

**University of Miami School of Nursing and Health Studies
School Council By-Laws**

Article I. The Name of the Organization

1. Name

This organization shall be the School Council. It is an integral part of the University of Miami and is governed by its policies.

Article II. The Purpose of the By-Laws

1. Purpose

These by-laws set forth the rules of governance of the School Council including its structure, membership, duties, responsibilities, committees, and procedural and policy-making mechanisms.

Article III. The Purpose of the School Council

1. Purpose

The purpose of School Council shall be to act as the executive committee of the faculty. It shall act as the committee for academic planning, educational and research policy, and general welfare of the School. It oversees and implements the shared governance of the School with the Dean.

Article IV. The School Council Organization

1. Chairperson

The Dean of the School of Nursing and Health Studies shall be the Chairperson and shall be an ex-officio member of all Standing Committees.

2. Vice Chairperson

The Vice Chairperson shall be a tenured faculty member elected annually from and by the School Council.

3. Membership of the School Council

3.1 The membership of the School Council shall consist of faculty with appointments in the School of Nursing and Health Studies.

- 3.1.1 Voting members shall be all full-time regular, educator, and research faculty at the rank of assistant professor or above.
- 3.1.2 Voice members include all instructors, part-time faculty and associated faculty (e.g. adjunct, visiting, affiliated faculty and lecturers).

4. Functions of the School Council

The School Council shall have the following functions:

- 4.1 Collaborate with the Dean in setting the time, date, and agenda for all regular meetings of the School Council.
- 4.2 Elect members to standing committees from a slate prepared by the School Council.
 - 4.2.1 Elect representatives to the Faculty Senate.
- 4.3 Appoint other faculty committees as necessary.
 - 4.3.1 On an annual basis, an ad hoc committee for by-laws will be appointed.
- 4.4 Receive and review reports of the standing committees of the School Council and other committees as appointed by the School Council.
- 4.5 Act as confidential counsel to the Dean in any matter submitted by the Dean.
- 4.6 Appoint search committees for faculty recruitment and other administrative positions and oversee the process.
- 4.7 Collaborate with the Dean in setting forth and implementing the goals and objectives of the School on an annual basis.
- 4.8 Schedule and coordinate School activities overseen by the School Council.
- 4.9 Collaborate with the Dean in the formulation of the School budget.

5. Functions of the Vice Chairperson

In collaboration with the Dean, the Vice Chairperson shall have the following functions:

- 5.1 Set the time, date, and agenda of each School Council Meeting.

5.2 Chair all School Council meetings. The Chairperson shall chair the meetings in the absence of the Vice Chairperson.

5.3 Provide an annual report to the School Council at its final School Council meeting of the academic year on activities, accomplishments, and items pending.

6. Meetings

The School Council shall meet at least once a month.

6.1 A quorum shall exist when 50% plus 1 of voting members are present.

6.2 Staff, students and guests may attend by invitation of the Chairperson/Vice Chairperson or the majority of School Council members.

6.3 All or portions of a School Council meeting may be designated as an executive session.

6.4 Within two (2) weeks following each meeting, minutes shall be distributed to all School Council members.

7. Agenda

The agenda shall be distributed at least three (3) working days before regularly scheduled meetings.

7.1 Agenda items shall be received by the Vice Chairperson at least seven (7) days in advance of regularly scheduled meetings.

7.2 Items may be added or deleted from the distributed agenda by consent of the majority of voting members of the School Council.

Article V. Standing Committees of the Faculty

1. Membership, Terms, and Governance of Standing Committees

There shall be seven (7) Standing Committees of the faculty.

1.1 Committee members shall be elected by and from the voting members of the the School Council, unless specified under committee membership.

1.2 Student members shall be elected by the student body.

- 1.3 Faculty members of Standing Committees shall serve 2 year terms. The terms are to be staggered to provide continuity.
- 1.4 Recommendations of the Standing Committees shall be received and acted upon by the School Council.
- 1.5 Meetings shall be open to all School Faculty.
 - 1.5.1 All or portions of a meeting may be designated as an executive session. Executive sessions are restricted to faculty members of the committee and others as invited by the Chairperson and/or the majority of faculty members of the committee.
- 1.6 Elected faculty members of the Standing Committees have the right to vote. Instructors, part-time and associated faculty and student members have voice only.
- 1.7 Ex-officios will have voice but no vote.
- 1.8 Each Standing Committee shall elect a chairperson from its faculty voting members.
- 1.9 A quorum shall exist when a majority of the voting members of the committee are present.
- 1.10 Committee chairpersons may request additional resources as necessary for completing committee functions.
- 1.11 Committee chairpersons shall provide an annual report to the School Council at its final School Council meeting of the academic year on activities, accomplishments and items pending.
 - 1.11.1 Minutes will be kept by Chair of committees and filed annually in the Office of the Dean.

2. Curriculum Committee

2.1 Purpose

The purpose of the Curriculum Committee shall be to review and make recommendations regarding the development, implementation, and evaluation of the curricula of the School of Nursing and Health Studies.

2.2 Functions

The functions of the Curriculum Committee shall be to:

- 2.2.1 Receive and review recommendations from faculty on curriculum matters and instructional resources.
- 2.2.2 Collaborate with faculty in the development of new courses, new programs, and make recommendations to the School Council for approval.
- 2.2.3 Develop guidelines and monitor evaluation of courses and curricula of the School of Nursing and Health Studies.
- 2.2.4 Every 2 years, oversee the review and/or revision of philosophy, organizing framework, program objectives, and program design of the School of Nursing.

2.3 Membership

The membership of the Curriculum Committee shall consist of 5 full-time faculty members, the majority of whom shall be doctorally prepared and 2 of whom shall have regular faculty appointments. There shall also be at least 1 student representative.

3. Graduate Academic Standing and Admissions Committee

3.1 Purpose

The purpose of the Graduate Academic Standing and Admissions Committee shall be to admit graduate students and serve as a committee on issues related to progression and retention of graduate students toward meeting the degree requirements specified by the School.

3.2 Functions

The functions of the Graduate Academic Standing and Admissions Committee shall be to:

- 3.2.1 Review, admit, and readmit candidates to the graduate programs.
- 3.2.2 Review and determine the ongoing status of graduate students with conditional admittance.
- 3.2.3 Twice a year, review and determine the status of graduate students who have not academically and/or professionally met their responsibilities as graduate students.

- 3.2.4 Hear graduate student academic appeals.
- 3.2.5 Oversee the development and implementation of policies on grading, admission, progression, probation, and dismissal.

3.3 Membership

Membership of the Graduate Academic Standing and Admissions Committee shall consist of 2 full-time regular faculty members and 1 full-time educator faculty member, who hold University Graduate Faculty status.

4. Promotion, Tenure, and Reappointment Committee

4.1 Purpose

The purpose of the Promotion, Tenure, and Reappointment Committee shall be to make recommendations to the Dean regarding appointment, reappointment, promotion, and/or tenure.

4.2 Functions

The functions of the Promotion, Tenure, and Reappointment Committee shall be to:

- 4.2.1 Elect a chairperson annually from the tenured full professors. The chairperson shall also serve as chairperson of the tenured faculty.
- 4.2.2 Act in accordance with faculty policies regarding appointment, reappointment, promotion, and tenure as specified in the University Faculty Manual and the School of Nursing and Health Studies Faculty Handbook.
- 4.2.3 Review and act on regular, educator, research, and visiting faculty submitting portfolios for reappointment, promotion, and/or tenure.
- 4.2.4 Review and act on nominations for appointment, reappointment, and/or promotion of associated faculty.
- 4.2.5 Recommend to the Dean a list of external reviewers for faculty seeking tenure or promotion.
- 4.2.6 Recommend to the Dean a list of members for special evaluation committees when there are fewer than five (5) faculty eligible to vote on candidates for appointment, promotion, and/or tenure.

4.2.7 Advise faculty upon their request of the reappointment, promotion, and tenure process.

4.3 Membership

The membership of the Promotion, Tenure and Reappointment shall consist of all tenured faculty. This committee always meets in executive session.

5. Undergraduate Academic Standing and Admissions Committee

5.1 Purpose

The purpose of the Undergraduate Academic Standing and Admissions Committee shall be to admit and monitor the progress of all undergraduate students toward meeting the degree requirements specified by the School.

5.2 Functions

The functions of the Undergraduate Academic Standing and Admissions Committee shall consist of:

5.2.1 Review, admit, and readmit candidates to the undergraduate programs.

5.2.2 At the end of each semester, and as necessary, determine the status of undergraduate students in relation to Good Academic Standing, Academic Warning, Academic Probation, and Academic Dismissal.

5.2.3 Hear student appeals related to academic progression, probation, and dismissal.

5.2.4 Oversee the development and implementation of policies on admission, progression, probation, and dismissal.

5.3 Membership

The membership of the Undergraduate Academic Standing and Admissions Committee shall consist of four full-time faculty members, two of whom shall hold regular appointments.

6. Graduate Faculty Committee

6.1 Purpose

The purpose of the Graduate Faculty Committee shall be to establish, implement, and evaluate policies and procedures for the governance and ongoing development of the graduate program of the School of Nursing and Health Studies.

6.2 Functions

The functions of the Graduate Faculty Committee shall be to:

- 6.2.1 Receive and act upon recommendations from or to initiate recommendations to the School Council and the Dean regarding graduate program matters.
- 6.2.2 Receive and review recommendations from faculty regarding graduate course or program offerings prior to submission to the Curriculum Committee.
- 6.2.3 Receive and review recommendations from or to initiate recommendations to the Graduate Academic Standing and Progressions Committee regarding policies and procedures related to grading, admissions, progressions, and retention of graduate students prior to their submission to School Council.
- 6.2.4 Recommend School of Nursing and Health Studies faculty for Graduate Faculty status in the Graduate School.
- 6.2.5 Nominate graduate students for research grants, fellowships, scholarly awards, or other types of special recognition sponsored by or administered through the Graduate School.
- 6.2.6 Assume major responsibility for the writing of reports for the external review of the graduate program.

6.3 Membership

The membership of the Graduate Faculty Committee shall consist of all full-time faculty in the School of Nursing and Health Studies having graduate faculty status in the Graduate School.

7. Faculty Affairs Committee

7.1 Purpose

The purpose of the Faculty Affairs Committee shall be to promote the general welfare and development of faculty.

7.2 Functions

The functions of the Faculty Affairs Committee shall be to:

7.2.1 Promote equitable faculty workloads

7.2.1.1 Develop and implement guidelines for faculty workload.

7.2.2 Develop, implement, and evaluate a faculty orientation program.

7.2.3 Develop, implement, and evaluate a faculty development program.

Membership

The membership shall consist of 2 full-time regular faculty and 1 educator or research faculty.

Article VI. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt and the University of Miami Faculty Manual.

Approved August, 2003
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