



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

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COLLEGE OF NURSING

# BYLAWS

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## TABLE OF ABBREVIATIONS

The College of Nursing (CON) Bylaws conforms to the policies and procedures of the *UTK-UTIA Faculty Handbook*, *The University of Tennessee, Knoxville*, *The University of Tennessee College of Nursing Faculty Handbook*, and is in accordance with university policies and procedures.

To assist the reader, other resources referred to in this document are listed with links and abbreviations.

UTK-UTIA Faculty Handbook, The University of Tennessee, Knoxville	<a href="https://facultyhandbook.utk.edu/wp-content/uploads/sites/82/2020/12/Faculty-Handbook-2021-Final-2021-01-01.pdf">https://facultyhandbook.utk.edu/wp-content/uploads/sites/82/2020/12/Faculty-Handbook-2021-Final-2021-01-01.pdf</a>	<i>UTK-UTIA Faculty Handbook</i>
The University of Tennessee, Knoxville, College of Nursing Faculty Handbook	<a href="https://tiny.utk.edu/CONFacultyHandbook">https://tiny.utk.edu/CONFacultyHandbook</a>	<i>CON Faculty Handbook</i>
Student Handbook The University of Tennessee, Knoxville	<a href="http://hilltopics.utk.edu">http://hilltopics.utk.edu</a>	<i>Hilltopics</i>
Evaluation, Promotion and Tenure Guidelines for Faculty in the College of Nursing	<a href="https://tiny.utk.edu/CONPromotionTenure">https://tiny.utk.edu/CONPromotionTenure</a>	<i>PTCON</i>
The University of Tennessee, Knoxville, College of Nursing, Guidelines for Clinical Faculty Appointment, Evaluation, and Promotion	<a href="https://tiny.utk.edu/PromotionProgress">https://tiny.utk.edu/PromotionProgress</a>	<i>PPCON</i>
The University of Tennessee, Knoxville, College of Nursing Undergraduate Nursing Student Handbook	<a href="https://tiny.utk.edu/UGHandbook">https://tiny.utk.edu/UGHandbook</a>	<i>CON UG Student Handbook</i>
The University of Tennessee, Knoxville, College of Nursing Graduate Nursing Student Handbook	<a href="https://tiny.utk.edu/GradHandbook">https://tiny.utk.edu/GradHandbook</a>	<i>CON Grad. Student Handbook</i>
Undergraduate / Graduate Catalogs	<a href="https://catalog.utk.edu/index.php">https://catalog.utk.edu/index.php</a>	<i>UG/G Catalogs</i>

## **PREAMBLE**

The College of Nursing (College) is a diversified academic community of faculty and students working collaboratively to become expert nursing professionals at various levels of nursing practice. We are nationally recognized, not only for excellent educational programs, but also for creating and disseminating nursing knowledge. Our excellence in education, unique research emphases, innovative practice arrangements, and service to the community attract students and faculty from the state, national and international community.

## **VISION**

Leading Care. Creating Partnerships. Improving Health.

## **MISSION**

- We improve health through nurse-led care by integrating education, practice, research, scholarship & innovation.
- We prepare a diverse nursing workforce through exceptional student-centered learning and experiences.
- We define health broadly and impact it by addressing policy, equity, and social justice with advocacy and leadership.
- We embrace the volunteer spirit by investing in our people and listening to diverse perspectives to build a compassionate and caring workplace culture.
- We work collaboratively with others to create innovative ideas that improve health for all.

## **STATEMENT OF PRINCIPLES**

The College functions on the principle of shared governance. In this context, it is the responsibility of the College administration to communicate freely, frankly, and in a timely fashion with all College faculty members on important decisions affecting the mission and operations of the College. Such decisions include, but are not limited to, approval of new academic programs and discontinuation of existing ones, budgetary planning, establishment of long-range goals and strategies, and the selection and retention of administrative officers of the College, including the Dean, Associate Deans, Assistant Deans, and Program Chairs/Coordinators. It is the responsibility of the College's faculty members to communicate freely, frankly, and in a timely fashion to the administration on important decisions affecting the mission and operations of the College. It is the responsibility of the College's full-time faculty to play a role in administrative decisions through participation in College committees, councils, and College Assembly meetings. As stated in the *UTK-UTIA Faculty Handbook*, all faculty members have the right to seek redress when these Bylaws are not upheld by the college administration. The administration has the right to seek remedy when these Bylaws are not upheld by faculty members.

## **Article I: ORGANIZATION AND GOVERNANCE**

### **A. Executive Structure**

#### **1. Dean**

Appointment: The process by which the Dean is appointed is governed by the *UTK-UTIA Faculty Handbook*. A search committee for the Dean of the College may include, in addition to tenured and tenure-track faculty, associate deans, non-tenure-track faculty members, professional staff members, advisory board members, and students.

Responsibilities: The *UTK-UTIA Faculty Handbook* describes the general administrative duties of all academic deans. The Dean of the College has ultimate responsibility for all of the programs and activities of the college. The responsibilities of the Dean are described in the respective job descriptions found in the *CON Faculty Handbook*.

The Dean of the College is the chief administrative officer reporting to the Vice Chancellor for Academics/Provost. The role of Academic Deans at the University of Tennessee, Knoxville is outlined in the *UTK-UTIA Faculty Handbook*. The Dean provides visionary leadership and is accountable for the fiscal, operations and personnel management of the College. When appropriate, the Dean seeks recommendations from faculty, staff, and/or students on matters involving budget, personnel and physical facility matters. The Dean is authorized to make the final decisions.

Following the procedures outlined in the *UTK-UTIA Faculty Handbook*, *Undergraduate/Graduate Catalogs*, and *Hilltopics*, the Dean implements the process associated with addressing faculty and student grievances.

The Dean is assisted in the administrative role by associate/assistant deans and academic program chairpersons.

Advisory Groups to the Dean: The Dean retains the final decision-making power and seeks the advice of faculty or other groups such as standing committees, advisory boards, and ad hoc groups and task forces (see Appendix A) that may be formed for specialized expertise/experience to address a current need within the College. These advisory groups have no administrative or management functions.

## 2. Associate Deans

Appointment: Associate Deans are appointed through the established search process for all upper-level campus administrative positions. When an Associate Dean position is vacated, or when a new Associate Dean position is established, the Dean will appoint the chair and members of the search committee. The chair will be a full professor or associate professor tenured in the College, and the committee membership will be representative of the College's disciplinary diversity. The search committee will seek input from all appropriate College constituencies. It will submit to the Dean a list of acceptable candidates. The report will be advisory to the Dean, who makes the appointment.

Responsibilities: The Associate Deans are expected to work collaboratively with each other, faculty, and all levels of administration. The responsibilities of each Associate Dean are determined by the Dean and described in the respective job descriptions found in the *CON Faculty Handbook*.

## 3. Assistant Deans

Appointment: Assistant Deans are appointed through the established search process for all upper-level campus administrative positions. When an Assistant Dean position is vacated, or when a new Assistant Dean position is established, the Dean will appoint the chair and members of the search committee. The committee membership will be representative of the College's disciplinary diversity. The search committee will seek input from all appropriate College constituencies. It will submit to the Dean a list of acceptable candidates. The report will be advisory to the Dean, who makes the appointment.

Responsibilities: The Assistant Deans are expected to work collaboratively with each other, faculty, and all levels of administration. The responsibilities of each Assistant Dean are determined by the Dean and described in the respective job descriptions found in the *CON Faculty Handbook*.

Associate Deans and Assistant Deans, in cooperation with program chairs/coordinators and advisory councils, should seek recommendations in setting priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs.

#### 4. Program Chairs/Coordinators

Appointment: Program Chairs/Coordinators are appointed by the Dean in collaboration with Associate/Assistant Deans following input from program faculty members.

Responsibilities: Chairs of the various degree programs will be members of the faculty who have been assigned the special duty of administering the program with guidance from a variety of official documents such as the *UTK-UTIA Faculty Handbook*, *UG/G Catalogs*, and *Hilltopics*.

The Program Chairs and Coordinators are expected to work collaboratively with each other, faculty, and all levels of administration. The responsibilities of each Program Chair are determined by the Dean/Associate Deans and are described in the *CON Faculty Handbook*.

#### 5. DNP Concentration Coordinators

The DNP program is composed of several clinical specialty concentrations. Each concentration has a Coordinator, who is a member of the faculty. The Coordinator is assigned the special duty of administering the concentration with guidance from the Dean, Associate Deans, Assistant Dean of Graduate Programs, and the DNP Program Chairs, as well as a variety of official documents including the *UTK-UTIA Faculty Handbook*, *UG/G Catalogs*, and *Hilltopics*.

#### 6. BSN Coordinators

The BSN program is composed of several tracks. Each track may have a Coordinator, who is a member of the faculty. The Coordinator is assigned the special duty of administering the track with guidance from the Dean, Associate Deans, and the Assistant Dean of Undergraduate Programs, as well as a variety of official documents including *UTK-UTIA Faculty Handbook*, *UG/G Catalogs*, and *Hilltopics*.

## **Article II: POWERS AND DUTIES**

The College has those powers and duties which have been, and which may be, delegated to it by the Trustees of the University, the President of the University, the Chancellor, and Faculty of the College

The College is authorized, subject to the approval of the Chancellor, the President of the University, and the Board of Trustees, to formulate policies and regulations regarding the general educational objectives of the College, including those policies and regulations related to the overall general requirements for admission, program completion, and graduation for the nursing degree programs of the University of Tennessee, Knoxville.

The College is authorized in consultation with academic officials to consider, advise, and recommend policies and procedures in other matters which concern the general welfare of the faculty of the College, such as, but not exclusively limited to: criteria for faculty appointment, dismissal, promotion, tenure, and other University matters relevant to meeting the education goals of the College and the University.

The College, through its administrative structure, communicates priorities for university budgets, development/fund-raising, and physical facilities that will enhance and maintain academic programs. Actions by College administration will be communicated to college faculty by written/oral reports, and/or through faculty who serve in elected and appointed capacities on college committees, advisory boards, and ad hoc committees/task forces that serve a specific purpose and are appointed for a stated time.

### **Article III: MEMBERSHIP AND VOTING**

The voting faculty for purposes of ratification and changes in bylaws and curricular issues include all full-time tenured, tenure-track and non-tenure-track faculty members whose primary appointment is with the College. An affirmative vote by two thirds (2/3's) of the voting members is required to grant voting rights to individuals not described herein.

#### **A. Faculty**

Faculty classifications follow the University guidelines as outlined in the *UTK-UTIA Faculty Handbook*.

Tenured and tenure-track faculty members are hired through the established search process of the University. The Dean determines rank at hire for tenure-track faculty and eligibility for new faculty seeking tenure through the expedited tenure review process. Performance evaluations are conducted via processes outlined in the *UTK-UTIA Faculty Handbook*. Procedures and criteria specific to the College faculty are found in the *PTCON*.

Search committees are established whenever a tenure/tenure-track vacancy exists. At a minimum, all search committees should consist of tenured, tenure-track and non-tenure-track faculty. In addition, search committees, especially those for Dean, and/or Associate Deans, may include student representation. Where appropriate and beneficial, search committees may also include faculty members from outside the College.

The ranks of the non-tenure-track faculty include: Non-Compensated Adjunct Clinical Faculty, Lecturer, Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Research Assistant Professor, Research Associate Professor, Research Professor, Assistant Professor of Practice, Associate Professor of Practice and Full Professor of Practice. Non-tenure-track faculty members are governed by the terms of their appointment letters. Non-tenure-track faculty members are appointed by the Associate Dean for Academic Affairs to meet the instructional needs of the undergraduate and graduate programs. Non-tenure-track faculty performance evaluations are conducted via processes adapted from the *UTK-UTIA Faculty Handbook*. Procedures and criteria specific to the College faculty are found in the *PPCON*.

Evaluation of faculty will be based on the guidelines outlined in the *UTK-UTIA Faculty Handbook*, and either the *PTCON* or the *PPCON*.



Faculty duties and responsibilities are outlined in the *UTK-UTIA Faculty Handbook* and *CON Faculty Handbook*.

- Curriculum matters and development of academic programs are a shared responsibility of the faculty, concentration coordinators, program chairs, Assistant Deans, and Associate Deans.
- Faculty members have the responsibility for making recommendations to the coordinators, program chairs, Assistant Deans, and Associate Deans related to allocation of resources, such as budget, personnel, and physical facilities that enhance and support academic programs offered by the College.
- Faculty serve on committees, advisory boards, ad hoc groups, and task forces that draw upon their disciplinary expertise and/or experience needed to achieve the College and University goals.

#### B. Professional Staff

Staff: all full-time CON staff that do not hold faculty rank.

Staff members have the following privileges and responsibilities to:

- Serve on appointed committees and vote on CON matters that affect staff and/or where they serve as subject matter experts.
- Attend College Assembly meetings, as appropriate, and vote on college-wide issues.
- Participate by giving input where their knowledge or expertise is relevant to the business being conducted.
- Serve as delegates or representatives for the College to other organizations, meetings, or conventions when asked to do so.

#### C. Ex officio Members

“Ex officio” is a Latin term meaning “by virtue of office or position.” (Robert’s Rules of Order (n.d.). FAQs. <https://robertsrules.com/frequently-asked-questions/>)

In the College of Nursing, ex officio members are Faculty or Staff members that hold position or membership by virtue of the office or position that they hold within the college and not by election or appointment.

Ex officio members have exactly the same rights and responsibilities as appointed committee members, including the right to vote and to be counted towards quorum.

### **Article IV: FACULTY GOVERNANCE**

#### A. Faculty Assembly

The Faculty Assembly (FA) is a body of individuals whose membership includes all full-time faculty members. The FA operates under the guiding principles of shared governance to assure that the business of the College is conducted in a manner that promotes the welfare of faculty, staff, and students. The FA ensures that faculty responsibilities regarding curriculum, educational policy, standards for evaluating teaching and scholarship, selection of new faculty, and promotion and tenure are met and are in compliance with university guidelines. The FA has an obligation to review and respond to recommendations from Standing Committees, University Required Committees, and the College/University administration. A quorum of the Faculty Assembly shall be two-thirds of the full-time faculty. All voting shall be decided by a simple majority (51%) vote of a quorum of the Faculty Assembly

except for changes in the College of Nursing Bylaws or for suspending the rules. A two-thirds vote of the Faculty Assembly shall be required for the adoption of amendments to the Bylaws or suspending the rules.

The faculty of the College will be represented by two officers, a Faculty Chairperson and a Faculty Chairperson-Elect. Both will be elected by faculty. Each are elected for two-year terms. These positions will be held by both a tenured, tenure-track faculty member and a non-tenure-track faculty member. The Chairperson and Chairperson-Elect will not be held by individuals with the same appointment type. The Faculty Chairperson and Faculty Chairperson-Elect will receive assigned workload credit commensurate with the duties of the office.

The Faculty Chairperson will:

- Schedule College Assembly meetings for the academic year.
- Develop the agenda for College Assembly meetings.
- Review minutes prior to distribution.
- Coordinate distribution of agenda, minutes and handouts seven (7) calendar days prior to the meeting.
- Establish a quorum (See Appendix A) at the beginning of College Assembly meetings.
- Preside over College Assembly meetings.
- Represent the faculty on the College Administrative Council.
- Facilitate accomplishments of the College Mission and Vision by monitoring progress of standing committees.
- Recommend policies approved by the faculty to the Dean, Leadership Team, and/or appropriate University committee.

The Faculty Chairperson-Elect will:

- Serve in the role of Chairperson in the absence of the Chairperson.
- Facilitate orderly accomplishments of the College Mission and Vision by monitoring progress of standing committees.
- Maintain records of College Assembly meetings.
- Provide oversight of web-based platform for hosting the faculty organization content.

## **Article V: COMMITTEE AND COUNCIL STRUCTURE**

The College uses Committees and Councils to perform various tasks to complete the work of the College. These include Standing Committees, University-Required Committees, Advisory Councils, and Other. Standing Committees (6) include the Undergraduate Curriculum Committee, Graduate Curriculum Committee, Undergraduate Student Affairs Committee, Graduate Student Affairs Committee, Faculty Affairs Committee, and the Access, Engagement, and Belonging Committee. University-Required Committees (3) include the Promotion and Tenure Committee, Progress and Promotion Committee and Protection of Human Subjects Committee. Advisory Councils (6) include the Undergraduate Advisory Council, Graduate Advisory Council, Council of Chairs, Research Advisory Council, and the Dean's Student Advisory Council. Other includes Faculty Senate and Councils as well as sub-committees, ad hoc groups and task forces. (See Appendix A)

Each committee will have a designated chairperson and chairperson elect.

The role of a chairperson includes:

- Schedule committee meetings for the academic year.
- Develop the agenda for meetings.
- Review minutes prior to distribution.
- Coordinate distribution of agenda, minutes and handouts seven (7) calendar days prior to the meeting.
- Establish a quorum (See Appendix A) at the beginning of meetings.
- Preside over meetings.
- Monitor progress of sub-committees, ad hoc groups, and task forces when appropriate.
- Orient new members at the beginning of the academic year.
- Report at all College Assembly meetings as needed.

The role a chairperson-elect includes:

- Serve in the role of Chairperson in the absence of the Chairperson.
- Serve in the role of Chairperson at the completion of the current Chairperson's term.
- Monitor progress of sub-committees, ad hoc groups, and task forces when appropriate.

#### A. Standing Committees

The College uses 6 (six) standing committees to perform various tasks. These committees include Undergraduate Curriculum, Graduate Curriculum, Undergraduate Student Affairs, Graduate Student Affairs, Faculty Affairs, and the Access, Engagement, and Belonging Committee. Subcommittees, ad hoc groups, and task forces are used by the College to complete the work of the College when necessary. A quorum of all standing committees shall be two-thirds of the voting membership. All voting shall be decided by a simple majority (51%) vote of a quorum of the Standing Committee members except for changes in the College of Nursing Bylaws or for suspending the rules.

Membership and responsibilities include:

- All full-time faculty and staff are eligible for membership on committees. Students are eligible to serve on designated committees.
- When possible, membership on standing committees will include both tenure-track and non-tenure-track faculty members.
- Committee members of standing committees are appointed by the Executive Associate Dean of Academic Affairs in consultation with the Dean, Associate Deans, and Assistant Deans in alignment with the needs of the college.
- Faculty membership will be for a three-year term with one-third (1/3) of the members rotating off the committee each year.
- Faculty can serve a maximum of two consecutive terms on a standing committee.
- Student membership will be for two years.
- Committees perform designated tasks, serve as data gathering and processing groups and make recommendations to the Faculty Assembly for final approval.
- Students may present specific concerns to the appropriate committee chair and may be invited to present these concerns at a meeting of the committee.
- Only full-time faculty members may chair standing committees.

#### 1. Undergraduate Curriculum Committee (UCC)

Voting membership is a minimum of 10 faculty representing the core content, including a minimum of at least 1 faculty member assigned to teach in the clinical setting and including the clinical

immersion course coordinators for Medical/Surgical, and one Med/Surg Clinical Faculty (clinical setting). There will be one student representing the TBSN juniors, the TBSN seniors, the ABSN students and the RN to BSN students. The Executive Associate Dean for Academic Affairs (EADAA), Associate Dean for Practice & Global Affairs, Assistant Dean for Undergraduate Programs, Chairs of the Traditional, Accelerated, and RN to BSN Tracks, Director of Student Services, and the Accreditation and Evaluation manager are ex officio members.

Functions:

- Evaluate proposed new courses and programs related to undergraduate education and make recommendations to the faculty.
- Review discontinuance of courses and programs related to undergraduate education and make recommendations to the faculty.
- Assist faculty in developing undergraduate course proposals.
- Review all proposals for undergraduate curricular change.
- Conduct a review of all baccalaureate courses to determine whether they meet degree requirements and program standards per the evaluation plan.
- Ensure that content and learning experiences increase in complexity across the baccalaureate curriculum.
- Verify that the current curriculum meets national standards of baccalaureate education.
- Assess for integration of best practices in teaching in didactic, clinical and online undergraduate courses.
- Recommend College policies directly affecting student performance.
- Submit approved motions regarding curriculum and policies to full faculty.
- Evaluate curricular outcomes and make recommendations based on data analysis.
- Analyze data and make recommendations as appropriate to the College's evaluation plan.

2. Graduate Curriculum Committee (GCC)

Voting membership is a minimum of 10 faculty representing and including the DNP and PhD programs, Program Chairs, as well as one (1) student from each of the programs. The EADAA, Associate Dean for Research, Associate Dean for Practice & Global Affairs, Assistant Dean for Graduate Programs, Director of Student Services, and the Accreditation and Evaluation Manager are ex officio members.

Functions:

- Evaluate proposed new courses and programs and the discontinuance of courses and programs related to graduate education and make recommendations to the faculty.
- Assist faculty in developing graduate course proposals.
- Review all proposals for graduate curricular change.
- Conduct a review of all graduate courses to determine whether they meet degree requirements and program standards per the evaluation plan.
- Ensure that content and learning experiences increase in complexity across the curriculum.
- Verify that the current curriculum meets national standards of graduate education.
- Assure that current best practices and technology are being implemented in didactic, clinical, and online courses.
- Recommend College policies directly affecting student performance.
- Submit approved motions regarding curriculum and policies to full faculty.
- Evaluate curricular outcomes and make recommendations as deemed necessary.

- Analyze data and make recommendations as appropriate to the College's evaluation plan.

### 3. Undergraduate Student Affairs Committee (USAC)

Voting membership is a minimum of 10 faculty and four (4) students. There will be one student representing the TBSN juniors, the TBSN seniors, the ABSN students and the RN to BSN students. The EADAA, Assistant Dean for Undergraduate Programs, Academic Affairs Manager, Director of Student Services, an Undergraduate Clinical Coordinator, scholarship support staff, and the Accreditation and Evaluation Manager are ex officio members.

#### Functions:

- Develop and review academic and non-academic policies that concern undergraduate students and make recommendations to the Faculty Assembly.
- Review undergraduate program's admission requirements and make recommendations as needed to the Faculty Assembly.
- Review applications and make recommendations for admission to the undergraduate program including TBSN (freshman and junior admissions), ABSN and RN to BSN.
- Manage the awards and scholarship processes in collaboration with the Graduate Student Affairs Committee.
- Provide faculty guidance for the Undergraduate Student Nurses Association.
- Annually review and revise the Undergraduate Student Handbook.
- Analyze evaluation data related to support services for students and make recommendations to the Faculty Assembly.
- Analyze evaluation data related to attrition, graduation and employment rates and makes recommendations to the Faculty Assembly.
- Convene as needed academic review meetings to address student appeals.
- Provide committee members to serve as representatives of this committee on task forces concerning UG issues.

### 4. Graduate Student Affairs Committee (GSAC)

Voting membership is a minimum of 10 faculty and two (2) students. There will be one student representing the DNP students, and one representing the PhD students. The EADAA, Assistant Dean for Graduate Programs, the Director of Student Services, Academic Affairs Manager, Graduate Clinical Coordinator, scholarship support staff, and the Accreditation and Evaluation Manager are ex officio members.

#### Functions:

- Develop and review academic and non-academic policies that concern graduate students and make recommendations to the Faculty Assembly.
- Review admission policies and procedures for each program every three years and make recommendations to the Faculty Assembly.
- Work with chairs and program coordinator to review applications and make recommendations for admissions to the programs.
- Manage the awards and scholarship processes in collaboration with the Undergraduate Student Affairs Committee.
- Annually review and revise each of the graduate program's Student Handbooks.
- Analyze evaluation data related to support services for graduate students and make recommendations to the Faculty Assembly.

- Analyze evaluation data related to attrition, graduation, and employment rates for graduate programs and make recommendations to the Faculty Assembly.
- Convene as needed academic review meetings to address student appeals.
- Provide committee members to serve as representatives of this committee on task forces concerning graduate issues.

#### 5. Faculty Affairs Committee (FAC)

Voting membership is a minimum of 10 faculty representing both tenure-track and non-tenure-track faculty. The EADAA, Associate Dean for Practice & Global Affairs, and the Accreditation and Evaluation Manager are ex officio members.

##### Functions:

- Consider proposed amendments to the Bylaws of the College and draft revisions in proper form for submission to the Faculty.
- Review the Bylaws of the College annually to ensure that they are responsive to the changes in the University of Tennessee policies or requests from employees of the College.
- Plan, coordinate, facilitate, and evaluate continuing education programs in conjunction with the Center for Nursing Practice.
- Provide continuous review and recommendations for health and welfare matters that concern employees of the College.
- Review the *College Faculty Handbook* annually and provide input to administrative team.
- Review College workload policies per evaluation plan and make recommendations to the Associate Deans.
- Identify aggregate faculty outcome benchmarks.
- Review aggregate faculty outcome data related to specific benchmarks.
- Make recommendations to the executive team regarding strategies for improving aggregate faculty outcome benchmarks.
- Promote participation in the use of appropriate technology resources.
- Lead the faculty awards process.

#### 6. Access, Engagement, and Belonging Committee (AEBC)

Voting membership is a minimum of 6 faculty, representing both tenure-track and non-tenure track faculty, a minimum of three staff members or others with an interest in Diversity, Equity, and Inclusion (DEI), one undergraduate, and one graduate student. The EADAA, the Assistant Dean for Undergraduate Program, the Assistant Dean for Graduate Programs, the Director of Student Services, and the Director of Human Resources are ex officio members.

##### Functions:

- Enacts the Diversity Action Plan (DAP).
- Works in collaboration with other standing committees to revise the DAP as needed.
- Assists in the development of a strategic plan for diversity, equity, and inclusion in the CON.
- Reviews current policies and procedures for barriers to advancing DEI.
- Provides members to serve annually on search committees and university-level councils as requested.
- Creates an ad-hoc advisory council and/or task force, as needed, to address specific work.

## B. University-Required Committees

Promotion & Tenure, Progress and Promotion, and Department Review Committees require University designated or appointed membership. The Executive Associate Dean of Academic Affairs in consultation with the Dean appoints members to these committees.

### 1. Promotion and Tenure Committee

Voting membership is six (6) full-time tenured Associate or Full Professors. The members of the committee will be appointed by the Dean for a three-year term with two members rotating off each year. Three members shall hold the rank of Full Professor; three members shall hold the rank of Associate Professor.

Functions:

- The Promotion and Tenure Committee is responsible for all matters relative to tenured or tenure-track faculty in the areas of promotion, retention, and tenure. All rules, policies and procedures that guide the efforts and actions of this committee are stated in the *UTK-UTIA Faculty Handbook* and *CON*.
- The Chair of the Promotion and Tenure Committee will be selected at the first meeting of each fall semester by a majority vote of the elected members of the Committee and must hold the rank of Full Professor.
- Rules, policies and procedures that guide the efforts and actions of this committee are referenced in *UTK-UTIA Faculty Handbook* and *CON, PTCON*.

### 2. Progress and Promotion Committee

Voting membership is six (6) full-time non-tenure-track Associate or Full Professors. The members of the committee will be appointed by the Dean for a three-year term with two members rotating off each year. The EADAA is an ex officio member.

Functions:

- The Progress and Promotion Committee for Non-Tenure-Track Faculty is responsible for all matters relative to non-tenure-track faculty in the areas of progress and promotion.
- The Chair of the Progress and Promotion Committee will be selected by a majority vote of the appointed members of the Committee and should hold the rank of Full or Associate Professor.
- Rules, policies and procedures that guide the efforts and actions of this committee are referenced in the *UTK-UTIA Faculty Handbook* and *CON, PPCON*.
- The Progress and Promotion committee will review new Non-Compensated Adjunct Clinical Faculty applications and provide recommendations for appointment to the EADAA. The P&P Committee will be responsible for reviewing Non-Compensated Adjunct Clinical Faculty applications for the purpose of appointment renewal.

### 3. Protection of Human Subjects Committee

Membership is at least three (3) full-time faculty and/or staff with alternates available so that members may avoid reviewing their own research or projects in which they have either an active role or conflict of interest. The Protection of Human Subjects Committee members will include the Protection of Human Subjects Committee Chair, the Director of Research Services, and the Associate Dean of Research. Alternates for the committee will be members from the Research and

Scholarship Advisory Council and will be assigned to review protocols as needed by the Associate Dean of Research.

Functions:

- The Protection of Human Subjects Committee reviews all College research and related activities involving human subjects; review nonexempt research for consideration by the University IRB; review proposals for exempt research; develop procedural guidelines for proposing a research project and distribute to all faculty members; serve as a resource for interpretation of the guidelines.
- The Protection of Human Subjects Committee reports on all projects involving human subjects to the Dean and Faculty of the College each academic year; review and make recommendations to the Dean about all requests to use students in the College as subjects for research.

### C. Advisory Councils

Advisory Councils support the on-going process of informing students, faculty and administration about issues that pertain to the College. Advisory councils communicate identified issues to the appropriate standing committee. Task forces and ad hoc committees may be formed to address other matters not falling under the functions of a standing committee. Members of advisory councils do not officially vote on items although an informal voting process may be used to determine support for issues being discussed.

#### 1. Undergraduate Advisory Council (UAC)

Membership is individuals who have teaching responsibilities or an interest in an undergraduate program. The UAC is led by the Assistant Dean of the Undergraduate Program.

Functions:

- Participates in the overall governance structure of the College by providing opportunities for input in UG policies, procedures, and programs.
- Makes recommendations that are forwarded to Standing Committees for action.
- Review committee recommendations which affect undergraduate programs.

#### 2. Graduate Advisory Council (GAC)

Membership is individuals who have teaching responsibilities or an interest in a DNP and/or PhD program(s). The GAC is led by the Assistant Dean of Graduate Programs.

Functions:

- Participates in the overall governance structure of the College by providing opportunities for input in graduate policies, procedures, and programs.
- Makes recommendations that are forwarded to Standing Committees for action.
- Review committee recommendations which affect graduate programs

#### 3. Council of Chairs (COC)

Membership is the Faculty Chairperson and Faculty Chairperson-Elect of the Faculty Assembly and the Chairpersons of each Standing Committee.



Functions:

- Enhance communication about the work of the College across the Standing Committee structure.
- Update COC members of business pertaining to the College.
- Ensure placement of items requiring a vote of the full faculty on the College Assembly meeting agenda.

4. Research and Scholarship Advisory Council (RSAC)

Membership is individuals who are conducting research, interested in the research process and the Director of Research Administration. The RSAC is led by the Associate Dean for Research.

Functions:

- Participates in the overall governance structure by assisting in the development and review of the goals of the Office of Research Services, as well as the annual funding for college faculty.

5. Dean's Student Advisory Council (DSAC)

Membership is five (5) undergraduate students representing ABSN, RN to BSN, Junior TBSN and Senior TBSN, BSN Scholar TBSN, two (2) graduate students representing DNP and PhD, and the President of the Student Nurses Association.

Functions:

- Provide a mechanism for systematic dialogue between the Dean of the College and students.
- Advise the Dean about general student problems, issues, and concerns and about matters being considered by the Undergraduate Academic Council and the Graduate Student Association.
- Discuss implications of current or pending College policies and procedures.

D. Other

1. Faculty Senate

Candidate eligibility for the University Faculty Senate is determined by the criteria delineated in the *UTK-UTIA Faculty Handbook*. Annually, faculty representatives to the Faculty Senate will be elected by a 51 percent majority of the College of Nursing members voting.

2. University Councils and Committees

Graduate and Undergraduate Council representatives are selected by processes as outlined in the *Bylaws, Faculty Senate, The University of Tennessee, Knoxville, Bylaws of the Graduate Council of the University of Tennessee, and Undergraduate Council Operating Guidelines*.

## **Article VI: APPROVAL, ENDORSEMENT & AMENDMENT OF BYLAWS**

Approval of these Bylaws shall be a responsibility of the faculty, as determined by a majority vote. Final authority for interpretation of these Bylaws shall be the responsibility of a majority of the faculty. All members of the College community should abide by these Bylaws, and it is the responsibility of the Dean to enforce the provisions of the Bylaws.

#### A. Amendments to the Bylaws

- Proposed Bylaws changes will be circulated to the faculty at least two (2) weeks before coming to them for a vote.
- Faculty may forward proposed Bylaw amendments to the Faculty Assembly Chair by utilizing the approved form contained in the *CON Faculty Handbook*.
- The proposal will be placed on the agenda for the next scheduled College Assembly Meeting after the Faculty Affairs Committee review.
- Proposed changes in the Bylaws will be distributed in writing or electronically to voting faculty of the College within two weeks after the bylaws change form is received by the Faculty Assembly Chair, and at least 14 days before an all-college faculty meeting is called.
- An affirmative vote by a majority of the voting faculty shall be required to adopt the proposed amendment. The faculty will be informed in writing or electronically of the amendment when it is enacted.

## **Appendix A: Glossary**

### Glossary

**Ad hoc group:** A temporary group of faculty and staff formed quickly to address a specific issue: these groups may convene over a short period of time.

**Majority:** A simple majority is 51% vote of a quorum.

**Quorum:** A quorum of the Faculty Assembly shall be two-thirds of the full-time faculty. A quorum of all Standing Committees shall be two-thirds of the voting membership.

**Subcommittee:** Within or formed across standing committees. These groups will typically have recurring work each year.

**Task force:** A temporary group of faculty and staff formed to carry out a project that may be broad in nature and over a longer period of time than an Ad hoc group.

## **Appendix B: Mentoring**

### **Policy Statement**

In the College of Nursing (CON), mentoring is a strong component of faculty success, and we believe mentoring creates a culture of excellence and innovation and benefits faculty, academics, leaders, and educators. Mentoring is an effective way to help all new non-tenure-track (NTT) and tenure-track (TT) faculty adjust and grow into their faculty roles at the CON. Mentoring success depends upon the involvement and commitment of the new faculty member, assigned mentors, and the Dean/Associate/Assistant Deans of the CON. The CON subscribes to a mentoring network model as described in the Torchbearer Mentoring Network Program which is outlined in the CON Faculty Handbook.

The CON desires effective academic mentors with the following characteristics:

- Open-door policy in addition to planning regular scheduled meetings with the mentee.
- Optimism and enthusiasm for the mentee while they navigate their new role.
- Ability to help the mentee balance between independence and seeking guidance.
- Strong listening skills and ability to assist the mentee appropriately seek answers and solutions.
- Ability to help the mentee align and scale expectations and projects.
- Model proper work-life balance.
- Celebrate milestones and accomplishments with the mentee.

The CON desires for mentees to strive for the following effective characteristics:

- Develop communication plan with regular scheduled meetings with their mentor.
- Provide clear expectations of mentoring relationship needs.
- Receptive to feedback from their mentor
- Maintain realistic expectations of themselves in new faculty role.
- Recognize signs of distress and communicate with their mentor.
- Commit to work plan developed in collaboration with their mentor and revisit regularly during scheduled communications.

### **Mentor Assignment and Duration**

All new NTT and TT faculty are assigned a mentor by the Dean/Associate Dean as soon as a faculty appointment begins. Mentors/Mentees are expected to have no less than three formal meetings during an academic year and as many impromptu or regularly scheduled meetings as needed for the mentee's success. The mentoring relationship continues as assigned until either a new assignment is made at the request of the new hire, or the new hire reaches the 3rd year of employment and can demonstrate they possess a network of mentors.

### **Evaluation**

Faculty are evaluated on their mentoring responsibilities during annual faculty performance evaluations. Department heads seek input from both the mentor and mentee regarding the mentoring assignment and relationship to determine if expectations are being met. Mentors receive credit for assigned service to the CON as part of their annual assigned workload.

## **Appendix C: Collaboration on Multiple Disciplinary Teams**

The College of Nursing values and encourages multiple disciplinary team science, service, and teaching. Team science and multidisciplinary teaching and service is well integrated within the college because the CON faculty team includes both nurses and non-nurses. These integrated faculty teach together across undergraduate and graduate programs and engage in service and committee work together. Further, multidisciplinary team science and scholarship is expected as outlined in the promotion and progression guidelines for non-tenure-track (NTT) faculty and the promotion and tenure guidelines for the tenure-track (TT) faculty.