

Kirkhof College of Nursing
Faculty Organization Committee Bylaws

Section I. Purpose

The Faculty Organization Committee (FOC) shall be a forum for discussion of issues and shall set policy for the College. The FOC of the Kirkhof College of Nursing (KCON) operates in accordance with the bylaws and faculty procedures of Grand Valley State University (GVSU).

Section II. Powers and Duties

- A. Provide structure and process for attaining College outcomes.
- B. Develop, implement and evaluate the curriculum for the attainment of objectives.
- C. Vote or otherwise take action on recommendations of standing committees.
- D. Determine educational policies.
- E. Review bylaws every five years; next due in 2015.

Section III. Membership

- A. Faculty of the GVSU KCON who hold tenured or tenure track positions in KCON on a full or part-time basis shall comprise the membership.
- B. The membership shall be the voting body of the FOC.

Section IV. Meetings

- A. The Dean or designee shall preside at all meetings of the FOC.
- B. Meetings of the FOC shall be held at least once per semester.
- C. Closed portions of meetings, those dealing with personnel issues, shall be attended only by the membership.
- D. The Dean or designee shall call emergency or special meetings as needed.
- E. A two-thirds majority of the voting membership shall constitute a quorum.

F. Voting Procedure:

1. Voting consists of a yea or nay vote with abstentions counted as non-votes.
2. A simple majority is one vote greater than 50% of faculty members present.
3. FOC shall conduct its personnel actions according to the procedure in GVSU Faculty Handbook.

Section V. Committees

A. The standing committees of the FOC are:

1. College Personnel Committee
2. Faculty Recruitment and Retention Committee
3. Curriculum Committee
4. Admissions and Progression Committee
5. Evaluation Committee
6. Awards and Scholarships Committee

B. Term of Office

1. Members shall be elected for a term of three years by closed ballot by the membership. Elections shall be held in March of each year.
2. Members can serve on a committee for a maximum of two consecutive terms (6years).
3. Terms of office shall be staggered to provide continuity (e.g., one-third of the membership will be elected yearly.)

C. Faculty members may serve on no more than two (2) standing committees at any one time.

D. All standing committees shall have at least one (1) tenured faculty except the College Personnel Committee whose members must all be tenured.

E. Each committee shall elect its own chairperson to serve one year. The chair for an academic year shall be elected at the final meeting of the previous winter semester.

F. Ex officio members have voice and no vote.

G. The Dean shall serve as ex officio member.

H. Recommendations from standing committees shall be brought to the FOC for discussion and action except the College Personnel Committee that reports to the Dean.

- I. All standing committees shall meet at least once a semester during the academic year. The chairperson or designee shall call additional meetings as necessary.
- J. All standing committees shall submit an annual written report to the FOC at the final FOC meeting of the academic year.
- J. Ad hoc committees and task forces may be appointed by the Dean or by standing committees as necessary to recommend action on special issues.

Section VI. Standing Committee Membership, Purpose, Function

A. College Personnel Committee

- 1. Membership, purpose and functions are outlined in the GVSU Faculty Handbook, Chapter 4, 2.10, 2. A.
- 2. The two (2) KCON members of the College Personnel Committee shall be elected by the FOC.
- 3. Both members must be tenured faculty.
- 4. The chair of the Faculty Recruitment and Retention Committee shall be on the ballot to chair the College Personnel Committee.
- 5. The remaining tenured member will be elected from the KCON regular faculty.

B. Faculty Recruitment and Retention Committee

- 1. Membership
 - a. The Faculty Recruitment and Retention Committee chairperson shall be a tenured faculty member.
 - b. Five (5) faculty of whom the majority must be tenured.
 - c. Associate Dean of Nursing Research and Faculty Development – ex officio.
- 2. Purpose: To facilitate the processes for faculty appointment, orientation, review, evaluation, scholarly growth and retention.
- 3. Functions:
 - a. Assist faculty in review process: appointment, promotion, tenure, and sabbatical leaves.
 - b. Facilitate faculty recruitment responses and making recommendations based on prioritization.
 - c. Participate with Associate Dean of Nursing Research and Faculty Development in orientation of new faculty.
 - d. Develop and propose policies and processes that

- support faculty retention.
- e. Prepare ballot for committee election.
- f. Appoint faculty to standing committees when there is a vacancy.
- g. Review faculty research studies involving students directly or indirectly.
- h. Review KCON Faculty Handbook for current faculty policies and evaluation tools.
- i. Appoint faculty in phased retirement to committees as deemed appropriate.

C. Curriculum Committee

1. Membership

- a. Voting: full time tenure track faculty members (at least one tenured faculty) with the following designations:
 - 1.) 3 members teaching primarily in the pre-licensure program representing the levels of the curriculum.
 - 2.) 1 member at-large.
 - 3.) 3 members teaching primarily in the post licensure programs.
- b. Non-voting:
 - 1.) Associate Deans of Academic Programs.
 - 2.) Students representing the programs
 - a.) pre-licensure
 - b.) post-licensure
 - 3.) Representative from the community.

2. Purpose: To be responsible for the continued development, implementation and evaluation of the curricula.

3. Functions:

- a. Ensure philosophy, organizing framework and outcomes are implemented.
- b. Recommend curricular changes to the FOC.
- c. Respond to curricular issues from other colleges and disciplines.
- d. Integrate evaluative feedback regarding curriculum from a variety of sources.

D. Admissions and Progression Committee

1. Membership:
 - a. Five (5) full time faculty members at least one of whom is tenured.
 - b. Associate Deans of Academic Programs – ex officio.
 - c. KCON Director of Student Services and Academic Advisors - ex officio.

2. Purposes:
 - a. To serve in an advisory capacity to FOC regarding nursing student admission and progression policies.
 - b. To serve in a decision-making capacity regarding student requests for special consideration regarding variance from established policy.

3. Functions:
 - a. Recommend student admission and progression policies to FOC.
 - b. Act on requests from students for exceptions to policies.
 - c. Facilitate progression of students through the nursing programs.
 - c. Facilitate student advising.

E. Evaluation Committee

1. Membership
 - a. Five (5) full time faculty members at least one of whom is tenured.
 - b. Associate Deans of Academic Programs – ex officio.
 - c. Non-voting students representing:
 - 1.) undergraduate
 - 2.) RN/BSN completion
 - 3.) Graduate
2. Purpose: To provide systematic College evaluation.
3. Functions
 - a. Recommend College evaluation policies to FOC.
 - b. Coordinate the KCON Evaluation Plan based on CCNE Standards.
 - c. Maintain a timeline for program review.
 - d. Monitor data collection processes.
 - e. Analyze program review data.
 - f. Review and revise survey tools.
 - g. Submit analysis to appropriate entities.

F. Awards and Scholarship Committee

1. Membership
 - a. Three (3) faculty, one from each program at least one of whom is tenured.
 - b. Student representatives as deemed appropriate
 - c. Director of Office of Student Services and Associate Dean for Practice and Community Partnerships – ex officio
2. Purpose: To coordinate the process for selection of faculty, students, staff and community award recipients.
3. Functions
 - a. Publicize availability of awards and scholarships.
 - b. Assist candidates in completing nomination materials.
 - c. Recommend or select candidates for award/scholarships as appropriate.

Section VII. Amendments

The bylaws may be amended at any meeting by a two-thirds vote of all members, the proposed amendments having been submitted in writing to all members at least 2 weeks prior to the meeting.

Section VIII. Parliamentary Procedure

In accordance with the GVSU Faculty Handbook, Robert's Rules of Order shall govern the FOC in all cases to which they are applicable and in which they are not inconsistent with the bylaws of FOC.

Revised April 26, 2001
Revised March 24, 2003
Revised October 20, 2003
Revised March 2005
Revised July 2005 (updated terminology)
Revised December 2005
Revised December 2006
Revised January 2009
Revised April 2009
Amended December 2009