# TEXAS WOMAN’S UNIVERSITY
## COLLEGE OF NURSING
### BYLAWS
Approved April 2, 2012

<table>
<thead>
<tr>
<th>Article 1. Name</th>
<th>Standing Rules and Procedures</th>
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<tbody>
<tr>
<td>The name of the organization shall be the Texas Woman’s University College of Nursing Faculty Organization and shall be referred to in these Bylaws as the Faculty Organization.</td>
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<tr>
<th>Article II. Purpose</th>
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<td>The Faculty Organization shall be the basic legislative body for the College of Nursing in fulfilling the mission of the Texas Woman’s University and the College of Nursing.</td>
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<thead>
<tr>
<th>The functions of the Faculty Organization shall be to:</th>
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<tr>
<td>1. Develop, implement, and evaluate the mission and goals of the College of Nursing.</td>
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<td>2. Establish, implement, and evaluate College of Nursing educational programs and admission, progression, and graduation policies.</td>
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<td>3. Promote student and faculty welfare.</td>
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<td>4. Support research/grant efforts of College of Nursing faculty.</td>
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<td>5. Make recommendations concerning faculty promotion and tenure.</td>
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<td>6. Recommend the acquisition of resources to facilitate an optimum learning environment.</td>
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<td>7. Promote the image of the College of Nursing, including student recruitment and retention activities.</td>
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<th>Article IV. Membership</th>
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<td>1. The voting membership shall consist of all faculty of the College of Nursing who hold a regular appointment at the rank of lecturer or above or a visiting full time faculty member.</td>
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<td>2. Adjunct faculty and faculty associates shall be called associate members and hold non-voting membership.</td>
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<tr>
<td>3. The Dean and Associate Deans shall hold ex officio membership in the Faculty Organization and on certain Faculty Organization Committees, as stated in the</td>
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</table>
4. The Dean does not hold voting rights in the Faculty Organization.

### Article V. Rights and Responsibilities

#### Section 1. Faculty

A. Members have the rights and responsibilities of attendance, participation, and voting at the Faculty Organization meetings and/or electronically and serving on committees.

B. Associate members have the rights of attendance and participation in Organization meetings and of serving on selected committees, as specified in the membership criteria for each committee.

C. The Faculty Organization has the right and responsibility to make and carry out decisions for the College of Nursing.

#### Section 2. Dean

A. The Dean shall preside at Faculty Organization meetings.

B. It shall be the responsibility of the Dean to inform members of all decisions of the Provost and Vice President for Academic Affairs and the Chancellor and President that affect the College of Nursing.

C. The Dean shall keep faculty informed of the state of the College.

D. The Dean has the right to overrule or amend decisions and actions of the Faculty Organization.

E. The Dean shall notify the Faculty Organization or any Faculty Organization Committee of approval or disapproval of decisions made.

The Dean shall present a report on the state and progress of the College of Nursing at the annual meeting.

In the event the Dean disapproves of any Faculty Organization or committee decision, the Dean shall notify the Faculty Organization or committee, in writing, of the specific objections.

#### Section 3. University Senators

A. It shall be the responsibility of the College of Nursing University Senators to inform members of all Senate actions that affect the College of Nursing and the University.

B. University Senators shall convey to the Senate decisions of the Faculty Organization that require approval of the Senate.

University senators shall seek written input or call special meetings, as the need arises, to obtain faculty input.

### Article VI. Elected and Appointed Committees

#### Section 1. Membership of Standing Committees

A. Members of all standing committees

1. Members elected to standing committees shall be full-time Faculty; only elected members of Standing Committees will be eligible to vote on committee matters. Ex-officio members shall not be eligible to vote on committee business.

2. Members shall meet the requirements of the particular standing committee to which they are elected.
### B. University Committee Representatives and University Senators

1. **Duties of University Committee Representatives**
   - The duties of University Committee Representatives shall be those designated by each University Committee.

2. **Duties of University Senators**
   - The duties of University Senators shall be those designated by the bylaws of the Faculty Senate and those duties listed in Article 5, Section 3 of these bylaws.

### Section 2. Elections

A. Election of members of standing committees shall be conducted annually in the spring.

B. Election of university committee representatives shall be organized and conducted by the College of Nursing Elections Committee according to policy.

C. Election of Senators shall be conducted according to the policy of the Faculty Senate.

### Section 3. Assumption of Duties of Standing Committees

- Elected membership of standing committees and University committee representatives shall assume their duties at the beginning of the fall semester; University Senators begin service in May unless elected by special election.

### Section 4. Terms of Office for Standing Committees

A. The length of term for membership on standing committees shall be two years, beginning in the fall semester and ending in August of their final year.

B. The terms of service for standing committees of two or more members from the same campus/center shall be staggered.

C. Each University committee shall determine the length of term for a University committee representative.

D. The length of term of College of Nursing University Senators shall be 2 years (unless elected by special election), as stated in the bylaws of the University Senate.

### Section 5. Resignations and Special Elections for Standing Committees

- In the event that a College of Nursing standing committee member or University representative resigns or a special election is necessary at a time other than at the annual meeting, voting shall occur by email.

### Section 6. Appointed Committees

1. Each standing committee has the authority to establish subcommittees, select committees, and/or task forces to...

The College of Nursing Elections Committee shall obtain candidates for a resigned position or for a special election.

The Elections Committee shall distribute the ballot, tally the results, and distribute the results to faculty.

Committee appointments shall be made by the standing committee to include full-time faculty members.
carry out the work of the committee.

2. Definition of terms for appointed committees.
   
   **Subcommittee**: a secondary committee appointed out of a main committee for special purpose(s).
   
   **Select Committee**: committee consisting of a small number of members selected to investigate a special matter; members are chosen based on their suitability for performing a special task.
   
   **Task force**: a temporary group for carrying out a specific task.

3. Terms of appointed committee members shall be for the duration of assigned responsibilities or two-years (whichever comes first).

Each appointed committee shall:

1. Elect a chairperson.
2. Set time-specific goals for the work of the committee.
3. Hold meetings as needed to fulfill the functions of the committee.
4. Prepare minutes of each meeting and file a copy in the offices of the Dean and Associate Deans.
5. Report to the chairperson of the respective College of Nursing standing committee.
6. Subcommittees and select committees shall prepare an annual report in May. Task forces shall prepare a conclusive report or an annual report if the task continues for more than one year. The reports shall be placed on file in the offices of the Dean and the Associate Deans.
### Article VII. Meetings

#### Section 1. Scheduling

A. Meetings of the Faculty Organization shall be held at least annually.

B. The Dean or the voting membership may call special meetings.

Faculty Organization meetings shall be scheduled at the Dean’s discretion. Members shall be informed of the meeting date and time at least 2 months prior to the meeting.

The Dean shall distribute a written agenda at least 2 weeks prior to the meeting. All agenda items shall be submitted by faculty members or standing committees not later than 1 month prior to the meeting.

The agenda shall contain all items for which a vote will be sought.

Voting on an item not on the written agenda shall occur only if a majority of the faculty present at the meeting vote to suspend the rule.

Special meetings may be called by the Dean or upon the written request of at least one-third of the membership.

#### Section 2. Voting

A. Voting may occur at a meeting when a quorum (defined as the “minimum number of members who must be present at the meetings of a deliberate assembly for business to be legally transacted” [Robert’s Rules of Order, 2000, p.20]) is present.

B. For the Faculty Organization annual ballot for elected positions, a quorum shall consist of one more than half of the current number of faculty members who hold a regular appointment at the rank of lecturer or above or a visiting full time faculty member.

C. For all Standing Committees, a quorum shall consist of a simple majority of voting members of the committee.

D. For a committee of three, a quorum is defined as 2 members.

E. Voting may occur by electronic mail on special issues that arise between the annual meetings.

Decisions will be made based on a majority vote of those members casting a vote. In the event of a tie, the motion will die.

A write in candidate may not occur unless the person whose name is being written in has given the permission to run for a specific position.

Elections shall be determined by majority vote.

The procedure for voting on Elections and Revisions in Bylaws...
by electronic mail (which requires a vote by the entire faculty organization) will be as follows:

1. Each faculty member will be notified of the website URL where the ballot will be hosted by the Elections and Bylaws Committee.
2. Each faculty member will complete the ballot on the secure website.
3. After completing the ballot, the faculty member will be prompted to a separate survey where he/she will enter his/her name as proof of voting and to determine if a quorum has been established.
4. The Elections and Bylaws Committee will download the results from the website and will determine if a quorum was achieved.
5. If a quorum is achieved, the results of the ballot will be communicated to the Dean and the Dean’s Administrative Assistant who will then announce the results to the faculty.
6. If a quorum is not achieved, the names of those faculty members that are not on the sign-in sheet will be asked to cast their vote electronically in order to achieve a quorum.
7. Once a quorum is achieved, the votes will be recounted and the results communicated to the Dean and the Dean’s Administrative Assistant who will then announce the results to the faculty.

Article VIII. Committees

Section 1. Executive Committee
**Purposes:**
The purposes of the Executive Committee shall be to:

1. Maintain and support the University and CON program goals, mission and strategic plans and ensure compliance with regulatory agencies through faculty and administrative coordination and communication.
2. Provide a forum for shared governance within the College of Nursing.

**Membership:**
Membership of the Executive Committee shall consist of:

1. Chairs of the standing committees (Undergraduate Academic Affairs, Graduate Academic Affairs, Student Affairs, Faculty Affairs, Program Evaluation, and Elections).
2. Dean
3. Associate Deans

**Functions:**
The Executive Committee shall:

1. Coordinate the operations and strategic planning for the CON.
2. Promote effective communications among faculty standing committees and administrative leaders.
3. Recommend resources allocation to ensure that the business of the CON is accomplished.
4. Recommend committee functions under the Bylaws and establish policies and procedures for their respective committees.
5. Serve as a liaison between standing committees and administration.
6. Review committees’ goals and annual reports.

**Section 2. Standing Committees**
Standing committees are the means for carrying out the work of the Faculty Organization. These committees include:

- Undergraduate Academic Affairs Standing Committee
- Graduate Academic Affairs Standing Committee
- Faculty Affairs Standing Committee
- Student Affairs Standing Committee
- Program Evaluation Standing Committee (PEC)
- Elections Standing Committee
- Faculty Research and Scholarly Activities Standing Committee

Each College of Nursing standing committee shall:

1. Elect a chairperson annually at the Faculty Organization meeting.
2. Set annual goals.
3. Hold meetings as needed to fulfill the functions of the committee.
4. Prepare minutes of each meeting
The College of Nursing Standing Committees’ purposes, membership, and functions shall be:

5. Prepare an annual report in May to be placed on file in the offices of the Dean and Associate Deans.
6. Report activities of the committee to the CON Executive Committee.

| A. UNDERGRADUATE ACADEMIC AFFAIRS STANDING COMMITTEE |
| Purposes: |
The purposes of the Undergraduate Academic Affairs Standing Committee shall be to:

1. Assure that undergraduate academic policies and procedures support the TWU and CON Mission Statements and the CON goals.
2. Direct the development and implementation of the curricula for the undergraduate academic programs.
3. Oversee the acquisition of educational resources for faculty and students, particularly regarding library holdings and computer-based training and information systems.
4. Provide support to new and continuing faculty regarding the curricula of the undergraduate academic programs.
5. Coordinate activities of appointed subcommittees, select committees, and task forces.

| Membership: |
Membership of the Undergraduate Academic Affairs Standing Committee shall consist of:

1. Nine elected full-time faculty members, four from Houston, four from Dallas, and one from Denton. The four Houston and Dallas representatives will be comprised of one faculty member from each of the undergraduate semester levels (Junior I, Junior II, Senior I, and Senior II).
2. Associate Deans, serving as ex-officio members.
3. Undergraduate Program coordinators (2 baccalaureate, and 3 RN-BS coordinators), serving as ex-officio members.
4. Student membership, including a minimum of one student representing each academic program shall be appointed by
the standing committee. Student members are not voting members of the committee.

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The Undergraduate Academic Affairs Standing Committee shall:

1. Establish, implement, and evaluate policies and standards for admission, progression, retention, and graduation of all students in all undergraduate academic programs in accordance with the TWU Mission Statement and College of Nursing goals.

2. Evaluate current policies regarding undergraduate academic matters and make recommendations for revision to the Faculty Organization.

3. Participate in the development and implementation of the CON strategic plan.

4. Maintain consistency and integrity of approved undergraduate curricula.

5. Establish guidelines and procedures for implementation of undergraduate curriculum revisions.

6. Submit recommendations for undergraduate curriculum revisions to the Faculty Organization and Dean for approval.

7. Establish and implement procedures to determine priorities for securing educational resources on an annual basis, including library, learning resources, and computer-based information systems.

8. Participate in orienting new and existing faculty to undergraduate programs and curricula as needed.

9. Identify and recommend areas for future faculty development related to the undergraduate curricula and to College of Nursing goals.

10. Appoint college-wide or campus-specific task forces to complete the work of the committee as needed.
B. GRADUATE ACADEMIC AFFAIRS STANDING COMMITTEE

**Purposes:**
The purposes of the Graduate Academic Affairs Standing Committee shall be to:

1. Assure that graduate academic policies and procedures support the TWU and CON Mission Statements and the CON goals.
2. Direct the development and implementation of the curricula for the graduate academic programs.
3. Make recommendations regarding educational resources for faculty and students, particularly regarding library holdings and computer-based training and information systems.
4. Provide support to new and continuing faculty regarding the curricula of the graduate academic programs.
5. Coordinate activities of GAAC-appointed subcommittees, select committees, and task forces; collaborate with other CON faculty organization committees.

**Membership:**
Membership of the Graduate Academic Affairs Standing Committee shall consist of:

1. Five elected full-time faculty members, two from Houston, two from Dallas, and one from Denton.
2. Associate Deans, serving as ex-officio members, who are non-voting.
3. Graduate Program Coordinators, serving as ex-officio members, who are non-voting.
4. Student membership, including a minimum of one student representing each academic program (1 MS, 1 PhD, 1 DNP) shall be appointed by the standing committee. Student members are not voting members of the committee.

**Functions:**
The Graduate Academic Affairs Standing Committee shall:

1. Establish, implement, and evaluate policies and standards for admission, progression, retention, and graduation of all students in all graduate academic programs in accordance with the TWU Mission Statement and College of Nursing goals.
2. Evaluate current policies regarding graduate academic matters and make recommendations for revision to the Faculty Organization.
3. Participate in the development and implementation of the CON strategic plan.
4. Maintain consistency and integrity of approved graduate curriculum.
5. Establish guidelines and procedures for implementation of graduate curriculum revisions.
6. Submit recommendations for graduate curriculum revisions to the Faculty Organization and Dean for approval.
7. Establish and implement procedures to determine priorities for securing educational resources on an annual basis, including library, learning resources, and computer-based information systems.
8. Participate in orienting new and existing faculty to graduate programs and curricula as needed.
9. Identify and recommend areas for future faculty development related to the graduate curricula and to College of Nursing goals.
10. Appoint college-wide or campus-specific task forces to complete the work of the committee as needed and review the reports of the groups.
C. **STUDENT AFFAIRS STANDING COMMITTEE**

**Purposes:**
The purposes of the Student Affairs Committee shall be to:
1. Establish, implement, and evaluate policies for recruitment and retention of all students in all academic programs in accordance with TWU and CON Mission Statements and College of Nursing goals.
2. Promote involvement of students with the College of Nursing committees and coordinate selection of students for committee membership.
3. Recommend students for departmental scholarships and honors.
4. Provide impartial review of student appeals.
5. Recommend to the Dean outcome of students’ academic appeals and apprise Associate Dean of same outcomes.
6. Coordinate campus specific activities of subcommittees, select committees, and task forces with the Campus/Center Associate Dean.

**Membership:**
Membership of the Student Affairs Standing Committee shall consist of:
1. Five elected full-time faculty members, two from Houston, two from Dallas, and one from Denton.
2. Associate Deans, serving as ex-officio members.
3. Student membership, including a minimum of one student from each academic program, appointed by the standing committee. Students are not voting member of the committee.

The Student Affairs Standing Committee shall:
1. Fulfill the responsibilities of the Student Appeals process:
   A. Appoint three members (one of whom must be serving on the Student Affairs Standing Committee) from each campus to serve on the Subcommittee for Academic Appeals, if deemed necessary.
   B. Review student appeals regarding progression, clinical performance, papers, projects, and other matters as delineated in the Student Handbook.
   C. Consider questions regarding whether a student has met progression performance and/or academic policies of the CON.
   D. Recommend actions concerning students’ appeals to the Dean and apprise the Associate Dean of the appeal.

   Appeals will be heard by the three-subcommittee members on the local campus/center where the appeal originates. Alternate members will be appointed by the Student Affairs Standing Committee when members are shown to have a conflict of interest.
recommendation.
E. Review policies regarding academic appeals and make recommendations to the Dean.
2. Contribute to the development and achievement of Strategic Planning initiatives of the CON. Develop, direct, and evaluate recruitment and retention activities for graduate and undergraduate programs.
3. Coordinate selection of student members of Faculty Organization committees on an annual basis.
4. Recommend students for departmental scholarships and departmental student honors.
5. Appoint college-wide or campus-specific task forces to complete the work of the committee as needed.

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<th>STUDENT AFFAIRS SUBCOMMITTEES, SELECT COMMITTEES, AND TASK FORCES</th>
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C.2.1 Recruitment Task Force

**Purposes:**
The purpose of the Recruitment Task Force is to coordinate recruitment activities for the programs of the CON.

**Membership:**
Membership of the Recruitment Task Force is to be determined by recruitment demands at each campus/center. The task may remain within the Student Affairs Standing Committee on a particular campus, if preferred. Membership may include regular faculty, adjunct faculty, and faculty associates.

C.3.2 Scholarship Recommendation and Student Recognition Subcommittee

**Purposes:**
The purpose of the Scholarship Recommendation and Student Recognition Subcommittee shall be to recommend students to receive scholarships from CON funds and to coordinate student recognition events.

**Membership:**
Membership of the Scholarship Recommendation and Student Recognition Subcommittee is to be determined by campus/center need. The task may remain within the Student Affairs Standing Committee on a particular campus, if preferred. Membership may include regular faculty, adjunct faculty, and faculty associates.

**Functions:**
The Scholarship Recommendation and Student Recognition Subcommittee shall:
1. Prepare an application form annually, establish a deadline for receipt of applications, and develop criterion for scholarship awards.
2. Impartially review scholarship applications.
3. Make recommendations to financial aid regarding the distribution of CON scholarship funds.
4. Report scholarship recommendations to the Dean and Student Affairs Standing Committee.
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<th>Purposes:</th>
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<tr>
<td>The purposes of the Faculty Affairs Standing Committee shall be to:</td>
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<tr>
<td>1. Conduct the business of the CON faculty.</td>
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<td>2. Develop, recommend, implement, and evaluate policies and procedures concerning peer review and the allocation of funds for travel, and research.</td>
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<tr>
<td>3. Coordinate activities of subcommittees, select committees, and task forces.</td>
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<td>Membership of the Faculty Affairs Standing Committee shall include five elected, full-time faculty members (one from the Denton campus, two from each of the Dallas and Houston centers).</td>
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<td>The Faculty Affairs Standing Committee shall:</td>
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<tr>
<td>1. Serve as the liaison to College of Nursing and University administrators regarding faculty issues and concerns such as faculty grievances, new appointments, faculty development programs, and faculty productivity guidelines.</td>
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<td>2. Contribute to the development and implementation of Strategic Planning initiatives of the CON.</td>
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<td>3. Review faculty proposals for funding of scholarly activities from the faculty research fund and make recommendations for appropriate allocations of travel funds.</td>
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<td>4. Prioritize, coordinate, and utilize initiatives which facilitate scholarly productivity among faculty and students.</td>
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<td>5. Recommend the policies and standards regarding the appointment, annual, review, promotion, tenure, and post-tenure review within university policy, faculty portfolio development (annual and promotion), faculty recognition, and other issues as needed.</td>
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<tr>
<td>6. Establish and maintain faculty mentorship program to include the orientation of new faculty members to the CON mission, policies, and procedures.</td>
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<td>7. Provide guidelines for development of portfolios to faculty seeking promotion and/or tenure.</td>
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8. Provide support for the Faculty Organization meeting, i.e.: minutes, parliamentary procedure, and other duties associated with the conducting of the meeting.
9. Appoint college-wide or campus-specific task forces to complete the work of the committee as needed.
10. Consider applications submitted by faculty for Faculty Associates and recommend qualified applicants to the Dean for approval.

FACULTY AFFAIRS SUBCOMMITTEES AND TASK FORCES

D1. Research and Grants Task Force

Purposes:

The purposes of the Research and Grants Task Force are to:
1. Support faculty research on each campus/center.
2. Make recommendations regarding internal CON grant awards to the Dean.

Membership:

Membership of the Research and Grants task force is to be determined by campus/center needs. The task may remain within the Faculty Affairs Standing Committee on a particular campus/center, if preferred. Membership may include regular faculty and faculty associates.

Functions:

The Research and Grants Task Force shall:
1. Formulate procedures for peer review of research and grant proposals.
2. Promote faculty and student research activities.
3. Promote the submission of grant proposals.
4. Recommend to the Dean criterion for awarding CON funds for faculty research projects.
5. Report activities to the College of Nursing Faculty Affairs Standing Committee.

In order to ensure objectivity, membership will be chosen from faculty who are not elected to the Faculty Affairs Standing Committee.

D2. Faculty Mentoring Select Committee

Purposes:

The purposes of the Faculty Mentoring Select Committee shall be
1. Develop faculty orientation procedures.
2. Coordinate orientation of new faculty.
3. Guide development of portfolios for faculty annual evaluations, post tenure reviews, and faculty seeking promotion and tenure.

**Membership:**

Membership of the Faculty Mentoring Select Committee shall be determined by members of the Faculty Affairs Standing Committee on each campus/center in collaboration with the associate dean.

**Functions:**

The Faculty Mentoring Select Committee shall:

1. Plan, develop, and implement faculty orientation and mentorship programs.
2. Develop model portfolios – one for annual performance review, one for post-tenure review, one for promotion/tenure.
3. Report activities to the Faculty Affairs Standing Committee.

**D3. Promotion, Tenure, and Peer Review Subcommittee**

**Purpose:**

The purpose of the Promotion, Tenure, and Peer Review Subcommittee is to review promotion, tenure, and post-tenure faculty portfolios and make recommendations to the Component Administrator (Associate Dean).

**Membership:**

Membership of the Promotion, Tenure, and Peer Review Subcommittee shall include three elected, full-time, tenured faculty members from each campus/center.

**Function:**

The Promotion, Tenure, and Peer Review Subcommittee shall:

1. Conduct review of promotion, tenure, and post-tenure faculty portfolios and make recommendations to the Component Administrator (Associate Dean).
2. Serve as a liaison between the University Promotion and Tenure Committee and the CON

Peer review is to be conducted by the three (3) standing committee members on the local campus/center where the faculty member is requesting promotion/tenure.
### E. ELECTIONS STANDING COMMITTEE

**Purposes:**

The purposes of the Elections Standing Committee are to:
1. Ensure faculty representation in the CON and University affairs.
2. Support the maintenance and revision of the CON bylaws.
3. Assure review of the Faculty Organization bylaws at five-year intervals.

**Membership:**

Membership of the Elections Standing Committee shall include three elected members, one representing each campus/center.

**Functions:**

The Elections Standing Committee shall:

1. Prepare a slate of nominees and conduct the election for CON committee representation and for University Committee representation.
2. Prepare the list of volunteers for appointed committees.
3. Oversee the implementation of a Bylaws subcommittee as directed by the Dean and/or Faculty Organization Executive Committee.

Appoint bylaw task force (minimum of every five years).
1. Recommend bylaw revisions for approval by the Faculty Organization.

The Elections Committee shall prepare a slate of nominees and distribute this ballot to faculty for a mail vote by April 15. Ballots shall be returned by May 1.

A person who is nominated for a position must give approval before his/her name is put in nomination.

Candidates who are elected to the standing committees will be notified during the first week of May. The Elections Committee shall appoint one member of each newly constituted committee to convene a meeting for the purpose of selecting a committee chair. The committee chairs of each newly appointed committee shall attend the end-of-year meeting of the existing College of Nursing Executive Committee meeting to facilitate a smooth transition from the current committee to the committee for the following academic year.
### ELECTIONS SUBCOMMITTEE

**E.1. Bylaws Subcommittee**

**Purposes:**

The purposes of the Bylaws Subcommittee shall be to:

1. Review the bylaws.
2. Recommend revisions to the Faculty Organization.

**Membership:**

Membership of the Bylaws Subcommittee shall include a minimum of six members – two from each campus/center. Membership shall include faculty members holding regular appointments.

**Functions:**

The Bylaws Subcommittee shall:

1. Review existing bylaws and identify necessary changes to support the function of the College of Nursing.
2. Prepare a draft of the proposed bylaws for review by the Elections Standing Committee.

### F. PROGRAM EVALUATION STANDING COMMITTEE

**Purposes:**

The purposes of the Program Evaluation Standing Committee shall be to:

1. Direct CON program evaluation activities.
2. Inform the CON Faculty Organization membership of the progress toward attainment of the CON goals.

**Membership:**

Membership of the Program Evaluation Standing Committee shall consist of:

1. Five elected full-time faculty members, two from Houston, two from Dallas, and one from Denton.
2. The Dean and Associate Deans, serving as ex-officio members.
3. Student membership, consisting of a minimum of one
student from each academic program, appointed by the Program Evaluation Standing Committee. Students are not voting members.

Functions:

The Program Evaluation Standing Committee shall:

1. Recommend three-year program goals for the CON.
2. Implement and maintain the plan for systematic program evaluation, including curriculum evaluation.
3. Implement the CON evaluation plan, coordinating with other standing committees.
4. Contribute to the development and implementation of Strategic Planning initiatives of the CON.

G. FACULTY RESEARCH AND SCHOLARLY ACTIVITIES STANDING COMMITTEE

Purposes:

The purposes of the Faculty Research and Scholarly Activities Standing Committee shall be to:

1. Facilitate the scholarly activities and research of the CON faculty in order to meet the CON goals for excellence in scholarship.
2. Develop, recommend, implement, and evaluate policies and procedures concerning the allocation of travel funds for dissemination of research.
3. Develop, implement, and evaluate policies and procedures concerning research activities.
4. Develop, recommend, implement, and evaluate policies and procedures concerning the internal CON grant awards and communicate these to the Dean of the CON.
5. Support faculty research on each campus/center.
6. Coordinate activities of subcommittees, select committees, and task forces.

Membership:

Membership of the Faculty Research Scholarly Activities Standing Committee shall consist of:

1. Five elected full-time faculty members, two from Houston, two from Dallas, and one from Denton.
2. Associate Dean for Research and Clinical Scholarship, serving as an ex-officio member.
3. Research Directors, serving as ex-officio members.
4. The Ph.D. and DNP Program coordinators, serving as ex-officio members.

5. Student membership, including one PhD student and one DNP student, appointed by the Standing Committee. Students are not voting members of the committee.

**Functions:**

The Faculty Research and Scholarly Activities Standing Committee shall:

1. Review and recommend to the Dean funding for faculty proposals.

2. Coordinate with Research Directors and Associate Dean for Research and Clinical Scholarship initiatives which facilitate scholarly productivity among faculty members and students.

3. Assist faculty members with grant proposals.

4. Promote faculty and student research activities through media sources, using media mechanisms both internal and external to the CON and TWU.

5. Schedule continuing education activities to promote scholarship among faculty members and students.

6. Formulate procedures for peer review of research and scholarship.

7. Develop, implement, and facilitate CON program evaluation plans regarding research and scholarship.

**Article IX. Amendments**

The Bylaws may be amended by a vote of 2/3 of the voting members present. Notice of any proposed changes in the Bylaws must be presented to the membership at least 2 weeks prior to the meeting at which a vote will be taken.

**Article X. Parliamentary Authority**

The Faculty Organization shall be governed by the rules contained in Robert’s Rules of Order (current edition).

Bylaws Revised/Approved 8/99; Revised/Approved August 22, 2006; Revised/Approved 8/25/09; Revised/Approved August 23, 2011 (VLZ) Approved 4/2/12 and Revised 4/23/12 (VLZ)