

The Johns Hopkins University School of Nursing

FACULTY BYLAWS

Article I. Preamble

The Bylaws of the Faculty of the Johns Hopkins University School of Nursing shall be utilized to facilitate the governance and operations of the Faculty of the School. The Bylaws shall be a working, amendable document that may be changed as the School evolves. Proposed changes to these Bylaws shall be brought forth to the Faculty Assembly via the Bylaws & Nominations Committee.

The primary responsibilities of the faculty of the School of Nursing are in six key areas:

1. the ongoing development, implementation and evaluation of the curricula
2. productivity and excellence in scholarship
3. the recruitment, selection, instruction, evaluation and progression of students
4. service to the School, the University, the community and the profession
5. orientation, mentoring and professional development of faculty peers
6. review and recommendation of academic policies and procedures

Article II. Purpose, Membership, and Structure of the Faculty Assembly

Section 1.01 Purpose:

- (a) To formalize faculty contribution to the governance of the School of Nursing and the University.
- (b) To initiate, formulate, and evaluate policies and programs that facilitate the realization of the goals of the School of Nursing and the Johns Hopkins University.
- (c) To set its own procedures for governance, including the formation of ad hoc committees as necessary.

Section 1.02 Membership:

- (a) Faculty members holding the rank or title of Professor, Associate Professor, Assistant Professor, Instructor, and Clinical Instructor, Visiting Faculty, Faculty Associate, Research Associate, Lecturer.
- (b) Faculty members from other schools and institutions who have been granted joint or adjunct faculty appointments to the School of Nursing.

Section 1.03 Voting Membership:

- (a) Full time faculty members holding the appointed rank of Professor, Associate Professor, Assistant Professor, and title of Instructor.
- (b) Individuals with the following title/appointment do not have voting privileges, but are invited to attend meetings: Clinical Instructors, Joint Appointments not holding a primary appointment to the School of Nursing, Adjunct Faculty, Visiting Faculty, Faculty Associate, Research Associate, and Lecturer.

Section 1.04 The Steering Committee:

- (a) The Steering Committee shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and two Members-at-Large, all of whom shall be voting members of the Faculty Assembly. The immediate past-Chairperson shall also be a member of the Steering Committee for one year only.

Article III. Meetings of the Faculty Assembly

- (a) Standing meetings shall be held at least two times during the fall semester, two times during the spring semester (one of which shall be in the month of May), and one time during the summer session.
- (b) The May meeting shall be designated as the annual meeting.
- (c) Additional meetings may be called by the Steering Committee or by petition from at least three voting members of the Faculty Assembly.
- (d) Dates and times of meetings will be determined by the Steering Committee.
- (e) The schedules of all members will be taken into account when determining dates and times of meetings.
- (f) The latest edition of *Robert's Rules of Order* will serve to guide the conduct of meetings.

Article IV. The Steering Committee of the Faculty Assembly

Section 1.01 Purpose and Responsibilities:

- (a) The Steering Committee is empowered by the faculty to interact with the Dean and the Associate Dean for Academic Affairs on all matters related to academic affairs.
- (b) The Steering Committee is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the faculty and shall be accountable to the faculty for those acts.
- (c) The Steering Committee shall oversee and support all activities of Faculty Assembly standing committees.

Section 1.02 Election of Steering Committee Members:

- (a) The election of the members of the Steering Committee will be conducted yearly via balloting.
- (b) Members of the Steering Committee (described above) shall be elected by the voting members of the Faculty Assembly.
- (c) The Vice-Chairperson will be considered Chairperson-Elect.
- (d) The Vice-Chairperson shall assume the position of Chairperson at the completion of the Chairperson's two year term.
- (e) Terms of office for all members of the Steering Committee shall be from July 1 to June 30.
- (f) The length of the term of each office will be two years.
- (g) Terms of office will be staggered to ensure continuity.
- (h) The Chairperson and Vice-Chairperson will hold the rank of Assistant Professor, Associate Professor, or Professor.

Section 1.03 Responsibilities of the Steering Committee:

- (a) The Chairperson will call the meetings of the Faculty Assembly, call for agenda items, and preside over Faculty Assembly meetings.
- (b) The Chairperson will distribute the agenda for Faculty Assembly meetings at least one week in advance.
- (c) In the absence of the Chairperson, the Vice-Chairperson shall assume all duties of the Chairperson.
- (d) The Vice-Chairperson shall request written annual reports from the Chairpersons of all standing committees at least one month prior to the annual meeting in May.
- (e) The Secretary shall maintain a roster of all voting members of the Faculty Assembly.
- (f) The Secretary shall conduct the voting process for issues requiring a ballot vote except for the yearly election of Steering Committee members.
- (g) The Steering Committee shall meet one week prior to Faculty Assembly meetings.
- (h) The Steering Committee will evaluate the effectiveness of the Standing committees based on the annual report submitted by the Chairperson of each committee.

Section 1.04 Vacancy:

- (a) The Faculty Assembly shall hold a special election to fill interim vacancies in the elected membership of the Steering Committee for unexpired terms of two months or more. Members elected to fill a vacancy shall take office at once and serve for the remaining term.
- (b) In the event that the Chairperson of the Steering Committee is unable to complete his/her term of office, the Vice-Chairperson shall assume the office and duties of Chairperson, and a special election will be held to fill the office of Vice-Chairperson.
- (c) In the event that the Vice-Chairperson is unable to complete his/her term of office, a special election will be held utilizing the nomination process.
- (d) In the event that the Chairperson is unable to complete his/her term of office, and is replaced by the Vice-Chairperson, this term shall be considered a *full* term if it is a least 18 months in length.

Article V. Standing Committees of the Faculty Assembly

Section 1.01 Names of Standing Committees:

- (a) Academic Ethics Board
- (b) Master's Admissions
- (c) Baccalaureate Progression Committee
- (d) Master's Progression Committee
- (e) PhD Admissions, Progression, and Graduation
- (f) DNP Admissions and Graduation
- (g) DNP Progressions
- (h) Baccalaureate Curriculum
- (i) Master's Curriculum
- (j) PhD Curriculum
- (k) DNP Curriculum
- (l) School-wide Curriculum

- (m) Bylaws & Nominations
- (n) Social

Section 1.02 Guidelines for Standing Committees of the Faculty Assembly:

- (a) Unless otherwise indicated, members of all standing committees shall be elected from Faculty Assembly members by the voting members of the Faculty Assembly.
- (b) Each standing committee shall have a Chairperson, a Vice-Chairperson, and a Secretary. The chairpersons of academic committees (i.e., Baccalaureate Admissions, Master's Admissions, PhD Admission, Progression and Graduation, DNP Admissions and Graduation, Baccalaureate Progression, Master's Progression, DNP Progressions, Baccalaureate Curriculum, Master's Curriculum, PhD Curriculum, DNP Curriculum, and School-wide Curriculum) will be appointed by the Dean or Designate. Unless otherwise indicated the Vice-chairpersons and Secretaries will be decided via an intra-committee election process.
- (c) The offices of Chairperson, Vice-Chairperson, and Secretary for non-academic committees (Bylaws and Nominations and, Social) shall be decided via an intra-committee election process.
- (d) Minutes of standing committee meetings shall be recorded and maintained by the Secretary of the committee.
- (e) The Chairperson of each committee will prepare a yearly report of the committee's work and forward this report to the Vice-Chairperson of the Steering Committee of the Faculty Assembly.
- (f) The term of office for members of standing committees shall be two years in length.
- (g) Terms of office for all members of standing committees shall be from July 1 to June 30. Terms of office for all members of standing committees shall be staggered to assure continuity.
- (h) A special election will be held to fill interim vacancies in the elected membership of a standing committee for unexpired terms of two months or more. Members elected to fill a vacancy shall take office at once and serve the remainder of the elected term of the vacated committee member. Members may serve no more than two consecutive terms.
- (i) In the event that there are no volunteers for a standing committee, the Steering Committee of the Faculty Assembly will appoint a faculty member who meets specific membership criteria to the committee.
- (j) The Faculty Assembly can vote to appoint ad hoc committees to explore specific issues and to report back to the Faculty Assembly at a future meeting.
- (k) Committees shall seek consultative/advisory input from experts to facilitate the work of the committee.
- (l) Student representatives at the baccalaureate, masters and doctoral level shall be elected in the fall semester through the Student Government Association.
- (m) Each committee shall consider the financial implications of any decision and obtain necessary budgetary approval in advance of implementation.
- (n) Each standing committee shall review all policies relevant to the work of the committee on a regular basis (at least yearly), and make recommendations as necessary.
- (o) The Chairperson of standing committees shall bring proposed recommendations of existing policies to the Bylaws Committee who will present to the Faculty Assembly for discussion.
- (p) The Chairpersons of standing committees, with the exception of the chairpersons of the PhD Admissions, Progression, and Graduation Committee and the PhD Curriculum Committee, will only vote in the event of a tie vote. The chairs of these two committees may vote on all issues.

In the event that an elected standing committee member indicates in writing he/she cannot fulfill their term, the member is to submit the intention to resign from the committee to the Chairperson of the standing committee. The Chairperson will make a decision regarding the request and will notify the Chairperson of the Faculty Assembly, the Bylaws Committee and the Associate Dean for Academic Affairs.

In the event that an appointed Chairperson determines he/she is unable to fulfill his/her term, the member is to submit the intention to resign from the committee to the Associate Dean for Academic Affairs. After a decision is reached, the Associate Dean will notify the Bylaws Committee and the Faculty Assembly Chair of the new appointment.

Section 1.03 Membership, Meetings, Responsibilities of Standing Committees

(a) Academic Ethics Board

- (i) An Academic Ethics Board will be constituted each year.
- (ii) A faculty chairperson will be selected from among the full-time faculty by the Dean or designee. Three full-time faculty, one teaching predominately in one of the following academic program—baccalaureate, Masters, and doctoral (either PhD or DNP)—will be elected for 2 year terms by the Faculty Assembly. Other members will include 2 students from the baccalaureate level, 2 masters' students, and 2 doctoral students (one PhD, one DNP), elected from their class or organization.
- (iii) See the SON website for the Academic Ethics Policy, which delineates the functions of the Board.

(b) Master's Admissions

- (i) Members shall include four voting Faculty Assembly members who teach primarily in the Master's Program, and a Chairperson appointed by the Dean or a designee of the Dean.
- (ii) The Director of the Master's Program and a representative from the Admissions Office shall serve as ex-officio members.
- (iii) Meetings shall be held bimonthly or upon request of the Chairperson as needed.
- (iv) Responsibilities include:
 - 1) Reviewing applications for admission to the master's programs.
 - 2) Coordinating the process of interviewing applicants for admission to the master's programs, as appropriate.
 - 3) Collaborating with the Admissions Office in reviewing each applicant.
 - 4) Selecting qualified applicants for admission
 - 5) Reviewing applications for scholarship awards.

(c) Baccalaureate Progression

- (i) Members shall include four doctorally prepared voting members of the Faculty Assembly who teach primarily in the Baccalaureate program and a fifth member who would serve as an alternate member, who should be either a past voting member of the committee or someone who is familiar with the committee policies. The alternate member will only attend meetings and vote if a regular member cannot attend and a quorum is needed. A Chairperson is to be appointed by the Dean or a designee of the Dean. The Program Director shall serve as an ex-officio member. Meetings are to be called by the Chairperson as needed.
- (ii) If the ballot is not filled for the Baccalaureate Progressions Committee, the Associate Dean for Academic Affairs will appoint either senior instructors and/or doctorally prepared instructors to fill these vacancies.
- (iii) Responsibilities include:
 - 1) Review progress of students in the baccalaureate program.
 - 2) Utilize appropriate progression policies of the University and of the School.
 - 3) Make decisions regarding progression of students in academic jeopardy.

(d) Master's Progression

- (i) Members shall include four doctorally prepared voting members of the Faculty Assembly who teach in the Master's Program, and a Chairperson appointed by the Dean or a designee of the Dean. Program Directors shall serve as ex-officio members. Meetings are to be called by the Chairperson as needed.
- (ii) Responsibilities include:
 - 1) Review progress of students in the master's program.
 - 2) Utilize appropriate progression policies of the University and of the School.
 - 3) Make decisions regarding progression of students in academic jeopardy.

(e) PhD Admissions, Progression and Graduation

- (i) Members shall include four doctorally-prepared voting Faculty Assembly members with a minimum rank of Associate Professor, with teaching responsibilities in the PhD program, who are appointed by the Dean with input from the Director of the PhD program and the School of Nursing representative on the University Doctor of Philosophy Board, and a Chairperson appointed by the Dean or a designee of the Dean.
- (ii) The Associate Dean for Academic Affairs, the Director of the PhD Program, and a representative from the Admissions Office shall serve as ex-officio members.
- (iii) Meetings shall be held monthly or upon request of the Chairperson as needed.
- (iv) Responsibilities include:
 - 1) Review the PhD Program every 5 years.
 - 2) Set guidelines and policy for the PhD program on issues affecting all PhD students.
 - 3) Review applications for admission to the PhD program.
 - 4) Interview applicants for admission to the PhD program.
 - 5) Select qualified applicants for admission.

- 6) Assign academic advisors for incoming students.
- 7) Award scholarship support to qualified applicants.
- 8) Review progress of PhD students, applying progression policies of the University and the School of Nursing.
- 9) Make recommendations to the Director of the PhD program regarding the progression of students in academic jeopardy. When reviewing students in academic jeopardy, the student's advisor and the course instructor shall be present at meetings, but will not vote.
- 10) Approve the composition of the Oral Examination Committees and designate the chair of these committees. Recommend to the University Doctor of Philosophy Board (DPB) students who have successfully completed the requirements for graduation, for conferral of the Doctor of Philosophy degree.

(f) DNP Admissions and Graduation

- (i) Members shall include three doctorally prepared voting Faculty Assembly members who primarily teach in the DNP program and a Chairperson appointed by the Dean or a designee of the Dean.
- (ii) The Director of the DNP Program, the Associate Dean for Academic Affairs, and a representative from the Admissions Office will serve as ex-officio members.
- (iii) Meetings shall be held at least twice per semester or upon request of the Chairperson as needed.
- (iv) Responsibilities include:
 - 1) Review applications for admission to the DNP program.
 - 2) Interview applicants for admission to the DNP program.
 - 3) Select qualified applicants for admission.
 - 4) Assign academic advisors for incoming students.

(g) DNP Progressions

- (i) Members shall include three doctorally prepared voting members of the Faculty Assembly who primarily teach in the DNP Program and a Chairperson appointed by the Dean or a designee of the Dean. The Program Director shall serve as ex-officio member. Meetings are to be called by the Chairperson as needed.
- (ii) Responsibilities include:
 - 1) Review progress of DNP students, applying progression policies of the University and the School of Nursing.
 - 2) Make recommendations to the Director for the DNP Program regarding the progression of students in academic jeopardy. When reviewing students in academic jeopardy, the student's advisor and the course instructor shall be present at meetings, but will not vote.

(h) Baccalaureate Curriculum

- (i) Members shall include a Chairperson appointed by the Dean or a designee of the Dean, and one designated course coordinator, appointed by the Director of the Baccalaureate Program, of each required baccalaureate course.
- (ii) The Associate Dean for Academic Affairs, Director of the Baccalaureate Program, and a representative from the Office of Student Affairs shall serve as ex-officio members.
- (iii) Student representatives from each cohort shall be non-voting members.
- (iv) Meetings shall be called by the Chairperson as needed.
- (v) Interested Faculty Assembly members may attend meetings, but may not vote.
- (vi) Responsibilities include:
 - 1) Develop educational policy and courses of study for the baccalaureate programs.
 - 2) Review, discuss, and make decisions about baccalaureate curricular issues and concerns.
 - 3) Report significant curricular changes to the Faculty Assembly.
 - 4) Review and evaluate all baccalaureate courses, as well as the program as a whole in accord with the School of Nursing's Evaluation Plan for the Baccalaureate Program.

(i) Master's Curriculum

- (i) Members shall include a Chairperson appointed by the Dean or a designee of the Dean, track coordinators, coordinators of core master's courses and two doctorally prepared voting members of the Faculty Assembly who primarily teach in the Master's program.
- (ii) The Associate Dean for Academic Affairs and Director of the Master's Program shall serve as ex-officio members.
- (iii) A student representative from each master's option shall be non-voting members.
- (iv) Meetings shall be called by the Chairperson as needed.
- (v) Interested Faculty Assembly members may attend meetings, but may not vote.
- (vi) Responsibilities include:
 - 1) Develop educational policy and courses of study for the master's-program.
 - 2) Review, discuss, and make decisions about master's curricular issues and concerns.
 - 3) Report significant curricular changes to the Faculty Assembly.
 - 4) Review and evaluate all master's courses, as well as the program as a whole in accord with the School of Nursing's Evaluation Plan for the Master's Program.

(j) PhD Curriculum

- (i) Members shall include three doctorally prepared voting members of the Faculty Assembly, the coordinators of core required courses in the PhD program, a student representative, and a Chairperson appointed by the Dean or a designee of the Dean.
- (ii) Elected members shall be from among the group of faculty that is approved to serve on PhD examination committees by the University Doctor of Philosophy Board.

- (iii) The Associate Dean for Academic Affairs, the Director of the PhD Program, and a representative from the Office of Enrollment Management and Student Affairs shall serve as ex-officio members.
- (iv) The Chairperson shall call meetings at least twice a semester.
- (v) The three elected members shall not be coordinators of PhD Core courses.
- (vi) One elected member will serve as a liaison to the Masters Curriculum Committee.
- (vii) A PhD student representative, who has completed at least 18 credits, shall be elected by the PhD student body, and shall be a voting member.
- (viii) Other interested faculty may attend meetings but not vote.
- (ix) Responsibilities include:
 - 1) Develop educational policy and courses of study for the PhD program.
 - 2) Review, discuss and make decisions about PhD curricular issues and concerns.
 - 3) Report significant curricular changes to the Faculty Assembly.
 - 4) Review and evaluate all PhD courses yearly.
 - 5) Conduct regular PhD program evaluations.

(k) DNP Curriculum

- (i) Members shall include a Chairperson appointed by the Dean or a designee of the Dean, the coordinators of the DNP Core courses, and three voting doctorally prepared members of the Faculty Assembly.
- (ii) The Associate Dean for Academic Affairs and Director of the DNP Program shall serve as ex-officio members.
- (iii) A student representative from the DNP program shall be a non-voting member.
- (iv) Meetings shall be called by the Chairperson at least twice per semester or as needed.
- (v) Interested Faculty Assembly members may attend meetings, but may not vote
- (vi) Responsibilities include:
 - 1) Develop educational policy and courses of study for the DNP program.
 - 2) Review, discuss, and make decisions about DNP curricular issues and concerns.
 - 3) Report significant curricular changes to the Faculty Assembly.
 - 4) Review and evaluate all DNP courses, as well as the program as a whole in accord with the School of Nursing's Evaluation Plan for the DNP Program.

(l) School-Wide Curriculum

- (i) Voting members shall include the program directors of Baccalaureate, Masters, PhD, and DNP; chairpersons of the Baccalaureate, Masters, PhD, and DNP curriculum committees and the Director of Office for Teaching Excellence as voting members. A Chairperson will be appointed by the Dean or a designee of the Dean.
- (ii) The Associate Dean for Academic Affairs shall serve as an ex-officio member.
- (iii) Meetings shall be called by the Chairperson quarterly and as necessary.
- (iv) Goals of the committee are to:
 - 1) assure integrity of all programs.
 - 2) provide a formal communication forum and interface between and among the BS, MSN, PhD and DNP curriculum committees.
 - 3) make recommendations to the respective committees that enhance, streamline or improve coherency between the BS, MSN, PhD and DNP programs.

- (v) Responsibilities include:
 - 1) identify opportunities to assess the degree of overlap between courses.
 - 2) make recommendations regarding leveling and sequencing of courses that build upon each other throughout the programs.
 - 3) identify real or potential conflicts or programmatic issue.
 - 4) evaluate the integration of curricula across programs.
 - 5) recommend programmatic changes based on evaluation.

(m) Bylaws & Nominations

- (i) Members shall include five voting members of the Faculty Assembly. A Chairperson will be appointed by the Dean or a designee of the Dean.
- (ii) The Associate Dean for Academic Affairs shall serve as an ex-officio member.
- (iii) Meetings shall be called by the Chairperson as needed.
- (iv) Responsibilities include:
 - 1) Consult with the Associate Dean for Academic Affairs and the Chairperson of the Faculty Assembly Steering Committee regarding the needs of all standing committees.
 - 2) Solicit appropriate nominees for membership in all standing committees of the Faculty Assembly yearly.
 - 3) Secure the willingness of nominees to run for office prior to the election.
 - 4) Prepare and distribute the ballot for the general election one month prior to the annual meeting.
 - 5) Count the election ballots.
 - 6) Announce election results at the annual meeting.
 - 7) Propose revisions of the Bylaws to the Faculty Assembly for discussion and vote.
 - 8) Consult with members of the Faculty Assembly as needed to facilitate the understanding of bylaws-related issues.

(n) Social

- (i) Members shall include four members of the Faculty Assembly. A Chairperson will be appointed by the Dean or a designee of the Dean.
- (ii) Meetings will be called at the request of the Chairperson.
- (iii) Responsibilities include:
 - 1) Collaborate with the Associate Dean for Academic Affairs and Associate Dean of Finance and Administration to plan and promote social activities for Faculty, and to acknowledge Faculty retirements and faculty leaving the school.

Adopted: June 4, 2002
 Revised: November 18, 2002
 Revised: February 5, 2003
 Revised: May 5, 2003 (Bylaws)
 Revised: September 14, 2011
 Amended: November 24, 2003 (Library Committee)
 Amended: May 2, 2005 (School-wide Curriculum)
 Revised: November 29, 2005 (PhD Admissions, Progressions, & Graduation; PhD Curriculum)
 Adopted: February 15, 2006
 Revised: November 28, 2006
 Revised: May 1, 2007
 Revised: July 2, 2007 (removed all references to Assistant Dean of Faculty Development)
 Amended: December 4, 2007 (DNP Admissions, Progressions, & Graduation; DNP Curriculum)
 Revised: December 4, 2007 (Changed title to Faculty Bylaws)
 Revised: February 5, 2008 (Removed Baccalaureate & Master's Progression and Graduation)
 Added Baccalaureate Progression; Master's Progression)
 Revised: May 13, 2008 (Added Faculty Budget Committee)
 Revised: June 24, 2008 (School-Wide Curriculum)
 Revised: May 26, 2009 (Added members of Senate to DNP Curriculum Committee)
 Revised: May, 2010 (PhD Admissions, Progression and Graduation Committee revised;
 Academic Ethics Board added; membership of Baccalaureate Progressions revised)
 Revised: September 12, 2012 Change in Chairperson of PhD Curriculum Committee
 Revised: January 16, 2013 Change of name from Faculty Senate to Faculty Assembly
 Revised: February 25, 2013 Revisions approved (elimination of Cultural Competency and Diversity
 Committee, Library Committee; addition of DNP Progressions Committee)
 Revised: June, 2013 Revision to BS Progressions Committee and membership and functions of DNP
 Professions Committee
 Revised: May 13, 2015 Removal of the Baccalaureate Admissions Committee

NSG/KWF 9/3/15

Addendum

From Robert's Rules of Order

Article IV. Meetings of the Faculty Assembly

- (f) Quorum for Faculty Assembly will be determined at the beginning of each fiscal year (July 1) and shall consist of $\frac{1}{3}$ of the voting members of the Faculty Assembly plus 1. Quorum for standing committees shall consist of $\frac{1}{3}$ of the voting members of the Committee plus 1.

Article V. The Steering Committee of the Faculty Assembly

Section 1.02 Election of Steering Committee members

- (a) Balloting can be done either electronically or via paper

Article VI. Standing committees of the Faculty Assembly

Section 1.02 Guidelines for Standing Committees of the Faculty Senate:

- (m) Ex-officio members are not voting members of standing committees.

Faculty will be notified of proposed changes to the Bylaws a minimum of two weeks prior to Faculty Assembly meetings.

Reference:

Robert, H. M. (1996). Roberts Rules of Order. Accessed from <http://www.robertsrules.org/rror--oo.htm>

Kennedy, B. (1997). Roberts Rules of Order- Summary Version Accessed from <http://www.robertsrules.org/>