. The Chair of the Faculty in consultation with the Faculty Executive Committee shall appoint committees of the Faculty for which no other provision has been made or he/she may delegate that responsibility to other
faculty committees or subcommittees or Dean as appropriate. Recommendation for committee membership will be obtained from the faculty.

15. Faculty Executive Committee

a) Membership
   i) Voting membership on the Faculty Executive Committee shall be in conformity with Bylaw 50(B).
   ii) The Chair of the Faculty.
   iii) Chairs of the following Standing Committees:
        i. Curriculum Committee (Chair and Vice Chair)
        ii. Faculty Research and Professional Affairs Committee
        iii. Student Affairs Committee
        iv. Each of these chairs will be elected by the full Academic Senate Faculty for two-year staggered terms.
   iv) Two Academic Senate faculty representatives will be elected by the Academic Senate Faculty in the spring quarter for the following academic year, serving one year terms.
   v) One Non-Senate Faculty representative will be elected by the Non-Senate Faculty in spring quarter for the following academic year and will serve a one year term. The Non-Senate Faculty representative will be an ex officio member with an advisory vote.
   vi) The Chair of CAPA shall serve as an ex officio member without vote

b) Duties
   i) Advise the Dean on matters concerning the budget.
   ii) Consider matters of substantial departmental concern to the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.
   iii) Coordinate and oversee the business of the Faculty as carried out by the Standing Committees.
   iv) Receive reports from Standing Committees of the Faculty.
   v) Have general jurisdiction over the curricular program offerings and conduct of instruction and requirements for degrees as provided in Bylaw 50(D)(5).
   vi) Present matters to the Faculty for vote as identified by the appropriate Standing Committee or the Faculty Executive Committee.
   vii) Implement rules and regulations prescribed by the Faculty.
   viii) Report to the Faculty at least quarterly.

c) Meetings
   i) The Faculty Executive Committee shall meet at least once monthly at the call of the Chair of the Committee, or at the written request of a majority of its membership.
   ii) The Chair of the Faculty will preside at all Faculty Executive Committee meetings. In the absence of the Chair, the Vice Chair will preside. Should the Vice Chair absent another member of the FEC will preside.

d) Quorum
   i) A simple majority of voting members shall constitute a quorum.

e) The FEC will have two (2) subcommittees reporting to it:
   i) Subcommittee on Committees
      i. This subcommittee shall be composed of the Faculty Chair and three Academic Senate Faculty elected in Spring quarter. The duties of the subcommittee shall be to prepare the slate for Committee Chairs during Spring quarter of the following year, conduct an election for Committee Chairs and present a recommended list of Committee members to the Faculty Executive Committee.
   ii) Evaluation Subcommittee
      i. This subcommittee shall be composed of one representative from each of the four instructional programs who are Academic Senate Faculty and at least one Non-Senate Academic Faculty will be appointed to the committee.
      ii. The Chair shall be elected from its membership for a two-year term.
      iii. The Associate Dean for Academic Affairs shall serve as an ex officio member without vote.
      iv. The duties of the subcommittee shall be to oversee evaluation of the programs of instruction, and faculty, students' and alumni professional achievement and satisfaction, to interpret data collected, and to provide feedback to the appropriate committees/persons for decision making.
16. Standing Committees of the Faculty

a) Appointment and Tenure of Standing Committees of the Faculty

   i) The members of the Standing Committees of the Faculty established herein shall be recommended
      by the Subcommittee on Committees to the Faculty Executive Committee from the Faculty except
      where herein designated differently. Faculty may be appointed for no more than two consecutive
      two-year terms to any one Standing Committee.

   ii) The Chair of each Standing Committee shall be elected by the full Academic Senate Faculty for a
        two-year term. The Chair may be elected for no more than two consecutive two-year terms. The
        Chair must be a member of the Academic Senate Faculty.

   iii) Except for the Faculty Executive Committee Chair, all members of Standing Committees of the
        Faculty will be appointed to two-year staggered terms prior to September 1, to serve a term of two
        years from September 1, except where herein designated differently.

   iv) Each Standing Committee may appoint such Task Forces as it deems necessary to conduct its
        business.

   v) All Standing Committees shall include representatives from the major student programs in the
       School of Nursing except where herein designated differently.

   vi) Changes in substantial departmental matters and policy that are recommended by Standing
       Committees to the Faculty Executive Committee will go to the full Faculty for discussion and vote.

b) Membership and Duties of Standing Committees

   i) Committee on the Appointments, Promotions and Appraisals (CAPA)

      i. Membership

         1) CAPA will consist of up to seven (7) but no less than four (4) elected faculty members for the
            purpose of pre-reviewing the following types of academic personnel cases:
            a. Existing faculty for tenure and promotion
            b. New hires for rank and tenure
            c. Fourth year appraisals for Assistant Professors
            d. Step 6 Reviews for Professorial rank
            e. Full Step accelerations
            f. Five Year Reviews (these do not go for a full faculty vote)

         2) CAPA will evaluate dossiers and provide a summary of the pre-review to the faculty.

         3) Eligible Members for Election are Tenured Faculty and In-Residence Associate Professors and
            In-Residence Full Professors. The elected members will be comprised of a mix of full and
            associate professor ranks.

         4) Assistant Professors will be involved in the review process on a case-by-case basis in order to
            help them learn the process and refine skills for future service on CAPA.

         5) The Chair of CAPA will be elected by the committee for a two (2) year term.

         6) Term of Service on CAPA is two years, beginning July 1. Special elections will be held as
            needed to fill vacancies.

         7) Meetings

            a. CAPA chair, in consultation with the other committee members, will assign from
               within this committee appropriate and eligible faculty members to analyze the dossier
               and to write the brief summary letter which will be discussed at a closed forum of the
               CAPA committee.

            b. In the event that there is no appropriate expertise existing among the members needed
               for the scientific appraisal of a faculty member’s dossier, CAPA may request outside
               consultation and assistance as needed from within the School of Nursing faculty.

            c. Prior to a presentation of the faculty dossier to eligible academic senate members (see
               PART VI., 11., VOTING PRIVILEGES), the CAPA Chair shall call a meeting of the
               CAPA Committee and establish a quorum in order to discuss the dossier and obtain the
               degree of support for the candidate under review.

            d. The Chair of the CAPA committee, in consultation with committee members, shall call
               periodic meetings of the eligible Faculty (PART VI., 11., VOTING PRIVILEGES) for
               the purpose of presentation of the CAPA dossier appraisal prior to a ballot vote request
               from academic senate faculty as made eligible by rank.
e. For each candidate under consideration, the vote of the academic senate members shall occur by secret ballot. Only eligible voting members will be requested to cast ballots (PART VI., 11., VOTING PRIVILEGES).

f. All eligible voting members will receive a ballot which must be returned completed in five (5) days. Those choosing not to vote will not be counted in the results.

g. The Chair will call subsequent meetings during the year as needed for consideration of the dossiers of new hires. As described above, the CAPA review of the dossier will be presented prior to the request for a ballot from the eligible senate faculty.

8) Simple Majority: All CAPA and full faculty personnel actions shall require a simple majority of eligible voting members. Abstentions, however, shall be duly noted as such, but will not be counted in the deciding results of the election.

| ii) Merit Advisory Committee (MAC) |
| i. Purpose and Membership |
| 1) Consideration of regular merit increases, with the exception of requests for full step accelerations, “hurdle” merits, and fourth-year appraisals will be evaluated by MAC. (See PART VI., 11., VOTING PRIVILEGES) |
| 2) The MAC will consist of up to seven (7) but no less than four (4) elected members from the tenured Faculty, In Residence Associate and In Residence Full Professors. The elected members will be comprised of a mix of Associate and Full Professor ranks. |
| 3) The Chair shall be elected from its membership for a two (2) year term. |
| 4) They will independently review dossier(s) and make recommendations in writing (brief summary) on merit increases to the Dean. |
| 5) Term of Service on the MAC is two years, beginning July 1. Special elections will be held as needed to fill vacancies. |

| iii) Curriculum Committee |
| i. This committee shall be composed of ten individuals: the chair and vice chair and two who teach in the baccalaureate program, two who teach in the Masters Advanced Practice program, two who teach in the Masters Entry into Practice program, and two who teach in the Doctoral Program. The Chair and Vice Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair, Vice Chair and at least six of the eight other members must be Academic Senate Faculty. The Associate Dean for Academic Affairs shall serve as an ex officio member without vote. The duties of the committee shall be to monitor curricular matters, changes in courses, instruction and degree requirements; to oversee comprehensive and qualifying exams; to recommend cognate courses for doctoral students; and to recommend policies regarding the programs. |

| iv) Faculty Research and Professional Affairs Committee |
| i. This committee shall be composed of two Academic Senate Faculty representatives and one non-Academic Senate Faculty representative. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Associate Dean for Research shall serve as an ex officio member without vote. Student representatives shall not be included. The duties of the committee shall be to develop recommendations regarding faculty compensation plan, to monitor development and progress of faculty mentoring, to monitor policies and procedures for peer evaluation of teaching, to coordinate research efforts in the school through review of internal School of Nursing grant proposals, to develop seed money funding, to fund proposals with seed money, and to review outcomes of grants funded internally. |

| v) Student Affairs Committee |
| i. This committee shall be composed of two faculty representatives, including at least one Academic Senate member, who teaches in that program: baccalaureate, Masters Entry into Practice, doctoral and individual specialties in the Advanced Practice Nursing Master’s programs. At least one non-Academic Senate Faculty representative will be a member. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Associate Dean for Student Affairs shall serve as an ex officio member without vote. Student
representatives shall not be included. The duties of the committee shall be to select students for admission to the baccalaureate, masters and doctoral programs, to review student candidates for awards, honors and scholarships, to make decisions and/or recommendations to appropriate funding bodies for recipients of awards, honors and scholarships, and to oversee all matters related to recruitment, progression and retention of students.

PART VIII. SUSPENSION OF RULES
17. The rules of the Faculty may be suspended by vote of the Faculty, provided that not more than thirty percent of voting members present object to such suspension and provided that any such suspension does not violate UCLA or UC systemwide bylaws.

PART IX. AMENDMENT OF BYLAWS
18. The foregoing Bylaws can only be amended by a two-thirds majority of those voting in a secret ballot. Those voting include: all Regular Line Faculty (Assistant, Associate, Full); all In Residence Faculty (Assistant, Associate, Full); all Split appointments; and all Joint Appointments, regardless of whether they have or have not waived rights on Academic Personnel Actions.

Revisions to the Bylaws for the School of Nursing were approved by the faculty on July 1, 2010, by the Committee on Rules and Jurisdiction on July 26, 2010, and by the Legislative Assembly of the UCLA Academic Senate on November 4, 2010; Minor revisions were approved by the Legislative Assembly of the UCLA Academic Senate on June 4, 2015.