

**Kennesaw State University
WellStar College of Health and Human Services
WellStar School of Nursing**

Nursing Bylaws

PREAMBLE

This organization shall be known as the WellStar School of Nursing (WSON) Faculty of Kennesaw State University (KSU).

These bylaws provide a plan for governance, and procedures for operation, of the WellStar School of Nursing. These bylaws were first adopted by the faculty of the WellStar School of Nursing on November 19, 2001 and amended as indicated.

Purpose

- a. Develop, implement and evaluate the philosophy, purposes, and policies of the WSON and operationalize them within the framework of the WellStar College of Health and Human Services (WCHHS) and KSU.
- b. Plan and develop an educational environment conducive to promoting the professional growth and development of the faculty and students.
- c. Promote and contribute to the improvement of health and health care delivery within the community.

Function

- a. Serve as the policy-making body of the Faculty of the WSON.
- b. Designate all committees of the WSON.
- c. Develop, implement, and evaluate all undergraduate and graduate nursing programs.
- d. Cooperate within the WCHHS, and with other colleges, and participate in the activities of the total University faculty.
- e. Formulate specific policies for the WSON faculty within the framework of the University policies (i.e., promotion, tenure).

Membership

- a. Director of the WSON
- b. Associate Director of the WSON for Undergraduate Programs
- c. Associate Director of the WSON Graduate Nursing Programs
- d. Assistant Director of the WSON BSN programs
- e. All Full-Time WSON Faculty Members

Director of the WSON or his/her designee shall:

- a. Preside at all meetings.
- b. Call special meetings.
- c. Appoint special committees and chairpersons of those committees.
- d. Prepare and present written agenda prior to the meeting.
- e. Delegate duties as necessary.
- f. Be an ex-officio member of all committees.

Meetings

- a. Meetings will be held at least once during an academic semester excluding Summer. The first meeting during Fall semester will include the Annual Reports presented by their respective committee chairs of the previous year.
- b. The Director of the WSON, or two or more faculty members, may call for a special meeting.
- c. All full-time faculty members are to attend meetings. Part-time faculty members may attend any WSON meeting.

Article I: Administration

A. Director, WellStar School of Nursing

- a. Provide input to Dean regarding issues related to the WellStar School of Nursing.
- b. Provide input, allocate and monitor expenditures of budgetary resources.
- c. Coordinate faculty assignments and clinical affiliations.
- d. Serve as ex-officio member on all teaching teams and committees.
- e. Supervise and evaluate staff support services.
- f. Maintain lines of communication between Dean and faculty.
- g. Generate reports according to the Comprehensive Evaluation Plan.
- h. Provide leadership in all matters pertaining to curriculum.
- i. Perform faculty evaluations and participate in reviews for promotion and tenure according to University guidelines.
- j. Other duties as delegated by the Dean.

B. Associate Directors of WellStar School of Nursing

- a. Provide input to Director regarding issues related to the WellStar School of Nursing.
- b. Serve as ex-officio member on all teaching teams and committees.
- c. Supervise and evaluate staff support services.
- d. Maintain lines of communication between Director and faculty.
- e. Provide input, allocate and monitor expenditures of budgetary resources.
- f. Coordinate faculty assignments and clinical affiliations.
- g. Participate in the advisement of current and potential students.
- h. Serve as first-line referral for faculty and student issues.
- i. Participate in new faculty and student orientation.
- j. Generate reports according to the Comprehensive Evaluation Plan.
- k. Provide leadership in all matters pertaining to curriculum.
- l. Perform faculty evaluations and participate in reviews for promotion and tenure according to University guidelines.
- m. Other duties as delegated by the Director.

C. Assistant Director BSN Programs

- a. Assists the Associate Director in the performance of all duties related to the WSON.
- b. Collaborates as a member of the WSON leadership team
- c. Analyze and update policies of WSON as needed for approval by administration and faculty.
- d. Serves on committees as needed.
- e. Performs other duties as delegated by the Associate Director.

Article II. Department Committees

Section 1: Graduate Faculty Committees

A. Graduate Faculty Committee for Doctoral Program

- a. Membership: All WSON faculty holding graduate faculty appointments in the Graduate College who are assigned to teach doctoral courses or who supervise dissertations.
- b. Function
 1. Develop and implement WSON policies for admission and progression of doctoral students.
 2. Review, approve, and make recommendations to Graduate Policies and Curriculum Committee on all doctoral program curricular issues.
 3. Provide annual informational reports to the WSON Faculty.
 4. Conduct all doctoral program curricular planning, development and evaluation.

B. Graduate Faculty Committee for Master's Program

- a. Membership: All WSON faculty holding graduate faculty appointments in the Graduate College who are assigned to teach MSN level courses or who supervise theses or master's research projects.
- b. Function
 1. Develop and implement WSON policies for admission and progression of MSN students.
 2. Review, approve, and make recommendations to Graduate Policies and Curriculum Committee on all MSN program curricular issues.
 3. Provide annual informational reports to the WSON Faculty.
 4. Conduct all MSN program curricular planning, development and evaluation.

Section 2: Undergraduate Faculty Committee

- a. Membership: All WSON who are assigned to teach in BSN courses.
- b. Function
 1. Develop and implement WSON policies for admission and progression of BSN students.
 2. Review, approve, and make recommendations to Undergraduate Policies and Curriculum Committee on all undergraduate program curricular issues.
 3. Provide annual informational reports to the WSON faculty.
 4. Conduct all undergraduate program curricular planning, development and evaluation.

Article III: Standing Committees Membership, Function and General Precepts

Section 1: Operation of the Committees

- a. The standing committees are designated by these Bylaws. Membership is elected by a majority vote of the WSON faculty. In the event that any individual does not receive a majority, a runoff election between the two individuals with the most votes will be conducted. The individual who has the majority of votes in the runoff will be elected.

- b. Committee members elect the Chairperson at the first called meeting of the fall semester.
- c. Minutes of all committee meetings should be recorded and filed in the WSON Faculty Resource Room. Minutes shall include the names of all members and guests present as well as a description of items discussed. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

Section 2: Ad Hoc Committees are formed and dissolved at the discretion of the Director of WSON, BSN Associate Director or MSN Associate director for a specific purpose. Membership is appointed and consists of a designated chairperson and faculty. Ad Hoc Committees comply with the same guidelines for records as standing committees.

Section 3: Functions of committee Chairpersons include:

- a. Call meetings as necessary.
- b. Conduct meetings and coordinate committee activities.
- c. Report on progress of committee work to the WSON faculty.
- d. Pass on information and materials pertaining to committee operations to subsequent chairpersons at the end of term of office.
- e. Convene the first meeting in the Fall semester of the upcoming academic year.
- f. Inform the Bylaws committee of the name of Chairperson by the end of August or as soon as the Ad Hoc committee is formed.
- g. Document all meetings and file minutes in the Faculty Resource Room.
- h. Submit an annual written and oral report of the committee's accomplishments to the Director of the WSON and the appropriate faculty members as outlined in the Comprehensive Evaluation Plan.

Section 4: General Precepts

- a. As per *Roberts Rules of Order Newly Revised* (11th ed.) all ex officio committee members will have the same rights and privileges as all other members. This includes the right to vote unless stated otherwise and designated as a “non-voting” member.
- b. Appointed committee members representing departments outside the WSON will be considered non-voting members and designated as such.
- c. Elections by the faculty will be held in April for a term of office beginning in the next Fall Semester. The Bylaws Committee will conduct these elections.
- d. Unless the chairperson is designated by statute, the chair from the preceding academic year will call the first meeting in August for the current academic year and facilitate the election of a new chair who will serve for a term of one year.
- e. All faculty members are expected to participate in committee work as appropriate for academic rank.
- f. Committee members will serve for two years, with staggered terms. Each year, approximately one-half of each committee will be elected. Members may be elected for a second two-year rotation.
- g. A recorder shall be elected at the beginning of each committee meeting and shall record and maintain on file a copy of minutes in the committee notebook.
- h. All committees shall submit an annual written report of their activities to the Director of the WSON and the appropriate faculty by the designated timeline in the Comprehensive Evaluation Plan.

- i. All committee meetings will be open except for those times when the committee may request a closed meeting for purposes of maintaining confidentiality.
- j. When a new faculty member joins the faculty after elections have been held, the Director of the WSON shall consult with the Bylaws committee to identify open committee position and need then appoint the same to serve on a committee.
- k. When a faculty member is nominated to committees, but is not elected to any committee, or if the faculty member requires additional committee membership to meet service requirements for evaluation or promotion and tenure, the Director of the WSON shall consult with the Bylaws committee to identify committees that would benefit from and could support additional membership and then appoint the same to serve on a committee. These appointed members will serve a two-year term
- l. Standing committees shall meet as often as necessary to complete their assigned responsibilities. Additional meetings may be called by the Director of the WSON, Committee Chairperson or at the request of one-third of the members.
- m. All committees may call on faculty/staff to serve in an ad hoc non-voting capacity when expertise is needed for discussions or decisions.
- n. Student participation will be solicited annually in the fall semester and appointed to committees according to availability on a first come first serve basis
- o. Students serving on committees will be asked to participate in at least one meeting each semester and may be asked to attend additional meetings at the discretion of the chair.
- p. Students will not participate in any activities of any committee which include review of student or faculty performance, records and other issues of confidentiality.
- q. Student members of committees will be voting members except for situations described in precepts of “g” and “l”.

Article IV: Standing Committees

Section 1: WSON Standing Committees

Standing committees of the WSON are:

- Bylaws Committee
- Continuing Education Committee
- Department Faculty Council
- Diversity Committee
- Faculty Development Committee
- Faculty Search Committee
- Fiscal and Physical Resource Committee
- WSON Tenure and Promotion Committee

A. Bylaws Committee

- a. Purpose: To develop and maintain governance policies for the WSON.
- b. Responsibilities:
 1. Conduct elections for all committees in April for the following academic year.
 2. Review and develop proposals for amendment of the WSON bylaws as well as how they relate to University statutes.
 3. Review the WSON Faculty and Student Handbook annually and recommend revision(s) to the faculty at large when applicable.

4. Review the WSON Faculty and Student handbooks for consistency with KSU policies.
 5. Review and recommend revision in representation on committees as necessary.
 6. Review and make recommendations regarding organizational charts of University, College and WSON and the role of faculty, administrators, professional staff, and students in the governance of the WSON according to the Comprehensive Evaluation Plan.
 7. Conduct a survey of WSON structure and governance with faculty and professional staff according to the Comprehensive Evaluation Plan.
 8. Assess faculty and professional staff input into program decisions to accomplish the WSON mission and goals.
 9. Generate reports according to the Comprehensive Evaluation Plan.
 10. Annually review committee notebooks for annual report and significant minutes.
- c. Membership:
1. At least five (5) Full-Time Faculty Teaching in the WSON
 2. One (1) Undergraduate Student
 3. One (1) Graduate Student

B. Department Faculty Council (DFC)

- a. Purpose: To promote collegiality and effective shared governance of the WSON by increasing the transparency and two-way communication between the faculty and the Director with regard to the development and implementation of policy.
- b. Responsibilities:
1. DFC shall meet once per semester during the regular academic year and as needed. Meetings during the summer semester are as needed.
 2. Provide a line of communication between the faculty of the WSON and the Director.
 3. Promote shared governance between the faculty member and the Director in regard to development and implementation of WSON policy.
 4. DFC will work with the College Faculty Council, or the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.
 5. The DFC will accomplish its responsibilities related to the regularly scheduled WSON Director Administrative Performance Review. These responsibilities can be found on the KSU Academic Affairs website related to Administrative Review Process and Procedures
 6. The DFC will elect a Department Evaluation Review Committee (DERC) which will consist of 3 tenured faculty elected from and by the DFC, plus one staff representative elected from and by the staff in the department.
- c. Memberships:
1. Director WSON (ex officio, non-voting)
 2. At least three (3) WSON faculty*
 3. WSON Senate Faculty Representative

*** The majority of the DFC shall be tenured or tenure-track faculty. At least one member must be tenured and at least one member must be graduate faculty.**

C. WSON: Continuing Education Committee

- a. Purpose: Develop and approve continuing education courses within the WellStar School of Nursing (WSON).
- b. Responsibilities:
 1. Support nursing professional development and clinical practice by providing, supporting, and promoting educational activities with American Nurses Credentialing Center-Commission on Accreditation (ANCC-COA) contact hours.
 2. Develop a systematic organized approach to maintaining Certification for Nurse Educators (CNE) files and documents on computer.
 3. Provide timely feedback from activity evaluation summaries to the provider unit, course coordinators, and faculty.
- c. Membership:
 1. *Designated Program Director, Division of Continuing Education (ConEd), WellStar College of Health and Human Services (WCHHS)
 2. *Registered Nurse Consultant (Primary Nurse Planner), WSON faculty member.
 3. *Administrative Assistant, Division of ConEd, WCHHS, (Record Keeper), non-voting
 4. At least one (1) WSON Faculty member
*Positions 1, 2, & 3 are designated in the Alabama State Nurses Association (ASNA) Continuing Education Unit (CEU) application.

D. Diversity Committee (Advisory)

- a. Purpose: To establish and maintain communication between WSON faculty and diverse students.
- b. Responsibilities:
 1. Assess the needs of diverse students* majoring in nursing in order to improve their admission, retention, and graduation.
 2. Offer support to diverse students majoring in nursing in order to improve their admission, retention, and graduation.
 3. Evaluate and enhance the climate of diversity and inclusion among faculty & students within the WSON.

***Diverse students are individuals who differ from dominant nursing population, such as race, ethnicity, religion, gender, socioeconomic status, and sexual orientation.**

- a. Membership:
 1. At least three (3) WSON Faculty members
 2. One (1) Undergraduate Student
 3. One (1) Graduate Student

E. Faculty Development Committee

- a. Purpose: To assist WSON faculty in their professional and personal development.
- b. Responsibilities:
 1. Identify topic areas of expertise and/or interest by the nursing faculty that will improve faculty effectiveness in instruction, institutional service, and professional development.
 2. Provide a forum for informal presentations such as research, grants, publications, dissertations, and innovations by nursing faculty.
 3. Identify, plan and evaluate the effectiveness of the faculty development programs for faculty.
 4. Collaborate with WSON Director annually to identify faculty development program needs and create opportunities to facilitate accomplishment of WSON mission and goals.
 5. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
 6. Collaborate with Program Director, WCHHS ConEd to approve continuing education programs in compliance with the American Nurses Credentialing Center's Commission on Accreditation (ANCC).
- c. Membership
 1. At least five (5) WSON Faculty members. One member will be designated to collaborate with the Program Director, WCHHS ConEd to approve all continuing education programs.

F. Faculty Search Committee

- a. Purpose: To recruit diverse faculty candidates who can implement the teaching, scholarship and service missions of the WellStar School of Nursing. The Committee works collaboratively with the Director of the WSON who will post faculty vacancies based on budgeted and available open positions.
- b. Responsibilities:
 1. Provide recommendations to the WSON Director regarding criteria that should be included in the position announcement for open positions;
 2. Assist with marketing positions through the use of university-approved media;
 2. Review applications to ensure applicants meet criteria of the position;
 3. Work with the WSON Director to arrange and conduct interviews of qualified candidates invited to campus. Interviews will include meetings with applicable administrators and a presentation to the faculty on a topic of relevance to the position;
 4. Collate feedback from faculty who attend the candidate's presentation;
 5. Present slate of unranked candidates to director.
- c. Membership
 1. Five (5) Faculty members of the WSON, including 3 tenured faculty one of whom must be Associate Professor or Professor, one non-tenured tenure-track faculty and one clinical faculty.

2. At least two (2) faculty should hold 12-month appointments to accommodate summer interviews.
3. While students will not serve as members, they will be invited to the presentation.

G. Fiscal and Physical Resources Committee

- a. Purpose: To maintain communication between faculty of WSON and Administrators of WSON concerning the fiscal and physical resources of the WSON.
- b. Responsibilities:
 1. Provide input into WSON budget for planning, implementing, and assessing programs, activities, faculty workload, and equipment related to the WSON mission, philosophy, and goals.
 2. Review purchase suggestions for equipment and learning materials from faculty and students and make recommendations to appropriate funding source for purchase.
 3. Monitor adequacy of physical resources, space, and equipment and make recommendations for changes.
 4. Review number and utilization of faculty appropriate to WSON mission and goals.
 5. Investigate external funding resources.
 6. Conduct surveys with faculty, professional staff, and students to assess adequacy of physical resources such as offices, equipment, classroom, and laboratory space to enable the accomplishment of WSON mission and goals.
 7. Review faculty and professional staff salary structure and compare with other comparable regional nursing programs for equity and parity.
 8. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
 9. Review the library, computer software, and learning resources for currency, comprehensiveness, and appropriateness in supporting the WSON mission and goals.
 10. Review the accessibility and availability of library and learning resources by faculty and students.
 11. Conduct a survey with the faculty and students as to the resources and services of the library and learning resources center annually.
 12. Review procedures for the selection and purchase of learning resources.
 13. Review library and learning resource center policies to assure the meeting of the majority of the students, faculty, and staff needs.
- c. Membership
 1. At least three (3) Faculty members of the WSON
 2. One (1) Undergraduate Student
 3. One (1) Graduate Student
 4. Library Resources Representative (ex officio, non-voting)
 5. Learning Resource Center Coordinators (ex officio)
 6. IT Systems Support Specialist, (ex officio, non-voting)
 7. Director of WSON (ex officio)
 8. WSON office manager (ex officio, non-voting)

H. WSON Promotion and Tenure Committee

- a. Purpose: To evaluate the portfolios of WSON faculty for promotion and tenure
- b. Responsibilities:
 1. As laid out in the University Faculty Handbook, Review and Evaluation of Faculty Performance.
 2. Includes review of portfolios for promotion review as needed.
- c. Membership:
 1. At least five (5) full time tenure track faculty.
 2. Three (3) faculty with professor status, and two (2) faculty with Associate Professor status.

Section 2: Graduate (MSN) Standing Committees

Standing committees of the MSN Graduate Program are:

- MSN Admissions, Progression, and Retention Committee
- Graduate Curriculum and Program Evaluation Committee
- MSN Student Advisory Committee

A. MSN Admissions, Progression, and Retention Committee

- a. Purpose: To establish, apply and evaluate the Admission, Progression and Retention policies for the WSON Graduate MSN programs and tracks.
- b. Responsibilities:
 1. Review annually and on an as needed basis the admission, progression, and readmission policies of each program.
 2. Review statistics on the numbers of applications received, numbers of students accepted, and numbers of enrolled and the demographic characteristics of the application pool and those accepted for admission.
 3. Review student requests for readmission into the clinical sequence of the program.
 4. Review aggregate data of Graduate MSN cohort classes for meeting completion and graduation outcomes.
 5. Review all Admissions & Progression policies of the WSON for accessibility, consistency with University policies, and clarity as outlined in the Comprehensive Evaluation Plan.
 6. Review all student Admission, Progression, and Retention policies of the University and WSON for their relation to the mission, philosophy, and goals of the WSON and University.
 7. Generate reports and recommendations according to Comprehensive Evaluation Plan.
- c. Membership:
 1. Associate Director Graduate Nursing Program (ex-officio)
 2. At least three (3) graduate faculty:
 - a) Program Coordinator for WellStar Primary Care Nurse Practitioner Program
 - b) Program Coordinator for Nursing Administration & Transformational Leadership

- c) Program Coordinator for Nursing Education Leadership
- 3. Graduate Student Services (ex officio, non-voting)

B. Graduate (MSN) Curriculum and Program Evaluation Committee

- a. Purpose: The purpose of this committee is to develop, review and evaluate the graduate curricula in accordance with the Graduate MSN program assessment plans and national standards and guidelines.
- b. Responsibilities:
 - 1. Review and approve course and program proposals for the Graduate MSN programs.
 - 2. Present proposals for curriculum decision making to the WSON faculty.
 - 3. Assess the Graduate MSN curricula for congruency between the University, College, and WSON philosophy, strategic plan, student learning outcomes and Graduate MSN program outcomes.
 - 4. Assess WSON philosophy, mission, and goals for consistency with professional nursing standards, guidelines, and the needs of the community of interest, and that courses in each track are logically organized, sequenced, and internally consistent.
 - 5. Assess the MSN curricula and courses to determine that program objectives are met, courses are built on prerequisites, and course objectives reflect course content.
 - 6. Evaluate clinical resources for congruence with the WSON philosophy, mission, and goals.
 - 7. Work in conjunction with the undergraduate program evaluation committee to periodically review the evaluation process for congruency with the comprehensive evaluation plan, the WCHHS and WSON philosophy and strategic plan, and accreditation criteria (CCNE and SACS).
 - 8. Establish and maintain the timeline for collection, analysis, and reporting of Graduate MSN program evaluation data
 - 9. Develop and maintain a process for collection and storing of graduate program evaluation data in appropriate databases. Evaluate survey instruments, interview tools, and processes used to collect program data based on the total assessment blueprint.
 - 10. Participate in program review activities and the compilation of the annual assessment report.
 - 11. Changes in Curriculum
New course offerings, course deletions, and changes in requirements or curricula for the Graduate MSN program must go through an approval process as identified by the Graduate Policies and Curriculum Committee (GCPEC).
<http://www.kennesaw.edu/gpcc/procedures.html>
 - a) Faculty of the Graduate MSN nursing program may propose changes.
 - b) To begin the process, faculty must log in to Curriculog and submit the online information. Prior to gaining access to Curriculog, faculty must complete the online training. Below is the link to information and access to the curriculum management process:<http://www.kennesaw.edu/curriculum/curriculog.html>
 - c) Once information is submitted online, proposals are reviewed by the Graduate Curriculum and Program Evaluation Committee (GCPEC).
 - d) Proposals must be available to GCPEC committee members at least one week prior to scheduled meeting for discussion and vote.

- e) A majority of voting members of the GCPEC is required to approve and adopt proposals.
 - f) Once GCPEC approves a proposal, the curriculum chair will present the course to the graduate faculty for discussion. A majority of eligible voting members of the Graduate MSN faculty are required to approve and adopt proposals.
 - g) The online process continues with approval from the Director of the WellStar School of Nursing, the WellStar College of Health and Human Services College Curriculum Committee, and the Dean of the WellStar College of Health and Human Services.
 - h) Once approval is completed by the school and college, approval must be obtained through the Graduate Policies and Curriculum Committee (GCPEC). Chair of the Graduate Curriculum Committee is responsible to ensure all steps of the process are completed.
 - i) The GCPEC then obtains final approval from the Provost and Vice President for academic Affairs and President.
- c. Membership:
- 1. At least four (4) graduate faculty (at least one each from the WellStar Primary Care Nurse Practitioner (WPCNP) and Leadership in Nursing (LN), programs.
 - 2. Associate Director, Graduate Nursing Program (ex officio)
 - 3. Two (2) graduate students. (one WPCNP and one NL)

C. MSN Student Advisory Committee

- a. Purpose: To promote dialogue between faculty and students by addressing student concerns and issues related to the WSON Programs.
- b. Responsibilities:
 - 1. Organize and conduct annual meetings with Graduate MSN WSON students to elicit input on prospective issues and concerns.
 - 2. Provide clarification and rationale on issues presented by students during these meetings.
 - 3. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. Memberships:
 - 1. Associate Director Graduate Nursing Programs (ex officio)
 - 2. At least two (2) Faculty Teaching at the Graduate Level
 - 3. Graduate Student Services Coordinator (ex officio, non-voting)
 - 4. All Graduate Students are invited

Section 3: Undergraduate Standing Committees

Standing committees of the Undergraduate Programs are:

- Undergraduate Admissions, Progression, and Retention Committee
- Undergraduate Advisory Committee on Student Behavior
- Undergraduate Clinical Advisory Committee
- Undergraduate Curriculum
- Undergraduate New Student Success Program Committee

- Undergraduate Program Evaluation Committee
- Undergraduate Program Testing Committee
- Undergraduate Scholarship Committee
- Undergraduate Student Advisory Committee
- Undergraduate Survey Committee

A. Undergraduate Admissions, Progression, and Retention Committee

- a. Purpose: To establish, implement and evaluate the Admission, Progression and Retention policies for the WSON.
- b. Responsibilities:
 1. Review annually and on an as needed basis, the admission, progression, and readmission policies of each program.
 2. Review statistics on the numbers of applications received, numbers of students accepted, and numbers of enrolled students and the demographic characteristics of the application pool and those accepted for admission.
 3. Review student requests for readmission to the program.
 4. Review aggregate data of undergraduate cohort classes for meeting completion and graduation outcomes.
 5. Review all Admissions and Progression policies of the WSON for accessibility, consistency with University policies, and clarity as outlined in the Comprehensive Evaluation Plan.
 6. Review all student Admission, Progression, and Retention policies of the University and WSON for their relation to the mission, philosophy, and goals of the WSON and University.
 7. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. Membership:
 1. Associate Director WSON for Undergraduate Programs (ex officio, non-voting)
 2. Assistant Director of BSN Programs (ex officio, non-voting)
 3. At least five (5) Faculty Teaching at the Undergraduate level

B. Undergraduate Advisory Committee on Student Behavior

- a. Purpose: To review clinical performance and professional behavior issues and provide suggestions for handling these situations by objectively reviewing the issues with faculty members. This committee serves in an advisory capacity collaborating with faculty and Associate Director of Undergraduate Programs.
- b. Responsibilities:
 1. Recommend policies pertaining to clinical performance and professional behavior.
 2. Meet with involved faculty as needed to review clinical performance/professional behavior issues and provide recommendations and/or guidance where course or program consequences are anticipated.
 3. Inform faculty of current and emerging issues regarding clinical evaluation and unprofessional behavior.

- c. Membership:
 - 1. At least three (3) faculty teaching in the WSON Undergraduate program.
- d. Process:
 - 1. Clinical performance issues should be discussed with the student as soon as concerns are identified or as practical. Following a discussion with the student, the issue should be discussed at the team level before approaching the committee. A prescription for remediation and/or a *Clinical Evaluation Contract* (Appendix A) may then be developed.
 - a) A prescription for remediation will be developed in collaboration with the student.
 - b) A *Clinical Evaluation Contract* (Appendix A) will be developed by the involved faculty and presented to the student. Faculty may request advice or guidance from the committee.
 - c) The faculty member should inform the student of available counseling and support services.
 - 2. If a student is unsatisfactory at the midpoint of the clinical rotation or any point thereafter, the faculty member is strongly encouraged to utilize the services of this committee.
 - 3. Notify the chairperson of the committee in writing of the clinical issue.
 - 4. Faculty will need to submit written documentation addressing the following areas:
 - a) Specify the deficiencies as they relate to specific clinical objectives as outlined on the evaluation tool.
 - b) An outline of the requirements to remove the deficiencies.
 - 5. Faculty will meet with the committee for presentation and dialogue of the student clinical situation.
 - 6. The committee may provide written recommendations of an advisory nature to the faculty member.
 - 7. The faculty member will maintain responsibility for evaluation of the student to assess adherence with contact or remediation.
- e. Process for Non-adherence to Expected Professional Behaviors
 - 1. The faculty member should meet with the student to discuss and document observed behavioral concerns as soon as any unprofessional behavior is identified or as soon as practical.
 - 2. A student who displays non-professional behaviors or actions which violate the *ANA Code of Ethics* and/or the *WSON Student Code of Conduct* may be brought to the attention of the Advisory Committee on Student Behavior.
 - a) If the issue is presented to the committee and the committee concludes that the student's behavior violates the *ANA Code of Ethics* and/or the *WSON Student Code of Conduct*, as alleged, the student will be given an opportunity to meet with the faculty member and the committee. At that time the student will have the chance to hear and respond to the specific allegation(s). A student's decision not to attend such a meeting will not be construed as an admission of responsibility. However, if the student receives notification of the meeting and fails to attend, the committee will make a decision based on the available preponderance of evidence regardless of whether the student chooses to attend.

- b) If the committee finds that the student did breach professional standards, the student will be placed under a *Professional Behavior Contract* (Appendix B). This contract will be developed by the involved faculty member who may seek advice or guidance from the committee. The faculty will then meet with the student to review the contract and its implications.
3. When there is an alleged violation of professional behavior as specified in the *ANA Code of Ethics* and/or the *WSON Student Code of Conduct*, **and** if identified behavior(s) also constitute a potential violation of the *Kennesaw State University Codes of Conduct*, the student may be referred to KSU Department of Student Conduct and Academic Integrity (SCAI) for appropriate investigation and possible university sanctions.
4. Undergraduate faculty will be informed of all *Professional Behavior Contracts* (Appendix B), without the use of student identifiers, through the Advisory Committee on Student Behavior's monthly report at the WSON undergraduate faculty meeting.
5. A copy of the contract will be included in the student's WSON academic file. The student will be required to adhere to the terms outlined in the contract during the remainder of their time in the program of study or such time as identified in the contract.

C. Undergraduate Clinical Advisory Committee

- a. Purpose: To maintain communication between clinical agencies and the WSON BSN faculty.
- b. Responsibilities:
 1. Provide a communication network between the Undergraduate Program contracted clinical agencies.
 2. Provide a mechanism for obtaining curriculum input and feedback from clinical agencies.
 3. Determine the extent to which the collaborative relations between the WSON and affiliating clinical/community agencies are mutually beneficial.
 4. Meet annually and as needed.
 5. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. Membership:
 1. Associate Director WSON for Undergraduate Programs (ex officio)
 2. Faculty Liaison to Clinical Sites & Part-time Faculty Coordinator
 3. Clinical Placement Administrative Associate
 4. All Full-Time Faculty Teaching at the Undergraduate level
 5. Representatives from contracted clinical agencies

D. Undergraduate Curriculum Committee

- a. Purpose: To develop, review and evaluate curriculum in accordance with the undergraduate assessment blueprint.
- b. Responsibilities:
 1. Review and approve course and program proposals for the WSON BSN Program.
 2. Present proposals for curriculum decision-making to the WSON Faculty.
 3. Review and evaluate the implementation of the curriculum at times designated in the WSON Comprehensive Evaluation Plan.
 - a) Determine congruency between University, College and WSON Philosophy and Goals, Undergraduate Conceptual Framework and Student Learning and Program Outcomes.
 - b) Determine consistency of philosophy and goals of WSON with professional nursing standards, guidelines for preparation of nursing professionals, and needs and expectations of members within the community of interest.
 - c) Determine if courses reflect the WSON Philosophy and Undergraduate Conceptual Framework, and are logically organized, sequenced, and internally consistent.
 - d) Identify issues encountered in implementing the curriculum by reviewing course reports and inviting dialogue with faculty annually.
 - e) Determine the extent to which courses and program objectives are met.
 - f) Determine the extent to which courses are built on prerequisites.
 - g) Determine the extent to which course content reflects (or is congruent with) course objectives.
 - h) Determine congruence of the clinical resources with the WSON philosophy and Undergraduate conceptual framework.
 - i) Review the variety of nursing electives offered each semester.
 - j) Review text-books used across the curriculum annually. Faculty using self-authored books for a course must gain approval through the undergraduate curriculum committee.
 4. Generate reports according to the Comprehensive Evaluation Plan.
 5. Changes in Curriculum

New course offerings, course deletions, or changes to requirements for the BSN program must go through an approval process as identified by the Undergraduate Policies and Curriculum Committee (UPCC)

<http://www.kennesaw.edu/upcc/procedures.html>

 - a) Faculty of the undergraduate nursing program may propose changes.
 - b) To begin the process, faculty must log in to Curriculog and submit the online information. Prior to gaining access to Curriculog, faculty must complete the online training. Below is the link to information and access to the curriculum management process.

<http://www.kennesaw.edu/curriculum/curriculog.html>
 - c) Once information is submitted online, proposals are reviewed by the Undergraduate Curriculum Committee (UCC).
 - d) Proposals must be available to committee members at least one week prior to scheduled meeting for discussion and vote.
 - e) A majority of voting members of the Undergraduate Curriculum Committee is required to approve and adopt proposals.

- f) Once UCC approves a proposal, the curriculum chair will present the course to the undergraduate faculty for discussion. A majority of eligible voting members of the undergraduate faculty are required to approve and adopt proposals
 - g) The online process continues with approval from the Director of the WellStar School of Nursing, the WellStar College of Health and Human Services College Curriculum Committee, and the Dean of the WellStar College of Health and Human Services.
 - h) Once approval is completed by the school and college, approval must be obtained through the Undergraduate Policies and Curriculum Committee (UPCC). Chair of the Undergraduate Curriculum Committee is responsible to ensure all steps of the process are completed.
 - i) The UPCC then obtains final approval from the Provost and Vice President for Academic Affairs and President.
 - j) A course that is developed as a new elective (N4490) will obtain initial approval through the Undergraduate Curriculum Committee, the Director and Associate Director WSON for Undergraduate Programs. Once the course is taught three (3) times, the course must be converted from a N4490 course to a permanent number. To receive a permanent number, the faculty member will begin the process in Curriculog and the course will go through the approval process outlined above in steps 1-9.
- c. Memberships:
- 1. At least six (6) WSON Faculty Teaching at the Undergraduate level
 - 2. A member of the WSON Undergraduate Curriculum Committee will serve as the liaison to the WSON Undergraduate Program Evaluation Committee (UPEC).
 - 3. One (1) Undergraduate Student

E. Undergraduate New Student Success Program Committee

- a. To provide a program that will promote academic success for new students in the undergraduate nursing program.
- b. Responsibilities:
 - 1. Facilitate planning and implementation of the New Student Success Program each semester.
 - 2. Coordinate speakers, food, facilities, registration for the event.
 - 3. Review and evaluate effectiveness of the New Student Success Program.
- c. Membership
 - 1. Six (6) WSON Faculty members teaching in the BSN program
 - 2. One (1) undergraduate student (SNA president)

F. Undergraduate Program Evaluation Committee

- a. Purpose: The Undergraduate Program Evaluation Committee (UPEC) is the oversight body that ensures the Total Assessment Blueprint (TAB) is implemented. UPEC shares responsibility with the Graduate Curriculum and Program Evaluation Committee (GCPEC) to ensure implementation of the Comprehensive Evaluation Plan (CEP). As such, the UPEC gathers information from various committees (Survey, Testing, and Curriculum) to evaluate and present recommendations for continuous program improvement to the faculty.

- b. Responsibilities:
 - 1. Collaborates with Undergraduate Curriculum Committee to facilitate the review and evaluation of program outcomes and student learning outcomes.
 - 2. Review existing assessment practices and measures from collection to analyses, including providing guidelines and recommendations to the faculty for assessment activities. .
 - 3. Establish and maintain the time line for the collection, analysis and reporting of data as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.
 - 4. Collaborate with the GCPEC to complete activities for which UPEC has oversight responsibility per the CEP.
 - 5. Complete activities for which UPEC has oversight responsibility per the Total Assessment Blueprint (TAB)
 - 6. Collaborate with Undergraduate Curriculum Committee to provide feedback and input regarding the KSU Program Assessment Plan.

- c. Membership:
 - 1. Six (6) Faculty Teaching at the Undergraduate level (one from Survey Committee, one from Program Testing Committee, and one from Undergraduate Curriculum Committee)
 - 2. One (1) Undergraduate Student

G. Undergraduate Program Testing Committee

- a. Purpose: The testing program is to evaluate student's knowledge in relation to the nursing process, critical thinking, and competency skills. The purpose of this program is to reduce student attrition, increase student pass rates on the nursing licensure exam, and ultimately prepare the student for success in practice.

- b. Responsibilities:
 - 1. Review the comprehensive testing program for congruency with the WSON's philosophy and goals and Undergraduate program and students learning outcomes.
 - 2. Coordinate faculty and student orientation to the current comprehensive testing program each semester.
 - 3. Recommend faculty and student policies and procedures with the administration, remediation, and evaluation of the current comprehensive testing program.
 - 4. Collaborate with the vendor agency for comprehensive testing program on the administration, reporting, and analyses of the tests.
 - 5. Coordinate the collection and analyses of data for programmatic assessment and the writing of reports to the Undergraduate Program Evaluation Committee as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.

- c. Membership:
 - 1. At least three (3) Faculty Teaching at the Undergraduate Level
 - 2. The Program Testing Committee Chair will serve as the liaison to the Undergraduate Program Evaluation Committee (UPEC).
 - 3. Testing Program Coordinator
 - 4. A member of the Program Testing Committee will serve as the liaison to the Undergraduate Program Evaluation Committee (UPEC).
 - 5. Two (2) Undergraduate Students

H. Undergraduate Scholarship Committee

- a. Purpose: To collaborate with the KSU Foundation, Office of Development and Advancement and award individual scholarships to undergraduate WSON students based on the scholarship criteria.

- b. Responsibilities:
 - 1. Participate in annual meetings with the Office of Development and Advancement.
 - 2. Review nursing scholarship applications.
 - 3. Select applicants for funds based on Scholarship criteria.
 - 4. Forward list of selected applicants to the KSU Foundation, Office of Development and Advancement, Assistant Director of Scholarship & Donor Recognition.
- c. Membership:
 - 1. Undergraduate Associate Director of WSON (ex officio)
 - 2. Two faculty teaching at the Undergraduate Level.
 - 3. KSU Foundation, Office of Development and Advancement, Assistant Director of Scholarship & Donor Recognition (non-voting)

I. Undergraduate Student Advisory Committee

- a. Purpose: To promote dialogue between faculty and students by addressing student concerns and issues related to the BSN Programs.
- b. Responsibilities:
 - 1. Organize and conduct annual meetings with BSN students to elicit input on prospective issues and concerns.
 - 2. Provide clarification and rationale on issues presented by students during these meetings.
 - 3. Generate reports and recommendations according to the Comprehensive Evaluation Plan.
- c. Memberships:
 - 1. Associate Director WSON for Undergraduate Programs (ex officio)
 - 2. At least three (3) Faculty Teaching at the Undergraduate level
 - 3. All Undergraduate Students are invited

J. Undergraduate Survey Committee

- a. Purpose: Through the use of surveys, interviews, and focus groups, faculty gather information from students about their educational experiences; satisfaction with the academic program and services, values, attitudes, and expectations of the educational program, as well as their reflections on being prepared for a professional career. Likewise, similar information is collected to obtain insights from alumni, employers, preceptors, and other specific audiences. As a result, data will be used to assess program and student learning outcomes and improve the preparation of future graduates.
- b. Responsibilities:
 - 1. Establish and maintain the timeline for:
 - a) Distribution, collection and analysis of surveys to target groups.
 - b) Conduction, collection and analysis of focus group to target groups if indicated.
 - 2. Identify specific target groups such as senior student preceptors, graduating seniors, alumni, and employers for the assessment surveys and/or focus groups.
 - 3. Review and select survey instruments for purpose, content, and response categories that are congruent with the WSON mission, philosophy, goals, program outcomes, and student learning outcomes.
 - 4. Develop a reliable process for the distribution and collection of surveys.
 - 5. Establish the topics and methods for conducting focus groups that are congruent with the WSON mission, philosophy, goals, program outcomes and student learning outcomes.
 - 6. Coordinate the collection and analysis of data for programmatic assessment and the writing of reports to the Undergraduate Program Evaluation Committee as outlined in the Total Assessment Blueprint and Comprehensive Evaluation Plan.

- c. Membership:
 - 1. At least four (4) Faculty Teaching at the Undergraduate Level
 - 2. A member of the Survey Committee will serve as the liaison to the Undergraduate Program Evaluation Committee (UPEC).
 - 3. One (1) Undergraduate Student

ARTICLE V. Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follow:

Section 1.

Business and action will be subject to the rules of parliamentary procedure described in Robert's Rules of Order, Newly Revised.

Section 2. Eligibility

- a. All faculty who are not part-time or limited term are eligible to vote. Staff may vote for positions in which staff is eligible to be elected.
- b. Absent faculty/staff may vote by written proxy.

Section 3. Quorum

- a. A quorum shall consist of a simple majority (51%) of those eligible to vote.
- b. Proxies shall not count toward a quorum.

Section 4. Passage of a Motion

- a. A simple majority of those voting shall be required to pass a motion.
- b. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 5. Electronic Voting

- a. Voting may be done electronically if approved by a simple majority of the members of a committee or the department. Voting tallies and proposal texts must be recorded in committee minutes and records.
- b. Electronic voting must:
 - 1) be accessible to all members wishing to vote online.
 - 2) include the text of each proposal presented for voting.
 - 3) include specific instructions on the voting timeframe and deadline, such that late votes will not be counted in the final tally.
 - 4) include sufficient information to determine the voter's identity as a committee member.

Section 6. Summer session

- a. If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE VI. Guidelines for Tenure-Track and Non-Tenure Track Faculty Searches

Section 1. Search Committee Designation

- a. The Director WSON or appropriate Department Chair will appoint a search committee or the department faculty will elect the search committee prior to advertising the approved

and budgeted faculty position vacancy. The composition of a search committee will depend upon the size and specific needs of the hiring department but should be no less than five (and preferably an odd number of) members. Search committee members may come from on or off campus. The chair of a search committee may or may not be the director of the hiring department for a faculty position. The search committee members cannot be candidates for the search in which they are serving as committee members.

- b. The Director WSON or appropriate Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. Each search committee should be clearly “charged” by the WSON director or designee. The charge should occur in person at the committee’s first meeting.

Section 2. Potential Conflicts of Interest.

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. Summer Session Teaching

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1 Through written solicitation, the Director WSON shall determine which faculty members wish to teach during summer sessions.

Section 2 The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a. Course demand and faculty specialization.
- b. Budget conditions.
- c. Preference will be given to full-time, tenure-track faculty.
- d. Possession of the terminal degree.
- e. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to the bylaws committee chairperson and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE IX. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the College of Health and Human Services and the Board of Regents of the University System of Georgia.

References

Robert, H., Honemann, D., and Balch, T. (2011). *Roberts' rules of order: Newly Revised* (11th ed.), New York: Da Capo Press.

Revised and Accepted: 11/19/01

Revised: 07/08, 07/09, 07/10, 10/10, 7/13, 8/14, 4/15, 5/16, 7/17

Kennesaw State University Approval Form for Department Bylaws

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 04 / 02 / 2015, were approved by the faculty of the Department of WellStar School of Nursing in accordance with department policies and procedures:

Name (printed or typed) / Title (DFC chair, etc.)	Signature/ Date
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Department Chair Approval - I approve the attached bylaws:

Name (printed or typed)	Signature/ Date
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College Faculty Council Approval - I approve the attached bylaws:

Name (printed or typed)	Signature/ Date
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College Dean Approval - I approve the attached bylaws:

Name (printed or typed)	Signature/ Date
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Provost Approval - I approve the attached bylaws:

Name (printed or typed)	Signature/ Date
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