



Helen and Arthur E. Johnson  
Beth-El College of  
Nursing and Health Sciences

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Department of Nursing Bylaws

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Helen and Arthur E. Johnson Beth-El College of Nursing

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**BYLAWS**  
**DEPARTMENT OF NURSING**  
**HELEN AND ARTHUR E. JOHNSON**  
**BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES**  
**UNIVERSITY OF COLORADO COLORADO SPRINGS**

**PREAMBLE**

These Bylaws describe how the Department of Nursing (also “the Department”) at the University of Colorado Colorado Springs (“the University”) self-governs and carries out the responsibilities and privileges entrusted to it. In its instructional role, the Department of Nursing offers undergraduate and graduate courses and program options in nursing that include classroom, laboratory, and clinical experiences. To support the University research mission, we maintain and encourage the research programs of faculty in Nursing by providing laboratory facilities, equipment, staff, and other services. The Department also fosters strong ties between evidence-based practice, interprofessional education, research, and teaching/learning. The Department supports the teaching mission of the University by emphasizing excellence in preparation of students for the practice of baccalaureate generalist nursing, graduate advanced nursing practice, and doctoral preparation. To serve the community outside the Department, we make available the specialized expertise and services of our faculty and students to the University, city, state, nation, and world. The Department of Nursing encourages its faculty and students to seek a productive balance among teaching, research/creative work, and service.

These Bylaws explain generally the structure and functions of the Department and its various operational committees. The procedures outlined herein, however, are not intended to create nor do they create any contractual rights related to the procedures, structures, appointments and/or functions of the Department. These procedures may change, appointments may end, and these Bylaws may be amended at the Department’s discretion and as provided for herein. Board of Regent Law and Policy, University policy, and Beth-El College of Nursing and Health Sciences policy take precedent over these Bylaws, if in conflict.

The purposes of the Bylaws are to (1) promote an interconnected, engaged, unified organization through active participation of faculty in the philosophy, vision, initiatives, and policies of the Department of Nursing, (2) promote faculty participation in the shared governance of the Department and College (i.e., to share with administration in the authority and responsibility for the overall operation of the nursing program, as well as in developing the strategic plan for the department), (3) to provide for the conduct of the business of the Department in an orderly and expeditious manner, and (4) to maintain open channels of communication between administration, faculty, students, and the community.

## TERMS

**Ad Hoc Committees:** Those temporary committees convened as needed to consider special issues, for a limited time to accomplish a specific charge.

**Committee Membership specific to Program:** As some committees deal with issues specific to undergraduate or graduate matters and because faculty teach across programs, membership on those committees will be limited to those faculty who represent the program best.

**Graduate Faculty:** Regular Nursing Faculty member who has a Regular Graduate School appointment.

**Undergraduate Faculty:** Regular Nursing Faculty member who teaches in the Undergraduate nursing (UGN) courses and programs.

**Member-At-Large:** A member of the Nursing Department who is elected or appointed to represent the whole Department, not a specific program or option.

**Regular Appointment:** define according to Regent's Rules and Bylaws

**Regular Graduate School Appointment:** define according to Regent's Rules and Bylaws

**Standing Committees:** Those permanent committees with ongoing work whose respective charges shall be established by a majority of the voting faculty and whose faculty members, except for those appointed by reason of position, are elected by the voting faculty.

**Subcommittees:** Subcommittees may be established by the Chair of the Nursing Department or Standing Committees to meet an administrative or programmatic need. These committees may meet regularly or periodically as determined by the members.

**Vacancy in Membership:** A vacancy in elected or appointed committee can occur through such processes as resignation, termination of employment, or failure to participate for three (3) consecutive months without excuse.

## ARTICLE I. NAME OF THE ORGANIZATION

The Department of Nursing (AKA Nursing Department) is the primary governing unit for nursing programs for the Beth-El College of Nursing and Health Sciences.

## ARTICLE II. MEMBERSHIP

- A. **Nursing Faculty** who hold regular or special appointments with faculty rank (i.e., the rank of Instructor or higher) are members entitled to vote on matters before faculty. Student representatives from the undergraduate and graduate nursing programs may attend the Nursing Department meetings as nonvoting representatives.
- B. Only nursing faculty who hold a regular graduate faculty appointment may vote on matters related to graduate curriculum and graduate-specific issues.
- C. Other people associated with the Department of Nursing such as but not limited to emeritus faculty (unless serving on a full-time basis), persons serving under acting or visiting appointments, clinical or affiliate faculty, lecturers, persons on leave of absence,

persons holding less than 50% appointments, and staff not associated with the Nursing Department, may attend the Nursing Department meetings as non-voting members of the Department.

- D. **Student Representation:** Each student appointed to a faculty committee brings the students' voice to issues of interest by participating in committee discussions, but does not vote in faculty matters. Student representatives (the representative and the alternate) are selected annually by the appropriate student body and/or respond to an annual call for student representatives. The student representative acts as a liaison between students and faculty. Students are responsible for attendance at meetings, for communicating the view of students, and for disseminating information of interest back to the student body. Student representatives are not included in the base count for a quorum for Department or other Committee meetings.

### **ARTICLE III. OFFICERS**

The officers of the Nursing Department include the Department Chair, the Option Coordinators for the Undergraduate and Graduate programs, the Clinical Facilities/Clinical Practicum Coordinators (CFC), and the Nursing Program Assistants. These officers are members of the Nursing Executive Council (NEC) for the Nursing Department discussed in Article V below.

#### A. Chair, Department of Nursing

##### 1. Selection

The Chair shall be appointed by the Dean.

##### 2. Duties and Responsibilities

- a. The Department Chair, or a designee selected by the Chair, shall preside over meetings of the Nursing Faculty (i.e., Nursing Department meetings).
- b. In collaboration with the Nursing Executive Council, develop a meeting agenda.
- c. Hold regularly scheduled meetings of the Nursing Department.
- d. Assure adherence to University, College, and the Colorado Board of Nursing policy and procedures that influence admission, progression, and retention of students enrolled in the program options.
- e. In collaboration with the Program Assistants and Evaluation Committee Chair, elicit and maintain program outcome evaluation data for continuous quality program improvement and for informed decision making.
- f. Perform all duties as assigned in the position description for the Nursing Department Chair.

- g. Unless otherwise noted, the Department Chair is an ex-officio member of all Nursing Department Councils and Committees.

#### B. Option Coordinators

##### 1. Selection

The Option Coordinators shall be appointed by the Chair in consultation with Department Faculty.

##### 2. Duties and Responsibilities

- a. The Option Coordinators are responsible for respective Departmental options, including but not limited to, the accreditation of the BSN and Graduate nursing programs.
- b. The Option Coordinators ensure that the options meet accreditation and/or Departmental/University standards.
- c. Responsibilities include student recruiting, advising, and maintaining the academic quality of the options.
- d. Option coordinators serve as members of the Nursing Executive Council and are responsible for day-to-day operations of their respective options. (See Article V.2.)

#### C. Clinical Facilities/Clinical Practicum Coordinators

##### 1. Selection

The Clinical Facilities/Clinical Practicum Coordinators shall be appointed by the Chair in consultation with Department faculty.

##### 2. Duties and Responsibilities

- a. Responsible, in collaboration with the Clinical Practicum Assistant and/or Program Assistants so charged, for the recruitment and search process, orientation, evaluation, and contractual issues regarding clinical faculty for all program options of the Nursing Department.
- b. Serve, along with the Clinical Practicum Assistant and/or Program Assistants so charged, as the official liaison between the Department and clinical facilities.
- c. Work in collaboration with the option coordinators and course lead faculty to determine faculty and clinical site needs.
- d. Serve as members of the Nursing Executive Council and the Evaluation Committee. (See Article V.2 and V.4.4).

#### D. Program Assistants

##### 1. Purpose

To provide administrative support to the programs, faculty, and students of the Nursing Department.

##### 2. Duties and Responsibilities

- a. Perform all duties as assigned in the position description for the Program Assistant.

- b. Assist the Nursing Department Committees, as assigned.
- c. Serve as members of the Nursing Executive Council (one staff liaison). (See Article V.2).
- d. Serve, along with the Clinical Facilities/Clinical Practicum Coordinators, as official liaisons between the Department and clinical facilities.

#### **ARTICLE IV. RIGHTS AND PRIVILEGES OF THE NURSING FACULTY**

The Nursing Faculty shall possess all rights, privileges, and prerogatives conferred upon it by the Board of Regents, the University Administration, and the Academic Constitution and Bylaws of The University of Colorado. The faculty's primary concern should be for the educational and curricular policies and processes for programs and degrees offered by the Department. Specifically, the Nursing Faculty shall have the authority to:

- A. Formulate educational, curricular, and personnel policies that fall within the purview of the Department, and enact rules, regulations, and Bylaws to promote and enforce such policies.
- B. Formulate Bylaws detailing the governance of the Department.
- C. Receive and act upon reports of its Committees and Departmental and College Councils.
- D. Receive a peer merit review upon completion of a signed self-evaluation portfolio.

#### **ARTICLE V. SHARED LEADERSHIP AND GOVERNANCE**

As per the rights and privileges of Nursing Faculty, the Faculty shall participate in the operationalization of the Department's mission, vision, values, and teaching/learning philosophy by role modeling professional citizenship and thereby promoting a positive image of nursing and the profession to students, staff, the College, the University, and the community-at-large.

##### **Section V.1: Nursing Department Meeting**

- A. Purposes
  - 1. To provide a forum for discussion and to act on recommendations from Nursing Department committees that affect all options.
  - 2. Proactively discuss topics of interest or importance to the Nursing Department, its students, and the community-at-large.
  - 3. Review and respond to societal and educational issues as they influence and impact the students and faculty of the Department.
  - 4. Provide information that affects the ability of faculty to develop, implement, and evaluate the courses and programs of the Department.



5. Determine appropriate policy and practice for the Department.
6. Foster growth, teamwork, collaboration, and respect amongst the Nursing Department Faculty, Staff, Students, and the Community and Clinical Partners.
7. Provide input to the Dean on issues of program importance, budget needs, and ideas.
8. Implement and monitor compliance with CCNE Standard I.

B. Duties and Functions of Membership

1. Meets regularly.
2. Provides coordination among the options, Department committees, College-wide, and University governance committees as needed.
3. Submit items of business for inclusion on the agenda, prior to the preparation of the agenda.
4. Attends, participates, and represents their respective positions.
5. Implements and evaluates decisions related to the faculty role and responsibilities.
6. Votes on action items either at the faculty meeting or via electronic means, as determined by the Chair.
7. Only voting members of the faculty may make and second motions, and vote (See Article II.A).

C. Responsibility of the Chairperson

The Chair of the Nursing Department Meeting is the Chair of the Nursing Department whose duties are to:

1. Inform and apprise the faculty of initiatives influencing the day-to-day operations of the Department and faculty role responsibilities.
2. Provide coordination of effort to provide consistent implementation and review of the nursing programs.
3. Review policy and procedures for effective program implementation.
4. Represent the Department in College-wide and University-wide venues.

D. Responsibility of the Parliamentarian

The Parliamentarian of the Nursing Department Meeting shall be appointed by the Membership and whose duties are to:

1. Be familiar with the current revision of *Robert's Rules of Order*.
2. Advise the Chair and membership on questions of parliamentary procedure and matters of procedure.
3. Assist the Chair by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
4. Recommend revisions to the Bylaws Committee as needed.

### E. Membership

Nursing Faculty who hold a regular or special appointment with faculty rank (i.e., the rank of Instructor or higher) are members entitled to vote on matters before faculty. Emeritus, adjunct, clinical, visiting faculty, affiliate faculty/lecturers, community members, and student representatives may participate as outlined in Article II (Membership).

### F. Conduct of Nursing Department Meetings

1. Faculty shall be given a minimum of 5 days before the Nursing Department meeting to review any items being offered for action (i.e., vote). Additional material related to the motions (e.g., a course syllabus) may be made available in hard copy or online and its location announced to faculty for review.
2. Representation of a simple majority (i.e., 50% + 1) of the voting members of the Nursing Faculty shall constitute a quorum for the conduct of business at a Nursing Department meeting. Representation of at least one half of the voting members shall constitute a quorum for the conduct of business at a Nursing Department Standing Committee or subcommittee meeting. The base number shall exclude ex-officio members; faculty on sabbatical, administrative, or other sorts of leave; and clinical or student representatives.
3. Unless a quorum is specifically called for in these Bylaws, a simple majority of those present and voting at meetings of the Nursing Department shall be sufficient for the adoption of all measures, except when otherwise specified in these Bylaws.
4. Unless prescribed otherwise in the Bylaws, the method of voting shall be at the discretion of the Chair. At the request of any member of the Nursing Faculty, a vote by secret ballot shall be mandatory. An email or mail ballot, to be submitted to all members of the Nursing Faculty, may be requested on any question, if the request is made before the final vote and approved by one-third of the members present and voting. No voting by proxy shall be permitted.
5. Voting shall be expedited if an issue is urgent, as long as the opportunity for discussion has been afforded either at a faculty meeting or via electronic means, with all faculty members having had the opportunity to participate.
6. **Suspend Rule:** No substantive matter shall be acted upon which has not been presented to the membership at least 5 days in advance of the meeting at which action is to be taken, *unless* two-thirds of the members present, and in no case less than a majority of the membership, agree to suspend the rule.

7. Other persons associated with the Nursing Department, including lecturers, students, invited guests, and staff may attend meetings of the Nursing Department, but shall not be eligible to vote.
8. An agenda shall be emailed to faculty at least 3 days in advance of the meeting.
9. A Program Assistant, appointed by the Chair, shall record minutes that shall be distributed to the faculty before the next Nursing Department meeting. The minutes shall include records of those who attended the meetings.
10. Meetings shall be conducted in accordance with Robert's Rules of Order unless specified otherwise in the Bylaws.
11. The Parliamentarian shall be responsible for ensuring that the meetings are conducted in accordance with Robert's Rules of Order unless specified otherwise in the Bylaws.
12. Special Meetings for the Nursing Department meetings may be called by petition to the Department Chair setting forth the reason for the meeting with such petition being signed by a minimum of 3 Nursing Faculty members.
13. Unless otherwise stated for a particular committee, the vote of a majority present shall be sufficient for action.

## **Section V.2: Nursing Executive Council (NEC)**

### **A. Purpose**

To provide a team approach to decisions regarding the day-to-day operations of the Department and to bring forward Nursing Department issues that affect all options. To review and respond to campus initiatives and issues as they influence and impact the students and faculty of the Department. To engage College and clinical partners to provide input into the operations and curricula of the Nursing Department.

### **B. Duties and Functions of Membership**

1. Meets once during each semester and at the discretion of the Chair.
2. Provides coordination among the options, Department committees, College-wide, and University-wide governance committees as needed.
3. Attends, participates, and represents their respective positions.
4. If a vacancy should occur during the term of any committee member, the Nursing Executive Council shall be empowered to appoint a replacement to serve until the next election.
5. Disseminates outcomes to Nursing Faculty.

C. Responsibility of the Chairperson

The Chair of the Nursing Executive Council is the Chair of the Nursing Department whose duties are to:

1. Inform and apprise the Executive Council members of initiatives influencing the day-to-day operations of the Department.
2. Provide coordination of effort to provide consistent implementation of policy and procedures.
3. Review policy and procedures for effective program implementation.
4. Represent the Department in College-wide and University-wide venues.

D. Membership: All appointed members shall serve for as long as they hold the specified position.

Voting Members:

1. Nursing Department Chair
2. The Traditional Option Coordinator
3. The Accelerated Option Coordinator
4. The RN-BSN Option Coordinator
5. The AGNP Option Coordinator
6. The FNP Option Coordinator
7. The PMHNP Option Coordinator
8. The RN Refresher Program Coordinator
9. The DNP Option Coordinator
10. The Undergraduate Nursing Clinical Facilities Coordinator
11. The Graduate Nursing Clinical Practicum Coordinator
12. Program Assistant Liaison
13. Any Nursing Faculty member acting in an ex-officio position

Nonvoting Members:

Ex-Officio Members of the College of Nursing and Health Sciences Administration and the Community to be invited to Nursing Executive Council meetings include:

1. Dean of the College of Nursing and Health Sciences
2. Associate Dean for Academic Affairs and Operations
3. Associate Dean for Clinical Affairs
4. Associate Dean for Research
5. Director of the Simulation Learning Center
6. Clinical Partner representatives

### **Section V.3: Committees of the Nursing Department**

The administrative and policy work of the Nursing Department is accomplished through the Executive Council, Standing Committees, and Subcommittees. Ad Hoc Committees are convened as needed, for a limited time to accomplish a specific charge.

- A. Except where closed sessions are specifically provided for by these Bylaws, committees of the Nursing Department are public. Faculty members may attend any committee meeting as observers and, on invitation of the committee Chair, may participate in the activities of the committee. However, only committee members may make and second motions, and vote.
  
- B. Responsibilities
  - 1. Perform responsibilities as defined.
  - 2. Make recommendations to the Nursing Faculty for information and action.
  
- C. Membership
  - 1. All full-time faculty will serve on at least one Nursing Department Standing Committee.
  - 2. To fairly distribute workload for committee service among eligible faculty, full-time faculty should not concurrently serve on more than two Nursing Department Standing Committees.
  - 3. Each Standing Committee will be comprised of at least two full-time faculty members.
  - 4. Additional subcommittees or Ad Hoc committees may be established by the Chair of the Nursing Department or Committee Chair to meet an administrative or programmatic need.
  - 5. Other membership in Department committees may be defined by position (e.g., Option Coordinators serving on the Executive Council; Clinical Facilities/Clinical Practicum Coordinators and Curriculum Committee Chairs on the Evaluation Committee, etc.) or at the request of the Department Chair or the Dean.
  - 6. Appointments shall be made on the basis of expressed interest, expertise, and with consideration of diversity of program representation, when feasible.
  - 7. If a vacancy should occur during the term of any committee member, the Nursing Executive Council shall be empowered to appoint a replacement to serve until the next election.
  
- D. Officers and Duties of the Committees of the Department of Nursing
  - 1. Each committee will have a Chair and a Secretary (*if* a Program Assistant is not assigned to support the committee)
  - 2. The Chair will:

- a. Conduct regularly scheduled committee meetings
  - b. In collaboration with the committee members, develop a meeting agenda and distribute it at least 3 days before the meeting.
  - c. Prepare the meetings in collaboration with the Program Assistant and/or Secretary. The Program Assistant or Secretary will distribute the meeting agenda and any materials for the meeting to the committee members in advance of the meeting date.
  - d. Review the minutes of the meeting prior to their distribution.
  - e. In collaboration with the Program Assistants and Evaluation Committee Chair, elicit and maintain program outcome evaluation data for continuous quality program improvement and for informed decision making.
  - f. Assure adherence to University, College, and the Colorado Board of Nursing policy and procedures that influence admission, progression, and retention of students enrolled in the program options.
  - g. Write an annual report denoting the accomplishments of the committee in terms of the committee charges, as well as the strategic plan for the Department.
3. The Secretary (or Program Assistant so assigned) will:
- a. Record minutes and maintain records of the meeting electronically.
  - b. Include a record of faculty in attendance in the minutes.
  - c. Agendas will be sent out to the committee membership and copied to the Department Chair at least three business days before the meeting.
  - d. Review the minutes of the meeting prior to their distribution and assure that any supplemental materials accompany the minutes.
  - e. Minutes will be distributed to this same group within one week following the meeting.

#### E. Terms of Committee Membership

1. The term of membership on the Nursing Department meeting is continuous until the member terminates employment in the Nursing Department.
2. The term of membership on the committees of the Nursing Department is three years. Terms will be staggered to ensure continuity of membership.
3. Terms of office begin with the start of the academic year and end at the end of the third academic year on the committee.
4. The maximum number of *consecutive terms* on a given committee is two (2). Incumbent must be re-elected to serve a 2nd consecutive term. A faculty member may put their name in for a committee on which they have served previously, if a minimum of one term (3 years) has passed in between service.

**Section V.4: Nursing Department Standing Committees****Section V.4.1: Nursing Curriculum Committees****A. Purpose**

The purpose of the Nursing Curriculum Committees is to oversee the standards, policies, and procedures for the development, implementation, and evaluation of the curricula of the Department. Because of issues specific and unique to the undergraduate and graduate nursing programs, two separate curriculum committees serving the undergraduate programs and the graduate programs shall be established.

1. The Undergraduate Nursing Curriculum Committee (UGNCC) oversees the traditional BSN option, the accelerated BSN option, the RN to BSN option, and the Undergraduate Nursing courses offered for academic credit through the Extended Studies Department.
2. The Graduate Nursing Curriculum Committee (GNCC) oversees the advanced practice options (AGNP, FNP, and PMHNP); the master's program Nursing Education option; the Doctor of Nursing Practice (DNP) option.

**B. Duties/Functions**

1. Assures the adherence of curricula to national nursing standards and Colorado Board of Nursing requirements.
2. Assures the congruence of curricula with UCCS standards and policies.
3. Assures the congruence of curricula with the Beth-El philosophy, mission, vision, and values.
4. Reviews the literature to identify best practices for nursing education and curriculum development.
5. Oversees Nursing Department curricular changes, including decisions about grading practices, clinical evaluation, and assessment of student learning to assure the curricula meet the needs and expectations of communities of interest.
6. Conducts ongoing review of courses to ensure consistent implementation and adherence to standards, following the procedure approved by the Nursing Department.
7. Reviews, evaluates, and makes recommendations, in collaboration with faculty, for new or revised curricula, courses, or programs of study based on best practices and the best evidence.
8. Brings forward approved motions to the Nursing Department meeting to facilitate communication within the department.
9. Monitors and assists to document compliance with CCNE Standard 3.

C. Responsibility of the Officers

1. The Chairs and Secretaries of the Curriculum Committees will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
2. Establishes Ad Hoc Committees as needed to accomplish Committee functions.
3. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.
4. The Chairperson of the Graduate Curriculum Committee will maintain and coordinate updates to and/or revision of the Graduate Handbooks with input from the Option Coordinators (DNP Coordinator for DNP Handbook and Clinical Coordinator for Practicum Handbook).

D. Responsibilities of the Committee Members:

1. Prepare for, attend, and participate in Committee meetings as needed.
2. Serve as Departmental representatives by taking items for information and review to the other Committees, Councils, or members of the Community.

E. Membership:

1. The committee members are determined by the members of the Nursing Faculty.
2. Representatives from major clinical partners will be invited to participate, as determined by each committee, to provide input into the curricula of the Nursing Department.
3. The UGN Curriculum Committee (UGNCC) is composed of the following:  
Voting members:
  - a. Three full-time UGN faculty members, whose primary teaching responsibility is in the UGN programs
  - b. The Chair/Faculty Representative of the Evaluation Committee
  - c. One faculty representative of the Simulation Committee
  - d. A professional nurse from the Extended Studies Department

Nonvoting members:

  - e. A representative from Graduate Curriculum Committee
  - f. One student program representative
  - g. Associate Dean for Academic Affairs (Ex-Officio)
  - h. Clinical partner representatives
4. The GN Curriculum Committee (GNCC) is composed of the following:  
Voting members:
  - a. All nursing faculty who meet the Graduate Nursing Faculty definition



Optional members:

- b. One student program representative.
- c. Associate Dean for Academic Affairs (Ex-Officio)
- d. Clinical partner representatives
- e. A representative from the UGN Curriculum committee
- f. A representative from the Evaluation committee

## **Section V.4.2: Admissions and Progression Committees**

### **A. Purpose**

The purpose of the Admissions and Progressions (A&P) Committees is to review applications for admission and progression in the Nursing programs. These committees also review progression appeals of students in the Nursing program options and make recommendations to the faculty regarding admission criteria and processes. Because of unique issues specific to the undergraduate and graduate nursing programs, two separate A&P committees serving the undergraduate programs and the graduate programs shall be established.

1. The Undergraduate A&P Committee oversees admissions and progression related to the traditional BSN option, the accelerated BSN option, and the RN to BSN option.
2. The Graduate A&P Committee oversees admissions and progression related to the advanced practice options (AGNP and FNP); the master's program Nursing Education option; and the Doctor of Nursing Practice (DNP) option.

### **B. Duties and Functions**

1. Review admission criteria and process annually and make recommendations for change to the Nursing Department for review, comment, and vote.
2. Select students for admission to the Undergraduate or Graduate Nursing program, as appropriate, according to established criteria.
3. Review the appeal documents for students who are requesting progression in the Undergraduate or Graduate Nursing programs and makes a decision.
4. Review progression appeals of students in the Undergraduate or Graduate Nursing program options and makes a decision which may include: continuation in the program, modification of the program plan, or alternative pathways to program completion.
5. Brings forward motions and recommendations regarding policies to the Nursing Department meeting for faculty discussion and vote.

### **C. Responsibility of the Officers**

1. The Chair and Secretary of the A&P Committees will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
  2. Establishes Ad Hoc Committees as needed to accomplish Committee functions.
  3. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.
- D. Membership: All appointed members shall serve for as long as they hold the specified position. The committees are composed of the following voting members of the Nursing Department.
1. Undergraduate A&P Committee
 

Voting members:

    - a. The Coordinator of the Traditional Option
    - b. The Coordinator of the Accelerated Option
    - c. The Coordinator of the RN-BSN Option
    - d. Two additional members elected by the Nursing Faculty, who teach primarily in the undergraduate program

Nonvoting members:

    - e. The nursing advisor(s) from the Office of Student Success
    - f. An “as needed” representative from the GN Admissions and Progressions committee by request
  2. Graduate A&P Committee
 

Voting members:

    - a. The Coordinator of the AGNP Option
    - b. The Coordinator of the FNP Option
    - c. The Coordinator of the Nursing Education Option
    - d. The Coordinator of the DNP Option
    - e. All nursing faculty who meet the Graduate Nursing Faculty definition

Optional members:

    - f. The Graduate Program Assistant
    - g. An “as needed” representative from the UGN Admissions and Progressions committee by request
- E. Responsibility of the Officers
1. The Chairs of the Admissions and Progressions Committees will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
  2. Establishes Ad Hoc Committees as needed to accomplish Committee functions.

3. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.

### **Section V.4.3: Evaluation Committee**

#### **A. Purpose**

The purpose of the Evaluation Committee is to provide comprehensive program evaluation for the Department.

#### **B. Duties and Responsibilities**

1. Develop, implement, and evaluate a program evaluation plan.
2. Ensure that the program evaluation meets regulatory, accrediting, and university requirements for program review.
3. Develop and implement a plan for collecting, analyzing, and reviewing program evaluation data.
4. Make program recommendations to the Nursing Department at least annually and as needed.
5. Facilitate annual review of the strategic plan by the Nursing Department.
6. Monitors compliance with CCNE Standard 4.

#### **C. Responsibility of the Officers**

1. The Chair and Secretary of the Evaluation Committee will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
2. Establishes Ad Hoc Committees as needed to accomplish Committee functions.
3. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.
4. Ensure the implementation of the program evaluation plan.
5. Present program evaluation results to the Department annually.
6. Ensure the program evaluation plan is reviewed every 3 years and whenever significant accreditation changes are made.

#### **E. Membership:** The Evaluation Committee shall consist of the following voting members for as long as the person is in the position:

1. The UGN Clinical Facilities Coordinator
2. The GN Clinical Practicum Coordinator
3. The Chairperson/Representative of the UGN Curriculum Committee
4. The Chairperson/Representative of the GN Curriculum Committee
5. Two faculty representatives (one from the UGN program and one from the GN program)

Nonvoting members:

6. Associate Dean for Academic Affairs (ex-officio)

#### **Section V.4.4: Bylaws Committee**

##### A. Purpose

The purpose of the Bylaws Committee is to develop, analyze, evaluate, and make recommendations regarding efficacy, quality, and appropriateness of the existing and proposed Bylaws.

##### B. Duties and Responsibilities

1. Solicit Bylaws changes from the Committees and the Nursing Faculty biannually.
2. Review existing and proposed Bylaws annually and make recommendations for improvement to the Nursing Department.
3. Members of the Nursing Department will vote on any revision and/or proposed Bylaws.
4. Approval of changes or amendments to the Bylaws shall require a majority of a quorum of the voting members of the Nursing Department

##### C. Responsibility of the Officers

1. The Chair and Secretary of the Bylaws Committee will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
2. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.
3. Maintain a historical record of the Bylaws and revisions.

##### D. Membership:

The committee is composed of the following voting members of the Nursing Department elected by the Nursing Faculty:

1. Two members representing the undergraduate and graduate programs
2. One faculty member-at-large
3. Parliamentarian (ex-officio)

#### **Section V.4.5: Student Scholarship Committee**

##### A. Purpose

The purpose of the Student Scholarship Committee is to evaluate applications and make selections for scholarships specific to the respective nursing programs.

##### B. Duties and Functions

1. Facilitate development of criteria for eligibility and the application process.
2. Review the applications and determine scholarship recipients for respective awards.
3. Make recommendations for distribution of awards.
4. For health sciences-related scholarships, a faculty representative from health sciences will be requested to review applicants and make recommendations for those scholarships.

C. Responsibility of the Officers

1. The Chair and Secretary of the Student Scholarship Committee will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
2. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.
3. Summarize the activities of the Committee by semester reports to Financial Aid.
4. Work collaboratively with representatives from Financial Aid to facilitate acceptance and disbursement of awards.

D. Responsibilities of Committee Members

1. Review and update application and application process for scholarships.
2. Review scholarships and application criteria.
3. Review and prioritize all scholarships applications.
4. Attend scholarship meetings for selection of award recipients.
5. Attend respective scholarship functions and award ceremonies.
6. Participate as requested in the ad hoc college scholarship committee.

E. Membership

The committee is composed of the following voting members of the Nursing Department elected by the Nursing Faculty:

1. Two members representing the undergraduate and graduate programs
2. Two faculty members-at-large

Nonvoting members:

3. Associate Dean for Academic Affairs (ex-officio)
4. Student Engagement & Scholarship Coordinator (Ex-Officio)

**Section V.4.6: Merit Review Committee**

A. Purpose:

The purpose of the Merit Review Committee is to coordinate a peer review for each faculty rank member's self-evaluation portfolio for the purpose of making recommendations regarding annual merit performance.

**B. Duties and Responsibilities:**

1. Coordinate teams to review the annual self-evaluation portfolios of the members of the nursing department as assigned (tenure/tenure track, clinical teaching track, and non-tenure track), in the spring semester of each academic year.
2. Each team member will review the assigned portfolios to determine scores for teaching, research/scholarly activity, service, and clinical practice based on the assigned workload distribution for each category.
3. Each team will meet to discuss and average the scores for each faculty member reviewed and document support for each area on the merit evaluation form.
4. The Merit Review Committee will review each portfolio to ensure that the merit evaluation form is complete before submitting the portfolios to the department chair.

**C. Responsibility of the Officers**

1. The Chair and Secretary of the Merit Review Committee will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
2. Establishes Ad Hoc Committees as needed to accomplish Committee functions.
3. Ensures leadership succession and the continuity of Committee projects in the coming year by mentoring the committee members.
4. With Committee members, develop a calendar of meetings that ensure the evaluation of each individual member of the Nursing Department.
5. Coordinate with the Program Assistant to ensure signatures are documented and plan access to files/portfolios for review.

**D. Membership**

1. The composition of the Committee shall reflect the membership of the Nursing Department with members from tenured/tenure track, non-tenure track, and clinical teaching track positions.
2. Members of the Merit Committee will be selected by the Nursing Department Chair.

**Section V.5 Ad Hoc Committees**

Ad Hoc Committees will be developed on an as-needed basis using the following procedure:

1. A need or interest is brought to the Nursing Department for consideration and approval.
2. Membership of the proposed Ad Hoc Committee is identified according to need. The Department Chair may appoint members of Ad Hoc committees and/or seek faculty volunteers to serve on the committee based on the specific faculty vacancy needs.
3. Clinical faculty may serve on Ad Hoc Committees and be allowed to vote on issues specific to the committee.
4. The purpose of the Ad Hoc Committee is developed and enacted. A term for the committee member's service will be specified by the Department Chair. The Ad Hoc Committee reports as needed to the Nursing Department Meeting.

### **Section V.5.1: Student Conduct Committee**

#### A. Purpose

The purpose of the Nursing Department Student Conduct Committee (SCC) is to provide a fair and impartial forum to hear cases of nursing student professional and academic misconduct that are not addressed under other Committees within the College or University.

#### B. Duties and Functions

1. Develop a policy and/or procedure for faculty to identify, document, and report professional and academic misconduct charges to the Student Conduct Committee.
2. Protect the student's rights within the academic institution by notifying the student of any allegations of professional and/or academic misconduct and when conducting an investigation and resolving cases of students accused of professional and/or academic misconduct.
3. Make recommendations regarding infraction to the Nursing Department Chair.

#### C. Responsibility of the Officers

The Chair of the Student Conduct Committee will be chosen by the Nursing Department Chair. The Secretary of the Student Conduct Committee will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).

#### D. Responsibilities of Committee Members

1. Familiarity with the Department, College, and University regulations concerning student conduct and discipline as set forth in the Department, College, and UCCS Policies and Procedures, and the Regents' Laws and Policies.
2. Familiarity of professional misconduct as explicated in the American Nurses Association's (ANA) Code of Ethics and the ANA's Nursing Scope and Standards of Practice.
3. Impartially hear cases involving students accused of professional and/or academic misconduct.
4. Provide a formal written recommendation for sanctions and/or remedial steps for a student accused of professional and/or behavioral misconduct to the Nursing Department Chair.

#### E. Membership

The five members of the committee shall be chosen from the nursing faculty and appointed by the Nursing Department Chair in consultation with the Nursing Executive Committee.

## **Section V.5.2: Search Committees**

Search committees are considered Ad-Hoc committees.

### A. Purpose

The purpose of Search Committees is to seek out qualified applications for appointment to the faculty of the College.

### B. Duties and Functions

1. Following the University's procedure for hiring faculty for the Department of Nursing.
2. Review applications from individuals seeking appointment to the Nursing faculty for open positions.
3. Facilitate process for appointment to the faculty of the Department of Nursing in a timely manner.

### C. Responsibility of the Officers

The Chair of a Search Committee will be chosen by the Nursing Department Chair. The Secretary of the Search Committee will be determined by the members. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).

### D. Responsibilities of Committee Members

1. Familiarity with the Department, College, and University regulations concerning faculty recruitment as set forth in the Department, College, and UCCS Policies and Procedures, and the Regents' Laws and Policies.
2. Familiarity with the responsibilities of a faculty member in the Nursing Department.
3. Review and interview prospective candidates.
4. Make recommendations regarding which prospective faculty candidates to bring to campus for formal interviews.
4. Provide a formal summary of the faculty search to HR.
5. Provide a written recommendation for or against hiring to the Dean of the College of Nursing and Health Sciences.

### E. Membership

1. Search committee members will be appointed by the Nursing Department Chair.
2. Regular faculty appointment search committees will be composed of faculty with expertise in the specialty area of the search.
3. Lecturer search committees will be composed of at least the Clinical Facilities/Clinical Practicum Coordinator and the Lead Faculty of the course(s) requiring the Lecturer position.



Revised. 11.25.14; 12.8.14

Revised and Approved: 2.12.2018

**ARTICLE VI. DEPARTMENT REPRESENTATIVES FOR COLLEGE  
STANDING COUNCILS AND UNIVERSITY COMMITTEES**

- A. The Nursing Department shall elect or appoint Department members to serve in the faculty governance structure as designated by the Bylaws of the College Faculty Assembly Organization.
  
- B. The Nursing Department will approve college-wide appointment of the faculty and student representatives required by the college-wide governance structure to Councils or University Committees during a spring Department meeting each year.
  - 1. The Nursing Department Chair or a faculty member designated by the Department Chair shall present the appointments as required by the college-wide governance structure to the faculty during the meeting.
  - 2. The Nursing Department faculty will conduct a vote to approve the appointments. A written vote may be conducted if requested by any faculty member. If the voice or written vote fails to approve the appointments, the faculty will prepare a new slate of appointment in consultation with the Department Chair. This slate can be presented and voted upon the same meeting.

**ARTICLE VII. APPOINTMENT OF PERSONNEL**

**A. Reference to University Policies**

The Department Chair and members of Committees advising the Chair or Dean on appointments are directed to the UNIVERSITY OF COLORADO SYSTEM FACULTY HANDBOOK and the LAWS OF THE REGENTS for policy and procedure guidelines in addition to those given below.

**B. Appointment of Regular Faculty (Instructor Rank and above)**

- 1. Identification of Area
  - a. Each spring, the Department Chair in consultation with the Undergraduate and Graduate Executive Councils shall evaluate the needs of the Department for new faculty appointments. Depending on these needs, the Chair will request needed faculty line(s) for the Dean.
- 2. Search Committee
  - a. If authorized to recruit on a new line, the Department Chair shall appoint, in a manner consistent with University policies (e.g. Affirmative Action), a Committee of three to

five voting members of the Nursing Faculty. The Committee should include underrepresented groups, if practical.

- b. The Chair of the Search Committee shall be appointed by the Department Chair. The Department Chair shall be an ex-officio, non-voting member of all Department search Committees.

### 3. Definition and Announcement of the Position

- a. The Search Committee Chair shall prepare an Announcement of Vacancy which shall include the information described in the University of Colorado System Faculty Handbook. This announcement shall be approved by majority vote of the Search Committee and submitted to the Department Chair.
- b. Before the advertisement appears, the Search Committee shall develop an objective list of job-related criteria that shall be used in evaluating the candidates in accordance with the information in the published advertisement. The position shall be advertised.

### 4. Review of applicants

- a. Approval of the applicant Tenure-track Position Pool by the Dean and Affirmative Action Office must be secured.
- b. Access to Application Materials
  - 1. Members of the Nursing Faculty, members of the Search Committee, and any others invited by the Chair of the Search Committee shall have confidential access to application materials. Copies of vitae and other credentials may also be forwarded to appropriate administrative officials as requested.
- c. Screening
  - 1. The Search Committee shall solicit written comments at the stages of the search specified below, but may solicit additional written comments at any time. Written, signed comments may be submitted by Nursing Faculty members at any time to either the Search Committee or Department Chair.
- d. Invitation to Candidates
  - 1. The Search Committee shall notify the Nursing Faculty of the candidates who the Committee recommends for interview.
  - 2. The Search Committee shall make its final recommendation about the interviewees to the Chair after review of written comments (See (f) 1) below).
- e. Interview
  - 1. The Department Chair shall be responsible for inviting each candidate to meet the members of the Nursing Faculty and make a presentation to the faculty. A meeting between each candidate and students may also be arranged. The interview shall be conducted according to guidelines in the University of Colorado System Faculty Handbook.
- f. Development of Hiring Recommendation
  - 1. Once the interviews have been completed, the Search Committee shall solicit from the Nursing faculty, and any others invited by the Chair of the Search Committee,

written comments on the strengths and weaknesses of the candidates in relation of the job-related criteria.

2. The Search Committee shall make its final recommendations for acceptability and ranking of the candidates after considering any further written comments received.
3. The Search Committee Chair shall prepare a final written report approved by the Search Committee and submitted to the Department Chair. This report shall take the form requested by the Department Chair or Dean and typically will include an evaluation of the strengths and weaknesses of each candidate in relation to the job-related criteria, a recommendation on the acceptability and ranking of the candidates, a summary of the written, signed comments from Nursing Faculty members received by the Committee, a tally of the assessments on acceptability, and, if necessary, a justification of not appointing an underrepresented protected class member and clear job-related reasons for their ranking.
4. The Department Chair shall make a decision on the acceptability and ranking of each candidate based on the input from the Search Committee and the Nursing Faculty. The Department Chair will then forward a recommendation to the Dean with any other materials requested by the Dean. The Department Chair, after consultation with the Dean, shall report to the Nursing Faculty as summary of the Search Committee's report, a summary of Nursing Faculty input, and the Dean's final decision with its justification. All reference checks must be completed prior to making a recommendation.
5. Offer of Appointment Negotiations
  - a. After receiving approval to make an offer, the appropriate administrative official shall send an offer letter as outlined in the University of Colorado System Faculty Handbook.
  - b. The Department Chair, with the approval of the Dean, shall negotiate the appointment with the candidate. The position shall be offered to acceptable candidates in order of their ranking until one accepts. Within the framework of University regulations and constraints established by the Dean, the Department Chair shall be solely responsible for negotiating with candidates.
6. Notification of Unsuccessful Applicants
  - a. At the appropriate time, the Chair of the Search Committee notifies all applicants that the position has been filled.

**C. Appointment of Lecturers:** (see Article V.5)

1. General Definitions
  - a. Lecturer faculty are defined in the University of Colorado System Faculty Handbook and have an established professional relationship with one or more faculty members of the Department. Lecturer appointments shall be made without rank. These faculty serve as clinical teachers in a variety of settings including simulated settings.

2. Purpose
  - a. The purpose of the Ad Hoc Search Committee is to facilitate the processes and procedures of the University for recruitment and selection of lecturer faculty to serve in the capacity of clinical teachers under the direction of a lead faculty member (Instructor rank and above).
3. Duties and Functions
  - a. Ensure University protocol for faculty search procedures is followed.
  - b. Develop faculty advertisements for marketing.
  - c. Schedule and make arrangements for candidate(s) interview process.
  - d. Ensure Nursing Department Faculty input in the selection process.
  - e. Make recommendations to the Department Chair.
4. Officers
  - a. The Chair of the Ad Hoc Search Committee will be appointed by the Department Chair.
5. Responsibility of the Officers
  - a. The responsibilities of the Officers are found in ARTICLE V.3.D (Officers and Duties of the Committees of the Department of Nursing).
  - b. Collaborate with the College Business and Human Resource Services Professional for marketing, candidate lodging/transportation, and interview schedule/room assignments for campus administration.
  - c. Report activities of the Search Committee to the Nursing Department
6. Membership
  - a. Three to five members of the Nursing Faculty selected by the Department Chair in consultation with the Search Chair.
  - b. Membership should reflect the clinical specialty for which the search is being conducted and will continue for the duration of the search.
7. Responsibilities of the Committee Members
  - a. Actively participate in the function and duties of the committee by taking assignments and facilitating the work of the faculty search.
  - b. Participate in telephone and on-site interview process.
  - c. Facilitate candidate's visit to the College by providing tour, transportation and/or opportunities for personal engagement with small groups.
  - d. Attend scheduled committee meeting and participate in the prioritization and recommendation process.
8. Application procedure
  - a. Applications for appointment of lecturers shall be submitted on the Human Resource website for the purpose. Applicants should include all documents specified in the posting for the position.
  - b. The Chair shall review the application materials and consult with the Department Chair regarding recommendations of the Ad Hoc Search Committee.

9. Extension of the Appointment

- a. Requests for extension of appointments of adjunct and/or lecturer faculty shall be reviewed annually by the Department Chair. Lecturers are reviewed annually by the course lead faculty. Renewal of adjunct or lecturer status shall be based primarily upon recommendation of the lead faculty and the CFC and shall include evaluation data and evidence of active professional role development in teaching and positive association with the Department.

**ARTICLE VIII. POLICIES CONCERNING CONTINUING APPOINTMENTS**

A. General Policies

1. In this section continuing status refers to the yearly evaluation of non-tenure track faculty, and the 2<sup>nd</sup> and 4<sup>th</sup> year evaluation of tenure-track faculty. Evaluation for continuing status shall follow the policies and procedures described in the Beth-El College of Nursing and Health Sciences Faculty Handbook and the University of Colorado System Faculty Handbook. The Department Chair shall notify candidates of the review process the semester prior to the deadline for submission of materials to the Department Chair.

**ARTICLE IX. APPEAL OF PERFORMANCE (MERIT) EVALUATION**

- A. Each Nursing Faculty Member's performance shall be evaluated by the Department Chair at least once a year and recommendation will be provided to the College and Dean to provide a basis for determining the size of any salary increase based on merit or performance. This section describes the procedure by which these evaluations may be appealed.
- B. An appeal of the Dean's merit review decision may be made in writing including supportive evidence and submitted to the Dean within five (5) days after notification of the merit review decision of the Dean.

**ARTICLE X. AMENDMENTS**

The Bylaws of the Department of Nursing at Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences University of Colorado Colorado Springs may be amended by two-thirds of the membership at any regular meeting provided written notice is given at least one week prior to the meeting.

**ARTICLE XI. HIGHER AUTHORITY**

- A. If any provision of these Bylaws are in conflict with policies or procedures of (a) Beth-El College of Nursing and Health Sciences, (b) The University of Colorado Colorado Springs, (c) The University of Colorado, or (d) The University of Colorado Board of Regents, the policies and procedures of the Board of Regents shall take precedence over the policies of the University of Colorado, which shall take precedence over the policies of the University of Colorado Colorado Springs which shall take precedence over the policies of Beth-El College of Nursing and Health Sciences.

Original Bylaws written for and approved by Department of Undergraduate Nursing: 5.2014

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