

**BYLAWS\***

**BYRDINE F. LEWIS SCHOOL OF NURSING AND HEALTH PROFESSIONS**

**GEORGIA STATE UNIVERSITY**

Transition Year  
July 1, 2011-June 30, 2012

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These abridged By-Laws are based upon those previously approved by the faculty of Georgia State University, College of Health and Human Sciences and apply to the transition year 2011-12 ONLY.

**Approved 8.16.11**

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ARTICLE I  
PURPOSE

Section 1. To provide the essential framework governing the composition, organization, and functions of the faculty of the Byrdine F. Lewis School of Nursing and Health Professions (BFLSON&HP) that is composed of the division of nursing, nutrition, physical therapy and respiratory therapy as established July 1, 2011.

Section 2. To enable the faculty of the BFLSON&HP to implement the authority granted to it by Article IX, Sections 1, 2, 3, 4 and 5 as contained in the Statutes of Georgia State University.

Section 3. These bylaws and amendments thereto hereafter adopted are subordinate to the Policies of the Board of Regents and the Statutes of Georgia State University.

ARTICLE II  
MEMBERSHIP

Section 1. Faculty of the BFLSON&HP are those persons who have been designated as such by the Board of Regents of the University System of Georgia. When all voting faculty members of the BFLSON&HP meet together to conduct the business of the School, they should be referred to as the Faculty.

Section 2. Voting faculty are defined as personnel of Georgia State University in the BFLSN&HP who have been appointed to faculty rank at 0.38 EFT (equivalent full time) or greater by the Board of Regents. Individuals holding adjunct, visiting, or part-time instructor rank shall be entitled to be present at faculty meetings and shall have the right to be heard, but shall not have voting privileges.

## ARTICLE III

### AUTHORITY OF THE FACULTY

Section 1. Subject to the Statutes of Georgia State University and the Bylaws of the Byrdine F. Lewis School of Nursing and Health Professions, the faculty shall legislate the educational policies and internal affairs of the BFLSON&HP.

Section 2. The faculty shall function through divisions and committees. Faculty members may refer issues concerning educational policies and internal affairs to the Assistant Dean of their unit (Nursing or Health Professions), or to a member of the responsible committee, whichever process is appropriate.

Section 3. The voting faculty may, within their jurisdiction:

- A. adopt and amend the bylaws of the BFLSON&HP;
- B. elect the members for standing committees and other committees of the Faculty;
- C. elect a parliamentarian who shall serve at all Faculty meetings;
- D. vote on issues presented to the faculty for action; and
- E. present pertinent issues to the Faculty of the BFLSON&HP.

Section 4. In any election a majority of the votes cast, provided a quorum is present, shall be required for election. When urgent business of the BFLSON&HP requires a faculty or staff vote and a Faculty meeting is not scheduled, on-line voting can be conducted. Urgent School business is an issue that requires action before the next scheduled BFLSON&HP faculty meeting. The committee chair or unit head who needs to conduct a vote should contact the Dean who will determine if the action is urgent. The Dean will contact the School's website coordinator with a one (1) business day lead time and she/he can set up a secure, anonymous

survey. The survey will be sent to faculty via email with a secure link for voting. Faculty and/or staff will have three (3) business days to cast their vote. It will be assumed that a quorum is present as the survey will go to all faculty for the desired vote. A simple majority is required for most issues to pass. Bylaws changes require a two-thirds majority.

Section 5. In matters coming within the jurisdiction of faculty governance, the BFLSON&HP shall follow a committee review procedure. Unless the faculty by a two-thirds majority votes to suspend committee review of a specific matter and act as a committee of the whole, all matters of substance shall be submitted for committee study, recommendations, and/or action prior to definitive action by the Faculty. Standing committee business may be initiated by each committee, by the Dean, by the faculty of a unit within the School, an individual member of the School faculty, or by a vote of the Faculty.

Section 6. Until such time as the faculty suspends this pattern, the committees listed in Article V. of the bylaws shall constitute the standing Faculty governance system of the School.

## ARTICLE IV

### FACULTY OFFICERS AND CONDUCT OF MEETINGS

#### Section 1. Officers of the Faculty

- A. Chairperson. In accordance with University Statutes, Article VIII, Section 3.C., the presiding officer of all Faculty meetings shall be the Dean. In the absence of the Chairperson, a designee of the Chairperson shall preside.
- B. Secretary. The Secretary of the faculty will be determined at the spring meeting of the Faculty and will assume the responsibilities of the office at the end of the spring term. The Secretary of the faculty will serve for one year. Each year, by majority vote, the faculty may choose either to (1) elect a member of the Faculty to serve as Secretary, or (2) request that the Assistant to the Dean serve in this capacity. The Secretary shall notify the faculty in writing of the date, time, place and agenda of all School faculty meetings in accordance with Article IV. Section 3.A. of these bylaws. The Secretary shall prepare and send copies of minutes of the Faculty meetings to each faculty member and administrative officers of the BFLSON&HP in accordance with Article IV. Section 3.E. of these bylaws.

#### Section 2. Frequency of Faculty Meetings. The faculty of the BFLSON&HP shall hold at least one regular meeting during each semester of the academic year. The meeting dates for each academic year shall be proposed and established by the Dean. Special meetings may be called by initiative of the Dean and must be called when at least twenty (20) percent of the faculty members eligible to vote petition the Chairperson for a meeting. The petition shall specify the purpose of the meeting.

Section 3. Order and Conduct of Meetings.

- A. All members of the faculty shall be informed by the Secretary of the faculty of all regularly scheduled meetings by written communication at least five (5) working days prior to the scheduled meeting time. Faculty shall receive written notification of special meetings at least twenty-four (24) hours prior to the scheduled meeting time. Notification of all meetings shall specify the time, date, and place of these meetings and the agenda for the meeting.
- B. The text of any motions or resolutions that are to be proposed by committees at a Faculty meeting shall be provided to the Dean as Chairperson of the faculty meeting ten (10) working days before the meeting and shall be forwarded to faculty members at least five (5) working days prior to the meeting, as attachments to the agenda. Similarly, persons requiring presentation time and/or a vote at regular faculty meetings, or those wishing to make reports to the Faculty, shall submit items with supporting documents as needed to the Chairperson ten (10) working days before the meeting, for attachment to the agenda. The purpose of special meetings shall be stated in the notice to the faculty; materials to be discussed and/or voted upon at special meetings shall be distributed at least twenty-four (24) hours prior to said meetings as attachments to the agenda.
- C. The order of business at faculty meetings shall be in accordance with the agenda. All meetings shall be conducted according to the latest edition of Robert's Rules of Order, revised.
- D. A parliamentarian, appointed by the Dean shall be present at all faculty meetings to advise on questions of parliamentary law and procedure and shall advise the presiding officer prior to rulings on controversial questions.

- E. Faculty shall receive a copy of the minutes of any meeting within fifteen (15) working days following the meeting, with a copy simultaneously being kept on file with the in the Dean's Office.

Section 4. Quorum. A quorum is defined as a simple majority of the voting members of the faculty employed for the current semester.

## ARTICLE V

### STANDING AND SPECIAL COMMITTEES

Section 1. The Standing Committees composed of Faculty of the BFLSON&HP shall be:

Academic Affairs Committee  
Bylaws Committee  
Faculty Advisory Committee  
Faculty Appeals Committee  
Faculty Promotions and Tenure Committees (gen P&T, Professor, NTT)  
Graduate Faculty Committee  
Research Committee  
Student Appeals Committee  
Student Services Committee

Section 2. Membership of Standing Committees.

- A. It is the desire to have at least one faculty member from Nursing and at least one member from Health Professions on each committee. At-large faculty members and one (1) alternate to each of the following standing committees shall be elected by the Faculty by March 1, 2012: Academic Affairs, Bylaws, Faculty Appeals, Faculty Advisory, Graduate Faculty, Research, Student Appeals, and Student Services. The Faculty Promotions and Tenure Committees members shall be elected in the manner described in Section 4.C. All persons elected to committees other than the Faculty Promotions and Tenure Committees shall assume their responsibilities at the beginning of the following Fall semester and serve for the academic year. Members of the Faculty Promotions and Tenure Committees shall begin their service at the beginning of the Spring semester of the academic year for which they are elected. To provide continuity of membership in constituting new committees or reconstituting existing committees, the committee shall be initially divided in two groups. Lots will be drawn so that approximately half the members of the committee serve one-year terms and the remainder of the members serves two-year terms so that not all terms

of office expire at the same time.

- B. The Office of the Dean shall maintain a record of the members of each standing committee to include the sequence of elections and the respective terms of those elected.
- C. Students to serve on committees shall be nominated by divisions/schools and nominations shall be submitted to the Faculty Advisory Committee, which will then select and appoint students to the various committees during spring semester for the next academic year with the exception of the Student Services Committee. Student representation on the Student Services Committee shall be determined as follows:
  - (1) By October 1<sup>st</sup>, each student organization faculty advisor nominates one or more officers to serve on the Committee.
  - (2) The faculty members of the Student Services Committee will review the nominations and appoint student committee members to serve for the academic year.
- D. The Dean, Associate Deans, Assistant Deans and Division Heads are not eligible to serve on the Faculty Promotions and Tenure Committee, Faculty Appeals Committee, Student Appeals Committee or Faculty Advisory Committee, but may serve on the Bylaws Committee, Student Services Committee, Research Committee, Academic Affairs Committee, Graduate Faculty Committee, and the Committee for Review of Candidates to Rank of Professor.
- E. Members of all committees, with the exception of the Faculty Promotions and Tenure Committee, shall be elected for staggered two-year terms. Alternate members to all committees shall be elected for one-year terms.
- F. For each committee, the initial meeting of the academic year shall be called by

the out-going committee chair from the preceding year. The out-going committee chair is responsible for providing an orientation on any outstanding committee items requiring action in the upcoming year. At the end of each Spring semester, the out-going chair shall deposit committee materials and official records in the Office of the Dean. For storage purposes, the outgoing chair shall inform the Office of the Dean whether or not the materials involve confidential data. If the outgoing chairperson is not available, the Dean shall appoint a faculty member to convene the first committee meeting.

G. At its first meeting of the academic year, each committee shall

- (1) elect a chairperson from among its membership,
- (2) determine how to cover secretarial duties,
- (3) review the policies and procedures of the committee, and
- (4) provide a membership orientation to the functions of the committee.

The names of the elected officers of committees shall be reported to the Office of the Dean who will keep the information on file, as well as distribute it to the appropriate individuals. This should be done within 5 business days after the first organization meeting occurs.

H. Faculty vacancies that occur during an elected term of office shall be filled by the alternate member of that committee.

- i. The chair of the committee shall notify the alternate member of the committee of the need for his/her services.
- ii. If the vacancy extends beyond one academic semester, the alternate member shall serve the remainder of the term on the standing committee.

Section 3. Standing Committee Meetings.

- A. Each committee shall determine the frequency and schedule of its meetings but shall have at least one meeting at the beginning of its term of service each academic year. Meetings may be called by the chairperson or by a majority of the membership of the committee. Meetings shall be conducted according to the latest edition of Robert's Rules of Order. A committee quorum shall consist of a majority of its members.
- B. Standing committees shall keep minutes of all meetings, including a list of members present and members absent. The minutes shall include attachments or otherwise the text of any actions taken by the committee that propose or implement changes in committee or School policy or procedure. It shall be the responsibility of the Office of the Dean of the School to maintain the official copies of all such policy or procedure documents, and to have the current version of each posted on the School's web site. Each committee's chair shall deposit the minutes of the committee meetings with the Dean's Office within five (5) working days following the date of their approval. All approved standing committee minutes shall be posted to the School's website within five (5) working days of their receipt by the Assistant to the Dean. Minutes shall be kept on permanent file in the Dean's office and shall be accessible to all members of the faculty, unless specifically designated as confidential and closed in accordance with University policy.

Section 4. Standing Committees.

A. Academic Affairs Committee

i. Membership

The Academic Affairs Committee shall consist of four (4) faculty members - two (2) from the SON and two (2) from the SHP, one (1) student, either

undergraduate or graduate, and the Director of the Office of Academic Assistance of the BFLSON&HP. Student representatives shall serve for one year. All members of the committee are to be voting members.

ii. Duties and Functions

The committee shall:

- a. receive and review proposals for addition, deletion or substantive modification of courses, curricula, and programs in the BFLSON&HP and make recommendations to the Faculty;
- b. assist, if requested, in course, curricula and program development and evaluation;
- c. review both undergraduate and graduate, college-level, academic issues and recommend to the faculty academic policies for both undergraduate and graduate education;
- d. develop and submit for approval by the Faculty of BFLSON&HP policies and procedures necessary for conducting the committee's duties and functions.

B. Bylaws Committee

i. Membership

The Bylaws Committee shall consist of two (2) faculty members-at-large and one (1) BFLSON&HP staff member. Two (2) members shall be elected annually.

ii. Duties and Functions

The committee shall:

- a. consider any proposals for amendments to the bylaws necessitated by changes in the Georgia State University Statutes

or submitted by BFLSON&HP committees or faculty, and draft appropriate amendments to submit to the Faculty for consideration;

- b. advise on questions of interpretation of the bylaws;
- c. review the bylaws at least annually and recommend to the faculty amendments, as the committee deems necessary.

C. Faculty Advisory Committee

i. Membership

The Faculty Advisory Committee shall consist of four (4) members - one (1) from the SON, one (1) from the SHP, and two (2) of whom shall be at-large members. To be eligible to serve, faculty members must have at least two (2) years of faculty service at Georgia State University as of the time they would take office and must at that time be employed as full-time faculty members.

ii. Duties and Functions

The committee shall:

- a. serve as an advisory committee of the faculty to the Dean;
- b. provide a channel through which faculty issues and policies may be addressed;
- c. receive nominations from divisions/school for student members on committees and select students for the various committees at the beginning of Fall semester;
- d. by the end of Fall Semester, elect two (2) members from the existing Faculty Advisory Committee to serve as a nominations subcommittee with responsibility for soliciting nominations from

BFLSON&HP faculty by February 10 for each vacant faculty position on the Bylaws, Faculty Advisory, Faculty Appeals, Graduate Faculty, Research, Student Appeals, and Student Services Committees and preparing a slate of candidates for faculty vote at the Spring faculty meeting. Voting will be by secret ballot and results will be sent electronically to faculty within 48 hours of the faculty meeting.

D. Faculty Appeals Committee

i. Membership

The Faculty Appeals Committee shall consist of three (3) faculty members. Of the three members, one (1) must be from the SON and one (1) must be from SHP. One (1) or two (2) new members shall be elected annually. A faculty member elected to serve on the Faculty Promotions and Tenure Committee shall not be eligible to serve simultaneously on the Faculty Appeals Committee.

ii. Duties and Functions

The committee shall:

- a. provide an impartial hearing to any member of the faculty who lodges a complaint with the Dean on any matter concerning that faculty member's employment relationship, other than matters involving removal of a faculty member for cause, or renewal of a faculty employment contract. When a faculty member has lodged a complaint with the Dean and is not satisfied with the decision thereon, such faculty member shall, on written request to the Faculty Appeals Committee, have the right to a fair and impartial

- hearing before the committee;
- b. conduct the hearings in accordance with Article XI, Section 25 of the Statutes of Georgia State University;
- c. engage in annual perusal of the appeals procedure and the Hearing Committee procedure for necessary revision and/or appropriate dissemination of information to the faculty.

E (a). Promotion and Tenure Committee - Promotion to Professor

i. Membership

The Faculty Promotion and Tenure Committee for Professor shall be elected by the faculty to review candidates applying for promotion and/or tenure to the rank of professor during the Fall semester with the term of office beginning no later than March of the following semester. With the exception of the Dean, all tenured faculty with the rank of professor are eligible to serve on this committee. If the candidate's chair is a member of this committee, that chair is ineligible to serve for the purpose of review of that candidate. If there are eligible professors (a minimum of three) at the unit level, then the candidate for promotion to professor can be reviewed at that level. However, if there are not enough eligible professors at the unit level, there will be no unit level faculty review and the candidate will be reviewed by the Committee for Promotion to Professor. This committee shall consist of three (3) members, elected by the Faculty, who shall serve one (1)-year terms.

ii. Duties and Functions

The committee shall:

- a. recommend to the Faculty criteria and procedures for

promotion in academic rank of faculty to professor and the awarding of tenure to faculty being promoted to professor. This committee will also perform post-tenure review for professors;

- b. serve as an advisory committee to the Dean in matters of promotion and tenure related to the rank of professor;
- c. receive applications for promotion to the rank of professor and make recommendations for promotion and tenure as outlined in the BFLSON&HP Promotion and Tenure Manual;
- d. be responsible for the selection and procurement of external reviewers for all candidates seeking promotion to professor as described in the BFLSON&HP Promotion and Tenure Manual;
- e. review School policy documents for consistency with University and Regents policy on promotion to the rank of professor and tenure;
- f. review annually the duties of, functions of, and procedures for the Faculty Committee for Promotion to Professor and the criteria for promotion and tenure to professor.

E (b). Promotion and Tenure Committee - Promotion to Assistant Professor and Associate Professor

i. Membership

The Faculty Promotions and Tenure Committee for the promotion to assistant professor and associate professor shall consist of three (3) faculty members who shall be elected for 2011-2012: two (2) members from the SON and one (1) member from the SHP. Representatives shall be elected during the Fall semester and shall take office no later than

March 2011. Members must hold the academic rank of associate professor or professor and must be tenured.

ii. Duties and Functions:

The committee shall:

- a. recommend to the Faculty criteria and procedures for both promotion in academic rank of faculty to assistant and associate professor and the awarding of tenure to faculty being promotion to assistant and associate professor;
- b. serve as an advisory committee to the Dean in matters of promotion and tenure related to the rank of assistant and associate professor;
- c. receive applications for promotion to the rank of assistant and associate professor and make recommendations for promotion and tenure as outlined in the BFLSON&HP Promotion and Tenure Manual;
- d. review School policy documents for consistency with University and Regents policy on promotion to the ranks of assistant and associate professor and tenure;
- e. review annually the duties of, functions of, and procedures for the Promotions and Tenure Committee for promotion to assistant and associate professor and the criteria for promotion and tenure for assistant and associate professors.

E(c). Promotion of Non-Tenure Track (NTT) Faculty Committee

i. Membership

The Non-Tenure Track Promotion Committee shall consist of four (4)

members who shall serve one (1)-year terms. Two (2) of the four (4) members will be tenured faculty at the rank of associate professor or above and two (2) will be non-tenure track faculty at the rank of clinical associate professor (or equivalent) who have been at Georgia State University for two (2) or more years. In the event that one (1) or no non-tenure track faculty members are eligible for membership on this committee, the category will be filled by tenured faculty at the associate professor level or above. Representatives shall be elected during Fall semester.

ii. Duties and Functions

The committee shall:

- a. recommend to the Faculty criteria and procedures for promotion of non-tenure track faculty;
- b. serve as an advisory committee to the Dean in matters of promotion related to non-tenured faculty;
- c. receive applications for promotion of non-tenure track faculty and make recommendations for promotion as outlined in the BFLSON&HP Promotion and Tenure Manual;
- d. review School policy documents for consistency with University and Regents policy on promotion of non-tenure track faculty;
- e. review annually the duties of, functions of, and procedures for the Non-Tenure Track Promotion Committee and the criteria for promotion.

F. Graduate Faculty Committee

i. Membership

The Graduate Faculty Committee shall consist of three (3) faculty members. Only faculty who currently hold Full Graduate Faculty' status are eligible to serve on the committee.

ii. Duties and Functions

The committee shall:

- a. annually review criteria for membership on the School's Graduate Faculty to ensure consistency with the current Georgia State University Faculty Handbook, Section 306.07;
- b. establish and publish fall and spring semester deadlines for submission of materials for committee review;
- c. provide results of reviews to the Dean in the form of a written letter from the committee chair
  1. notify faculty of committee recommendations to the Dean, which will be forwarded to the Provost/Vice President for Academic Affairs as described in the Georgia State University Handbook;
  2. provide recommendations for future submissions when recommending that a faculty member not receive graduate faculty status.

G. Research Committee

i. Membership

The Research Committee shall consist of three (3) faculty members-at-large and the Associate Dean for Research who shall serve in an advisory capacity rather than as a voting member. Members of the Research Committee shall have an active program of research and

experience in submitting grants for internal and/or external funding.

ii. Duties and Functions

The Committee shall:

- a. review internal and external grant proposals and provide written feedback to principal investigators;
- b. act as a liaison between the faculty and the Associate Dean for Research;
- c. advise the Associate Dean for Research regarding faculty development and research support needs;
- d. organize School-wide activities to promote faculty programs of research to develop or enhance faculty research skills and knowledge.

H. Student Appeals Committee

i. Membership

- a. The Student Appeals Committee shall consist of four (4) faculty members.

ii. Duties and Functions

The committee shall:

- a. review annually student appeals procedures in the BFLSON&HP for compliance with University policy and for necessary revision and/or appropriate dissemination of information to students and faculty;
- b. at the request of the Dean, identify three (3) of its faculty members

and one (1) student to serve as an advisory panel to the Dean in grade appeal cases where the Dean wishes to have such an advisory panel. The student appointed must not be in the discipline of the student who filed the appeal;

- c. In cases of academic dishonesty, the hearing panel members will be selected on a case-by-case basis in accordance with the University Student Appeals and Policy and Procedures, and will also include one (1) student member. The student appointed must not be in the discipline of the student who was charged with academic dishonesty.

- I. Student Services Committee

- i. Membership

The Student Services Committee shall consist of three (3) members as follows: the Associate Dean for Academic Affairs; one (1) faculty member elected from the SON and one (1) faculty member elected from the SHP; two (2) undergraduate and two (2) graduate students from the BFLSON&HP; and two (2) student alternates, one from an undergraduate and one from a graduate program. Students shall serve one (1) year terms, with no term limit. The student alternates shall be selected to serve as substitute members for student members who are unable to attend. When possible, at least one of the faculty members shall be a member of the Senate Student Life and Development Committee and also, when possible, one or more of the students shall be members of the Student Government Association. The Associate Dean for Academic

Affairs shall serve as presiding officer of meetings and convener of the committee, but is a non-voting member. Student alternates may attend all meetings, but vote only as designated by the Chair. A quorum for all votes of the Committee shall consist of four (4) voting members. Tie votes are to be treated as failed-to-pass.

ii. Duties and Functions

The committee shall:

- a. identify and review student concerns and issues and make recommendations to the Faculty;
- b. serve as the Student Activity Fee Committee in the BFLSON&HP by fulfilling the responsibilities of making recommendations to the Dean about how to use the student activity fee allocation to support student activities, clubs, programming, etc. within the School and developing, implementing and enforcing policies and procedures regarding the student activity fee allocation to insure compliance with applicable University, and Board of Regents policies and State and Federal laws.

Section 5. Special Committees. The Faculty or the Dean may establish special committees and appoint and/or elect members to such committees.

ARTICLE VI  
UNITS OF THE SCHOOL

Section 1. Schools

- A. In accordance with Article VIII, Section 1, of the Statutes of Georgia State University, a School may be developed within a college. The Byrdine F. Lewis School of Nursing and Health Professions consist of two units – Nursing and Health professions. Health Professions consist of the three divisions of Nutrition, Physical Therapy and Respiratory Therapy.
- B. The individual who is responsible for the School shall be the Dean.

Section 2. Divisions

- A. In accordance with Article X, Section 1, of the Statutes of Georgia State University, a department is an administrative subdivision of a college or school established for the purpose of conducting programs of instruction, research and service. The following subdivisions are departments of the Byrdine F. Lewis School of Nursing and Health Professions:
  - Division of Nursing
  - Division of Nutrition
  - Division of Physical Therapy
  - Division of Respiratory Therapy
- B. The Secretary of the faculty shall add the names of additional divisions to this list as they are established.
- C. The individual who is responsible for a division shall be the Division Head, whose responsibilities and authority are described in Article X, Section 2, of the Statutes of Georgia State University.

Section 3. Schools, Departments, and Institutes

- A. In accordance with the Statutes of Georgia State University and subject to

direction of the faculty of the School, the School of Nursing and Health Professions shall develop and implement policies and procedures concerning their selection of students and their educational programs, and shall handle matters of internal administration.

- B. The faculties of the School of Nursing and Health Professions shall meet at least once each semester during the academic year. Minutes shall be maintained and copies transmitted formally to the Dean of the School.

## ARTICLE VII

### RATIFICATION AND AMENDMENTS

Section 1. Amendments to these bylaws shall be in effect upon approval by two-thirds of the faculty of the School present and eligible to vote, providing a quorum is present.

Section 2. Any voting faculty member or committee may propose amendments to the Bylaws Committee for its consideration.