

III. Bylaws

Texas A&M University Corpus Christi College of Nursing and Health Sciences Faculty of the Whole Bylaws

Article I. Title

Section I. Title

The name of the organization is the Texas A&M University Corpus Christi College of Nursing and Health Sciences (CONHS) Faculty of the Whole (FOW).

Article II. Purpose, Membership, and Function

Section I. Purpose

The purpose of the CONHS FOW is to:

- Provide and promote a structure of communication
- Engage in activities that support the CONHS

Section II. Membership

Members. All full-time faculty have the right and responsibility of full participation and are voting members of the faculty of the whole. Faculty with a $\geq 50\%$ administrative appointment are nonvoting members but may serve as ex-officio.

Section III. Function

- Serve as an advising and recommending body to the Dean
- Communicate, disseminate and ratify policies to facilitate operations of the college and its programs.
- Facilitate shared governance within CONHS.

Article III. Officers of the FOW

Section I. Officers

The officers of the FOW shall include a Chair, Chair elect, Parliamentarian and Faculty Secretary. The Chair will serve two years. The Chair elect will be elected in odd years and would succeed the Chair. The Faculty Secretary will be elected in odd years and serve two years. The Parliamentarian is appointed annually by the FOW Chair.

Section II. Chair's Duties

- Prepare agenda.

- Preside at FOW meetings in accordance with Robert's Rules.
- Collaborate with committee chairs to ensure that the work of the FOW is achieved.
- Facilitate faculty communication and dissemination of information.
- Represent FOW at Leadership Council as needed.
- Other duties as applicable to the office.

Section III. Chair Elect

The **Chair Elect** shall act in the absence of the FOW Chair. This officer will serve as FOW Chair the following term.

Section IV. Faculty Secretary

Faculty secretary, working with the staff secretary, will ensure accuracy of minutes as taken.

Section V: Parliamentarian

Faculty parliamentarian, working with the FOW chair, will ensure proper meeting procedures are followed as outlined in the current Roberts Rules of Order.

Article IV. Meetings of the FOW

Section I. Regular Meetings

A minimum of four (4) regular meetings of the FOW shall be held during the academic year.

Section II. Special Meetings

Special meetings of the FOW may be called by the chair or by the Dean or upon written request of ten or more faculty members. The purpose of the meeting and one or more items of business shall be specified in the call of the meeting. Ten (10) business days' notice is required for called meetings.

Section III. Quorum

Two-thirds of the eligible meeting members shall constitute a quorum for any regular or special meetings of the FOW.

Section IV. Agenda

The proposed agenda shall be prepared by the chair and distributed prior to each scheduled meeting. Agenda items will be solicited by the chair prior to each meeting. A matter may be included in the agenda at the request of any committee or any member of the faculty. All agenda items, including attachments, must be submitted to the FOW Chair 2 business days prior to the scheduled meeting. Anything submitted after this deadline will be deferred.

to the following months meeting agenda. Emergency items may be added as deemed by the FOW chair. The agenda will be distributed to each member of the FOW.

Section V. Minutes

A staff secretary shall be designated by the Dean to serve as secretary of the FOW. A member of the faculty may act as secretary in the absence of a staff secretary.

Faculty of the Whole minutes will be recorded in the College of Nursing and Health Sciences minutes format. The Faculty Secretary will review transcribed minutes prepared by support staff to confirm accuracy and completeness of information. The meeting minutes and all relevant documents will be available to faculty members no later than 2 weeks after the meeting was held. Minutes will be stored in a designated repository after they are reviewed and approved by FOW members. The repository will be maintained by the FOW Secretary and stored electronically such that support staff and the FOW secretary can access copies as needed.

Article V. Standing Committees

Library and Media Committee. Meetings are convened as often as necessary to conduct the business of the College/Committee. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:

- Monitors acquisition of library resources (books, audio-visual, research databases, datasets, computing and technology) relevant to the needs of the CONHS faculty and students.
- Coordinates the division of allocated library funds by the University Library and Media Committee.
- One member of this committee is appointed by the Dean to the University Library Committee.

Membership. Each Department shall nominate one faculty member to serve on the committee. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may serve on the committee for more than one term. The committee chair is elected within the committee for a term of two years.

Promotion and Tenure Committee. Meetings are convened as often as needed to conduct the business of the CONHS. The Dean will convene the first meeting in the fall semester to begin tenure and promotion reviews. The Committee will continue to meet through the academic year to complete the reviews of dossiers submitted by pre-tenure, tenure, and promotion candidates and make recommendations to the Dean. Minutes of meetings will be recorded and submitted to the Office of the Dean.

Function:

- Evaluate the candidate's credentials for the purpose of recommending or appointing, promoting, and awarding tenure to the Dean of the CONHS via the Department Chair.
- Periodically review, revise, and recommend changes as needed to criteria for faculty appointment, retention, promotion, and tenure.
- Adhere to the University's procedures and timeline for promotion and tenure.

Membership. The committee shall consist of at least three tenured CONHS faculty elected annually by the CONHS faculty consistent with the University's rules and procedures and CONHS's policy. Elected faculty members must be

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tenured, shall not be the chair of the department, shall not be the assistant or associate dean and cannot serve consecutive terms unless there are fewer than (3) tenured faculty members in the department, and cannot have greater than a 50 percent administrative appointment. At the discretion of the Dean, additional appointments from outside of the CONHS faculty may be made. Two thirds eligible members shall constitute a quorum. Individual committee members may serve on the committee for more than one term. The committee chair is elected within the committee.

Post-Tenure Review Committee. Meetings are convened as often as needed to conduct the business of the CONHS. The Dean will notify review candidates in October and convene the first meeting in the spring semester to begin post-tenure review process. The Committee will continue to meet through semester to complete the evaluation report for each faculty member undergoing post-tenure review and submit the report to the Dean and eventually to the Office of the Provost. Minutes of meetings will be recorded and submitted to the Office of the Dean.

Function:

- Assess whether the individual is making a contribution consistent with that expected of a tenured faculty member
- Provide guidance for continuing and meaningful faculty development
- Assist faculty to enhance professional skills and goals
- Refocus academic and professional efforts, when appropriate
- Provide assurance that faculty members are meeting their responsibilities to the University and the State of Texas

Membership. The committee shall consist of three tenured CONHS faculty elected annually by the CONHS faculty consistent with the University's and CONHS's policy. Elected faculty members must be tenured, shall not be the chair of the department, shall not be the assistant or associate dean and cannot serve consecutive terms unless there are fewer than (3) tenured faculty members in the department, and cannot have greater than a 50 percent administrative appointment. At the discretion of the Dean, additional appointments from outside of the CONHS faculty may be made. Two thirds eligible members shall constitute a quorum. Individual committee members may serve on the committee for more than one term. The committee chair is elected within the committee

CONHS Faculty Affairs Committee. Meetings are convened monthly during the academic year and as needed to meet the needs of the faculty of the CONHS. Minutes of meetings will be recorded and submitted.

Function:

- Advise the dean on the formulation and implementation of college policies related to faculty matters
- Update Faculty Handbook as needed and recommend changes
- Review Bylaws at least every two years.
- Review and reaffirm mission and vision statement annually
- Collaborate with FOW chair for any special faculty meetings
- Consult with the Dean regarding the college budget
- Implement and oversee procedures for the election of faculty officers to CONHS standing committees.
- Be available as needed to recommend representatives to campus and university organizations and committees to the Dean/Department Chairs

Membership. The committee shall consist of six faculty members plus the Chair of the Faculty of the Whole. Each Department shall nominate two faculty members to serve on the committee. Nominations could consider skill set, interest and needs of the committee. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years, individual committee members may serve on the committee for more than one term. The Chair of the committee will be elected within the committee. It is recommended that the FA chair not serve as chair of another CONHS standing committee. The Dean, Associate Dean and the Department Chairs will be available for consultation as needed.

College Policy and Procedures Subcommittee. Meetings are convened at least once each semester to conduct the business of the College. Minutes of meeting are recorded and filed electronically to designated repository. As a subcommittee, recommendations from this working group are submitted to the Faculty Affairs Committee for decision, dissemination and implementation.

Function:

- Review College policies and procedures for alignment with the University.
- Develop needed policies and procedures for alignment with the University
- Provide updates on college policies and procedures to the faculty
- Develop policies and procedures to enhance the functions of the College

Membership: The subcommittee shall be composed of three individuals from the CONHS Faculty Affairs Committee appointed by the FOW Chair. Additional members may be invited by the policy & procedure chair as needed. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may serve on the subcommittee for more than one term. The Committee Chair is elected within the committee annually.

CONHS Curriculum Committee. Meetings will be convened as needed, with a minimum of two meetings, during the academic year to conduct the business of the college related to curriculum. Minutes of meetings will be recorded and submitted. Refer to University procedure 11.10.99.C0.01, 11.10.99.C0.02, 11.10.99.C0.03, 11.10.99.C0.04 & 11.10.99.C0.05.

Function:

- Review curriculum proposals and supporting documents for quality, integrity, academic rigor, and purpose.
- Consider if the changes support the mission of the university and college.
- Check for potential duplication between disciplines within the college.
- Reach out to the faculty originators and the department chairs should anything need clarification.
- Conform to Development of Academic Degree Programs as per university procedures
- Route recommendations to the college dean.

Membership. Each department shall nominate two faculty members to serve on the committee for a total of six faculty members. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years, individual committee members may serve on the committee for more than one term. The Chair of the committee will be elected within the committee. Two thirds members shall constitute a quorum. The Dean, Associate Dean and the Department Chairs will be available for consultation as needed. Faculty enrolled in any CONHS academic program may not serve on this committee.

Research and Innovation Committee. Meetings are convened at least once per semester. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:

- Lead and promote research and innovation activities in the CONHS, including inviting guest speakers and disseminating research and other innovative opportunities
- Provide requested consultation and peer review of proposals for faculty.
- Review proposals submitted for CONHS Research Enhancement funding
 - Committee members who submit proposals shall recuse themselves for that cycle
 - All proposals shall be reviewed by at least two(2) tenured/tenure track committee members
- Establish and implement criteria for distribution of funds allocated for faculty and student scholarly activities.
- Mentor junior and new faculty with research and innovation
- Advise the Dean on matters pertaining to inter- and intra-disciplinary research enrichment and suggest measures for ongoing facilitation of research productivity for faculty and students.

Membership. Each department will nominate at least one faculty member to serve on the committee. Two additional faculty members may be elected at-large for a maximum of 5 total members. The Chair will be elected from the tenure/tenure-track members within the committee annually. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may serve on the committee for more than one term. The Dean and Associate Dean for Research will be available for consultation as needed.

Student Affairs Committee. Meetings are convened at least once each semester. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:

- Serve in advisory capacity for the Student Success Office
- Identify and document current available student scholarships, including the Deans discretionary funds
- Rate student applications for student scholarships administered through the University and through the College of Nursing and Health Sciences.
- Identify and document current student awards within the CONHS and University.
- Coordinate nominations/selections for student recognition and awards.
- Oversee Student handbooks

Membership. Each department shall nominate one faculty member to serve on the committee for a total of three faculty members. Designated student representatives will be consulted as needed. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may serve on the committee for more than one term. The Committee Chair is elected within the committee for a term of two years. The Coordinator of Student Success shall serve as ex officio member (voice, no vote).

Faculty & Staff Awards Committee. Meetings are convened at least once each semester. Minutes of meetings will be recorded and submitted to Faculty of the Whole document repository.

Function:

- Identify and document current faculty and staff external awards opportunities

- Identify and support nominating faculty and staff for available awards.
- Facilitate preparation for award recommendations.
- Develop faculty and staff award opportunities within the CONHS
 - Select award winners for CONHS awards

Membership: Each department shall nominate one faculty member to serve on the committee for a total of three faculty members. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may serve on the committee for more than one term. The Committee Chair is elected within the committee for a term of two years.

College of Nursing and Health Science Strategic Plan Oversight Team (SPOT). Meetings will be convened at a minimum of six times per year.

Minutes of meetings will be recorded and submitted to the office of the Dean.

Function:

- Oversee the implementation of the strategic plan,
- Evaluates progress of the strategic plan
- Provides monthly progress updates to the Dean
- Makes annual recommendations for amending and updating the plan

Membership: The team shall be composed of three to four members and the Dean, who serves as an ex-officio member. Two to three faculty members will be elected at large, and one staff will be appointed by the Dean. Terms are two years, and faculty terms are staggered. The Chair will be determined by the team.

College Grade Appeals Ad Hoc Committee. Meetings are convened as necessary to complete the review of the complaint according to College and University policy. Minutes of meetings will be recorded and submitted to the Office of the Dean.

Functions:

- Hear all grade appeals cases for undergraduate and graduate programs.
- Review all evidence presented.
- Determine facts of case.
- Ascertain a fair and appropriate resolution to the grade complaint.
- Committee Chair will present findings and recommendations to the Associate Dean of the CONHS within five business days after completion of its hearings and deliberations.
- Communicate decisions to the appropriate person and/or office, which may include:
 - Student
 - Faculty
 - Department Chair

Membership: Appointments made by Associate Dean. The Ad Hoc Committee must be made up of no fewer than three (3) faculty members, one of whom will serve as chair of the ad hoc committee, and one graduate student and/or one undergraduate student as needed.

Department Committees

Department (Nursing Education, Nursing Practice, Health Sciences) Curriculum Committees. Each department within the CONHS will have a department curriculum committee. Meetings will be convened by the department chairs during the academic year. And minutes of the meeting will be recorded and maintained with department minutes. Approved recommendations advance to the to the CONHS curriculum committee, the FOW and then the Dean as defined by university procedures. Approved proposals are routed to the Division of Academic Affairs from the office of the Dean.

Function:

Within department approval:

- Review and recommend learning materials, for example textbooks, digital learning materials, other related supplies and resources
- Review and recommend evidence-based teaching pedagogies, practices and standards
- Assist with curriculum review, evaluation and meeting of accreditation standards

Advance to CONHS Curriculum Committee:

- Recommend new courses and program offerings.
- Present proposed curriculum changes to the CONHS Curriculum Committee.
- Conduct a systematic evaluation of academic programs.

Membership. Each department curriculum committee shall consist of all department faculty, who will elect two representatives annually to represent the department as members of the CONHS curriculum committee. Two thirds eligible members shall constitute a quorum. Term of office is annual. Students are invited as non-voting-participants as needed to give input.

Department (Nursing Education & Nursing Practice) Admission & Progression Committee. Department Chairs will call meetings to be convened as needed during the academic year to conduct business related to program admission and progression. Minutes of meetings will be recorded and maintained with department minutes.

Function:

- Monitor, formulate, and recommend policies/procedures governing admission acceptance, progression and graduation.
- Implement admission procedures defined by University and program policies/procedures
- Review applications for admission to undergraduate and graduate academic programs
- Review academic standing and progression of all students each term and enact decisions based on CONHS and University policies
- Communicate committee decisions to the appropriate person and/or office which may include
 - Student
 - Advisor
 - Student Success office
 - Course Manager
 - Program Coordinator

- Department Chair
- Chief Nursing Administrator
- Dean
- University Academic Affairs (Provost) as needed

Membership. Each department committee shall consist of department academic program coordinators and a minimum of three faculty members. Additional members are invited by the committee chair in consultation with the Department Chair based on skill set, interest and needs of the committee. Two thirds eligible members shall constitute a quorum. Term of office will be staggered and last two years. Individual committee members may be reelected. The committee chair is elected within the committee for a term of two years. The Student Success Coordinator and Academic Advisors may serve as ex-officio members (voice, no vote).

Peer Review Ad Hoc Committee for Department of Nursing Education and Nursing Practice. Meetings are convened as necessary. Minutes of meetings/proceeding will be recorded and filed electronically to designated repository and/or BON.

Function:

- Provides the evaluation of nursing services, the qualifications of a nurse, the quality of patient care rendered by a nurse, the merits of a complaint concerning a nurse or nursing care, and a determination or recommendation regarding a complaint as described by the Texas Board of Nursing (http://www.bon.texas.gov/faq_pe) .
- Oversee the peer review process by the assessment and analysis, in a climate of collegial problem solving, to determine whether or not an event/conduct by a licensed students/faculty is reportable to the Texas Board of Nursing.
- Maintain compliance with the BON peer review rules and regulations.

Membership. The committee shall consist of at least three faculty members appointed by the Associate Dean for Nursing. Two thirds eligible members shall constitute a quorum.. For continuity, member(s) may be appointed for more than one term. Additional member(s) may be added on an ad hoc based on individual situations. The Associate Dean for Nursing shall appoint a chair of this committee.

Article VI. Appeal and Grievances

Any professional or administrative grievance not resolved informally by the concerned parties may be filed by the aggrieved party following the procedures outlined in the University Handbook of Rules and Procedures http://academicaffairs.tamucc.edu/rules_procedures/.

Article VII. Rules and Amendments

Section I: Rules

The most current edition of Robert's Standard Code of Parliamentary Procedures determines conduct and proceedings of the Faculty standing committees, unless suspended by unanimous consent of the members present.

Section II. Amendments

These bylaws may be amended by a two-thirds vote of the voting members present, provided a copy of the proposed amendment has been given to all members two weeks prior to the meeting.

Adopted by the Faculty of the Whole April 28,2020; Revised and adopted by Faculty of the Whole August 23, 2022