

University of Massachusetts Amherst
College of Nursing

**Faculty Assembly
of the
College of Nursing
BYLAWS**

**ARTICLE I
Name**

The names of this organization shall be known as the College of Nursing Faculty Assembly of the University of Massachusetts Amherst.

**ARTICLE II
Purpose**

The purpose of the Faculty Assembly is to consider, discuss, recommend and establish policies affecting the College of Nursing (CON). The Faculty has a major responsibility to formulate policies in all academic matters. The Faculty shall promote faculty and student participation in the CON through the medium of standing and special committees.

**ARTICLE III
Authority and Power**

Section 1. Authority

The University officially endorsed the role of faculty in campus governance in the Trustee Document "Faculty Participation in University Government" (T73-098). This document has also the Trustee's endorsement "in principle the governance role of faculty members and students within the American Association of University Professors (AAUP) nationally recognized policy framework by endorsing," "in principle, the AAUP 1966 Joint Statement on Government of Colleges and Universities and the AAUP 1970 Joint Statement on Student participation in College and University Government in so far as they are consistent with this Trustee's Statement on University Governance."

Section 2. Legislative Authority

Policy proposals may be generated by any member of the faculty assembly, standing committee, special committee, or administrative committee.

Section 3. Power

These Bylaws provide for the governance structure for the faculty of the CON. The Faculty Assembly shall have such legislative and executive power in matters pertaining to the CON as shall hereinafter be stipulated subject to and consistent with Board of Trustee policy.

The Faculty Assembly shall establish such College policies which will guide:

- a. all curriculum offerings, scholarship and outreach activities;
- b. the admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, and graduation of students, as well as students' rights and grievances.
- c. selection, appointment, and promotion of faculty;
- d. fulfill the implementation of the systematic evaluation plan, including policies identified by the Board of Registration in Nursing (BORN), as assigned by Executive Committee or Systematic Evaluation Committee and report back as appropriate"

The Faculty Assembly shall assume responsibility of the College's programs and shall be empowered to:

- a. determine and adopt the philosophy, vision, mission and goals of the CON;
- b. review and act on recommendations of the Standing and Special Committees of the Assembly, its own membership and outside communities of interest;
- c. evaluate and make recommendations regarding the relationship of the College and its communities of interest.

Section 4. Robert's Rules of Order (Revised)

- a. Robert's Rules of Order shall serve as the parliamentary authority of the Assembly.
- b. A parliamentarian (see Article 5, Section 2e) or their substitute will bring the copy of Robert's Rules and a copy of the Faculty Assembly Bylaws to the meeting.

Section 5. Standing Rules

- a. To obtain the floor, members wait to be recognized by the Chair.
- b. Respect and dignity will be expected in all of our interactions.
- c. A member may not speak in debate more than twice to the same question on the same day, or longer than three minutes. No member may speak more than once to a question if a member who has not spoken wishes to do so. Asking a question is not counted as speaking in debate. Points of order are not opportunities for continuation of debate.
- d. All motions, except those of a routine nature (e.g., meeting minutes), shall be in writing. Motions provided within one week of a vote will require a majority approval. Motions provided less than one week in advance will require two-thirds majority agreement.
- e. That Standing Rules and Faculty Assembly Bylaws be available at each Faculty Assembly.

Section 6: Other

- a. All faculty assembly meetings will be conducted both live and via video conference unless voted by the faculty to be an in person only meeting.

ARTICLE IV Membership, Quorum and Voting

Section 1. Eligibility for Membership

- a. **Voting Members**
All faculty members in the CON who are MSP eligible with an academic appointment and have at least 0.5 FTE constitute the Faculty Assembly and are able to vote
- b. **Faculty Assembly Non-Voting Members**
Faculty members in the CON who are MSP eligible with an academic appointment less than 0.5 FTE and other academic appointees shall be associate members. They shall be entitled to attend meetings of the Faculty as non-voting members.

Section 2. Quorum

A majority of the voting members shall constitute a quorum for the Faculty Assembly and its committees.

Section 3. Voting

- a. All faculty members in the CON who are MSP faculty with an academic appointment and have at least 0.5 FTE constitute the Faculty Assembly and are able to vote
- b. It is anticipated that all eligible faculty will attend FA meeting. In the event of an absence, faculty will have voting privileges via email to the President of the Faculty Assembly prior to the vote being tallied.
- c. In the event of a veto by the Dean of the CON, an explanation of the reason(s) for the veto shall be presented to the Assembly within two weeks / or before the end of the academic year (which ever occurs earlier). A two-thirds vote of the membership shall be necessary to override the veto. The Dean will consult with appropriate committee members when faculty is not in session.
- d. Deans shall be considered non-voting advisory members for any standing or special committee. They may not serve as chair of any standing committee or special committee. **Note:** A director may be elected to a committee by the faculty. If elected they would have all the same rights and privileges as other members of the committee.

ARTICLE V Officer and Duties

Section 1. Officers

- a. The President of the Faculty Assembly shall be elected by the voting membership of the faculty for a two-year term. Full-time faculty members, with at least 2 years of service, shall be deemed eligible to hold the office of President. Full-time faculty

members who are also a student in a UMASS CON masters or doctoral program are not eligible to be faculty assembly president.

- b. The President-Elect of the Faculty Assembly shall be elected by the voting membership of the faculty. Full-time faculty members shall be deemed eligible to hold the office of President-Elect and shall be elected during the President's second year of service to begin in that Spring Semester.

Section 2. Duties of the President

- a. The President shall preside over regular and special meetings of the Faculty Assembly.
- b. The President shall represent the faculty by assuring mutual communication between administration and the Faculty Assembly.
- c. The President of the Faculty Assembly, in collaboration with the Dean of the CON, shall develop the agenda for Faculty meetings.
- d. The President will appoint an elected faculty member of a standing committee to act as President in his/ her absence.
- e. The President shall appoint a parliamentarian and a back-up parliamentarian for Faculty Assembly meetings.
- f. The President will appoint vacancies should they occur on faculty committees except for Faculty Personnel (see XII, 2, c).
- g. Full-time faculty members who are also a student in a UMASS CON masters or doctoral program are not eligible to be faculty assembly president.
- h. Appoint tellers as necessary.

ARTICLE VI Faculty Assembly Meetings

Section 1. Meetings

- a. Regular meetings should be scheduled by the President of the Faculty Assembly on a routine basis during the fall and spring semesters.
- b. One annual meeting shall be held prior to or on the last day of reportable time.
- c. Special meetings may be called by the President or the Dean when deemed necessary or upon petition of one-third of the voting members of the Faculty. In emergencies, as much prior notice of the faculty meeting will be given as is feasible but at least 24 hours.
- d. The agenda for regular and special faculty meetings shall be determined through collaborative agreement of the President and the Dean. The agenda for regular will be posted prior to each Faculty Assembly. The agenda for special meetings shall be posted prior to the meeting. The agenda for special meetings shall be determined by collaborative agreement of two representatives of the petitioning group, the President and/or the Dean, and other members of Administrative Committees. A draft of all agendas will be provided to faculty 24 hours prior to a meeting.
- e. Official minutes of each meeting shall be taken and distributed to faculty and staff.
- f. Faculty assembly meeting minutes will be distributed at least two weeks before the next scheduled Faculty Assembly meeting.

- g. Special consideration will be made to schedule the meeting during non-teaching times.
- h. Faculty may attend meetings virtually.

ARTICLE VII Committee Membership, Quorum, Voting

Section 1. Committee Membership

- a. The membership of each committee shall be elected according to the By-laws.
- b. Nursing student representation is sought for the following Committees: Committee on Undergraduate Academic Matters, the Committee on DNP/CNL Academic Matters, the Committee on PhD/MS Academic Matters, the Committee on Faculty and Student Matters, and the Committee on Diversity and Social Justice.
- c. Committee Chairs may remove elected committee members if 30% or more of scheduled meetings are missed without excused absence.

Section 2. Quorum

- a. In the event of an absence, faculty will have voting privileges via email to the committee chair prior to the vote being tallied. This vote will count towards obtaining a quorum.

ARTICLE VIII Committees of the Faculty

Section 1. Authority

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

Section 2. Responsibility–Standing Committee

- a. The regular work of the faculty shall be carried on by the Standing Committees of the Assembly, which shall be the:
 1. Committee on Undergraduate Academic Matters*
 2. Committee on DNP/CNL Academic Matters*
 3. Committee on PhD/MS Academic Matters*
 4. Committee on Faculty and Student Matters*
 5. Systematic Evaluation Committee
 6. Committee on Faculty Personnel
 7. Committee on Diversity and Social Justice*
 8. Special Committees:
 - Search
 - Executive
 - Nominations and Bylaws Committee
 - SNA Advisor**

**Committees with student membership*

***Being an SNA advisor is equivalent to membership on one CON committee.*

- b. Faculty members of all the Standing Committees may be elected from the slate prepared by the Nominations and Bylaws Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members may be elected for a two-year term, the remaining members shall be elected for a one-year term. Thereafter, each member may be elected for a two-year term. A staff person will be assigned to each standing committee to facilitate the business of the committee. For those committees with student membership, student members will have full voting privileges unless otherwise specified. Student members shall be elected by their constituents for a term of one year.

- c. It shall be the responsibility of each Standing Committee to:
 - 1. elect a Chairperson;
 - 2. fulfill the functions assigned by the Faculty Assembly;
 - 3. fulfill the implementation of the systematic evaluation plan as assigned by Executive Committee or Systematic Evaluation Committee and report back as appropriate;
 - 4. review the internal structure and functions of the committee and recommend Bylaw changes to the Nomination and Bylaws Committee;
 - 5. select sub-committees as necessary to fulfill the functions of the committee;
 - 6. notify the President of Faculty Assembly of unanticipated committee vacancies. The President of the Faculty Assembly, in consultation with faculty members fills vacancies which arise between annual appointments and annual elections;
 - 7. implement the appropriate components of the Systematic Evaluation Plan.
 - 8. submit an annual report prior to the annual meeting of the Faculty Assembly.

- d. It shall be the responsibility of each Chairperson to:
 - 1. post agenda at least 24 hours prior to meeting;
 - 2. distribute minutes to faculty and staff 2 weeks prior to next meeting;
 - 3. initiate meetings;
 - 4. ensure progress of committees' work
 - 5. conduct meetings according to Robert's Rules of Order;
write an annual report;

- e. Meetings of all Councils, Committees and Special Committees, except Committee on Faculty Personnel and Faculty Search Committee, shall be open to faculty of the CON except when in executive session. Councils and Committees may move into executive session upon a 2/3 vote of those present.

ARTICLE IX

Committee on Undergraduate Academic Matters (CUAM)

Section 1. Authority

The Undergraduate Academic Matters Committee shall:

- a. Review all undergraduate courses and curricular tracks. It shall study and evaluate undergraduate curricula with respect to its relationship to the Philosophy, Vision, Mission and Goals of the College.
- b. The committee will provide leadership for long-range planning, implementation and evaluation of the undergraduate curriculum in accordance with the CON Systematic Evaluation Plan and program needs, and make recommendations to the Faculty Assembly for change.
- c. Maintain standards of admission, progression, retention, and graduation and/or course completion in accordance with established college and university standards.
- d. Set admission policies for the undergraduate tracks.
- e. Annually provide a summary report, including a summary of demographic data, regarding admissions to all undergraduate tracks of the CON to the Faculty.

Section 2. Membership

- a. The Undergraduate Academic Matters Committee shall consist of seven (at least three with more than one year of service, two of which are doctorally prepared, two clinical faculty, and two tenure/tenure track faculty) elected faculty involved in undergraduate teaching; at least one undergraduate student with the option of one student from each undergraduate track.*
- b. A Dean may only be a non-voting advisory member.

*Students will participate in the curriculum functions of the Undergraduate Academic Matters, however they will not be present for the academic standards portion of the meeting.

Section 3. Duties

- a. Provide leadership of the undergraduate curriculum at both the course and program levels.
- b. Revise and make recommendations about each undergraduate course to Faculty Assembly as designated by the CON Systematic Evaluation Plan.
- c. Revise the process for CON undergraduate course reviews according to the Systematic Evaluation Plan as necessary.
- d. Monitor, formulate, recommend and implement policies governing the undergraduate curriculum of the CON concerning required and elective course offered for University credit.

- e. Recommend undergraduate curriculum and course revisions to the Faculty Assembly.
- f. Evaluate undergraduate program tracks on an ongoing basis utilizing accreditation standards and professional nursing standards as benchmarks.
- g. Propose, implement, and review policies and standards for admission, retention, graduation and course completion in the undergraduate tracks in accordance with standards established by the CON and University.
- h. Recommend policies related to student admissions, retention, progression, and graduation for adoption by Faculty Assembly.
- j. Recommend admission of applicants to the Accelerated and RN to BS undergraduate tracks.
- k. Coordinate the CON policies and standards with the appropriate University policies and standards regarding admission, retention, and progression.
- l. Assure diversity and social justice issues are addressed and are consistent with the University policies in admissions, retention, progression, and graduation.

ARTICLE X

Committee on DNP/CNL Academic Matters

Section 1. Authority

The Committee on DNP/CNL Academic Matters shall review all DNP and MS courses and curricular programs. It shall study and evaluate DNP and MS curricula with respect to its relationship to the Philosophy, Vision, Mission and Goals of the College. The committee will provide leadership for long-range planning, implementation and evaluation of the DNP/CNL curricula in accordance with the CON Systematic Evaluation Plan and program needs, and make recommendations to the Faculty Assembly for change.

The Committee will also maintain standards of DNP/CNL admission, progression, and graduation in accordance with established CON and University standards. An annual summary report regarding admission to all DNP/CNL programs of the CON to the Faculty will be provided.

Section 2. Membership

The Committee on DNP/CNL Academic Matters shall consist of five (at least three with more than one year of service) elected faculty who hold graduate faculty status; one DNP/CNL student elected by the student body. A Dean may only be a non-voting advisory member.*

*Students will participate in the curriculum functions of the DNP/CNL-AM, however they will not be present for the academic standards portion of the meeting.

Section 3. Duties

- a. Provide leadership of the DNP/CNL curricula at both the course and program levels.

- b. Formulate, recommend, implement, monitor, and evaluate policies governing the DNP/CNL curricula of the CON concerning required and elective courses offered for University credit.
- c. Recommend DNP/CNL curricula and course revisions to the Faculty Assembly.
- d. Authorize graduate-level continuing education offerings sponsored by the College of Nursing.
- e. Evaluate DNP/CNL programs on an ongoing basis utilizing accreditation standards, professional nursing standards and quality indicators of doctoral programs as benchmarks.
- f. Propose, implement, and review policies and standards for admission, progression, and graduation in the DNP/CNL programs in accordance with standards established by the CON and the University.
- g. Recommend these policies related to DNP/CNL admissions, progression, and graduation for adoption by the Faculty Assembly and implement approved policies.
- h. Recommend admission of applicants to the DNP/CNL programs to the CON Graduate Faculty, Graduate Program Director, and the Dean, based on review of applicant folders according to admission criteria.
- i. Coordinate the CON DNP/CNL program policies and standards with the appropriate University policies and standards.
- j. Communicate changes in DNP/CNL related CON and University policies and standards to the faculty and students.
- k. Assure diversity and social justice issues are addressed and are consistent with the University policies in admissions, retention, progression, and graduation.
- l. Authorize continuing education offerings sponsored by the CON.

ARTICLE XI

Committee on PhD/MS Academic Matters

Section 1. Authority

The Committee on PhD/MS Academic Matters shall review all PhD courses and curricular programs and MS courses and curricular under the direction of the PhD program director. It shall study and evaluate PhD curricula with respect to its relationship to the Philosophy, Vision, Mission and Goals of the College. The committee will provide leadership for long-range planning, implementation and evaluation of the PhD curricula in accordance with the CON Systematic Evaluation Plan and program needs, and make recommendations to the Faculty Assembly for change.

The Committee will also maintain standards of PhD and MS admission, progression, and graduation in accordance with established CON and University standards. An annual summary report regarding admission to the PhD and MS programs of the CON will be provided to the faculty.

Section 2. Membership

The Committee on PhD/MS Academic Matters shall consist of five (at least three with more than one year of service) elected faculty who hold graduate faculty status and one

PhD and/or one MS student elected by the student body from the program. A Dean may only be a non-voting advisory member.*

*Students will participate in the curriculum functions of the PhD/MS Academic Matters, however they will not be present for the academic standards portion of the meeting.

Section 3. Duties

- a. Provide leadership of the PhD and MS curricula at both the course and program levels.
- b. Formulate, recommend, implement, monitor, and evaluate policies governing the PhD curricula of the CON concerning required and elective courses offered for University credit.
- c. Recommend PhD and MS curricula and course revisions to the Faculty Assembly.
- d. Authorize graduate-level continuing education offerings sponsored by the CON.
- e. Evaluate the PhD and MS programs on an ongoing basis utilizing accreditation standards, professional nursing standards and quality indicators of doctoral programs as benchmarks.
- f. Propose, implement, and review policies and standards for admission, progression, and graduation in the PhD and MS programs in accordance with standards established by the CON and the University.
- g. Recommend these policies related to PhD and MS admissions, progression, and graduation for adoption by the Faculty Assembly and implement approved policies.
- h. Recommend admission of applicants to the CON PhD and MS programs to the CON Graduate Faculty, Graduate Program Director, and the Dean, based on review of applicant folders according to admission criteria.
- i. Coordinate the CON PhD and MS program policies and standards with the appropriate University policies and standards.
- j. Communicate changes in PhD and MS related CON and University policies and standards to the faculty and students.
- k. Assure diversity and social justice issues are addressed and are consistent with the University policies in admissions, retention, progression, and graduation.

Article XII Systematic Evaluation Committee

Section 1. Authority

The Systematic Evaluation Committee shall monitor the implementation of the Systematic Evaluation Plan (SEP) and revise the plan every five years and as needed.

Section 2. Membership

Membership shall consist of five members elected by the Faculty Assembly that collectively represent the undergraduate and graduate programs. At least one member should have experience with curriculum and/or program evaluation. A Dean may only be a non-voting advisory member.

Section 3. Duties

- a. Review the SEP each fall for elements being evaluated during that academic year.
- b. Communicate as needed with groups responsible for SEP work.
- c. Design, maintain, and revise as needed a data management plan for storage of electronic and/or paper documents for completed SEP work.
- d. Track completion and submission of SEP work.
- e. Plan with key stakeholders for revision of the SEP in the fifth year of the plan to ensure ongoing currency of the SEP.
- f. Create and supervise a subcommittee to actualize the CON strategic plan. The strategic plan subcommittee will consist of five members (2 members of the Systematic Evaluation Committee, one staff member, one additional faculty member, and the Dean of the CON).
- g. Report strategic plan evaluation to faculty.

ARTICLE XIII Committee on Faculty Personnel

Section 1. Authority

- a. This Committee will study, evaluate and forward to the Dean, the Committee's recommendations on appointment, reappointment, promotion, tenure, post-tenure review, merit raises and anomaly adjustments according to University and CON criteria; operate according to personnel policies as identified by and in accord with University regulations.
- b. No faculty member or administrative official shall participate in any recommendation or decision relating to the appointment, reappointment, promotion, tenure, post tenure review or other condition of employment of the university of any person representing a potential conflict of interest as stated in Academic Personnel Policy of the University of Massachusetts at Amherst. Section 6.6 (page 17).

Section 2. Membership

- a. The membership of the Committee shall consist of four (4) tenured faculty, 1 tenure-track faculty, and two (2) clinical track faculty members. All committee members must be beyond their first year of full-time service.
- b. A minimum of five (5) voting members must be present at each meeting in order to make decisions.
- c. If a vacancy occurs, a new member shall be elected by the faculty. The nominee for the vacant position shall be of a similar faculty category as the person vacating the position.
- d. Faculty with major personnel action pending such as tenure review and promotion, may not serve. Membership on this Committee will be confirmed by a vote of the faculty at the first meeting in the Fall, Article XII, section 12.3.

Section 3. Duties

- a. Recommend policies and procedures pertaining to Faculty review.
- b. Advise Dean of current acceptable guidelines for Faculty compensation.

- c. Recommend statements of policy on academic freedom, Faculty rights and Faculty responsibilities in accordance with University rights and responsibilities.

ARTICLE XIV

Committee on Faculty and Student Matters

Section 1. Authority

This committee shall provide leadership in the development of a community of learners among faculty and students.

Section 2. Membership

The membership shall consist of three (3) faculty members and 3-7 students. At least one of the members should have primary teaching responsibilities in a graduate program. The student membership shall be: 1-3 graduate students (one from each graduate program), 1-3 undergraduate students (one from each undergraduate track), and 1 member from SNA or ALANA.

Section 3. Duties

- a. Promote communication and interaction between students and faculty;
- b. Promote factors beneficial to student academic, personal, and civic achievement as a member of a professional college in a university setting;
- c. Have responsibility to facilitate college functions related to student and faculty recognition;
- d. Communicate information about matters relevant to this Committee to the faculty, student body and other relevant constituencies through email and other methods.
- e. Provide leadership for college in recognition of community partnership and preceptorships;
- f. Support student participation in student nursing organizations and other professional organizations.
- g. Facilitate the coordination of all college events that involve faculty and students.
- h. Prepare a nominations slate of students and conduct voting for student elections onto the Committee on Undergraduate Curriculum, Committee on PhD/MS Academic Matters, Committee on DNP/CNL Academic Matters, Committee on Faculty and Student Matters, and Committee on Diversity and Social Justice.

ARTICLE XV

Committee on Diversity and Social Justice

Section 1. Authority

The Committee shall facilitate understanding and appreciation of diversity in the CON community and of the ways in which diversity and social justice issues impact the health of our clients and the profession of nursing.

Section 2. Membership

Membership shall consist of three (3) elected faculty and three (3) elected students: one graduate, one undergraduate and one Accelerated undergraduate as voting members.

This committee is open to all who want to participate in the meetings and events. A Dean may only be a non-voting advisory member.

Section 3. Duties

- a. Celebrate the unity in diversity in the CON community;
- b. Create a dedicated place for discussion on diversity issues in the CON community through:
 1. Promoting increased awareness of these issues within the CON community.
 2. Reflecting on and encouraging new steps to increase diversity in our student body and faculty.
 3. Reflecting on ways the school supports representatives from diverse and/or disadvantaged populations among our students and faculty.
 4. Promoting increased inclusion of diversity and social justice issues in classroom instruction, clinical learning experiences and other educational activities of our college including forums and workshops.

ARTICLE XVI Special Committees

Executive Committee

Section 1. Authority

- a. The Executive Committee members are faculty peers whose role is consultative and advisory to the Dean.
- b. The Dean shall preside over Executive Committee meetings.

Section 2. Membership

The Executive Committee will be made up of the President of Faculty Assembly, and two others elected by the faculty, one of which will be tenured and the other clinical. Faculty who are also in a UMASS CON masters or doctoral program are not eligible to be on the executive committee. Deans are not eligible to be on Executive Committee.

Section 3. Duties of Executive Committee

- a. The Dean and Faculty Assembly President shall develop the agenda for Executive Committee meetings and chair the meeting.
- b. Consult with and advise the Dean in matters brought forward by the Dean, Standing Committees, Special Committees, Faculty members or Executive Committee members.
- c. Advise the Dean on appropriate resource allocations for the CON.
- d. Provide leadership in strategic directions as determined by faculty for CON.
- e. Represent the faculty by facilitating mutual communication through committee structure between University administration and the faculty organization.
- f. Analyze and make recommendations on matters referred to the Executive Committee by the Faculty.
- g. An elected member of the Executive Committee will provide monthly verbal reports at each Faculty Assembly meeting.

Section 4. Meetings

- a. Regular meetings shall be scheduled during the academic year.
- b. Additional meetings may be called by the President and/or Dean.

Faculty Search Committee

Section 1. Authority

The Faculty Search Committee shall conduct searches to fill faculty vacancies as determined by the Dean.

Section 2. Membership

Membership shall consist of five faculty members, three to be elected by faculty, one tenured one tenure-track and one clinical faculty, and two to be appointed by the Dean – one member appointed by the Dean may be a member of the faculty of the CON or other department or College in the University. The Dean appoints the Chairperson. Attention must be given to diversity of membership including gender and ethnicity at a minimum. A Dean may only be a non-voting advisory member.

Section 3. Duties

- a. Conduct searches for qualified faculty.
- b. Follow approved Affirmative Action procedures.
- c. Screen applicants.
- d. Elected members shall communicate directly to faculty by posting the schedule of interviews and scholarly presentations and releasing CV when interviews have been scheduled.
- e. Notify faculty of search interviews at least two weeks in advance.
- f. Make recommendations for hire to the Dean.

Nomination and Bylaws Committee

Section 1. Authority

The Nomination and Bylaws Committee shall oversee the nomination process for the faculty governance structure and perform CON bylaws review.

Section 2. Membership

Membership shall consist of the five members of the CON (at least 1 tenured, at least 1 tenure-track, and at least one clinical). A Dean may only be a non-voting advisory member.

Section 3. Duties

Nominations:

- a. Prepare a slate of candidates for the offices to be voted on at the annual meeting in May.
- b. Monitor, formulate, recommend to Faculty Assembly, and implement policies governing the nomination and election process of CON Committees.
- c. Monitor and plan elections.

- d. Election results will be determined by a majority of voting faculty members.
- e. In the event of a no-majority vote, the run-off will be among the top three. The run-off vote will be determined by plurality.

By-Laws:

- a. Review Bylaws annually for proposed changes that are submitted by faculty and standing committees as well as for consistency with University policies.
- b. Make recommendations to the appropriate Committee or Executive Committee for change in the Bylaws.
- c. Present Bylaw changes to the Faculty for action.

ARTICLE XVII

Amendments to the Bylaws

Section 1. Amendments With Notice

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

Section 2. Amendments Without Notice

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

Section 3. Annual Review of By-Laws

Bylaws will be evaluated annually by the Committee of Committee Chairs and approved by the Faculty Assembly at the annual meeting of the Faculty Assembly in May.