

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, 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, Vice Chair, and Secretary. The Chair shall be elected by the voting members of the Faculty Spring quarter for a two-year term commencing July 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 and Secretary of the Faculty shall be elected for a two-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 of this document:
 - (a) After a call to meeting by the Chair.
 - (b) After delivery of a written request for a meeting to the Secretary. 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, the Secretary 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 Divisional Bylaw 50(B).
 - ii. The Chair of the Faculty.
 - iii. Chairs of the following Standing Committees: Undergraduate, Master's, and Doctoral Program Committees, Faculty Research and Professional Affairs Committee, and Student Affairs Committee 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 CAPAM shall serve as an ex officio member without vote.
 - vi. 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 with vote.

- vii. 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.
- viii. One student representative from each of the undergraduate and graduate programs (B.S., M.S.N. and Ph.D.) elected by the student body shall serve as members 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 Divisional 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 also be absent, the Secretary will preside.

(d) Quorum

A simple majority of voting members shall constitute a quorum.

(e) The Committee will have two subcommittees reporting to it.

i. Subcommittee on Committees

This subcommittee shall be composed of the Faculty Chair and two 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 July 1, to serve a term of two years from July 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 faculty functional units for discussion and to the full Faculty for discussion and vote.

(b) Membership and Duties of Standing Committees

i. Committee on Appointments, Promotions, Appraisals and Merit Reviews (CAPAM)

This committee shall be composed of all tenured faculty in the School of Nursing.

The Chair shall be elected from its membership for a two-year term. Student representatives shall not be included. The duties of the committee shall include the review and recommendation to the Dean and Vice Chancellor for Faculty Relations of all academic series appointments, promotions, appraisals and merit reviews. Subcommittees of CAPAM shall be composed of the Academic Senate Faculty selected according to procedures developed for implementation of Statewide Bylaw 55.

ii. Undergraduate Program Committee

This committee shall be composed of three individuals who teach in the baccalaureate program. There shall be at least one member from each of the faculty functional units. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair and the majority of 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 baccalaureate level curricular matters, to monitor changes in courses, instruction and degree requirements, and to recommend policy regarding the baccalaureate program.

iii. Master's Program Committee

This committee shall be composed of faculty who teach in the master's programs. There shall be a minimum of two representatives from each of the faculty functional units. The Chair shall be elected by the full Academic Senate Faculty for a two-year term. The Chair and majority of 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 related to the master's program shall be to monitor master's level curricular matters, to recommend changes in courses, instruction and degree requirements, to oversee comprehensive examinations, and to recommend policy regarding the master's program.

iv. Doctoral Program Committee

This committee shall be composed of faculty who teach in the doctoral and master's programs. There will be a minimum of two representatives from each of the faculty functional units plus the Chair of the Master's Program Committee. The Chair of the DPC shall be elected by the full Academic Senate Faculty for a two-year term. The Chair and majority of members must be Academic Senate Faculty. The Associate Dean for Academic Affairs and the Associate Dean for Student Affairs shall serve as an ex officio members without vote. The duties of the committee related to the doctoral program shall be to supervise curriculum development, implementation and evaluation, including recommendations of cognate courses and student advisors; to oversee the written qualifying exams; and to recommend policies regarding the doctoral program.

v. Faculty Research and Professional Affairs Committee

This committee shall be composed of one 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.

v. Student Affairs Committee

This committee shall be composed of one Academic Senate Faculty representative from each of the program specialties within 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 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, master's 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. Suspension of Rules

15. 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 VIII. Amendment of Bylaws

16. 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 May 23, 2002.