



# Gayle Greve Hunt School of Nursing Faculty Bylaws

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## **PREAMBLE**

The Faculty Council Bylaws of the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Gayle Greve Hunt School of Nursing (GGHSON) are established to define the roles and duties of the faculty in relation to faculty governance. The structure of its committees and officers are described, along with rules of operation for the faculty and procedures for election of representatives from the GGHSON faculty to official committees and/or work groups of TTUHSC El Paso and the Texas Tech University (TTU) System.

## **ASSUMPTIONS**

As part of a professional, complex, adaptive system, the programs of the GGHSON must respond effectively and efficiently to individual programmatic issues and needs. Thus, educational programs are decentralized within the GGHSON to provide authority to the individual academic committees to govern curriculum changes and to make administrative decisions at the academic level.

## **ARTICLE I: NAME**

### **1.1 NAME**

The name of this organization is the Texas Tech University Health Sciences Center El Paso Gayle Greve Hunt School of Nursing.

## **ARTICLE II: PURPOSE**

### **2.1 PURPOSE**

The purpose of the Faculty Council shall be to:

- A. Facilitate involvement of the faculty in communication and joint planning to achieve the goals of the GGHSON Strategic Plan.
- B. Facilitate interdisciplinary communication and scholarship activity with other disciplines within TTUHSC El Paso.
- C. Encourage shared governance and interdependent responsibility for decision-making and performance in the GGHSON and TTUHSC El Paso.
- D. Foster, promote, and assess scholarship for the profession.
- E. Approve actions forwarded from standing committees.
- F. Provide oversight for the GGHSON's committee governance structure.

### **2.2 GOVERNING PRINCIPLE**

All recommendations, decisions, and actions regarding the operation and administration of the GGHSON shall be made in accordance with the TTUHSC El Paso operating policies and the rules and regulations of the TTU System Board of Regents.

## **ARTICLE III: MEMBERSHIP**

### **3.1 MEMBERS**

- A. The voting members of the GGHSO Faculty Council are its full-time and part-time (50% or more full-time-equivalent (FTE)) faculty members who carry rank.
- B. Faculty members who serve in administrative roles:
  - 1. Dean is ex-officio and does not have voting privileges.
  - 2. Associate Dean is ex-officio and does not have voting privileges.
  - 3. Assistant Dean is ex-officio with full voting privileges.
  - 4. The preference is for non-administrative faculty to chair committees. If a non-administrative faculty is not possible, Assistant Dean can chair committees.
- C. Certain additional persons, including nursing students, who are named as members of standing committees, can vote in the standing committees only when specified, and student members will not vote for issues related to individual or faculty personnel matters.

## **ARTICLE IV: OFFICERS**

### **4.1 Chair of the Faculty Council**

- A. The Chair of the Faculty Council must have two years of experience with the GGHSO at the rank of Assistant Professor or above. In the absence of a qualified Chair candidate, the ranking of Instructor or above is allowed with the Dean's approval. The Chair of the Faculty Council cannot hold a position of Dean or Associate Dean. He/she may be self-nominated and will be elected by the voting faculty. The Chair of the Faculty Council will hold a three-year term (one year as Chair-Elect of the Faculty; one year as Chair of the Faculty Council; and one year as Past Chair of the Faculty Council).
- B. Duties as the Chair of the Faculty Council are the following:
  - 1. Prepare the Faculty Council agenda no later than ten working days prior to the meeting in collaboration with chairs of standing committees.
  - 2. Solicit items for the agenda in collaboration with the Dean and Associate Dean.
  - 3. Convene and conduct meetings of the Faculty.
  - 4. The Chair of the Faculty Council-Elect will assume these duties in the absence of the Chair of the Faculty Council.
  - 5. The Chair of the Faculty Council shall have voice and vote.
  - 6. Serve as a point of contact for faculty to bring issues to the attention of the Faculty Executive Committee or similar entity in a timely manner and to communicate information to faculty.
  - 7. The Chair of the Faculty Council is authorized to create additional subcommittees and task forces as necessary.

#### **4.2 CHAIR ELECT OF THE FACULTY COUNCIL**

- A. The criteria for the Chair-Elect of the Faculty Council will mirror the criteria for the Chair of the Faculty Council.
- B. The Chair-Elect of the Faculty Council is elected for a three-year term: one year as Chair-Elect of the Faculty Council; one year as Chair of the Faculty Council; and one year as Past Chair of the Faculty Council.
- C. The Chair-Elect of the Faculty Council will assume the duties of the Chair of the Faculty Council, whenever necessary or in the event the Chair of the Faculty Council is no longer able to serve.

#### **4.3 PAST CHAIR OF THE FACULTY COUNCIL**

The Past Chair of the Faculty Council serves as a mentor to the incoming Chair of the Faculty Council.

#### **4.4 SPECIAL MEETINGS**

Special meetings of the Faculty Council may be called by the Chair of the Faculty Council or upon the written request of four or more faculty members.

#### **4.5 VOTING**

- A. All decisions, except changes to the Faculty Council Bylaws (see Article IX), shall be made by majority vote of those present who cast a vote.
- B. Amendments should be proposed in accordance with “Robert’s Rules of Order.”

### **ARTICLE V: ELECTED COMMITTEES**

#### **5.1 FACULTY EXECUTIVE LEADERSHIP COMMITTEE**

##### **A. Purpose**

The main purpose of the Faculty Executive Leadership Committee is to operationalize the effective implementation of faculty governance processes of the Faculty. This is done by providing the following:

- 1. Input and recommendations regarding all matters pertaining to the faculty of the GGHSON.
- 2. Facilitating communication among faculty, standing committees, and GGHSON administrative leadership.
- 3. Providing input to Faculty regarding the GGHSON’s standing committee governance structure.

##### **B. Composition**

- 1. The committee consists of the Dean, Associate Dean, Assistant Dean(s), Standing Committee Chairs and Staff leadership.
- 2. The Dean, Associate Dean and Staff leadership are administrative liaison members without vote.

##### **C. Meetings**

The Executive Leadership Committee meets quarterly or as required to accomplish the committee’s functions.

##### **D. Functions**

1. Facilitates and coordinates communication and activities among the program and standing committees of the Faculty and GGHSON administration.
2. Provides input to the Dean on budgetary matters, including faculty development and travel expenditures.
3. Participates in the succession planning for faculty leadership roles and making recommendations for appointments to fill vacant positions on standing committees and task forces of the Faculty Council.
4. Makes recommendations to the Dean regarding faculty development needs.
5. Makes recommendations to the Dean for membership on GGHSON committees..
6. Participates in the development, implementation, and evaluation of the Strategic Plan of the GGHSON.
7. Makes recommendations and acts on matters that may require immediate action, as requested by the Dean.

## **ARTICLE VI: STANDING COMMITTEES**

### **6.1 APPOINTMENT, COMPOSITION, AND PROCEDURES**

#### **A. Appointments to Standing Committees**

1. Appointments to standing committees will be made by the Dean based on recommendations, nominations by the Faculty, self-nominations or as otherwise stated in federal statute or in the operating policies of TTUHSC El Paso and the TTU Board of Regents.
2. Chairs of the standing committees will be appointed by the Dean based on recommendations, nominations by the Faculty, and self-nominations.

#### **B. Composition and Terms**

1. Members of the Faculty are eligible to serve on standing committees according to the composition specifications of each committee.
2. Student members of committees are nominated by the committee as designated. Student committee members have voting privileges only when specified and never for issues related to admissions or progressions or in matters related to faculty status.
3. A term of standing committee membership is two years. Members are eligible to serve consecutive and unlimited terms.
4. Standing committee Chairs shall serve for one year. Committee Chairs are eligible to serve for two consecutive terms.
5. The Dean and Associate Dean shall serve as ex-officio, non-voting members on all standing committees.

## 6.2 PROGRAM EVALUATION and CURRICULUM COMMITTEE

### A. Purpose

The Program Evaluation and Curriculum Committee acts as an agent of the faculty in matters regarding undergraduate and graduate curriculum planning development, program evaluation and coordinates all evaluations related to courses, faculty and students within programs.

### B. Composition

1. The committee is composed of at least five (5) faculty members, one of whom shall serve as chair of the committee.
2. An Accelerated Bachelor of Science in Nursing (Accelerated B.S.N.) student, a Registered Nurse to Bachelor of Science in Nursing (R.N. to B.S.N.) student, and a graduate student will serve as non-voting members. Students will not have access to faculty evaluation data.

### C. Functions

1. Develop and approve courses and educational programs.
2. Review of the curriculum as described in relation to the standards and criteria for the appraisal of baccalaureate and graduate nursing programs, philosophy, mission, and objectives.
3. Provide curriculum updates/reports to the faculty and administration.
4. Coordinate all evaluations within the GGHSO, including reports and surveys completed by faculty, students, graduates, employers of graduates, and personnel of clinical sites.
5. Gather and analyze data from other committees, student recommendations changes to a program, and the GGHSO administration and report findings to the Faculty council.
6. Conduct ongoing evaluations and make recommendations for changes as needed in the evaluation plan.

## 6.3 FACULTY AFFAIRS COMMITTEE

### A. Purpose

Faculty Affairs Committee participates in the process of faculty recruitment, appointment, and retention by reviewing, evaluating, and making recommendations to the Dean. The committee facilitates the general development of faculty in their academic roles, including orientation to teaching and academic service to help ensure that the interests, abilities, and academic efforts of faculty seeking appointment qualify them to help in the achievement of the GGHSO's and greater institution's Strategic Plan goals.

### B. Composition

The Faculty Affairs Committee is composed of three faculty members with privilege of voice and vote at the Assistant Professor rank or above. In the absence of a qualified Assistant Professor or higher ranking candidate, the ranking of Instructor is allowed with the Dean's approval.

**C. Overall Functions**

1. Develops, implements, reviews, evaluates, and revises policies and procedures pertaining to faculty affairs, including, but not limited to, faculty recruitment, interviewing, hiring, and orientation, as appropriate.
2. The Faculty Affairs Committee serve four primary functions including Search, Professional Development, Faculty Appointment, Peer Review. The Faculty Affairs Committee can appoint additional faculty to accomplish these functions.

**D. Subcommittee Functions**

1. *Search Sub-Committee:*

- a) The search process includes all activities used to hire faculty at TTUHSC El Paso; including advertisement of the position, applicant screening, selection, and hire.
- b) The search committee follows the procedures set in HSCEP OP: 60.09, Faculty Recruitment Procedure.

2. *Professional Development Sub-Committee:*

- a) The committee participates in the process of faculty promotion by developing policies and guidelines congruent with the TTUHSC El Paso Operating Procedures Manual and The Rules and Regulations of the TTU System Board of Regents.
- b) Annual evaluation of faculty development needs (survey).
- c) Makes recommendations to the dean requesting resources to meet specific needs.
- d) Participates in strategic planning activities related to the development, implementation, review, evaluation, and revision of a plan for the development of faculty in the academic role, as appropriate.

3. *Faculty Appointment Sub-Committee:*

- a) Reviews candidates recommended for hire by the search sub-committee.
- b) Reviews the CV of candidates recommended for hire and recommends rank to the dean.  
Reviews current faculty members who achieve the doctoral degree (DNP, or PhD) for promotion. The only exception is when the initial appointment letter states that promotion is automatic upon completion of doctoral degree.

4. *Peer Review Sub-Committee:*

- a) Serves as a peer review committee that evaluates faculty seeking promotion with criteria for rank.
- b) Until such time as the GGHSO includes sufficient faculty to fulfill its peer review requirements, the GGHSO Dean may appoint faculty of other schools within the TTU System to the committee.

- c) Evaluates the documents submitted by the faculty member seeking promotion and forwards its recommendations to the Office of the Dean within the allotted time frame.
- d) Determines whether the documents support the established criteria for the rank being sought through promotion.
- e) Makes recommendations to the Dean indicating whether the faculty member has met the established criteria within the allotted time frame.
- f) Determines the final results regarding progression are provided to the Faculty Executive Committee for oversight.
- g) Deliberate on and provides information related to promotion shall be maintained as confidential.

#### **6.4 STUDENT AFFAIRS COMMITTEE**

##### **A. Purpose**

Oversight for issues that impact student life and success.

##### **B. Composition**

1. A minimum of three (3) faculty members, one of whom shall serve as Chair of the committee.
2. One individual who represents the Office of Student Affairs will serve as an ex-officio member.
3. One Accelerated B.S.N. student, one R.N. to B.S.N. student, and one graduate student will serve as non-voting members.

##### **C. Functions**

1. Establish support services.
2. Review and approval of student handbooks and catalogs.
3. Review textbook utilization.
4. Encourage student evaluation completion.
5. Nominate student for scholarships and student awards.
6. Support student organizations.
7. Members may participate and/attend other standing committees.

#### **6.5 ADMISSIONS and PROGRESSIONS COMMITTEE**

##### **A. Purpose**

1. The committee reviews and recommends candidates for admission to the GGHSON.
2. The committee reviews all students on a semester basis and as needed to ensure all requirements have been met to allow progression to the next semester. When students are unsuccessful in meeting the requirements for progression, the committee also follows their progress through the identified progression sequence to re-enter the program.

##### **B. Composition**

The committee is composed of at least three faculty members, one of whom shall serve as chair. A representative from the GGHSON Office of Student Services will serve as an ex-officio member.

### **C. Functions**

#### *Admissions:*

1. Reviews and makes recommendations for any changes to admission criteria.
2. Reviews candidate qualifications and recommends candidates for admission.

#### *Progressions:*

1. Creating a progressions plan and monitor student progress.
2. Review students every semester to determine if all qualifications for progression have been satisfied.
3. Students who are unable to meet progression requirements are referred to the dean..
4. Review the ability of students on progressions plans to complete all academic requirements, and make recommendations regarding continued progression to the dean.

## **6.6 FACULTY HEARING COMMITTEE**

### **A. Purpose**

The committee hears cases of aggrieved non-tenure-track faculty dismissal during the contract period.

### **B. Composition**

The committee consists of three faculty members at the rank of Assistant Professor or higher who have the privilege of voice and vote. These faculty members are appointed by the Dean. The majority of the members are tenured or in a tenure-track position. Until such time as the GGHSON faculty includes sufficient tenured faculty numbers, the GGHSON Dean may appoint faculty of other schools within the TTU System to the committee.

### **C. Functions**

1. Convenes to consider the issue(s). Upon notification of grievance, the Dean shall implement the hearing process. (See Faculty Grievance Policy, Faculty Handbook.)
2. Conducts the hearing process within the established time frame.
3. Evaluates the material facts of each charge and makes specific recommendations with regard to each charge according to the established policy. Submits its findings to the Dean within five working days.
4. Maintains confidentiality of deliberations and content related to the purpose of the hearing.

## **6.7 FACULTY GRIEVANCE HEARING PANEL (HSC REQUIRED)**

### **A. Purpose**

The Grievance Hearing Panel provides a means through which disputes about faculty appointment decisions may be resolved.

### **B. Composition**

The Grievance Hearing Panel is a body of five faculty members who have privilege of voice and vote and are appointed by the Dean. One to two of the members shall

be tenured or tenure-track, and one to two shall be at the rank of Assistant Professor or higher. Until such time as the GGHSON faculty includes sufficient tenured faculty members, the GGHSON Dean may appoint faculty of other schools within the TTU System to the committee.

**C. Officers**

In addition to the usual duties of the Chair, the Chair of the Grievance Hearing Panel selects three faculty members from the panel to evaluate formal grievances made by a faculty member against his/her superior.

**D. Meetings**

The committee shall meet only as needed.

**E. Functions**

1. The Grievance Hearing Panel is the source of the selection of three faculty members who will comprise the Faculty Grievance Hearing Committee.
2. The Faculty Grievance Hearing Committee serves objectively in hearing and considering formal grievances of a faculty members against a superior.
3. Members of the Faculty Grievance Hearing Committee serve as advisors to the Dean.
4. Maintains confidentiality of deliberations and information related to the purpose of the hearing.

**ARTICLE VII. GGHSON REPRESENTATIVES TO THE FACULTY SENATE**

7.1 Faculty Senate representatives from the Faculty are selected in accordance with the established procedures outlined in the Bylaws of the TTUHSC El Paso Faculty Senate.

7.2 The representative has the responsibility to:

1. Obtain and express faculty opinions on issues.
2. Report activities, as appropriate, to the Faculty.

**ARTICLE VIII. PARLIAMENTARY AUTHORITY**

8.1 The latest publication of “Robert’s Rules of Order” shall govern the proceedings of the Faculty in all cases not provided for in these Bylaws.

**ARTICLE IX. REVISION OF BYLAWS**

9.1 These Bylaws may be amended as follows:

1. By a vote of two-thirds of the voting faculty at any regular meeting, provided seven days’ notice of intent to hold a vote.  
By a mail/email vote of two-thirds of the voting faculty, provided seven days’ notice of the voting deadline.