UCLA SCHOOL OF NURSING

BYLAWS

PART I. FUNCTIONS

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.

PART II. MEMBERSHIP

2. Membership in the Faculty of the School of Nursing is defined as members of the Academic Senate by Divisional Bylaw 50(A).

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. Elected representatives of faculty functional units shall not be eligible to run for Faculty Chair. Should the position of Faculty Chair become vacant (e.g. due to illness, resignation, or assignment as Chair of a functional unit) 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. Robert’s Rules of Order (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 vote of two-thirds of the voting Faculty present at the meeting.

9. Actions or measures considered at a meeting of the Faculty must be submitted to a mail 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. COMMITTEES

11. The Dean or his/her designate is an *ex officio* member of all committees without vote except as herein designated.

12. 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 functional units.

13. 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:
1. Curriculum Committee (Chair and Vice Chair)

2. Faculty Research and Professional Affairs Committee,

3. Student Affairs Committee

4. Each of these chairs will be elected by the full Academic Senate Faculty for two-year staggered terms

(iv) A representative from each of the faculty functional units elected by the Academic Senate Faculty in each unit.

(v) The Chair of CAPA shall serve as an ex officio member without vote.

(vi) The Chair of MAC shall serve as an ex officio member without vote.

(vii) The Dean of the School of Nursing or an Associate Dean (that he/she designates as his/her representative and who is a member of the Academic Senate Faculty) shall serve as an ex Officio member.

(viii) One representative from the School of Nursing non-Academic Senate Faculty elected annually from among them shall serve as member with a recorded (advisory) 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).

(vii) Present matters to the Faculty for vote as identified by the appropriate Standing Committee or the Faculty Executive Committee.
viii) Implement rules and regulations prescribed by the Faculty.

ix) 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 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
1. This subcommittee shall be composed of the Faculty Chair and three Academic Senate Faculty elected in Spring quarter. Each functional unit will elect one person to serve for a one-year term. 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 This subcommittee shall be composed of one representative from each of the three instructional programs who are Academic Senate Faculty. The Chair shall be elected from its membership for a two-year term. The Associate Dean for Academic Affairs shall serve as an ex officio member without vote. 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.

14. 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 of the functional units 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.

(iv) 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 faculty functional units for discussion and to the full Faculty for discussion and vote.

(b) Membership and Duties of Standing Committees

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

1) Membership

   a) CAPA will consist of seven (7) elected, tenured faculty members for the purpose of evaluating dossiers, writing summary letters and voting for:

      i) Existing faculty for tenure and promotion,
      ii) New hires for rank and tenure
      iii) Fourth year appraisals for Assistant Professors
      iv) Step 6 Reviews for Professorial rank.

      v) Full Step Accelerations
2) Eligible Members for Election (Tenured Faculty Members Only)
   a) The seven (7) elected member will be comprised of: three (3) Full-Professors, three (3) Associate Professors and one (1) member from either of the above ranks.
   b) 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 the CAPA committee.
   c) The Chair of CAPA will be elected by the seven (7) member committee for a two (2)-year term.

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

4) 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 all eligible academic senate members, the CAPA Chair shall call a meeting of the CAPA Committee, and establish a quorum, in order to discuss the dossier and obtain a vote from members to indicate the degree of support for the candidate under review.
   d) CAPA voting results shall be reported to the academic senate faculty as a summary vote only (majority/minority).
   e) The Chair of the CAPA committee, in consultation with committee members, shall call periodic meetings of the eligible Faculty for the purpose of presentation of the CAPA dossier appraisal and the CAPA vote, prior to a ballot vote request from tenured academic senate faculty as
made eligible by rank and step.

f) For each candidate under consideration, the vote of the academic senate members shall occur by closed and sealed mailed ballot. Only eligible voting members (tenured and of appropriate rank) will be requested to cast ballots (e.g. full Professors shall vote for candidates progressing in rank to full professorial rank).

g) All eligible voting members will receive a ballot in the campus mail which must be returned completed in ten (10) days.

h) Those choosing not to vote will not be counted in the results.

i) 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 and vote will be presented prior to the request for a ballot from the eligible senate faculty.

5) Simple Majority

a) All CAPA and full faculty personnel actions shall require a simple majority of eligible voting members.

b) 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)

1) Purpose and Membership

a) Consideration of merit increases, with the exception of requests for full step accelerations, will be evaluated by MAC.

b) The MAC will consist of seven (7) elected members from the tenured faculty. They will independently review dossier(s) and make recommendations in writing (brief summary) on merit increases to the Dean.

c) The seven (7) elected members will be comprised of:

i) Three (3) Full-Professors,

ii) Three (3) Associate Professors, and

iii) One (1) member from either of the above ranks
d) The Chair shall be elected from its membership for a two (2)-year term.

2) Term of Service

a) Length of service on the MAC is two years, beginning July 1.

b) Special elections will be held as needed to fill vacancies.

(iii) Curriculum Committee

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 and student advisors for doctoral students; and to recommend policies regarding the programs.

(iv) Faculty Research and Professional Affairs Committee

1) This committee shall be composed of two Academic Senate Faculty representative from each of the faculty functional units 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.

(vii) Student Affairs Committee

1) 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 Assistant 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 VII. BALLOT VOTING

15. Ballot voting shall occur in the event of Voting for New Hires, Curricular Changes, Committee Chairs, and Sub-Committee on Committees.

a) Voting for New Hires

i) The Dean’s Office shall construct and issue a ballot vote for new hires.

ii) After the ballot is distributed, faculty shall have ten (10) days to respond.

iii) A simple majority of eligible academic senate members voting as advisory vote to the Dean on said issue.

b) Voting for Curricular Changes

i) 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.

ii) Sub-Committee on Committees

iii) FEC Chair in consultation with the FEC shall issue a ballot to faculty members for election of one member from each section.

iv) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

c) Committee Chairs
i) 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.

ii) A simple majority of eligible academic senate members voting on said issue will constitute a carrying vote.

PART VIII. SUSPENSION OF RULES

16. 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.

PART IX. AMENDMENT OF BYLAWS

17. The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting by a two-thirds vote of all the voting members present provided that written notice of amendment shall have been sent to each member of the Faculty at least five working days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate.

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. Approved editorial change, August 25, 2011.