

**STATE UNIVERSITY OF NEW YORK
HEALTH SCIENCE CENTER AT BROOKLYN
COLLEGE OF NURSING**

FACULTY AND PROFESSIONAL STAFF BY-LAWS

PREAMBLE

In keeping with the policies of the Board of Trustees of the State University of New York and in compliance with the directive set forth in the Faculty and Professional Staff By-Laws of the College of Nursing of the Health Science Center, we do hereby enact these By-Laws for the purpose of establishing the organization of the Faculty and Professional Staff of the College of Nursing, and designating the policies and procedures necessary for the definition and execution of its duties and responsibilities.

ARTICLE I

DEFINITION OF TERMS

- Item 1.:** **"University"**: State University of New York.
- Item 2.:** **"Board of Trustees"**: Board of Trustees of the State University of New York.
- Item 3.:** **"Chancellor"**: The Chief Administrative Officer of the State University of New York.
- Item 4.:** **"Science Center"**: Health Science Center at Brooklyn, abbreviated as HSC.
- Item 5.:** **"President"**: The Chief Administrative Officer of the Health Science Center.
- Item 6.:** **"College"**: The College of Nursing of the Health Science Center.
- Item 7.:** **"Dean"**: Chief Administrative Officer of the College of Nursing of the HSC.

- Item 8.:** **Faculty":** The Chancellor of the University, The President of the Health Science Center, the faculty of the College of Nursing who hold academic appointments in the College and members of the academic staff of the College.
- Item 9.:** **"Academic Staff":** Those persons having full academic rank or qualified rank in the College as defined in Article II, Policies of the Board of Trustees.
- Item 10.:** **"Professional Staff":** All persons in the department of instruction of the College, occupying positions designated by the President or as defined in the contract negotiated under the Taylor Law, as supporting the educational and research goals of the School.
- Item 11.:** **"Consult with Faculty":** Consultation shall take the form of discussion and advice prior to the taking of official action.

ARTICLE II

AUTHORITY AND RESPONSIBILITIES OF THE FACULTY PROFESSIONAL STAFF

The Faculty and Professional Staff is authorized to develop and implement programs and policies in accordance with the standards of Article of Governance of the University Faculty Senate of State University of New York as promulgated by the Policies of the Board of Trustees. The responsibilities of the Faculty and Professional Staff include the following:

- Item 1.:** Development and implementation of educational, research and service programs of the College.
- Item 2.:** Establishment and continuous review of academic standards.
- Item 3.:** Formulation and implementation of Faculty and Personnel Policies relative to appointments, promotions and selection of academic and professional staff.

- Item 4.:** Participation in formulation and implementation of budgetary policies of the College.
- Item 5.:** Encouragement of student participation in the development of educational programs of the College.
- Item 6.:** Participation with the CON administration in the periodic assessment of faculty and professional staff and administrative activities in the areas of faculty and professional staff responsibility.

ARTICLE III

ORGANIZATION OF THE FACULTY AND PROFESSIONAL STAFF

Section A: Faculty and Professional Staff Assembly of the College of Nursing.

The organization shall be known as the Faculty and Professional Staff Assembly of the College of Nursing, abbreviated as FPACN.

- Item 1.:** Membership shall consist of the faculty and professional staff of the College of Nursing as defined in Article I, Items 9, 10 and 11.
- Item 2.:** The voting member shall consist of faculty and the professional staff of the College of Nursing.
- Item 3.:** There shall be one non-voting student representative from each program of the College of Nursing.

Section B: Elected Officers of the Faculty and Professional Staff Assembly of the College of Nursing.

- Item 1.:** The elected officers of the FPACN shall consist of a Presiding Officer and a Presiding Officer-Elect. The term of office is one year. The Presiding Officer-Elect shall be elected annually. The Presiding Officer-Elect shall assume the office of Presiding Officer automatically at the expiration of Presiding Officer's term or when that office becomes vacated.

Item 2.: The duties of the Officers shall be as follows:

- a. The Presiding Officer shall:
 1. Preside over the FPACN and perform such duties as appropriate to the office.
 2. Serve as a member of the Health Science Center at Brooklyn Center-Wide Committee of the Faculty and Professional Staff and other appropriate Center-Wide Committees.
 3. Serve as an ex-officio member of all FPACN committees unless otherwise specified.
 4. Appoint a parliamentarian yearly.
 5. Create ad hoc committees and appoint ad hoc committee members as necessary.
 6. Preside over the Committee of the Faculty and Professional Staff of the College of Nursing.
 7. Oversee the process of student representation on standing Committees.

- b. The Presiding Officer-Elect shall:
 1. Assist the Presiding Officer to perform his or her duties.
 2. Preside in the event of his or her absence.

Item 3.: Representatives to the Center-Wide Committee of the Faculty and Professional Staff.

Three representatives from FPACN shall be elected annually and function in accordance with Article VI of the Policies of the Board of Trustees of the State University. They shall represent FPACN at the meetings of the Center-Wide Committee. At the meeting of FPACN following a Center-Wide meeting, a Representative shall report on questions raised and actions taken. The Representatives may ask a designee to act in their absence.

Section C: Standing Committees of the FPACN

- Committee of the Faculty and Professional Staff
- Educational Policy
- Curriculum
- Program Evaluation
- Committee on Academic and Professional Qualifications
- Nominations, Elections, Ballots and By-Laws
- Faculty Development
- Admissions and Recruitment

(See Article IV, Section A, B, C for General Rules, Membership and Functions of the FPACN Committees).

Section D: Meetings of the FPACN.

Item 1.: Regular Meetings. There will be at least four regular meetings to be scheduled in September, December, March and May.

Item 2.: Special Meetings. Special meetings may be called by the Chancellor, President, Dean, or Presiding Officer. Special meetings must be called by the Presiding Officer upon written application of twenty-five percent of the members of FPACN.

Special FPACN meetings shall be called within ten days of receipt of such application and every effort shall be made to notify all members of the FPACN. The business of such meetings shall be indicated on the notice of the meeting and shall be limited to the matter set forth in the application.

Item 3.: Quorum. A quorum of any meeting of the FPACN shall consist of a simple majority of all the members.

Item 4: The agenda shall include:

- a. Approval of minutes of previous meetings.
- b. Report of the Chancellor
- c. Report of the President/Vice President
- d. Report of the Dean
- e. Reports of the Associate Deans
- f. Report of the Presiding Officer
- g. Reports of the Directors
- h. Reports of Standing Committees
- i. Reports of Special Committees.
- j. Reports of Student Council Representative
- k. Old Business
- l. New Business: Items of new business may be presented at any meeting of the FPACN. Unlimited discussion is allowed but discussion may be terminated by a vote of two-thirds of those present and voting.

Any resolution may be brought to a vote if approved by a simple majority of assembly members present; however, any resolution must be voted on by mail ballot sent to all voting members of the FPACN under any of the following circumstances:

1. By vote of three members present at the Assembly Meeting.
2. By petition of twenty-five per cent of the voting Faculty and Professional Staff within ten days of the meeting.

THE PRESIDING OFFICER MAY REVISE THE ORDER OF THE AGENDA AS NECESSARY.

Item 5.: A written secret ballot shall be used for:

1. Elections.
2. All resolutions under the circumstances listed in item 4, m, 1-2.

Item 6.: The manner of voting on resolutions by mail shall be as follows:

Within two weeks of the fulfillment of any of the circumstances listed in Item 4, m, 1-2, a secret ballot (accompanied by the text of the final resolution) shall be sent by the Nominations, Elections, Ballots and By-Laws Committee to members of the voting Faculty and Professional Staff. The Ballots are returned to the Nominations, Elections, Ballots and By-Laws Committee.

Item 7.: Unless otherwise provided in these by-Laws, the latest edition of **Robert's Rules of Order** shall govern the conduct of business of the FPACN.

ARTICLE IV
Standing Committees of the FPACN

SECTION A: GENERAL RULES OF STANDING COMMITTEES

- Item 1.: Each member of a committee shall be entitled to one vote at the meetings of that committee.
- Item 2.: A quorum shall consist of the majority of faculty and professional staff members of that committee.
- Item 3.: Unless otherwise stated in these By-Laws, the Dean and the Presiding Officer of the FPACN shall be ex-officio members of each standing committee.
- Item 4.: Unless otherwise specified in these By-Laws, each committee shall annually elect a chairperson and any such officers from among its members as the committee shall deem necessary. The officers shall be eligible for reelection.
- Item 5.: Unless otherwise specified in these By-Laws, at the first election, one half of the nominees on a committee who receive the highest number of votes shall be elected to a two year term and the remaining nominees shall be elected to a one year term. In subsequent elections, to fill committee vacancies, the elected persons shall serve a two year term.
- Item 6.: If a vacancy occurs on a committee, the vacancy shall be filled by a special election held in a timely manner.
- Item 7.: Each committee shall hold its initial meeting as soon as practicable after the beginning of the academic year in the month of September. The chairperson of the committee during the preceding year, whether or not she or he remains a member of the committee, shall be responsible for calling this initial meeting. He or she shall preside at this meeting for the purpose of electing a new chairperson to whom he or she shall deliver the records of the committee.

General Rules (Cont'd).....

- Item 8.: All committees shall be responsive, on behalf of the CON, to relevant inquiries, recommendations or communications.
- Item 9.: All committees shall serve as the liaison to appropriate Center-wide Committees, administrative offices, and other groups of the HSC.
- Item 10.: All committees shall submit budget requests to the Committee of the Faculty.
- Item 11.: When appropriate, committees shall conduct publicly announced open hearings at which interested parties shall be given an opportunity to express their views. Two weeks prior notice shall be given for such hearings.
- Item 12.: All committees, via the chairperson, shall be responsible for making full and detailed reports to the FPACN.
- Item 13.: All committees, via the chairperson, shall submit an annual report of their activities to the FPACN.

SECTION B: Selection of Standing Committee Members:

1. Members of all committees shall be elected by the FPACN.
2. Membership shall consist of a minimum of three members and shall reflect all academic programs as appropriate.
3. Each member of the faculty and professional staff shall serve on standing committees of the FPACN.

SECTION C: Membership and Functions of Standing Committees

Item 1. The Committee of the Faculty and Professional Staff:

Membership: Membership shall include the Presiding Officer, the Presiding Officer Elect and 3 elected members of the Faculty and Professional Staff Assembly. There will be no ex-officio members.

Functions:

- a. The Committee shall consider all matters referred to it by the members of the FPACN and the Dean/Associate Deans.
- b. The Committee shall serve as a consultant to the Dean/ Associate Deans for administrative decisions affecting educational programs.
- c. The Committee shall serve as a vehicle of communication between the faculty and the Dean/Associate Deans regarding matters of personnel policies, budget and resources.
- d. The Committee shall consult with the Dean in developing and implementing policies dealing with work assignments, faculty-administration relations and associated matters in the College of Nursing and shall make recommendations to the FPACN.
- e. The Committee shall maintain standards which will facilitate an atmosphere of freedom, commitment to academic inquiry and respect for academic rights of others.
- f. The Committee shall, when requested by the FPACN, propose the qualifications and procedure for selecting a Dean of the College of Nursing.
- g. The Committee shall report to the FPACN.

Item 2: Education Policy Committee
Membership:

Membership shall consist of elected faculty who are representative of each academic program. In addition, there shall be one non-voting student representative who shall be the President of the Student Council or her/his designee.

Functions:

- a. The Committee shall examine all overall educational policies of the CON and, where deemed advisable, make recommendations to the FPACN.
- b. The Committee shall make appropriate recommendations to the FPACN regarding the evaluation of the academic performance of students, examination procedures, awarding of honors and granting of diplomas.
- c. The Committee will collaborate with the Division of Student Affairs regarding educational policies.

Item 3: Curriculum Committee:
Membership

- a. Membership shall consist of elected faculty, representative of the academic programs. In addition, there shall be one non-voting student representative who will be the President of the Student Council or his/her designee.
- b. The Chairperson shall serve as a member of the Center Wide Educational Policy and Curriculum Integration Committee.

Functions:

- a. The Committee shall review the curriculum changes proposed by each academic program. Recommendations for approval will be made to the FPACN.

Functions Cont'd....

- b. The Committee shall review curriculum issues in any School or College of the Health Science Center to assess the significance of such issues for the programs of the CON.

Item 4: Program Evaluation Committee

Membership:

- a. Membership shall consist of elected faculty.

Functions:

- a. The Committee shall design, coordinate, and monitor the evaluation of all aspects of the programs of the College of Nursing. Specifically, the committee shall insure that data collection, data analyses, and recommendations are implemented according to the program evaluation plan.

Item 5: Committee on Academic and Professional Qualifications

Membership:

- a. Membership shall consist of five faculty whose academic rank reflects the composition of the total faculty. There will be no ex-officio member of this committee.

Functions:

- a. The Committee shall review periodically all Personnel Policies pertaining to the Faculty and Professional Staff of the College of Nursing to insure consistency with the Policies of the Board of Trustees of the State University of New York.
- b. The Committee shall develop policies dealing with promotion, appointment, continuing appointment, and faculty evaluation and make recommendations to the FPACN.
- c. The Committee shall implement policies dealing with promotion, appointment, continuing appointment and faculty evaluation and make recommendations to the Dean.

- d. The Committee shall review and revise as necessary the Guidelines for Appointment, Evaluation and Promotion of the College of Nursing Faculty in consultation with the faculty and the Dean and submit guidelines to the FPACN for its approval.

Item 6: Nominations, Elections, Ballots and By-Laws Committee

Membership:

- a. Membership shall consist of elected faculty.
- b. The chairperson shall be a member of the Center-Wide Nominations, Elections, Ballot and By-Laws Committees. There shall be no ex-officio member of this committee.

Functions:

- a. The Committee shall recommend candidates for the Office of Presiding Officer-Elect and representatives to the Centerwide Committee of Faculty and Professional Staff.
- b. The Committee shall recommend candidates to serve on all Standing Committee.
- c. The committee shall call a special faculty meeting each Spring to develop a slate and conduct an election to fill all vacancies of the FPACN. The committee shall ensure that:
 - 1). representation on the various committees is selected in the manner specified in these By-Laws.
 - 2). voting by secret ballot will take place at this meeting.
 - 3). in case of a tie vote, a run-off election will be held.
- d. The committee shall supervise any special elections.

Functions (Cont'd).....

- e. The Committee shall review periodically the By-Laws of the Faculty and Professional Staff of the College of Nursing to determine whether such By-Laws are consistent with policies of the Board of Trustees of the SUNY and the By-Laws of the Faculty and Professional Staff of the HSC of Brooklyn and make recommendations to the FPACN as needed.
- f. The Committee shall initiate and develop necessary amendments or revisions to the By-Laws of the CON consistent with the Policies of the Board of Trustees of the SUNY and the By-Laws of the FAPS of the HSC at Brooklyn.

Item 7: Faculty Development Committee
 Membership: Membership shall consist of elected faculty members.

Functions:

- a. The Committee shall assess the need and plan for faculty development programs to the FPACN and shall implement approved programs.
- b. The Committee shall collaborate with other units of the HSC in planning and implementing faculty development programs.

Item 8: Admissions and Recruitment Committee

Membership:

- a. The Committee shall consist of five faculty members and one non-voting student representative who shall be the President of the student council or his/her designee.
- b. Ex-officio members shall include Associate Deans for Academic Programs and the HSCB Director of Admissions.

Functions:

- a. The Committee shall study and develop the admission policies of the College of Nursing and make recommendations for change to the FPACN.
- b. The Committee shall select and/or approve qualified applicants for admission to the College of Nursing programs.
- c. The Committee shall coordinate student recruitment to the academic programs of the College of Nursing.

ARTICLE V

ELECTIONS

Any voting member of the FPACN shall be eligible to hold office as Presiding Officer-Elect and to cast a ballot in all elections.

Item 1.: Requirements for Election:

- a. A majority of the votes cast shall be sufficient for election.
- b. When there are more than two candidates for office, the candidate with the most votes shall be elected even if a majority is not attained.

ARTICLE VI

AMENDMENTS TO THE BY-LAWS

Item 1.: Presentation of Amendments

- a. Proposals to amend these By-Laws must be made on the written petition of twenty-five percent of the voting members of the FPACN to the Presiding Officer of the FPACN at least four weeks before discussion at a FPACN meeting.

Item 2.: Method of Voting Amendments:

- a) Within two weeks of termination of discussion on a proposed amendment, a secret ballot (accompanied by the text of the final proposed amendment and, when appropriate, the text of the existing By-Laws it superseded) shall be sent by the Nominations, Elections, Ballots, & By-Laws Committee to the voting members. The ballots shall be counted by the Nominations, Elections, Ballots and By-Laws Committee and the result of the vote made public by that committee to all members. The results of the vote and the count shall be made available within two weeks of the mailing of the ballot. The text of passed amendments shall be transmitted to the Board of Trustees, Chancellor and Provost of the State University of New York, the University Senate, President of the Center and Dean of the College.
- b) These By-Laws may be amended by approval of a two thirds majority of the votes cast in favor of the amendments.
- c) By-Laws amendments voted by FPACN are submitted to the Health Science Center of Brooklyn Center-wide By-Laws Committee for review. This committee ascertains if the amendment is consistent with Center-wide By-Laws. Upon approval of the Health Science Center Center-Wide By-Laws Committee the amendments are officially adopted.
- d) An amendment to these By-Laws shall go into effect immediately upon its adoption unless the motion to adopt designates a specific time.
- e) Copies of the adopted amendment dated at the time of approval will be sent to all FPACN members to be added to their copy of the CON By-Laws.