CHRISTINE E. LYNN COLLEGE OF NURSING
FLORIDA ATLANTIC UNIVERSITY
FACULTY BYLAWS

ARTICLE I GENERAL INFORMATION

1.1 Name

The name of this body shall be called the Faculty Assembly of the Christine E. Lynn College of Nursing, Florida Atlantic University.

1.2 Address

The address of the College is:
Florida Atlantic University
Christine E. Lynn College of Nursing
777 Glades Rd.
Boca Raton, FL 33431-0991

Florida Atlantic University
Christine E. Lynn College of Nursing
Harbor Branch Oceanographic Institute Site (HBOI)
5600 US 1 North
Fort Pierce, FL 34946

Florida Atlantic University
Christine E. Lynn College of Nursing
Davie Campus Site
3200 College Avenue
Davie, FL 33314

1.3 Purpose

The purpose of the Faculty Assembly of the Christine E. Lynn College of Nursing shall be to:

1) Advance the study and understanding of the discipline of nursing. The educational program prepares university-educated nurses who have acquired the essential elements of general education as defined by Florida Atlantic University and the initial and advanced professional education necessary for the practice of nursing, for the teaching of nursing and for nursing research.

2) Implement and contribute to the philosophy and policies of the Florida Atlantic University Community

1.4 Membership

The Faculty Assembly of the Christine E. Lynn College of Nursing of Florida Atlantic University shall consist of the Dean of the College of Nursing, Associate Deans, Assistant Deans, Eminent Scholars, and all full-time faculty. During the first and last sessions of the academic year-CON staff will join the faculty as a collective body and voice to discuss business and foster a sense of community.

1.5 Voting Privileges

1) The voting body of the faculty shall consist of all members of the Faculty Assembly.

2) Voting related to recommendations for appointment to tenured and tenure-earning Faculty lines is limited and will be held at specially convened meetings as needed.

1.6 Meetings

1) The Schedule

A. The faculty shall hold regularly scheduled meetings throughout the academic year. Special meetings may be called as needed during the academic year by the Dean or members of the faculty.

2) The Quorum

A. Majority (50% +1) of voting members of the faculty shall constitute a quorum at any meeting of the faculty. The points of view of all faculty directly affected by an issue are to be considered before voting on that issue.

3) Voting Policies

A. A consensus or Robert's Rules of Order (Newly Revised) method of decision making is desirable. Whenever a formal vote is taken, academic and/or faculty policies and curriculum changes shall be affirmed by a vote of the faculty.

B. Whenever possible faculty shall be notified of changes to be considered for voting at least one week before a decision is to be reached.

4) Faculty Assembly Agenda

The agenda for Faculty Assembly is generated by the convener and includes College business that requires discussion or decisions which

have been raised by Committees, Administration, or individual faculty members. Faculty requesting items for placement on the agenda are encouraged to submit a written request to the convener at least 1 week prior to the meeting and will include proposed motions for consideration. The agenda with action items for the Faculty Assembly shall be distributed by the convener at least five (5) days prior to the Meeting.

5) Convener

A faculty member elected by the faculty will convene Faculty Assembly, serving a one-year term.

The Convener Shall:

A. Solicit agenda items and distribute the agenda and relevant items five (5) days prior to the faculty assembly meeting.

B. In collaboration with the faculty secretary or designee, arrange for distribution of the minutes from the prior Faculty Assembly meeting and recording of the current faculty Assembly meeting.

C. Determine that a quorum of voting members is available at the beginning of the meeting.

D. Conduct the meeting, including official discussion and/or vote on relevant items on the agenda.

E. Review the minutes of the meeting in which she or he is convener and return to faculty secretary or designee to submit on Canvas for review five (5) days prior to the next Faculty Assembly meeting in preparation for approval.

6) Recorder

Recorder for the Faculty Assembly is an assigned staff member who works in collaboration with the convener.

7) Student Representation

Student representatives serving on standing committees may request attendance during the meetings of the faculty and may provide input.

8) Attendance at Meetings

Any guest who has an interest in the topics may request attendance during the meeting.

ARTICLE II FACULTY

2.1 Appointment of Faculty

Faculty appointments shall be consistent with the policies set forth in the University Faculty Handbook, and the College policy on Appointment, Promotion, and Tenure, the Board of Trustees/United Faculty of Florida (BOT/UFF) Agreement, and the Office of the Provost Faculty Search Committee Memorandum.

2.2 Responsibilities of the Faculty

The Faculty, subject to the UFF agreement with the Board of Trustees and the Florida Atlantic University, shall have a responsibility to:

1) Foster a Caring Community grounded in our Model of Relating: The Dance of Caring Persons.

2) Maintain the unity and integrity of the faculty governance structure of the College of Nursing. Due to the distributed nature of the University, faculty lines may be on various sites.

3) All full-time faculty will serve on at least one standing committee and one academic program committee.

4) Create, implement, and evaluate the philosophy, objectives, and organizing framework of the College of Nursing through the educational programs.

5) Assume academic responsibilities as set forth in the policies of the Florida Atlantic University and College Faculty handbooks.

6) All full-time faculty members are expected to attend and participate in the meetings of the Faculty Assembly or notify the Dean if unable to attend.

7) Establish the curriculum for academic work, create and define courses of study.

8) Determine degree requirements for educational programs.

9) Recommend, through the Office of the Associate Dean for Academic Programs to the Provost and Executive Vice President, the candidates who have fulfilled requirements for the degree.

10) Create and enact a system for guidance and supervision of the academic work of nursing students that promotes successful completion of the program.

11) Exercise jurisdiction over all educational matters in the College, including, but not limited to:

A. Appraising the adequacies of learning facilities, select learning facilities, and develop new practicum areas as necessary.

B. Assisting in the development of and participating in faculty projects aimed toward furthering the quality of the instructional program.

C. Maintaining joint agency and faculty communication for effective improvement of student learning and patient care.

D. Participate in the formation, maintenance, and evaluation of all aspects of the College's functioning.

E. Adopt policies governing the College's own procedures and programs.

F. Propose changes to policies as needed.

G. Create, implement, and evaluate a system which recognizes and rewards faculty expertise, including but not limited to:

i. Participating in selection of new faculty.
ii. Maintaining a process of student, peer, and administrative evaluation of faculty performance.
iii. Participate in the evaluation of the Dean per the Provost guidelines.

H. Create, implement, and evaluate processes which facilitate student participation in policy making decisions, including but not limited to:

i. Appointing students to College committees.

ii. Fostering student awareness of appropriate channels for the presentation of student views and concerns.

I. Create, implement and evaluate systems aimed at admitting qualified student applicants with varied professional and personal backgrounds.

J. Foster student, alumni, and community awareness of developments in nursing.

K. Provide a forum for the discussion of ideas, proposals, and concerns of the faculty and opportunities for experimentation with change.

L. Serve as representatives of the College and University to professional organizations, outside constituencies and University administration, on matters concerning the Program of Nursing.

M. Foster communication within the College of Nursing, and among the Colleges and the University as a whole, concerning matters pertaining to the Programs of Nursing.

N. All faculty who have earned a terminal degree may serve as faculty leader on DNP projects.

O. All faculty who have earned tenure at the University have additional responsibilities to:

i) Mentor students in their research

ii) Chair and participate in doctoral student committees.

iii) Provide mentoring to other faculty in areas of research, teaching, and service.

iv) Participate in evaluation of faculty for promotion and tenure.

v) Participate in a post-tenure review process.

ARTICLE III COLLEGE ADMINISTRATION

3.1 The Dean of the College of Nursing

The Dean of the College of Nursing shall be the administrative officer of the faculty.

A. Appointment of the Dean

The Dean shall be appointed by the University Provost and Executive Vice President, in consultation with the Faculty of the College of Nursing.

B. Responsibilities of the Dean

In accordance with the University Bylaws, the position of Dean shall be primarily that of the executive officer who administers the affairs of the College, consistent with university-wide academic policies. The Dean has a responsibility to:

1. Provide overall administration of the College and be responsible to the University Provost and Executive Vice President.

2. Assure personnel, budget, and support services requisite for the functioning of the College and in accordance with shared governance. The Dean also has the responsibility for the maintenance of such personnel and fiscal records as are necessary for carrying out the administrative responsibilities.

3. Represent the College and the University to professional organizations, outside constituencies and to university administration.

4. Provide leadership for faculty and staff in creating and implementing effective programs of instruction, research, and service. Serve as an ex-officio member of all committees.

5. Make hiring decisions for the employment of all academic personnel in consultation with the faculty.

6. Recommend for appointment, such administrative assistants as are required, to the appropriate Vice President and the Provost and Executive Vice President.

7. Make recommendations to the University Provost and Executive Vice President for faculty promotion and tenure within the College after consulting with the College Promotion and Tenure Committee.

8. Create and foster external relationships in order to secure resources to support the mission and goals of the College.

9. Provide oversight for all fundraising activities of the College.

10. Foster inter- and intra-college communications among students, faculty, and administration.

3.2 The Associate Deans

A. Appointment of the Associate Deans

The Associate Deans shall be appointed by the Dean of the College of Nursing with consultation from the Faculty of the College of the Nursing.

B. Accountability of the Associate Deans

The Associate Deans have specific accountability to the Dean. Additionally, they are accountable to each other, the Assistant Deans or Directors and the faculty. The Associate Dean for Academic Programs shall be accountable for facilitating academic excellence. The Associate Dean for Nursing Research and Scholarship shall be accountable for fostering research and scholarship excellence.

C. Responsibilities of the Associate Deans

The Associate Deans have all the rights and responsibilities of the faculty and serve as ex-officio members of all Standing and Program Committees.

D. **The Associate Dean of Academic Programs shall have additional** responsibility to:

1. Provide oversight of academic programs of the College.

2. Provide oversight of academic program development across sites.

3. Provide oversight for scheduling courses across sites.

4. Appoint ad-hoc committees and committee chairpersons as needed, relating to academic programs not otherwise provided for in the Bylaws and oversee the work of these committees.

5. Create opportunities and foster the development of program grants, and create and maintain resource information on such grants.

6. Provide oversight of the general orientation of new faculty.

7. Provide guidance and oversight to the Assistant Deans, Directors, and Coordinators regarding program and student issues.

8. Oversee the PhD program in collaboration with the PhD Program Director and the Associate Dean of Nursing Research and Scholarship.

9. Participate with the Dean, Associate Dean and Assistant Deans on budget planning and development of academic programs.

10. Provide oversight on the implementation of the Strategic Plan of the College and evaluate progress annually.

11. Collaborate with the Associate Dean of Nursing Research and Scholarship and the Assistant Deans in the evaluation, mentorship, and goal-setting of all full-time faculty.

12. Provide oversight of the evaluation process for adjunct faculty.

13. Develop the process for the selection of faculty for special awards/honors.

E. The Associate Dean of Nursing Research and Scholarship shall have additional responsibility to:

1. Provide coordination and oversight of research / scholarly activities of the College.

2. Chair the Research and Scholarship Forum.

3. Provide oversight of the interface between College and University-wide research activities, including the College's candidate for University research and scholar awards.

4. Appoint ad-hoc committees and committee chairpersons as needed related to research not otherwise provided for in the Bylaws and oversee the work of these committees.

5. Create opportunities and foster the development of research grants for faculty.

6. Create and maintain resource information on such grants.

7. Provide oversight of the orientation and mentorship of new tenure-track and visiting faculty members other than Instructors.

8. Participate with the Dean, Associate Dean for Academic Programs, and Assistant Deans on budget planning and development.

9. Collaborate with the Associate Dean for Academic Programs in the evaluation, mentorship and goal-setting of tenured, tenure track and visiting faculty members other than Instructors.

10. Oversee the PhD program, in collaboration with the PhD Program Director and the Associate Dean of Academic Programs.

11. Initiate activities which support and foster faculty scholarship.

12. Provide oversight on the implementation of the Strategic Plan to the College and evaluate progress annually.

3.3 Assistant Deans of Undergraduate and Graduate Programs

A. Appointment

Assistant Deans shall be appointed by the Dean of the College of Nursing in consultation with the Associate Deans and faculty.

B. Accountability

The Assistant Deans shall be accountable to the Associate Dean of Academic Programs for facilitating and maintaining academic excellence in the Academic Programs.

C. Responsibilities

The Assistant Deans have all the rights and responsibilities of the faculty, serve as ex-officio members of all standing committees and serve as a voting member of the Executive Committee.

Assistant Deans shall have the added responsibility for oversight of the designated program(s) and its faculty and will:

1. Chair the appropriate Academic Program Committees.

2. Facilitate the planning, development, implementation, and evaluation of assigned programs in collaboration with the Associate Deans and appropriate academic program committees.

3. Collaborate with Associate Dean for Academic Programs to schedule academic offerings ensuring quality and consistency across programs, compliance with university policies, and requirements of external agencies.

4. Administer university/program policies and procedures.

5. Provide input to the Associate Deans and Dean on essential program matters.

6. Represent the College on appropriate University Committees.

7. Provide oversight of the admission process of students to programs.

8. Provide oversight of student placement processes.

9. Provide oversight of the routine day-to-day activities of the program.

10. Recommend students who have fulfilled the requirements for graduation to the Dean.

11. Provide for adequate staffing of programs in consultation with the Associate Dean for Academic Programs.

12. Mentor all full-time faculty, adjunct faculty, and Student Services staff.

13. Evaluate adjunct faculty teaching in their respective programs.

14. Provide oversight of student advisement processes to ensure quality and consistency of advising provided.

15. Provide oversight of the processes used in the organization and maintenance of program records.

16. Serve as liaison to the community.

3.4 Assistant Dean of Assessment, Evaluation and Accreditation

A. Appointment

1. Assistant Dean shall be appointed by the Dean of the College of Nursing in consultation with the Associate Deans and faculty.

B. Accountability

1. The Assistant Dean shall be accountable to the Dean and responsible for assessment and evaluation of all programs and coordinate all accreditation activities.

C. Responsibilities

1. The Assistant Dean of Assessment, Evaluation and Accreditation shall have the following responsibilities:

   A. Ensure accreditation compliance and act as the primary liaison with accrediting and regulatory bodies.

   B. Monitor and update policies based on changes in accreditation standards.

   C. Coordinate and submit key reports and surveys, including CCNE, AACN, AHNCC, and others.

   D. Develop and implement assessment plans for academic programs and student learning outcomes.

   E. Guide faculty in creating assessment tools and using data to improve instruction and curriculum.

   F. Oversee program evaluation, including data collection, analysis, and reporting for continuous improvement.

   G. Support strategic planning and prepare reports to inform leadership and stakeholders.

   H. Provide faculty and staff development through training, workshops, and pedagogical support.

   I. Collaborate with the Associate Dean of Research and Scholarship and the Associate Dean of Academic Programs in the mentorship and goal- setting of faculty.

3.5 Doctoral Program Directors

A. Appointment of Doctoral Program Directors
Doctoral Program Directors shall be appointed by the Dean of the College of Nursing in consultation with the faculty

B. Accountability of the Doctoral Program Directors
The Doctoral Program Directors shall be accountable to the Assistant Dean or Associate Dean for facilitating and maintaining academic excellence in the Doctoral Programs.

C. Responsibilities of the Doctoral Program Directors
The Doctoral Program Directors have all the rights and responsibilities of the faculty. The Doctoral Program Directors shall have the added responsibility for management in collaboration with the appropriate Assistant or Associate Dean and will:

1. Chair program-specific sub-committee meetings.
2. Participate in scheduling designated courses.
3. Manage admission processes of students.
4. Manage the organization and maintenance of records.
5. Coordinate student placement for doctoral-level courses.
6. Provide oversight of student advisement and matriculation.
7. Coordinate doctoral project and dissertation processes and administration.
8. Recommend curricular changes to the appropriate program committee.
9. Implement routine day-to-day activities of the program
10. Provide input to the Assistant or Associate Deans on essential matters.

3.6 Graduate Program Coordinators

A. Appointment of Graduate Program Coordinators
Graduate Program Coordinators shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

B. Accountability of the Graduate Program Coordinators

The Graduate Program Coordinators shall be accountable to the Assistant Dean of Graduate Programs for facilitating and maintaining academic excellence in designated program concentrations.

C. Responsibilities of the Graduate Program Coordinators

The Graduate Program Coordinators have all the rights and responsibilities of the faculty. The Graduate Coordinators shall have the added responsibility for designated program concentration and/or site of service in collaboration with the Assistant Deans and will:

1. Serve on program-specific committees.
2. Manage admission processes for students in appropriate program concentration.
3. Coordinate student orientation for designated program concentration.
4. Participate in scheduling designated program concentration courses.
5. Organize and maintain program concentration records.
6. Coordinate student placement processes in nursing practice courses.
7. Provide oversight of student advisement and matriculation for program concentration.
8. Recommend curricular changes to the Graduate Program Committee.
9. Participate in the routine day-to-day activities of designated program concentration.
10. Serve as experts in curricular standards related to their designated program concentration.
11. Oversee and participate in recruitment activities for their designated program concentration.
12. Provide input to the Assistant Deans/Academic Directors on essential program concentration matters.

3.7 Nurse Practitioner (NP) Coordinators

1. Appointment of NP Coordinators

A. NP Coordinators shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

2. Accountability of the NP Coordinators

A. The NP Coordinators shall be accountable to the Assistant Dean for Graduate Practice Programs for facilitating and maintaining academic excellence in designated program concentrations.

3. Responsibilities of the NP Coordinators

The NP Coordinators have all the rights and responsibilities of the faculty. In addition to the responsibilities of the Graduate Program Coordinators, NP Coordinators will have the added responsibility for a designated program concentration in collaboration with the Assistant Dean of Graduate Practice Programs and will:

A. Clinical Placement Oversight

1. Ensure all students are placed in appropriate clinical sites by established deadlines for each term; resolve escalations and remove barriers to placement.
2. Determine placement priorities by track/competency milestones; align placement mix to meet course and program outcomes (population, acuity, procedures, hours).
3. Monitor preceptor pipeline and enrollment forecasts across terms.
4. Approve final site–preceptor matches for students in collaboration with Clinical Coordinator.
5. Manage escalations related to clinical performance, remediation, and site/preceptor challenges; inform the Assistant Dean of Graduate Practice Programs as appropriate.
6. Communicate timelines, expectations, and professional standards for clinical placement to students; ensure equitable access to sites.

B. Collaboration with Clinical Operations Specialist

1. Set clinical placement targets and timelines with the Clinical Operation Specialist .
2. Provide program-specific requirements (competencies, patient population requirements, supervision needs, documentation standards) to inform Coordinator's outreach and matching.
3. Hold bi-weekly meetings during peak placement cycles

4. Maintain a clinical placement dashboard (capacity, fill rate, time-to-placement, site mix, quality ratings, student/preceptor satisfaction).

C. Clinical Site Development

1. Identify, cultivate, secure and maintain clinical sites to meet current and future program capacity.
2. Maintain a balanced portfolio of sites across settings and risk profiles to ensure continuity and resilience.

D. Clinical Site Vetting and Quality Assurance

1. Lead the vetting process for clinical site appropriateness.
2. Approve or deny site use.
3. Implement annual site reviews and preceptor re-credentialing cadence.

E. Compliance, Accreditation and Policy

1. Ensures all site and student compliance requirements are met prior to a student starting the rotation.
2. Maintain auditable documentation for placements, evaluations, hours, and outcomes.

F. Curricular Oversight, Student Success and Advising

1. Organize processes for admission of students to appropriate program concentrations.
2. Provide academic oversight for clinical progression; ensure students achieve required competencies hours and course outcomes.
3. Develop, revise, and implement curricula for designated program concentration.
4. Lead student orientation for designated program concentrations.
5. Participate in scheduling designated program concentration courses.
6. Oversee student academic progression for designated program concentrations.
7. Participate in the routine day-to-day activities of designated program concentrations.

8. Provide input to the Assistant Dean of Graduate Practice Programs on essential program concentration matters.

3.8 Undergraduate Clinical Coordinators

A. Appointment of Undergraduate Clinical Coordinators

Clinical Coordinators shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

B. Accountability of the Undergraduate Clinical Coordinators

The Clinical Coordinators shall be accountable to the Assistant Deans for facilitating and maintaining academic excellence in the Academic Programs.

C. Responsibilities of the Undergraduate Clinical Coordinators

1. Act as an advocate for the program and present a positive image of the College of Nursing.
2. Assist with development and assessment of clinical education with the faculty and Assistant Dean as appropriate.
3. Coordinate development, communication, scheduling, and problem solving related to the clinical education component of the curriculum.
4. Assist with clinical faculty recruitment.
5. Identify, develop and evaluate appropriate sites for clinical educational experiences.
6. Provide evidence of program, student and faculty compliance with College and clinical agency requirements.
7. Ensure quality clinical experiences by coordinating the evaluation of clinical sites and preceptors.
8. Coordinate program information and student recruitment efforts.
9. Provide agenda items to the Dean as needed.

ARTICLE IV EXECUTIVE COUNCIL

4.1 Purpose

A. The Executive Council serves as the College's principal leadership forum. Its purpose is to share and synthesize information with material impact on the College; coordinate

College planning and operations; and present issues, proposals, and recommendations to the Dean for decision. The Council is advisory; the Dean retains final decision-making authority on matters within the scope of the College, unless otherwise required by University policy.

4.2 Membership

A. Membership on the Executive Council shall include the Dean, Associate Deans, Assistant Deans, Standing Committee Chairs, Convener, Director of Financial and Personnel Operations, and the Senior Executive Director of Health Information Technology and Operations. The Dean may invite additional resource persons to attend meetings as non-voting participants when their expertise is pertinent to the agenda.
    1) Chair. The Dean shall serve as Chair of the Executive Council and may designate a presiding officer in the Dean's absence.
    2) Members serve ex officio by virtue of their College role. Standing Committee Chairs and the Convener serve for the duration of their elected or appointed terms.

4.3 Meetings

A. The Dean, or the designee of the Dean, shall set the agenda, convene the Executive Council, and serve as facilitator at meetings.
B. An assigned staff member shall record and maintain the minutes of the Executive Council meetings.
C. The Executive Council shall meet, as required, for timely conduct of the affairs of the Faculty and the College.

ARTICLE V STANDING COMMITTEES

5.1. Standing Committees

1) Committee on Programs

2) Committee on Faculty

3) Committee on Students

5.2 Committee Membership

1) All full-time faculty members shall serve on at least one of the College of Nursing Standing Committees.

2) New full-time faculty will rotate to all Standing Committees during their first year of appointment.

3) At the March Faculty Assembly faculty may self-nominate or be nominated for committee appointment for the next academic year.

4) The chairperson for each Committee shall be elected by the faculty at the last faculty meeting of the academic year. All Standing Committees will have both a Chairperson and a Co-Chairperson. Chairpersons and Co-Chairpersons may serve two consecutive terms of office, or longer if voted by the faculty. It is recommended that the chairperson hold the rank of associate professor, clinical associate professor, senior instructor, or higher rank.

5) Vacancies on committees and additional faculty assignments to committees shall be acted upon as necessary throughout the academic year.

6) All Committees shall have faculty members who are representative of all Faculty ranks.

7) The Dean, Associate Deans and Assistant Deans shall be ex-officio members of all Standing Committees unless otherwise stipulated in the Bylaws.

8) One student will serve as a voting member for the Committee on Students and Committee on Programs. Students do not serve on the Committee on Faculty. Student members are responsible for communicating feedback, soliciting input, and representing colleagues at committee meetings.

9) Faculty are appointed for one academic year and may be reappointed.

5.3 Sub-committees

Sub-committees may be appointed or elected by standing committees when needed.

5.4 Committee Chairpersons have a responsibility to:

1) Establish a roster of voting members at the first meeting of the academic year.

2) Maintain minutes, records, reports, and recommendations from the committees.

3) Present recommendations requiring action to the Dean, Faculty, Assembly and Executive Council as appropriate.

4) Submit an annual written report to the Dean and faculty by the last Faculty Assembly meeting of the academic year.

5) Serve as a member of the Executive Council.

5.5 Committee on Programs Responsibilities

1) Analyzes and compares the existing mission, vision, philosophy, and organizing framework with that of the university, professional standards, and community needs, and presents this analysis and recommendations to the Faculty Assembly.

2) Represents the College of Nursing at the Faculty Senate through its Chair or Co-Chair.

3) Establishes and reviews procedures and guidelines for developing new courses.

4) Reviews and approves all new courses and substantive changes to existing courses recommended by the Academic Program Committees.

   A. Reviews course descriptions, course offerings and course objectives for consistency with mission, philosophy, organizing framework, and program outcomes.

   B. Makes recommendations to Faculty Assembly for approval prior to submission of course proposals to the appropriate University Committees.

5) Analyzes/addresses curriculum changes recommended by Academic Program Committees and/or Faculty.

6) Reviews and approves all continuing education programs offered through the college.

7) Assesses and evaluates adequacy, currency and accessibility of learning and instructional resources and makes recommendations for purchase and/or updating.

   A. Reviews library holdings and makes recommendations for purchase.

   B. Invites the nursing librarian to meetings to discuss faculty/student library resources.

8) Serves as a resource for faculty development relative to curriculum concerns.

9) The chair or co-chair of the Committee on Programs will meet with the Dean's Dialogue with Colleagues.

5.6 Committee on Faculty Responsibilities

1) Develops and recommends adoption by the faculty of policies and procedures that promote and facilitate faculty rights and responsibilities in the missions of teaching, research/scholarship, service, and practice to the Faculty Assembly.

2) Develops, recommends and evaluates faculty evaluation criteria for adequacy, fairness, and integrity of process in consultation with the Promotion and Tenure Committee and Non-Tenure Track Promotion Committee. Participates in review of aggregate faculty

outcomes.

3) Review, analyze and implement annual faculty survey and implement other mechanism for receiving and responding to faculty regarding faculty personnel policies and faculty governance.

4) Inform faculty of CON and University grievance procedures and assist in navigation of process and procedures

5) Review and recommend Bylaw revisions annually, and as needed.

6) Reviews, recommend changes, and updates Faculty Handbook and Inform faculty of Collective Bargaining Agreement (CBA).

7) Assesses adequacy of research/ scholarship, practice, and teaching support for faculty in collaboration with the Associate Deans.

8) Serves as consultant to administration regarding resource allocation for faculty development in teaching, research, scholarship, and practice. (Faculty Satisfaction Survey)

9) Assesses adequacy of teaching and distance education and makes recommendations to the Associate Dean for Academic Programs. (Faculty Satisfaction Survey)

10) Assesses the number and expertise of faculty needed, and develops a recruitment plan in collaboration with the Dean in accordance with the Office of the Provost Faculty Search Committee guidelines and establish ad-hoc search committee.

11) Evaluates the adequacy of the number and quality of support staff for faculty. (Faculty Satisfaction Survey)

12) Fosters ways to create an environment supportive of faculty including participation in orientation of new faculty and faculty development.

13) Reviews and publishes criteria, convenes selection task forces, and makes recommendations to the Dean of the College for faculty awards.

14) Review faculty salary in comparison to national standards and submit report to Dean annually.

5.7 Committee on Students Responsibilities

1) Ensures students have the opportunity to participate on committees.

2) Oversees and encourages student participation on the Student Council.

3) Recommends changes to student handbooks.

4) Provides a forum/mechanism to receive and appropriately incorporate Student Council recommendations and views on student issues.

5) Communicates student feedback and input to person(s) and/or committee.

6) Participates in recruitment activities to support recruiting qualified students.

7) Offers input and recommendations for student support at college, university, and community level.

8) Communicates the availability of scholarships and awards to students and faculty.

9) Collaborates co-creating the teaching/learning environment in collaboration with the Academic Program Committees.

10) Communicates with faculty regarding student concerns not addressed elsewhere.

11) Works closely with Student Council to analyze and make recommendations to enhance the learning environment.

12) Participates in orientation of new students in collaboration with Assistant Deans.

13) Recommends students for scholarships and awards.

14) Encourages student professional development through participation in University and College Committees and nursing student organizations.

15) Recognizes student achievements and plans student recognition events.

16) Reviews and guides the establishment of new College of Nursing student organizations.

17) Requires an annual report from each College of Nursing student organization to be submitted to the Committee on Students based on suggested timelines.

18) Provides guidance to students wishing to propose guest speakers or endeavors.

ARTICLE VI
BACCALAUREATE, GRADUATE PRACTICE PROGRAMS AND & DOCTOR

OF PHILOSOPHY COMMITTEES

6.1 Academic Program Committees: Baccalaureate, Graduate Practice Programs, and Doctor of Philosophy in Nursing

1) Membership of Each Committee

A. Faculty members teaching at the level of the academic program are members.

B. At least one faculty member of the Graduate Practice Program Committees must be a nurse practitioner.

C. Convener: Assistant Dean or Director of the respective Academic Program.

D. One student will serve as a voting member for each of the program committees.

2) Responsibilities:

A. Submits recommendations on instructional and learning resources and databases to Committee on Programs.

B. Submits recommendations on mission, vision, philosophy and organizing framework to the Committee on Programs.

C. Assesses, evaluates, and implements systems for faculty, staff and student involvement in the selection, acquisition, organization and maintenance of educational equipment and materials to fulfill the program's purposes.

D. Analyzes course objectives in light of College and Program outcomes.

E. Performs leveling of concepts and content mapping.

F. Updates course and clinical evaluation tools.

G. Develops admission and progression criteria.

H. Oversees student admission and progression

1) Evaluates potential students for admission; recommends admission to Assistant Deans.

2) Evaluates student progression status; recommends progression to Assistant Deans.

3) Makes Recommendations regarding graduation to Assistant Deans.

I. Proposes changes to existing courses; creates new courses and submits to the Committee on Programs.

J. Fosters the effective application of instructional technologies to facilitate excellence in teaching and quality student learning.

K. Conducts ongoing evaluation of program (AACN exit survey, clinical evaluation of students, preceptors, etc.).

L. Conducts ongoing evaluation of preceptors and makes recommendations to Assistant Deans.

M. Reviews and recommends changes to program policies to Faculty Assembly.

ARTICLE VII
PROMOTION AND TENURE/GRADUATE FACULTY COMMITTEES

7.1 Promotion and Tenure Committee

A. Membership
All tenured faculty are members except the Dean.

B. Election of Chairperson
The election slate is comprised of all tenured faculty at the rank of Full Professor, who are members of the Committee.

C. All tenured faculty vote from this slate.

D. In the event of a tie vote, additional balloting is conducted.

E. If a tie persists, the two members will determine between themselves which one will serve for that academic year.

F. The chairperson is elected for one academic year and may be re-elected no more than two additional consecutive terms. The chairperson represents the College of Nursing on the University Promotion and Tenure Committee.

G. Responsibilities

1. Develop and recommend criteria, process and policy for faculty promotion and tenure within the College of Nursing consistent with policies set forth in the Florida Atlantic

University Faculty Handbook and procedures followed by the University and consistent with the Provost memoranda on promotion and tenure

2. Offer recommendations regarding promotion and tenure that are consistent with the UFF/BOT contract, University guidelines, and Christine E. Lynn College of Nursing guidelines.

3. Establish schedules and procedures that best expedite the work of the group.

4. Make recommendations for changes in process and procedure, as necessary, to Committee on the Faculty (for possible Bylaw revisions).

5. Receive from College of Nursing faculty any recommendations regarding process and procedure.
6. Serve as resource persons for matters related to College of Nursing promotion and tenure issues.
7. Coordinate and review process for appointment, third year review, promotion and tenure including reviewing portfolios and providing summary reports to the Dean.
8. Participate in a post-tenure review process following Sustained Performance.

7.2 Non-tenure Track Promotion Committee

A. **Membership**
Any faculty who has earned promotion on a non-tenure track are members except the Dean.

B. Election of Chairperson

a. The election slate is comprised of all nontenure track faculty at the rank of Clinical/ Practice-Teaching Associate Professor or Senior Instructor, or higher who are members of the Committee.
b. All non-tenure at the rank of Clinical / Practice-Teaching Associate Professor or Senior Instructor or higher vote from this slate.
c. In the event of a tie vote, additional balloting is conducted. If a tie persists, the two members will determine between themselves which one will serve for that academic year.
d. The chairperson is elected for one academic year and may be re-elected no more than two additional consecutive terms.

C. Responsibilities

a. Develop and recommend criteria, process and policy for faculty promotion within the College of Nursing consistent with policies set forth in the Florida Atlantic University Faculty Handbook and procedures followed by the University and consistent with the Provost memoranda on promotion and tenure.
b. Offer recommendations regarding promotion that are consistent with the UFF/BOT contract, University guidelines, and Christine E. Lynn College of Nursing

guidelines.

c. Establish schedules and procedures that best expedite the work of the group.
d. Make recommendations for changes in process and procedure, as necessary, to Committee on Faculty.
e. Receive from College of Nursing faculty any recommendations regarding process and procedure.
f. Serve as resource persons for matters related to College of Nursing non-tenure track promotion issues.
g. Coordinate and review process for appointment and promotion and including reviewing portfolios and providing summary reports to the Dean.

ARTICLE IIX RESEARCH AND SCHOLARSHIP FORUM

8.1 Membership

1) The Research and Scholarship Forum shall consist of full-time faculty members and two students, one of whom is a DNP and/or PhD student. The students, like the faculty, will have voting privileges.

2) Chairperson: The Associate Dean for Nursing Research and Scholarship shall chair the Research and Scholarship Forum.

8.2 Responsibilities of the Forum

The Research and Scholarship Forum has the following responsibilities:

1. Provides guidance for the Associate Dean for Nursing Research and Scholarship regarding research and scholarship relevant matters, including policies and procedures.
2. Participates in sub-committees for grant reviews for intramural awards.
3. Reports on activities of each of the research-focus collaboratives
4. Engages with the Associate Dean for Nursing Research and Scholarship to plan for advancing the research mission of the College of Nursing.
5. Encourages faculty to move forward for research/scholarship-related University awards.
6. Evaluate the effectiveness of the research and scholarship mentoring and make recommendations to optimize effectiveness.
7. Develops ideas for training needs on research and scholarship.

8.3 Meetings

A. The Forum shall meet monthly, as required, to attend to research guidance responsibilities.

B. One Research Coordinator will record and provide minutes of the Research and Scholarship Forum for the Associate Dean for Nursing Research and Scholarship, who will maintain the minutes of the Forum by including minutes in the monthly research report distributed at faculty meetings.

ARTICLE IX STUDENT COUNCIL

9.1 Membership

1) The membership of this Council shall consist of representatives from each of the following areas of the College of Nursing: Five students from the undergraduate program (one of which shall be the president of the SNA) with cross-sites representation from RN-BSN program; five students from the Master's program with representation across concentrations and sites; two students from the PhD program and two students from the DNP program. Duties shall be to serve as student representatives on appropriate committees. Council membership shall be determined by student elections.

2) Each position shall have a term limit of two academic years.

9.2 Responsibilities of the Council

The Student Council has the following responsibilities:

1) Provides a forum to address important issues among the students.
2) Advocates for the students in the College of Nursing to resolve issues and provide a voice in governance.
3) Facilitates communication among students across programs in the College.
4) Provides student representatives on faculty standing committees.
5) Provides a monthly and annual report to the Faculty Assembly.

9.3 Faculty Advisor

A voting faculty member of the Committee on Students shall serve as the Faculty Advisor.

9.4 Meetings

1. The Council shall meet once per month, with one annual meeting open to all students of the College of Nursing.

2. The Council President may call additional meetings as necessary to address issues of importance for students.

Article X Practice Council

10.1 Membership

1. The Practice Council shall consist of fulltime faculty members, Center/Institute/Initiative leaders or Directors, any APRN, and RN faculty engaged in a CON practice settings, collaborating physicians and/or team members such as dieticians, social workers and researchers who are engaged in practice, and any interested students or faculty.
2. Chairperson: The Director of the Louis & Anne Green Memory and Wellness Center and the Clinic Director of the FAU/Northwest Community Health Alliance Community Health Center.

10.2 Responsibilities of the Council

The Practice Council has the following Responsibilities:

1) Engages with the Dean to develop a practice mission and vision for the College grounded in the foundational value of caring as a model of relating.
2) Provides guidance to the Dean regarding practice relevant matters, including policies and procedures, strategic planning, and goals and objectives.
3) Facilitates research/scholarship activities in the centers.
4) Reports on the activities of each respective practice endeavor, centers, and initiatives.
5) Supports the planning and coordination of initiatives and community activities organized by the centers.
6) Provides inputs and ideas related to coordination and utilization of resources and budget based on strategic planning for growth and sustainability.
7) Seeks and collaborate on grant opportunities and other funding opportunities.
8) Assures our practice sites are exemplary learning laboratories for our students.
9) Support and encourage faculty/practice partners to go forward for awards; disseminate activities and findings; and highlight activities.

10.3Meetings

1. The Council shall meet monthly to attend to practice responsibilities.
2. Minutes will be recorded and maintained in the monthly Practice Report distributed at Faculty Meetings. In collaboration with the faculty secretary or designee, arrange for distribution of the minutes from the prior Faculty Assembly meeting and recording of the current faculty Assembly meeting.

ARTICLE XI
PROCEDURAL AUTHORITY

Unless otherwise provided in the Bylaws, a consensus method of decision-making and/or Roberts Rules of Order (Newly Revised) shall serve as the procedural authority for the group.

ARTICLE XII
AMENDMENTS

The Bylaws may be amended by the approval of the majority (50% + 1) of the voting body present after at least one week's notice of the meeting and proposed amendment have been given to the membership.

ARTICLE XIII RATIFICATION

Upon adoption by a 50%+1 vote of the entire faculty at a regular meeting of the Faculty Assembly, these bylaws shall become the bylaws of the Christine E. Lynn College of Nursing of Florida Atlantic University subject to the approval of the Provost's Office.

Approved: 04/2011; 04/18/13; 04/27/2015; 04/30//2018; 03/20/2020; 04/10/2020 section 3.4; 03/29/2021; 04/21/2023; Approved by COF 04/15/2024; Approved by Faculty Assembly 04/22/2024; Approved by Provost 5.20.24; Approved by Faculty Assembly 08/31/26; Approved by Provost 10/15/26.