

**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.** **Medical Center:** Health Science Center at Brooklyn, abbreviated as HSCB.
- Item 5.** **President:** The Chief Administrative Officer of HSCB.
- Item 6.** **Executive Dean:** Chief Administrative Officer of the College of Health Related Professions and the College of Nursing at the University level of HSCB.
- Item 7.** **College:** The College of Nursing of HSCB.
- Item 8.** **Dean:** Chief Administrative Officer of the College.
- Item 9.** **Faculty:** The Chancellor of the University, The President of DMC, the faculty of the College of Nursing who hold academic appointments in the College and members of the academic staff of the College.

- Item 10.:** **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 11.** **Professional Staff:** All persons in the department of instruction of the College, and those occupying positions designated by the president and confirmed by the Faculty and Professional Personnel Policies, or as defined in the contract negotiated under Taylor Law, as supporting the educational and research goals of the School.
- Item 12.** **Consult with Faculty:** Consultation shall take the form of a discussion and advice prior to initiating official action.
- Item 13.** **Term of Committee Membership:** This shall be two (2) years with the potential for re-election of membership for one (1) more term of two (2) years. A committee member shall serve a maximum of two (2) consecutive terms –four (4) years on a committee, unless otherwise specified by the accrediting body or the needs of the college.

ARTICLE II

AUTHORITY AND RESPONSIBILITIES OF THE FACULTY PROFESSIONAL STAFF

The Faculty and Professional Staff are authorized to develop and implement programs and policies in accordance with the standards of Article of Governance of the University Faculty Senate of the 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 participation in administrative activities related faculty and professional staff responsibilities.

ARTICLE III

ORGANIZATION OF THE FACULTY 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 FPSACN.

- Item 1.** Membership shall consist of the faculty and professional staff of the College of Nursing as defined in Article I, Items 8, 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 FPSACN shall consist of a Presiding Officer and a Presiding Officer-Elect. The term of office is two years. The Presiding Officer-Elect shall be elected every two years. The presiding Officer-Elect shall assume the office of the 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:**

Presiding Officer:

1. Presides over FPSACN and performs such duties as appropriate to the office.
2. Serves as a member of the HSCB Center-wide Committee of the Faculty and Professional Staff and other appropriate Center-wide Committees.
3. Serves as an ex-officio member of all FPSACN committees unless otherwise specified.
4. Appoints a parliamentarian yearly.

5. Creates ad hoc committees and appoints ad hoc committee members as necessary.
6. Presides over the meeting of the Committee of the Faculty and Professional Staff of the College of Nursing.
7. Oversees the process of student representation on standing committees.
8. Oversees the function and responsibilities of all standing committees and ad-hoc committees.
9. Submits an annual report that reflects actions/outcomes taken by the assembly during the academic year.

Presiding Officer-Elect:

1. Assists the Presiding Officer to perform his/her duties.
2. Presides in the absence of the Presiding officer.

Item 3. Representatives to the Center-wide Committee by the Faculty and Professional Staff

Three representatives from the FPSACN shall be elected every two years and function in accordance with **Article VI** of the Policies of the Board of Trustees of the State University. They shall represent FPSACN at the meetings of the Center-wide Committee. Following a Center-wide committee meeting, a Representative shall report to FPSACN, proceedings of the center-wide committee. A Representative may ask a designee to act in her/his absence. The Presiding Office or the Presiding Office elect of CON and two elected members-at-large shall be the representatives.

Section C: Standing Committees of the FPACN

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

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

Section D: Meetings of the FPSACN.

Item 1. Regular Meetings

The Presiding Officer must schedule at least four regular meetings of the FPSACN, per academic year. These meetings shall be scheduled in September, December, March and May.

Item 2.; Special Meetings

Special meetings of the FPSACN may be called by the Chancellor, The President, the Executive Dean, Dean, or Presiding Officer.

Members of the FPSACN may request a special meeting, through written application, with signatures of 25% of the members of the FPSACN, to the Presiding Officer. Such meetings shall be called within ten days of receipt of such application and every effort shall be made to notify all members of the FPSACN. 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 FPSACN shall consist of a simple majority of all members.

Item 4. The agenda may include:

- a. Approval of minutes of the previous meeting (if applicable)
- b. Report of the Dean
- c. Reports of the Associate Deans
- d. Reports of Program Directors
- e. Reports of Standing Committees
- f. Reports of Special Committees/Ad Hoc
- g. Reports of Student Council Representatives
- h. Report of the Presiding Officer
- i. Old Business
- j. New Business: Items of new business may be presented at any meeting of the FPSACN. Extensive discussions are encouraged but the Presiding Officer may terminate a discussion, with a motion to terminate and a vote of two-thirds of eligible present members.
- k. A motion may be presented for action and seconded by any member of the FPSACN. The Presiding Officer shall call for a discussion, in accordance with **Robert's Rules of Order**. The Presiding Officer shall present the motion for a vote by asking for a show of hands for or against the motion. A simple majority determines approval or rejection of the motion.
- l. A motion may be presented for vote electronically to all voting members of the FPSACN under any of the following circumstances:

1. By petition of three members present at the Assembly Meeting
2. By petition of twenty-five percent of members who were present at the Assembly meeting. The petition must be received by the Presiding Officer no later than five business days after the meeting in which the motion was presented.

NB: The electronic vote should occur within ten business days of the meeting in which the motion was presented.

NB: THE PRESIDING OFFICER MAY REVISE THE ORDER OF THE AGENDA AS NECESSARY

Item 5. VOTING/ELECTIONS

A written secret ballot shall be used for:

1. Elections when more than one candidate is nominated for a position.
2. Any motion under the circumstances listed in item 4, j, k, & l. and is deemed sensitive by the majority.

Item 6. Unless otherwise provided by these By-Laws, the latest edition of the **Robert's Rules of Order** shall govern the conduct of business of the FPSACN

ARTICLE 1V

Standing Committees of the FPSACN

SECTION A: GENERAL RULES OF STANDING COMMITTEES

Item 1. When a vote is required, at a committee meeting, each committee member shall be entitled to one vote.

Item 2 A quorum shall consist of a simple majority of the members of a committee.

Item 3. Unless otherwise stated by 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, members elected to a committee shall serve a two year term and shall be eligible for reelection to another term. Term limit of two terms is mandatory except in special circumstances such as meeting accrediting body requirements and the needs of the CON.

Item 5. Unless otherwise specified by these By-Laws, each committee shall elect a chairperson, for one term of two years, and any such officers from its members as the committee shall deem necessary. The officers shall be

eligible for reelection.

- Item 6.** If a vacancy occurs on a committee, the vacancy shall be filled, if necessary, 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 from the preceding year, whether or not she/he remains a member of the committee, shall be responsible for calling this initial meeting. He/she shall preside at this meeting for the purpose of electing a new chairperson to whom he/she shall deliver the records of the committee.
- 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 corresponding Center-Wide Committees, administrative offices, and other groups of SUNY DMC.
- Item 10.** All committees, when necessary, 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 the opportunity to express their views. Two weeks' notice shall be given prior to such hearings.
- Item 12.** At the end of the academic year, the chairperson of each committee, shall submit an annual report of the committee's activities to the FPSACN.

SECTION B: SELECTION OF STANDING COMMITTEE MEMBERS

- Item 1.** The FPSACN shall vote to approve membership of all committees. Membership shall consist of a minimum of three members or an odd number and, shall appropriately reflect all academic programs.
- Item 2.** Each member of the Faculty shall serve on a minimum of two standing committees of the FPSACN.

SECTION C: STUDENT REPRESENTATION

- Item 1.** A student from the undergraduate program and one from the graduate program shall represent her/his program at the meetings of all standing committees, except the meetings of the Committee on Academic and Professional Qualifications (CAPQ) and the Program Evaluation and Faculty Development Committee.

SECTION D: MEMBERSHIP AT THE CENTER-WIDE COMMITTEES

- Item 1.** The chairperson or designee of each standing committee shall serve as a member of the corresponding Center-wide committees.

SECTION E: MEMBERSHIP AND FUNCTIONS OF EACH STANDING COMMITTEES

Item 1. Committee of the Faculty and Professional Staff

Membership:

The Committee of the Faculty and Professional Staff shall include the Presiding Officer, the Presiding-Officer-Elect and three elected members of the Faculty and Professional Staff. There will be no ex-officio members.

Responsibilities:

- a. The committee shall consider all issues referred to it by the members of the FPSACN and the Dean/Associate Deans.
- b. The Committee shall serve as a consultant to the Dean/Associate Deans for administrative decisions involving educational programs.
- c. The Committee shall serve as liaison between the faculty and Dean/Associate Deans regarding issues of personnel policies, budget and resources.
- d. The Committee shall consult with the Dean in the development and implementation of policies, work assignments, Faculty - Administration relations, and associated issues in the College of Nursing; and shall make recommendations to the FPSACN.
- e. The Committee shall maintain standards which will facilitate an environment conducive to academic freedom, commitment to academic inquiry and respect for academic rights.
- f. The committee shall upon request by the FPSACN, propose the qualifications and procedures for the selection of Dean of the College of Nursing.
- g. The Committee shall report to the FPSACN.
- h. The Committee shall convene at least twice in the fall and twice in the Spring, and whenever it is deemed necessary.

Item 2. Education Policy Committee

Membership:

Membership shall consist of elected faculty who represent each academic program. Ex-officio members shall include the Associate Deans of the College of Nursing and a representative from the Office of Student Affairs.

Responsibilities:

- a. The Committee shall evaluate educational policies of the CON and when advisable, make recommendations to the FPSACN.
- b. The Committee shall make recommendations to the FPSACN regarding the evaluation of student academic performance, awarding of honors, and the granting of diplomas.

Item 3. Curriculum Committee

Membership:

Membership shall consist of elected faculty, representing CON academic Programs.

Responsibilities:

- a. The committee shall review curriculum changes proposed by each academic program, and make recommendations for approval to the FPSACN.
- b. The Committee shall review curriculum issues in the CON and assess the significance of such issues for the programs of the CON.

Item 4. Program Evaluation and Faculty Development Committee

Membership:

Membership shall consist of elected faculty.

Responsibilities:

- a. The Committee shall write, revise, and monitor evaluation of all College of Nursing programs.
- b. The Committee shall ensure that data collection, analyses, and recommendations are implemented according to the Program Evaluation Plan
- c. The Committee shall assess the need for, and plan implement approved faculty development programs.

- d. The Committee shall collaborate with other units of the DMC in the planning and implementing faculty development programs.
- e. The Committee shall coordinate and evaluate the orientation of newly-appointed faculty members.

Item 5. Committee on Academic and Professional Qualifications (CAPQ)

Membership:

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

Responsibilities:

- a. The committee shall periodically review personnel policies relating to Faculty and Professional Staff of the College of Nursing to ensure/maintain consistency with the policies of the Board of Trustees of the State University of New York (SUNY).
- b. The committee shall develop policies relating to promotion, appointment, continuing appointment, and faculty evaluation and shall make recommendations to the FPSACN.
- c. The Committee shall implement policies relating to appointment, continuing appointment, and faculty evaluation and make recommendations to the Dean of the CON.
- d. The committee shall review and revise, as necessary, guidelines for appointment, evaluation and promotion of College of Nursing faculty in consultation with the faculty and the Dean, and submit guidelines to the FPSACN for approval.

Item 6. Nominations, Elections, and Ballot and By-laws Committee

Membership:

Membership shall consist of elected faculty.

Responsibilities:

- a. The committee shall recommend faculty for the Office of Presiding Officer-Elect, and representatives to the Center-Wide Committee of the Faculty and Professional Staff.
- b. The committee shall recommend faculty to serve on all standing committees.

- c. The committee shall in collaboration with FPSACN develop a slate, in April of each year, to fill vacancies of standing committees.
 - 1) The committee shall ensure that representation on the committees is selected as specified by the by-laws.
 - 2) Voting to approve the slate will take place at the final FPSACN meeting in May.
 - 3) if there is more than one candidate for a position on a committee, an election will be required; this will occur by secret ballot.
- d. The committee shall supervise any special elections.
- e. The committee shall periodically review by-laws of the FPSACN to determine that by-laws are consistent with the policies of the Board of Trustees of SUNY and the by-laws of the Faculty and Professional Staff of the DMC and, as necessary, make recommendations to the FPSACN.
- 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 DMC .

Item 7. Admissions and Recruitment Committee

Membership:

The committee shall consist of elected faculty members. Ex-officio members shall include the Associate Deans of the College of Nursing, and a representative from the Office of Student Admissions.

Responsibilities:

- a. The Committee shall review and develop the admission policies of the College of Nursing, and make recommendations to the FPSACN.
- 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 with academic programs of the College of Nursing.

Item 8. Technology Committee

Membership:

Membership shall consist of elected faculty. Ex-officio members shall

include the Director of Educational Computing, Computer and Technology Department, and an appointed faculty to the Student Technology Fee Committee.

Responsibilities:

- a. The committee shall study and develop policies for the use of technology in learning and teaching at the College of Nursing, and make recommendations to the FPSACN.
- b. The committee shall collaborate with other units of SUNY HSCB in the planning, implementation and selection of technology.
- c. The committee shall assess the College of Nursing student and faculty needs and make recommendations to the FPSACN.

ARTICLE V

ELECTIONS

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

Item 1. Requirements for Election

- a. A simple majority of the votes cast shall suffice for election.
- b. When there are more than two candidates for office, the candidate with the highest number of votes shall be elected, regardless of the number of members who chose to vote.

ARTICLE VI

AMENDMENTS TO THE BY-LAWS

Item 1. Presentation of Amendments

- a. Proposals to amend By-Laws are to be made on written petition by twenty-five percent of the voting members of the FPSACN and are to be presented to the Presiding Officer of the FPSACN prior to discussion at the FPSACN meeting.

Item 2. Method of Voting Amendments

- a. Within two weeks of a termination of discussion of a proposed amendment, a secret ballot box shall be placed in a specified location (accompanied by the text of the proposed amendment and, when appropriate, the text of the existing By-Laws) shall be sent by the

Nominations, Elections, Ballots, and By-Laws Committee to the voting members of FPSACN. The ballots shall be counted by the Nominations, Elections, Ballots, and By-Laws Committee.

The results of the vote are to be made public by the Committee. The results of the vote and the count shall be made available to all members within two weeks of the vote. The passed amendment shall be submitted to the Board of Trustees, Chancellor and Provost of the State University of New York, the University Senate, the President of the Center and the Dean of the College of Nursing.

- b. The By-Laws may be amended through a two thirds majority approval of the votes of FPSACN.
- c. An amendment to these By-Laws shall be in effect immediately upon adoption unless the motion to adopt designates a specific frame.
- d. Copies of the adopted and dated amendment at the time of approval will be sent to all FPSACN members, and added to the CON By-Laws.

Revised: jpj/pjgh 5/12
Approved by FA: 12/10/12