

UCONN

SCHOOL OF NURSING

OFFICIAL BYLAWS

REVISED MAY 2015

**University of Connecticut
School of Nursing
Bylaws**

Article I: Introduction/Preamble

A. Purpose of Bylaws

These bylaws are intended to govern the affairs of the School of Nursing in accordance with the provisions of the University of Connecticut's laws and bylaws. In the event of any conflict or inconsistency between these bylaws and the university laws and bylaws and/or any specific provisions of any collective bargaining agreement, the university's bylaws and/or the collective bargaining agreement shall prevail.

B. Mission

The mission of the University of Connecticut's School of Nursing is to disseminate knowledge developed through innovative research, to engage in expert practice, and to educate nursing scholars, clinicians, and leaders, with the goal of advancing the health of individuals and communities both locally and globally.

Article II: Administration of the School

A. Office of the Dean

1. The dean shall be the school's executive officer.
2. Associate deans may be appointed as needed to conduct the business of the school.

B. The Faculty/Faculty Governance

1. Membership

a. The faculty shall consist of all part-time faculty employed at least 50% and full-time tenure track, in-residence, and clinical faculty. Graduate faculty shall be those who hold an appointment to the Graduate School.

b. The faculty shall be responsible for development and evaluation of curricula, and admission, progression, and graduation of students, and advising administration concerning appointment, reappointment or promotion of faculty.

2. Voting

a. Faculty who hold School of Nursing appointments may vote, except only those who hold Graduate School appointments may vote on matters pertaining to the Graduate programs.

b. A quorum shall consist of at least 50% of those eligible to vote. On August 23rd of each year, a list of eligible voters will be compiled.

3. Meetings

a. Regular meetings of the full faculty shall be held as needed to move the business of the school. The dean or the dean's designee shall preside.

b. Agenda items shall be requested one week in advance of each meeting and circulated prior to the meeting.

c. Special meetings may be called by the dean, the associate deans, or at least 25% of the voting members of the faculty. The call for a special meeting shall be issued at least a week in advance of the meeting and shall state the purpose of the

meeting.

d. Minutes of the meetings of Full Faculty, Pre-licensure (undergraduate) Faculty, Graduate Faculty, and standing committees of the school shall be made available to the faculty, the provost, and the University Archives. Committees will send their minutes to the dean's office, which will distribute archival copies to each location.

Article III: Committees

Chairs of all standing committees will be appointed by the dean, selected from among the elected members of the committee.

A. Standing Committees

1. Promotion, Tenure, and Reappointment (PTR) Advisory Committee

a. Membership: Three members and an alternate shall be elected by the faculty from the tenured faculty. The alternate shall serve only when an elected member cannot serve.

b. Terms: Members shall serve for three years. Terms shall be staggered so that one new member is elected each year. Alternates serve for three years.

c. Duties: The Committee shall review annually the requests for promotion, tenure, and reappointment for all members of the tenure-track faculty. Recommendations and supporting evidence shall be reported in writing to the dean in a detailed recommendation letter addressing all tenure **or** promotion criteria.

2. Clinical Advancement and Reappointment Advisory Committee

a. Membership: Three members and an alternate shall be elected by the faculty from the full-time faculty. All ranks within the tenure-track, clinical and in-residence tracks shall be eligible to serve. Only one member may serve from tenure/tenure track faculty. At least two nurse-credentialed faculty members should be at the associate rank in order to constitute voting members qualified to vote on promotion to that rank. The alternate shall serve only when an elected member cannot serve.

b. Terms: Members shall serve for three years. Terms shall be staggered so that one new member is elected each year. Alternates serve for three years.

c. Duties: This committee shall constitute the promotion and reappointment advisory committee for the clinical and in-residence tracks. The committee shall review the requests for promotion **or** reappointment for all members of the in-residence and clinical track faculty. Recommendations and supporting evidence shall be reported in writing to the dean in a detailed recommendation letter addressing all reappointment **or** promotion criteria.

3. PTR Advisory Council

a. Membership: Three tenured individual members and an alternate shall be elected by the faculty from the tenured. The alternate shall serve only when an elected member cannot serve.

b. Terms: Members shall serve for three years. Terms shall be staggered so that one new member is elected each year. Alternates serve for three years.

c. Duties: The council shall advise the dean regarding requests for promotion, tenure, and reappointment for all tenure track members of the faculty. Recommendations and supporting evidence shall be reported in writing to the dean in a detailed letter addressing all tenure or promotion criteria.

4. Non-Tenure Track Advisory Council

a. Membership: Three professors or associate professors and an alternate shall be elected by the faculty from the non-tenure track faculty. The alternate shall serve only when an elected member cannot serve.

b. Terms: Members shall serve for three years. Terms shall be staggered so that one new member is elected each year. Alternates serve for three years.

c. Duties: The council shall advise the dean regarding requests for promotion, tenure, and reappointment for all non-tenure track members of the faculty. Recommendations and supporting evidence shall be reported in writing to the dean in a detailed letter addressing all tenure or promotion criteria.

5. Faculty Grade Change Review Panel

a. Membership: Three members shall be elected from the full-time faculty. At least one faculty member must come from the tenure/tenure track appointees and one from the clinical track. The Enrollment Services coordinator (or the coordinator's designee) serves as a non-voting ex officio member.

b. Terms: Members shall serve for three years. Terms shall be staggered so that one new member is elected each year.

c. Duties: According to established policies and procedures of the university (with variations among schools and colleges), the Faculty Grade Change Review Panel hears appeals of students who are contesting their final course grades. The panel reviews only those instances in which there is a dispute of fact or interpretation. It does not review cases in which a student is simply asking for clemency or claiming extenuating circumstances, and it does not review cases in which the contested grade has been affected by plagiarism, cheating, or other academic misconduct.

In cases in which a student seeks a grade change for reasons of clemency or extenuating circumstances, the student will first make this request in person to the faculty member. If the student is not satisfied with the result of this request to the faculty member, the student may ask to meet with the dean to discuss the matter. The dean may decide that the student's request has no merit or may decide to mediate between the instructor and the student. In either case, the authority to change a final course grade lies solely with the instructor.

All cases of academic misconduct must be referred to the university's Academic Misconduct Hearing Board, Director of Community Standards, Division of Student Affairs.

5. Merit Advisory Committee

a. **Membership:** Three members shall be elected by the faculty from the full-time faculty. All ranks shall be eligible to serve, with one tenured member, one member from the clinical track and one member at large. The dean may appoint one additional member.

b. **Terms:** Members shall serve for three years. Terms shall be staggered so that at least one new member is elected each year.

c. **Duties:** In consultation with and approval of the Full Faculty, the committee shall establish merit criteria annually and distribute them two months prior to the start of the academic year. In addition, the Merit Advisory Committee will review annually the requests for merit consideration for all members of the faculty who request it and make written recommendations to the dean. Merit recommendations will be determined by 4 categories (from lowest to highest) A. Noteworthy, B. Distinguished, C. Superior, and D. Exceptional. The points needed to qualify for these categories may vary each year depending on faculty scores for that year.

6. Recruitment and Selection Committee

a. **Membership:** Three members shall be elected by the faculty from the full time faculty. The chair shall be appointed by the dean who can also appoint additional members, if needed.

b. **Terms:** Members shall serve for two years. Terms shall be staggered.

c. **Duties:** The Committee shall conduct all phases of the search process for new full-time faculty on the tenure/tenure track, clinical track or in-residence track and make recommendations for appointment to the Dean.

7. Curriculum and Courses Committee

a. **Membership:** Six members shall be elected by the faculty from the full-time faculty comprised of three tenure-track faculty and three clinical or in-residence faculty. The Associate Dean for Academic Affairs serves as the chair, voting only in the case of a tie. Two students as voting members shall be appointed annually by the Chair, in consultation with the other members. One student shall be an undergraduate and one shall be a graduate student.

b. **Terms:** Members shall serve for three years. Terms shall be staggered so that two new members are elected each year.

c. **Duties:** Process and recommend changes to the faculty for established courses including title, credits, description, and objectives; review and present new courses to the faculty for consideration; review, evaluate and recommend course revisions based on course evaluations.

8. Global Affairs and Programming Committee

a. **Membership:** At least three full time faculty. Members may volunteer or be appointed by the dean. The chair shall be appointed by the dean.

b. **Terms:** Members shall serve three year terms. Terms shall be staggered so that at least one new member is selected each year. Faculty can be reappointed for a second or third term based on committee vote.

c. Duties: Coordinate and evaluate placements and curricular outcomes in relation to the university's global citizen goals; process applications for proposed study abroad/study away programs; support students and faculty teaching for SON in study abroad/study away experiences; report annually to the full faculty.

B. Ad hoc Committees may be appointed or elected as needed to accomplish the work of the School; current ad hoc committees include:

ATHENA Planning

Commencement (Undergraduate and Graduate) DNP

Admissions and Progression

Eastern Nursing Research Society (ENRS) Graduate Track

PhD Admissions and Progression

Pre-Licensure Admissions and Transfer

Pre-Licensure Track

Scholarship

Article IV: Academic Integrity

Academic integrity is expected of all UConn students, faculty and staff. In addition, ethical behavior is implicit in the School of Nursing's PRAXIS philosophy. Student academic misconduct of any kind, including plagiarism, is a serious matter and constitutes failure in the nursing course in which it occurs, except on rare occasions when faculty may designate a lesser consequence for undergraduate pre-clinical students. The school does not endorse or use any intermediate disciplinary actions or sanctions.

According to the university's Undergraduate Academic Integrity policy: "When an instructor believes there is sufficient information to demonstrate a case of academic misconduct, s/he shall notify the student in writing of the allegation of misconduct and the academic consequences that the instructor will impose. The appropriate academic consequence for serious offenses is generally considered to be failure in the course. For offenses regarding small portions of the course work, failure for that portion is suggested with the requirement that the student repeat the work for no credit. The written notification shall also inform the student whether the case has been referred to the Academic Misconduct Hearing Board (Board) for consideration of additional sanctions. The instructor shall send the written notification to the student with a copy to the Office of Community Standards (Community Standards) within 15 business days of having discovered the alleged misconduct. At the Regional Campuses, a copy shall be sent to the Office of Student Affairs (Regional Campus Student Affairs)."

Further information at:

<http://community.uconn.edu/academic-integrity-faculty-faq/>

Article V: Amendments to Bylaws

These bylaws may be amended at any regular meeting of the Faculty by a recorded majority vote of all members, provided notice of any proposed amendment, including a draft thereof, shall have been given at the previous regular meeting. ..

Approved by the Full Faculty, May 4, 2015

Revised May 2015

Selected Reference Documents (not exhaustive)

Provost's web page <http://www.provost.uconn.edu/>

University Bylaws <http://policy.uconn.edu/>

Organization Charts

Other University-wide Policies

Code of Conduct

Consulting

Teaching at Other Institutions

AAUP Agreement

Faculty Professional Responsibilities

Basic Expectations of Faculty Position

Salary Determination and Performance Review

Teaching load/workload in the School

Professional Ethics and Academic Responsibility

General Criteria for Promotion

PTR policies and timelines

Merit Handbook

Appendix

PTR, CAAR, and PTR/CAAR Council

I. Timeline for PTR and CAAR Committees and PTR/CAAR Council

- May 7: Candidate informs the dean (in writing) of intent to seek promotion or tenure. Candidate submits a list of five (5) or more external reviewers to the committee chair.
- June 1: Committee begins compiling a list of five (5) or more external reviewers per candidate.
- Committee finalizes a list of eight (8) or more external reviewers.
- Letters go out from the dean requesting reviewer participation.
- June 22: Dossiers for individuals seeking promotion or tenure due to committee.
- July 1: Promotion/tenure dossiers go out to reviewers with instructions from committee chair.
- August 24: Dossiers returned from external reviewers.
- September 10: Dossiers for reappointment of clinical or in-residence faculty due to the CAAR committee.
- October 15: PTR and CAAR committees submit report to dean and candidate.
- November 15: PTR/CAAR Council reviews all dossiers and the PTR and CAAR committees' recommendations and submits to the dean a detailed recommendation letter addressing all tenure and promotion criteria.
- December 1: The dean submits recommendations to the provost; staff complete electronic submission of portfolios to the provost. The dean notifies candidates of the recommendations.

II. Peer Review Procedure

a. PTR: All PTR Committee members review and discuss the dossiers of all applicants. Voting for tenure or promotion to associate professor with tenure can be done by all committee members. However, voting on promotion to full professor is limited to those already holding the rank of full professor. Because at least two faculty at the rank to which the candidate aspires are required, the committee chair, in consultation with the dean, can appoint additional members as the need arises.

b. CAAR: CAAR members review all applicants for clinical or in-residence reappointment or promotion. However, when the candidate is a nurse, the majority of those voting must be nurse credentialed. Only members who have the same rank (as that which a candidate seeks) or above can vote on promotion. The committee chair, in consultation with the dean, can appoint additional ad hoc members to meet this requirement.

c. PTR/CAAR Council: The PTR/CAAR Council provides an additional layer of review for candidates seeking reappointment and/or promotion. The PTR/CAAR Council reviews candidates' dossiers after they have been submitted to the PTR Committee, and the CAAR Committee reviews the decision recommendation letters of both committees, and makes its independent recommendations to the dean on all

cases in its own detailed recommendation letters addressing all tenure and promotion criteria.

d. Chair: The chairs of PTR/CAAR will be appointed by the dean for a term of two years. During the chair's second year, the dean shall appoint the next chair to the committee, ex officio, to learn the procedures. The chair votes only to make a tie or break a tie. The chair is to ensure that all procedures are followed precisely and all deadlines are met. The chair meets with the candidates (during spring semester) to be sure they know how to use the required forms and understand the deadlines.

e. Committee Processes: While all members review each application, presentation of the applicant and drafting of a committee's response is to be done by someone at the aspired rank or above. Committee members are to be clear in differentiating recommended qualifications from required ones:

i. Tenure Track: Post-doctoral fellowships are recommended and generally are completed prior to original appointment; securing nationally competitive external funding as appropriate to the specialty area is required. Peer reviewed publications, the majority of which are data-based, are expected. Service to the profession nationally is expected as are peer-reviewed presentations in nationally or internationally ranked journals, as well as podium presentations at national and international conferences.

ii. Clinical Ladder: Advanced practice credentials and licenses and earned doctoral degrees are required for promotion to associate or full clinical professor, as stated in the Clinical Ladder guidelines. In addition, the CNE certification or another standardized form of demonstrating teaching expertise, e.g., an MS in education, a post-master's certificate, or a doctorate in education, is required for promotion to associate or full clinical professor. Publications should reflect the scholarship of application or the scholarship of teaching. Joint appointments and clinical demands are significant determinants of time available for scholarship and national service. Major contributions to the practice setting, through direct practice or clinical instruction, have high value and should place other accomplishments in perspective. Evidence of service to the university and profession is an expectation.

iii. In-Residence Ladder: Rank within the in-residence track is evaluated based on teaching, scholarship, and service. The bylaws of the university are not specific regarding professional criteria for in-residence ranks. Statements are made to describe characteristics of all faculty, regardless of rank, and then qualifications for faculty within rank. Building on this, the following information for those with in-residence appointments is provided.

a. While in-residence faculty are evaluated through the peer review process in a manner analogous to tenure track/tenured faculty in other schools, permission has been granted by the provost to have in-residence candidates from the School of Nursing reviewed through CAAR.

b. In-residence faculty may begin with the rank of instructor in-residence, assistant professor in-residence, associate professor in-residence, or professor in-residence.

c. Regardless of rank, an in-residence track appointment does not progress toward tenure.

d. Individuals may request, but are not guaranteed, to move from the in-residence track to the tenure track and have the years of service provided on the in-residence track counted toward tenure, if appropriate.

iv. External reviewers: It is generally agreed that external reviewers are leaders in the applicant's specialty who have not worked closely with the candidate, e.g., major advisors, project co-directors, peer committee members are not acceptable.

v. Teaching: Instruction of learners is a major objective of the university. In addition to the university's Student Evaluation of Teaching (SET) (administered at the end of each course), faculty should receive regular peer review in both classroom and clinical instruction with a written evaluation included in the portfolio. High student ratings on the SET do not consistently equal good instruction, and the peer-review committees should consult the University Senate's guidelines in weighing the SET (April 2011).

vi. Staff Support: The dean shall designate a senior staff member to support committees/council. The staff member shall: (1) assist the chairs in setting the meeting times, preparing materials for review, announcing times, dates, and places for open hearings, (2) produce letters for external review as guided by the chair and dean; (3) put written documents into final format and facilitate obtaining members' signatures, (4) scan appropriate documents for transmittal to the Office of Provost, (5) orient staff of the Office of the Dean to provide full access for members to review portfolios, and (6) make sure that all copies of each applicant's portfolio are identical. The staff member is not present during committee/council deliberations.

f. Timing of Review:

i. Tenure track candidates shall be reviewed annually (Years 1-6) until tenure application is submitted.

ii. Clinical Ladder/In-Residence faculty with one-year contracts will be reviewed annually for the first five years and then every three years. Clinical and in-residence faculty with multi-year contracts will only be reviewed at the beginning of the last contract year for the purpose of reappointment, unless not renewed for cause.

iii. Faculty may request additional input from the chair and/or committees about progress between established review times.

Timeline and Procedure for Faculty Grade Change Review Panel

According to UConn policy, a student who believes that an error in grading has occurred and wishes to request a review by the instructor of record must do so within 6 months of the course grade having been posted. (See <http://guide.uconn.edu/instruction/challenges-to-a-grade/>) However, within the School of Nursing's program, if a student fails to initiate this process promptly, the student's ability to progress in the program may be affected. In the case of contested

grades in prerequisite courses, students cannot progress until the contested grade is resolved. If the instructor of record cannot be contacted, the student should contact the Office of the Dean. If the instructor agrees that a change is justified; the instructor will initiate the grade change according to the procedures prescribed by the university's registrar.

The student must first discuss with the instructor the point of disagreement. When a student requests the instructor's review of a course grade, but the instructor believes that the original grade is correct, the student may appeal the decision to Office of the Dean of the School of Nursing within 30 days. The dean or the dean's deputy will seek input from the instructor and the student. If this process results in agreement by the instructor that a grade change is justified, the instructor will initiate the grade change. If the instructor and the dean or dean's deputy agree that a grade change is not justified, the Office of the Dean shall notify the student in writing (electronic communication is acceptable) with a copy to the instructor.

If the student is dissatisfied with the dean's appeal decision, the student may request, within 10 days, through the Office of the Dean, a review by the Faculty Grade Change Review Panel. The panel convenes a hearing within 10 working days of notification of a case. Both the student appealing the grade and the course instructor may present their cases in person to the panel. The student is afforded an opportunity to state the grounds on which he or she is appealing the grade. The instructor is afforded the opportunity to document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. If the student or the instructor or both decline to attend in person, they may present their grounds in writing. The panel may also request input from the dean or the dean's deputy. Within 10 working days, the Faculty Grade Change Review Panel will send a written report of the decision to the instructor, the student, and the Office of the Dean. This report is prepared by the school's Enrollment Services coordinator. If the panel recommends a grade change, it sends the registrar a change of grade request, prepared by the Enrollment Services coordinator and signed by all the members of the Faculty Grade Change Review Panel. The decision of the panel shall be considered final.

