

**FACULTY ORGANIZATION OF THE  
COLLEGE OF NURSING  
BYLAWS**

ARTICLE I

Name

The name of this organization shall be known as the College of Nursing Faculty Organization of the University of Florida and shall be comprised of all faculty within the College of Nursing. For the purposes of this document the Faculty Organization will be called the Faculty.

ARTICLE II

Purposes

The purposes of the Faculty Organization are to:

- A. Promote mutual involvement of the Faculty and administration in planning, implementing, and evaluating all College programs. The Faculty, as a part of the total University, functions within the framework outlined in the rules of the University in the Florida Administrative Code and the University of Florida Constitution.
- B. Recommend policy to the Dean of the College. The Faculty has a major responsibility to formulate policy recommendations in all academic matters.
- C. Facilitate the orderly accomplishment of the College of Nursing mission.
- D. Debate and deliberate issues related to nursing and health care.
- E. Review curricula and promotion and tenure procedures.

ARTICLE III

Authority and Government

Section 1: Authority

The authority of the Faculty to participate in determination of policies, procedures and activities of the College of Nursing shall be within the limitations of the Constitution of the University of Florida. Collegiality in academic governance means taking an active and responsible role. This relationship is most effective when Faculty and administration work together to carry out duties and responsibilities in a professional manner.

Section 2: Representative Government

In keeping with the Constitution of the University of Florida, a representative form of government in the College of Nursing shall act in an advisory capacity to the Dean.

Section 3: Procedures of the Organization

Unless otherwise designated in these Bylaws, this Faculty Organization and its committees shall operate using Robert's Rules of Order, Newly Revised.

ARTICLE IV  
Membership of the Faculty Organization

Section 1: Voting Members

All faculty members in the College of Nursing holding academic rank of Assistant Professor or above (tenured, tenure earning, clinical, or visiting) and having at least half-time (.5 FTE) appointments for a full academic or calendar year constitute the Nursing Faculty.

Section 2: Non-voting Members

Non-voting members are entitled to attend meetings of the Faculty and to have speaking privileges.

- A. Professors emeritus of the College of Nursing
- B. Faculty with less than .5 FTE appointments
- C. Faculty on appointments of less than a full academic year (nine months)
- D. Faculty with a Courtesy Faculty appointment

Section 3: Officers

The officers of the Faculty Organization are the President and the President-elect. The President-elect is elected by the Faculty and after serving two years, becomes the President of the Faculty Organization. The terms will begin on September 1.

Section 4: Parliamentarian

A parliamentarian shall be appointed by the President of the Faculty to assure Robert's Rules of Order, Newly Revised are followed.

Section 5: Duties of the Officers

The President and President-elect shall perform duties usually performed by such officers, together with duties as prescribed by the Faculty membership, by the Faculty Leadership Council (see Article V) and by Robert's Rules of Order, Newly Revised when not in conflict with the Bylaws of this organization.

The duties of the officers are as follows:

- A. The President of the Faculty Organization shall:
  - 1. Act as President of the Faculty Organization
    - a. Convene and preside over the regular and special meetings of the Faculty.
    - b. Develop agenda for the general faculty meeting in conjunction with Faculty Leadership Council and the Dean of the College of Nursing.
    - c. Work with the Dean to arrange for development and evaluation of the College's Strategic Plan, ensuring input and involvement from the faculty. (UFSGD)
    - d. Serve as voting ex officio to the Administrative Council.
    - e. Annually appoint a parliamentarian for general faculty meetings.
    - f. Forward copies of all recommended policies and approved reports to the Dean.
  - 2. Act as President of the Faculty Leadership Council
    - a. Convene and preside over the regular and special meetings of the Faculty Leadership Council.
    - b. Develop agenda for the Faculty Leadership Council.
  - 3. General responsibilities:

- a. Review background materials related to issues requiring discussion by the Faculty Leadership Council or the Faculty to identify needs for additional information.
  - b. Develop charges for Faculty Leadership Council, Standing Committees, and Special Committees in conjunction with the Dean of the College of Nursing.
  - c. Function as a College of Nursing representative to appropriate selected international, national, regional or state professional meetings as negotiated by the Dean or the Leadership Council.
  - d. Represent the Faculty at any administrative committee requesting faculty input.
- B. The President-elect of the Faculty Organization shall:
- 1. Act as President of the Faculty and of the Faculty Leadership Council in the absence of the President.
  - 2. Lead the investigation of matters referred to the Council by the Faculty.
  - 3. Prepare and distribute background materials for issues to be discussed at the Faculty Leadership Council or general faculty meetings.
  - 4. Collaborate with the President in development of the general faculty meeting agenda.
  - 5. Oversee the taking, revision, distribution and filing of minutes and reports of all official Faculty organization bodies.
  - 6. Serve in other capacities as delegated by the President of the Faculty
  - 7. Serve as President for two years after serving as President-elect of the Faculty Organization.

#### Section 6: Meetings and Reports

- A. At least one faculty meeting per month shall be scheduled except that the President and Dean may agree to cancel any regular meeting.
- B. The Faculty shall hold at least two face-to-face meetings annually during each year. These meetings shall include development and review of the College's strategic plans as needed. (UFSGD) Special meetings shall be held as needed.
- C. Regularly scheduled meetings of the Faculty are to be on a Master Calendar distributed in advance of July 1 each year. In emergencies, as much prior notice of a faculty meeting shall be given as is feasible.
- D. Special meetings may be called by the Dean or the President when deemed necessary or upon petition of one-third of the voting members of the Faculty.
- E. The agenda for regular and special meetings shall be determined through collaborative agreement of the Dean of the College of Nursing, the President of the Faculty, and the members of Faculty Leadership Council. The agenda for meetings called upon petition of the Faculty shall be determined by collaborative agreement of two representatives of the petitioning group, the Dean of the College of Nursing and the President of the Faculty.
- F. The dates, times and locations of all General Faculty and Committee meetings shall be posted on the Master Calendar and made available through the College web-site (public meeting process). (UFSGD)
- G. At least annually, the Dean shall report to the faculty regarding the state of the College including expenditures and budget; and seek faculty input. (UFSGD)

#### Section 7: Legislative Procedure

Policy proposals may be generated by any faculty member, standing committee, subcommittee, ad-hoc committee or Faculty Leadership Council. The President of the Faculty shall place the

policy proposal on the agenda for a general faculty meeting or route the policy proposal to the appropriate committee.

## ARTICLE V The Faculty Leadership Council

### Section 1: Authority

The Faculty Leadership Council shall act for the Faculty when the Faculty Organization is not in session.

Two-thirds of the voting faculty members shall have the power to veto any decision of the Faculty Leadership Council within 60 days of that decision. The veto must be presented to Faculty Leadership Council in writing.

### Section 2: Duties of the Council

- A. Assess the effectiveness of the College's shared governance system and recommend modifications to the Dean, the Administrative Council and/or the General Faculty as needed. (UFSGD)
- B. Monitor and evaluate timeliness of committee reports, and responses to requests for information and consultation from administrators or faculty members. (UFSGD)
- C. Recommend policies and priorities for use of unit resources (e.g., funds, space) to the Dean and/or Administrative Council. (UFSGD)
- D. Serve as the College's budget committee for the purpose of advising the Dean on budgetary matters. (UFSGD)
- E. Receive, consider, refer and approve matters submitted in writing to the Council including recommendations from Standing Committees, Special Committees, or individual faculty members.
- F. Refer matters to the Faculty as a whole as appropriate based on recommendations from Standing Committees, Special Committees, or individual faculty members.
- G. Investigate and make recommendations on matters referred to the Council by the Faculty.
- H. Annually review the Master Evaluation Plan and make recommendations for change or refinement.
- I. Review the Mission, Goals, and Policies of the College every four years, or as requested, and recommend revisions to the Faculty.
- J. Implement election procedures as defined by the Faculty.
- K. Fill vacancies of committees other than those occurring on the Nursing Formal Review Committee and the Search Committee.
- L. Create and convene special committees.
- M. Consider concerns and act upon recommendations presented by student groups or the support staff within the College.

### Section 3: Membership

- A. The following members of the Faculty Leadership Council shall be elected by the total Faculty:
  - The President of the Faculty
  - The President-elect of the Faculty
  - Standing committee chairpersons
- B. The Executive Associate Dean shall serve as voting ex officio to the council.
- C. All members of the Faculty Leadership Council shall have voice and vote.

### Section 4: Terms

The President, President-elect, and standing committee chairpersons shall serve a term of two years. Standing committee chairpersons may be re-elected to one consecutive term. The President and President-elect may not succeed themselves.

#### Section 5: Vacancies

Vacancies in standing committee chairpersons that arise between annual elections shall be filled by appointment by a majority of the Faculty Leadership Council members. Vacancies in President-elect of the Faculty Organization must be elected by the faculty through a special election process. Persons appointed to fill such vacancies shall complete the term of the Council member they are replacing and shall be eligible for election as per Section 3.

#### Section 6: Meetings

- A. At least one Faculty Leadership Council meeting per month shall be scheduled. Meetings shall be scheduled on the Master Calendar.
- B. Additional meetings may be called by the President or on petition of three members of the Faculty Leadership Council. Notices of the meetings shall be the responsibility of the President of the Faculty Leadership Council.
- C. Two-thirds of the voting membership of the Faculty Leadership Council shall constitute a quorum.

### ARTICLE VI Committees of the Faculty

#### Section 1: Authority

The Committees of the Faculty shall carry out duties prescribed by the Bylaws and charges assigned by the President and the Dean.

#### Section 2: General Rules

- A. Committees shall keep regular minutes and records of the committee. Committee minutes shall be maintained for three years by the chairpersons of individual committees and with the official files in the Office of the Dean.
- B. Standing committees shall submit a written annual report (July 1-June 30) which includes recommendations for actions in the coming year at the June Leadership Council meeting.
- C. Chairs of standing committees may establish ad hoc committees to accomplish specific tasks.
- D. A quorum is a majority of the members.

#### Section 3: Ad Hoc Committees

- A. Ad hoc committees may be established by standing committees or by a majority vote of the Faculty present at a meeting of the Faculty Organization. The committee/task force shall report to and be accountable to the appointing body's chair.
- B. The manner in which members shall be selected must be designated when the committee/task force is established.
- C. The charge and date of completion of the task must be designated in writing when the committee/task force is established. A copy of the charge shall be on file with the chairperson of the appointing body.

#### Section 4: Membership

- A. Committees of the Faculty consist of Special and Standing Committees.
- B. Committee Chairs are elected by the Faculty except in the following cases: for the Nominating, the Nursing Formal Review, and the Search Committees, the chairpersons shall be elected within the committee membership. The President of the Faculty is

responsible for assuring that committee members convene for their first meeting to elect a chair.

- C. Committee members are appointed by the President of the Faculty Organization except in the case of the Nursing Formal Review, Nominating, and Search Committees.
- D. Undergraduate and graduate student representatives will serve as members on the Academic Affairs Committee, the Research, Scholarship and Sabbatical Committee and the External Affairs and Resources Committee.  
Student representatives will be selected by their respective student governments. If the student government fails to select a student, the respective committee chairperson will select a student representative.
- E. All committee members are voting members.
- F. The Dean shall serve as non-voting ex officio member of all committees.

#### Section 5: Standing Committees

Standing Committees of the Faculty include the following:

- A. Curriculum Committee, hereafter known as Academic Affairs Committee (AAC)
- B. Faculty Affairs Committee (FAC)
- C. Research, Scholarship and Sabbatical Committee (RSC)
- D. External Affairs and Resources Committee (EARC)
- E. Faculty Practice Committee (FPC)

#### Section 6: Special Committees

Special Committees of the Faculty include the following:

- A. Nominating Committee
- B. Bylaws Committee
- C. Promotion, Tenure and Special Review Committee, hereafter known as Nursing Formal Review Committee (NFRC)
- D. Search Committee
- E. International Affairs Committee
- F. Admissions Advisory Committee
- G. Specialty Groups/Interest Groups (SIG)

#### Section 7: Terms of Office for Committees

- A. Terms of service for committee chairpersons and committee members shall begin September 1 of each year. The time between the election/appointment and assuming new positions will be a transition period.
- B. Unless otherwise specified, all committee chairpersons shall serve a term of two (2) years and may be re-elected to one consecutive two (2) year term.
- C. Unless otherwise indicated in the Bylaws, a faculty committee member shall serve a term of two years and terms of appointment shall be staggered. A student committee member shall serve a term of one year.
- D. A faculty and student committee member may serve two consecutive terms.

#### Section 8: Vacancies

The Faculty Leadership Council fills committee vacancies that arise between annual elections, except that vacancies of elected members of the Nursing Formal Review Committee (NFRC) and the Search Committee shall be filled by special election.

#### Section 9: Duties of the Officers of the Committees

Chairs of Standing Committees perform the usual functions of committee chairs according to Robert's Rules of Order, Newly Revised.

## ARTICLE VII

### Standing Committee: Academic Affairs Committee

#### Section 1: Authority

The Academic Affairs Committee shall review and make recommendations regarding all course and curricular materials. It shall study curricular proposals with respect to their relationship to the Mission and Goals of the College. It shall be concerned with admission, progression, and graduation policies.

#### Section 2: Duties

- A. Monitor, formulate, and recommend policies governing the curriculum, including admission policies and student academic policies of the College of Nursing.
- B. Advise the Associate Dean for Academic and Student Affairs (ADASA) regarding student admission, progression, and graduation policy/procedures.
- C. Recommend curriculum revisions to the Faculty.
- D. The chair or delegate shall serve as a College representative to appropriate Commission on Collegiate Nursing Education (CCNE), American Association of Colleges of Nursing (AACN), or other national nursing educational meetings.
- E. Consult with the Associate Dean for Academic and Student Affairs as needed regarding student admissions policies
- F. Serve as a resource to the Admissions Advisory Committee and provide clarification regarding admissions policies and expectations as needed.
- G. In conjunction with the ADASA, oversee systematic program reviews for all College curricula in keeping with the Master Evaluation Plan, and report results and recommendations to faculty.
- H. In conjunction with the ADASA, conduct systematic evaluation of all College courses and make necessary recommendations to the faculty.
- I. Maintain open communications between AAC and Department Chairs by sending a monthly agenda to the Department Chairs.

#### Section 3: Membership

The Academic Affairs Committee shall consist of an elected chair, three faculty members (one from each College department), two at large faculty (appointed by the President of the Faculty to insure representation faculty familiar with all degree programs), the Associate Dean for Academic and Student Affairs (as a non-voting ex officio), the Director of Academic Affairs, one undergraduate student member, and one graduate student member.

## ARTICLE VIII

### Standing Committee: Faculty Affairs Committee

#### Section 1: Authority

The Faculty Affairs Committee shall consider matters of policy relating to promotion, tenure and evaluation. It shall also consider matters of policy relating to standards of performance, professional ethics, faculty rights and responsibilities, academic freedom, affirmative action, faculty compensation and faculty development.

#### Section 2: Duties

- A. Develop and implement an orientation plan for new faculty.
- B. Recommend to the Faculty standards, criteria, policies and procedures pertaining to faculty reviews (annual, promotion, tenure, and special).

- C. Annually recommend and submit for Faculty vote the review criteria and procedures to be followed by the Nursing Formal Review Committee during the subsequent academic year.
- D. Conduct scholarly activity reviews for appointment to Graduate Faculty status and make recommendations to appropriate department head and the Dean.
- E. Consult with the Administrative Council on all matters relevant to faculty welfare.
- F. Interpret for the Faculty academic freedom, Faculty rights and Faculty responsibilities.
- G. Conduct Faculty development needs assessment and develop plans to address individual as well as collective Faculty development.
- H. Allocate funds for faculty development activities including travel.
- I. The Chair shall be the Faculty representative to the College of Nursing Search Committee.
- J. The Chair shall function as the College alternate representative to American Nurses Association (ANA) national meetings when the President of the Faculty so designates.

### Section 3: Membership

The Faculty Affairs Committee shall consist of an elected chair and four faculty members appointed by the President of the Faculty, with each department represented.

## ARTICLE IX

### Standing Committee: Research, Scholarship and Sabbatical Committee

#### Section 1: Authority

The Research, Scholarship and Sabbatical Committee shall facilitate the conduct of nursing research, disseminate research findings for application to teaching and practice, and facilitate the scholarly activities of faculty.

#### Section 2: Duties

- A. Serve as liaison between Associate Dean for Research and College of Nursing faculty to promote research and scholarship.
- B. Advise the Dean on criteria and processes for the awarding of sabbaticals. (UFSGD)
- C. In collaboration with the College of Nursing Public Relations Coordinator and the Office for Research Support, disseminate/publicize nursing research within the Health Science Center, the University, the State, and the Nation.
- D. Develop and implement activities and programs to promote research and scholarship activities and the sharing of research expertise within the College of Nursing and within the community of interest.
- E. The Chair shall function as the College of Nursing representative at selected national or regional research conferences (e.g., Southern Nursing Research Society, Sigma Theta Tau).
- F. In collaboration with the Associate Dean for Research, evaluate scholarly and research productivity of the College.
- G. Make recommendations for resource utilization to the Associate Dean for Research.

#### Section 3: Membership

The Research, Scholarship and Sabbatical Committee shall consist of an elected chair, three faculty members appointed by the President of the Faculty, the Associate Dean for Research, and one undergraduate student member and one graduate student member.

ARTICLE X  
Standing Committee: External Affairs and Resources Committee

Section 1: Authority

The External Affairs and Resources Committee shall consider matters relating to (1) the image of the College of Nursing, and (2) resources necessary for the work of the College. This committee shall monitor and take appropriate actions regarding legislative issues related to health care and education of health care providers.

Section 2: Duties

- A. Monitor, provide information and suggest strategies for action regarding legislation related to health care and of health care providers.
- B. Analyze legislative issues which could affect the Faculty and the nursing profession, and inform the Faculty.
- C. Provide input on behalf of the Faculty to be used in presentation to external bodies, professional nursing organizations, and other professional and allied health organizations whose activities impact the health care delivery system.
- D. Develop, revise and oversee implementation of College of Nursing commencement procedures.
- E. Coordinate the selection and recognition process related to faculty and student awards and honors.
- F. Work with the ADASA to facilitate the selection process for designated scholarships.
- G. Assist with alumni and other public relations activities.
- H. Recognize special events and accomplishments in the lives of faculty and staff in the College of Nursing
- I. Enhance faculty, student, and staff relations by facilitating appropriate social activities.

Section 3: Membership

The External Affairs and Resources Committee shall consist of an elected chair, three faculty members and one staff member appointed by the President of the Faculty, the Executive Associate Dean, one undergraduate student member and one graduate student member.

ARTICLE XI  
Standing Committee: Faculty Practice Committee

Section 1: Authority

The Faculty Practice Committee shall facilitate the conduct of matters relating to clinical practice by members of the Faculty.

Section 2: Duties

- A. Identify appropriate faculty practice sites, faculty practice opportunities, and make recommendations to the Dean regarding their fit with the missions of the College of Nursing.
- B. Review appropriateness of clinical sites recommended by faculty members.
- C. Recommend to the Dean changes in the Faculty Practice Association fiscal and/or operational matters.
- D. Recommend to the Dean written policies for the implementation of the provisions of the plan.
- E. Recommend to the Dean plans for orderly collection and distribution of fees generated from faculty practice.

- F. Remain responsive to the needs of Faculty who are practicing and provide appropriate support to those individuals.
- G. Advise and consult with Faculty members regarding practice issues.
- H. Engage in other activities as appropriate to enhance and support Faculty practice.

### Section 3: Membership

The Faculty Practice Committee shall consist of an elected chair, three faculty members appointed by the President of the Faculty with each department represented, and the Associate Dean for Clinical Affairs. Faculty membership shall be from all three College departments.

## ARTICLE XII

### Special Committee: Nominating Committee

#### Section 1: Authority

The Nominating Committee shall prepare a slate of candidates for the offices and committees to be elected.

#### Section 2: Duties

Prepare a slate of candidates for the offices and committees to be presented at the April General Faculty Meeting so an annual election can be conducted. Notify faculty of the proposed ballot at least two weeks prior to the election.

- A. For even-numbered years, the slate shall be for:
  - 1. Chairs of Academic Affairs; Research, Scholarship and Sabbatical; and Faculty Practice Committees.
  - 2. Faculty representative to student organizations requesting such.
  - 3. One representative to the Faculty Practice Association Board of Directors.
- B. For odd-numbered years, the slate shall be for:
  - 1. President-elect.
  - 2. Chairs of Faculty Affairs, External Affairs and Resources, Bylaws, Nominating, and International Affairs Committees.
  - 3. One representative to the Faculty Practice Association Board of Directors.
- C. Annually, the slate shall be for:
  - 1. Members of:
    - a. Nursing Formal Review Committee.
    - b. Search Committee.
  - 2. University Senate and/or University-level committees with College of Nursing representation.
- D. Additional nominees shall be solicited to fill positions requested by the Faculty Leadership Council such as University Senate Representatives (three for three year terms) and University Marshals (two for two year terms with an elected alternate) and College of Nursing Marshals (2 for 2 year terms).

#### Section 3: Membership

The Nominating Committee shall consist of one elected faculty member from each department. The chairperson shall be elected from within the committee membership.

- A. Each department shall be represented by one elected faculty member.
- B. The chairperson shall be elected from within the committee membership.

#### Section 4: Term

The term of office shall be two years.

### Section 5: Procedures for Election of Officers and Chairs

- A. Officers and Chairs shall be determined by a simple majority of those faculty members present and voting. There shall be no absentee or proxy votes.
- B. In the event of a tie vote, the run-off shall be among the tied candidates. The run-off vote shall be determined by simple majority within two weeks of the original election.
- C. In the event a Committee chair resigns, Faculty Leadership Council shall appoint a faculty person to assume the vacancy until the next regular election, except that NFRC and Search Committee vacancies shall be filled by special election.

## ARTICLE XIII

### Special Committee: Bylaws Committee

#### Section 1: Authority

The Bylaws Committee shall systematically review the Bylaws.

#### Section 2: Duties

- A. Review Bylaws annually for consistency and congruity.
- B. Make recommendations to the Faculty Leadership Council for change in the Bylaws.
- C. Following Faculty Leadership Council approval, present Bylaws changes to the Faculty for action.

#### Section 3: Membership

The Bylaws Committee shall consist of an elected chair and two faculty members appointed by the President of the Faculty.

#### Section 4: Term

The term of office shall be two years.

#### Section 5: Vacancy

If a vacancy occurs in this committee, the Faculty Leadership Council shall appoint a replacement to serve for the remainder of the term.

## ARTICLE XIV

### Special Committee: Nursing Formal Review Committee

#### Section 1: Authority

The Nursing Formal Review Committee shall review promotion and tenure and special review materials within the College of Nursing. The Nursing Formal Review Committee serves as the fact-finding College Committee for the purpose of promotion and tenure.

#### Section 2: Duties

- A. Conduct a comprehensive evaluation for third year review, promotion, tenure, and special review.
- B. Solicit input from department chair and/or Dean as relevant to each review.
- C. Prepare written report regarding the reviewee's ability to meet criteria and provide this to the reviewee, the appropriate department chair and faculty, and the Dean.
- D. Schedule and conduct department and College voting for promotion and tenure. Convey results to Dean and appropriate department chair(s).
- E. Conduct Sustained Performance Evaluation reviews, annually and as needed, and report its fact finding review summary results to reviewee(s), department chairs, and Dean.

- F. Recommend changes in review policy to the Faculty Affairs Committee.
- G. In conjunction with department chairs, advise the faculty member of time frames and deadlines for tenure and promotion reviews.
- H. Inform reviewee of the policy and procedures regarding the review process.

### Section 3: Membership

The Nursing Formal Review Committee shall consist of three (3) tenured faculty members elected by the faculty; and two (2) faculty appointed by the Dean in consultation with the Committee Chairperson. Committee members must hold the rank of Associate Professor or Professor. In all cases, the committee shall have at least one member at the rank of Professor. Reviews for promotion to the rank of Professor shall be conducted exclusively by those holding that rank. Reviews for tenure shall be conducted exclusively by those holding tenure. The Dean's appointments shall reflect peer and academic balance, diversity, and/or specialty of the reviewee as is applicable to the situation. No member of the committee may attend sessions regarding her/his own review. The chairperson shall be selected by the three elected faculty members.

### Section 4: Term

Term of office for elected tenured faculty shall be one year. Election shall be held annually. No elected faculty member shall be elected for more than two consecutive terms.

### Section 5: Vacancy

Vacancy of an elected member position shall be filled by special election to complete the unexpired term.

## ARTICLE XV

### Special Committee: Search Committee

#### Section 1: Authority

The Search Committee shall conduct searches for qualified faculty in accordance with current University rules.

#### Section 2: Duties

- A. Conduct searches for qualified faculty.
- B. The Search Committee is responsible for recommending qualified candidates for interview to the appropriate Department Chair. The Department Chair is responsible for recommending qualified faculty for hire to the Dean. The Dean is the final hiring authority for the College.
- C. Screen applicants based on posted qualifications for a position.
- D. Make recommendations regarding candidates who are eligible for interview to the appropriate Department Chair. Notify applicants who do not meet the minimum qualifications for the position.

#### Section 3: Membership

The Search Committee shall consist of the Chair of the Faculty Affairs Committee and three faculty members elected at-large by the Faculty. The Chairperson shall be elected from within the committee membership. A department chair will serve as non-voting ex officio.

Section 4: Term

Term of office for elected faculty shall be for two years and terms shall be staggered.

Section 5: Vacancy

Vacancy of an elected member position shall be filled by special election to complete the unexpired term.

Article XVISpecial Committee: International AffairsSection 1: Authority

The International Affairs Committee will propose, support, and evaluate international teaching, scholarship, and service activities in keeping with UF initiatives and College of Nursing goals.

Section 2: Duties

- A. Align College of Nursing international projects with HSC and UF initiatives.
- B. Develop international education opportunities for students.
- C. Strengthen College of Nursing links with other countries through development of education exchanges.
- D. Develop scholarly projects with members of the international community.

Section 3: Membership

The International Affairs Committee shall consist of a chair elected by faculty, four faculty members appointed by the President of the Faculty Organization.

Section 4: Term

The term of office will be two years. Appointments will be staggered.

## ARTICLE XVII

Special Committee: Admissions AdvisorySection 1: Authority

The Admissions Advisory Committees shall review files of students seeking admission to programs offered by the College of Nursing and make recommendations to accept or deny the application.

One committee will review BSN applications and one committee will review MSN and DNP applications.

Section 2: Duties

- A. Review prospective student files for consistency with admission criteria, and prioritize those meeting the criteria as needed.
- B. Make recommendations to the Dean regarding students to be admitted
- C. Review petitions submitted by students denied admission.
- D. Make recommendations for admission status based upon review of petition.

Section 3: Membership

- A. Each committee shall consist of three faculty members, appointed by the President of the Faculty Organization. The ADASA and the Coordinator of Student Academic Support

Services shall serve as non-voting ex-officio members.

Section 4: Term

The term of office shall be two years.

Section 5: Vacancy

If a vacancy occurs on this committee, the Faculty Leadership Council shall appoint a replacement to serve for the remainder of the term.

ARTICLE XVIII

Special Committee: Interest Groups

Section 1: Membership

- A. Members are self-selected by educational preparation, teaching responsibilities, and/or special interest.
- B. Annually, by April 1st, each specialty group shall submit the name of its convener for the following academic year to the President.

Section 2: Purposes

- A. Discuss, share and explore concerns of the specialty area.
- B. Serve as a resource to Standing Committees and the Faculty Leadership Council.
- C. Bring recommendations, as appropriate, to Standing Committees or the Faculty Leadership Council.

ARTICLE XIX

Meeting Procedures

All meetings shall be held according to Robert's Rules of Order, Newly Revised. Faculty on all campuses shall be linked by telecommunications, except for two (2) face-to-face faculty meetings.

A (written or electronic) notice shall be given to the membership seven working days prior to any meeting during which a significant issue as determined by the Dean or the President shall come for vote.

Quorum

Those present shall constitute a quorum. A simple majority of those present shall carry a motion.

ARTICLE XX  
Amendments

Section 1: Amendments With Notice

These Bylaws may be amended at any scheduled faculty meeting by a 2/3 vote of those present and voting, provided a ten day previous notice in writing has been given to the Faculty.

Section 2: Amendments Without Notice

If no previous notice had been given, these Bylaws may be amended by a 99 percent vote of Faculty present and voting at any scheduled faculty meeting.

Approved by: Faculty:

Approved by: Dean: May 1996; July 2006

April 1996; July

## ADDENDUM

### Administrative Council

#### Section 1: Authority

The Administrative Council advises and assists the Dean in all administrative matters.

#### Section 2: Membership

All Deans, Department Chairs, Campus Directors, the President of the Faculty Organization, and the Administrative Assistant to the Dean. The Administrative Assistant to the Dean is a nonvoting member.

#### Section 3: Meetings

The Administrative Council shall meet monthly, as planned per the Master Calendar. Additional meetings can be called by the Dean.