

Approved 4/7/10

**Hunter College of the City University of New York  
Hunter-Bellevue School of Nursing (SON)  
By-laws**

**Preface and Authorization**

Hunter College has provided nursing education since 1943. The School of Nursing was originally established as the Department of Nursing Education in the Division of Programs in Education. In 1955 Hunter admitted the first students who would graduate with a BS (nursing) degree. In 1969, the Department of Nursing was moved to the former site of the Bellevue School of Nursing to allow it to expand and was designated the Hunter College-Bellevue School of Nursing. In 1974 the School of Nursing became part of the Schools of the Health Professions, and from 1996 to 2008 was governed as a division of the Schools of the Health Professions along with the School of Health Sciences under a single Dean. In 2008, the School of Nursing was recognized by the CUNY Board of Trustees as a separate School of Hunter College.

**ARTICLE I- ORGANIZATION**

- 1. Dean.** The School of Nursing (SON) is led by a Dean, appointed by the President of the College according to Article 8, section 13 of the *Charter for a Governance of Hunter College*. The Dean collaborates with other Deans and college administrators to support the SON and the overall mission of Hunter College. For academic issues, the Dean reports to the Provost. The Dean is responsible for leading strategic planning; faculty recruitment, development and evaluation; student and alumni relations; and managing the SON budget. In addition, the Dean leads in interdisciplinary collaboration and works with the Office of Institutional Advancement on development.
- 2. Associate/Assistant Deans.** With the approval of the President, the Dean may appoint associate and/or assistant deans, in accordance with the Bylaws of the CUNY Board of Trustees. The associate and/or assistant deans will have such responsibilities as may be assigned to them by the Dean and shall report to the Dean.
- 3. Secretary --** The Dean shall assign a SON staff member to serve as secretary of the SON faculty. The Secretary shall distribute the Agenda for faculty meetings and prepare the minutes of these meetings. The Secretary shall have charge of all records, files, minutes and official documents related to the faculty organization. The secretary shall distribute copies of the minutes to all members. The secretary shall send notice of the actions taken at faculty meetings as necessary and shall notify members of faculty meetings, keep a central calendar for meetings and perform related duties assigned by the Dean. In the event that the Secretary is unable to attend a faculty meeting, the Dean shall designate an acting Secretary

#### 4. Faculty Responsibilities

Faculty shall be responsible for the formulation of academic policy related to the admission, progression and retention of students, curriculum, student advisement, and the quality of programs in nursing and research. The faculty shall also be responsible for policy regarding selection, retention and promotion of faculty, consistent with the Bylaws of the CUNY Board of Trustees and other CUNY or College policies. It shall govern its own affairs in accordance with the Bylaws of the CUNY Board of Trustees and the *Charter for a Governance of Hunter College* and conduct the educational affairs customarily carried out by a college faculty.

- A. All fulltime faculty are expected to attend SON faculty meetings and the meetings of the committees to which they are appointed.
- B. Other members who shall be eligible to attend faculty meetings without vote and to be appointed to serve on SON committees shall include:
  - i. Faculty and instructional staff not identified in (a) above, including adjunct faculty.
  - ii. Students who currently serve on a SON Committee.
  - iii. SON staff members, as designated by the Dean.

#### 5. Program Directors

A. The elected officers of the SON are the Program Directors, who shall be elected by majority vote of the voting faculty by secret ballot. Program directors will serve for a term of three (3) years. Elections shall be held during the first full week of May prior to the expiration of the Program Directors' terms of office. Any vacancy that occurs more than 2 months prior to the expiration of a term shall be filled by an election for the unexpired term at the next scheduled faculty meeting.

B. *Program Directors* are tenured faculty members who demonstrate leadership and expertise in nursing, curriculum development and scholarship. In consultation with the Dean the Program Directors shall appoint coordinators of each specialty area or degree track. They shall also perform other duties necessary to assure program quality. The Program Directors are responsible to the Dean and shall work in collaboration with the Assistant Deans.

- i. The *Undergraduate Program Director* shall be responsible for the direction and implementation of undergraduate nursing curricula.
- ii. The *Graduate Program Director* shall be responsible for the direction and implementation of all graduate nursing curricula.

## ARTICLE II -- Membership

Except as otherwise provided, herein, voting faculty shall include:

1. **Faculty rank:** Individuals, as defined in Article VII, Section 8.1 of the Bylaws of the CUNY Board of Trustees shall have faculty rank.
2. **Faculty status:** Individuals with faculty status, as defined in Article VIII, Section 8.2, of the Bylaws of the CUNY Board of Trustees (persons employed in the titles of instructor or lecturer [full-time] who have been reappointed on an annual salary basis for a third or later year of continuous full-time service) may vote on SON matters except for the election of the SON Personnel and Budget Committee.
3. **Others:** Persons in visiting professorial titles may vote on SON matters except for the election of program directors or members of the SON Personnel & Budget Committee.

## ARTICLE III -- Representatives to Other Bodies

The SON is an integral part of Hunter College and CUNY, and as such, participates actively in the affairs of both, including decision-making processes conducted by representative bodies. When not elected as required by Hunter College rules, the Dean of the SON shall take into consideration when making assignments the goal of wide participation of nursing representatives.

### 1. Representatives to College-Wide Groups

A. **Hunter College Senate:** SON representatives to the Hunter College Senate shall be elected as provided in *The Charter for a Governance of Hunter College* (the "Senate Charter"). The voting faculty (as defined in the Senate Charter) shall elect a minimum of two representatives to the Senate and alternate representatives shall be elected to serve in the absence of one of the elected representatives (the exact number to be determined in accordance with the Senate's procedures). These representatives shall report on the activities of the Senate at SON faculty meetings.

In addition, SON faculty members are encouraged to participate in Hunter College Senate committees by indicating their preference to the College Senate office.

B. **Hunter College Faculty Personnel and Budget Committee:** Except as may be otherwise provided by the rules governing the Hunter College Faculty Personnel and Budget Committee, the Dean and two (2) members of the SON Personnel and Budget committee as selected by the voting faculty represent the SON on the Hunter College Faculty Personnel and Budget committee. The Dean

of the SON sits on the Hunter College Personnel and Budget Committee with voice but no vote.

**C. Faculty Delegate Assembly:** SON representatives to the Faculty Delegate Assembly (FDA) shall be elected as specified by the requirements of the FDA.

**D. Schools of the Health Professions (SHP) Committees:**

- i. Divisional Curriculum Committee: The chair of the SON Curriculum Committee, one faculty member of that committee selected by that committee and one student represent the SON on the Divisional Curriculum Committee.
- ii. Divisional Personnel & Budget Committee: The Dean of the SON and the two members of the SON P & B Committee who serve on the Hunter College P&B Committee shall represent the SON on the Divisional P&B. The Dean of the SON sits on the Division Personnel and Budget Committee with voice but no vote.
- iii. Ad Hoc committees and task forces composed of faculty or staff from the Schools of the Health Professions as determined by the Deans of the SON and School of the Health Professions may be appointed from time to time to deal with matters of joint concern.

#### **ARTICLE IV- COMMITTEES**

The SON shall establish the following committees:

**1. Committees Mandated By CUNY By-Laws.** Membership shall be elected in accordance with the By-laws of the CUNY Board of Trustees

**A. Personnel & Budget Committee-** There shall be a SON Committee on Personnel and Budget (P & B). The Dean of the SON shall Chair the Committee. Alternate members of the Committee will temporarily replace regular members of the P & B Committee who are on leave of absence, sabbatical or who otherwise become ineligible or unable to serve on the Committee.

- i. Membership  
The elected members of the P&B committee are 5 nursing faculty, 4 of whom have faculty rank and tenure (hold the title of professor, associate professor or assistant professor) and first and second alternate members, also having faculty rank, one of whom must have tenure.

ii. Responsibilities

- a. This committee shall carry out the responsibilities designated by the CUNY Board of Trustees concerned with budgetary and personnel matters as they affect the SON, especially concerned with the recruitment, reappointment, promotion and tenure of all SON faculty.
- b. The committee shall designate the members selected by the faculty to serve as representatives to the Health Professions Divisional Personnel & Budget Committee and on the Hunter College Faculty Personnel & Budget Committee.

iii. Meetings

- a. Meets at least twice each semester or as often as necessary to fulfill its duties.
- b. Meetings of the P& B Committee are closed.

iv. Election Procedure

- a. As specified by Board of Trustees Bylaws, four of the faculty members of the Committee must be tenured, except if the department has fewer than four tenured faculty members. The Dean shall be the chair of the Committee. The five faculty members and two alternates shall be elected by a majority of those who are eligible to vote (voting faculty) . Elected terms shall be for three years.
- b. In the event that a member of the committee is unable to complete her or his term, the first alternate member shall serve for the duration of that member's term. If an additional vacancy occurs, the second alternate will serve for the duration of that member's term.
- c. Election will be held by secret ballot.

**2. SON Standing Committees:** The standing committees of the SON provide the structure for presentation of new ideas, divergent views and relevant discussion by nursing faculty, students and administrators. Faculty members of all standing committees will be appointed by the Dean in consultation with the Assistant Deans and elected officers for 3 year terms. Each committee is responsible for regular review of the matters assigned to it, preparing recommendations as needed for action by the voting faculty.

## **A. Eligibility and Procedures**

- i. Except as otherwise provided herein, each committee will include at least three full- time faculty members and one student.
- ii. One faculty member of each committee will be appointed by the Dean to serve as chair for a term of one year.
- iii. Student members will be appointed from nominees identified by Program Directors, faculty, or other students and shall serve for one year. Each Committee will meet three times each semester, or as often as needed to carry out its duties.
- iv. Instructors, lecturers and college lab technicians may during their first and second year of appointment serve on standing committees of the SON except the Personnel & Budget Committee. Thereafter, they are eligible to serve and chair a standing committee. They may vote on matters brought before the standing committees on which they serve.

## **B. Policy and Student Affairs Committee**

(See Article XI, Sections 1 and 2 of the *Charter for a Governance of Hunter College*). Membership of this committee shall include equal numbers of faculty and students.

- i. Responsibilities:
  - a. Review the By-laws of the SON at least every 3 years and prepare proposals for amendments;
  - b. Organize and conduct the nominations and elections required by Bylaws and in accordance with those Bylaws, the Bylaws of the CUNY Board of Trustees and the *Charter for A Governance of Hunter College*;
  - c. Review and propose revisions to criteria for admission into each of the nursing programs;
  - d. Review and implement policies related to the progression, retention, and graduation of students enrolled in the nursing programs;
  - e. Hear, review, and decide the outcome of Appeal of Grades at the SON level;

- f. Establish criteria for student awards and honors and recommend students for such awards and honors.
- g. Review requests to conduct research with SON students or faculty and refer such requests to the SON Center for Research for recommendations related to participation.

### **C. Curriculum Committee**

#### **i. Responsibilities:**

- a. Review the curricula of each SON program at least once every 3 years to determine if objectives of the programs are being met in an effective manner and propose any needed changes to the full faculty;
- b. Review, amend if needed, and propose to the voting faculty all proposals for new programs or tracks in nursing;
- c. Review, amend if needed and propose to the voting faculty all proposals for revisions in the established programs in nursing;
- d. Review, amend if needed and propose to the voting faculty all proposals for experimental and/ elective courses in nursing;
- e. Designate faculty representative(s) to the Divisional Curriculum Committee.
- f. Plan for the coordination between the SON curricula and those of other departments in Hunter College.

**D. Evaluation of Teaching Committee** (See Article XI, Section 3 of the *Charter for a Governance of Hunter College*) This committee is comprised of one faculty member and one faculty alternate and representatives of all undergraduate pathways and graduate tracks.

#### **i. Responsibilities:**

- a. Facilitate distribution and use each semester of the Hunter College Teacher Questionnaire;
- b. Recommend additions to the Teacher Evaluation Questionnaire which reflect teaching skills of the SON faculty;

## **E. Standards and Accreditation Committee**

### **i. Responsibilities:**

- a. Oversee the implementation of a plan of program evaluation in relation to the SON mission and goals;
- b. Develop and implement evaluation tools to measure program objectives and the standards of accreditation bodies.
- c. Monitor and evaluate outcomes of all programs;
- d. Analyze collected data and make recommendations for action based on that analysis.

## **F. Ad Hoc SON Committees**

- i. The SON faculty or the Dean may establish ad hoc committees to respond to any issue not covered by the standing committees.
- ii. The Dean will appoint the Chair and members of any Ad Hoc committee in consultation with the Assistant Deans and elected officers of the SON.
- iii. Where such committees are of a policy-making character, the *Charter for a Governance of Hunter College* shall apply.

## **ARTICLE V – OPERATIONS**

### **1. Nursing faculty meetings**

- A.** The SON faculty shall meet at least twice every semester at times and dates to be announced at the beginning of every academic year. The agenda of each regular meeting shall be sent to all faculty at least one week prior to the meeting.
- B.** Additional meetings may be called at the discretion of the Dean, with written notice of the time, place and agenda provided at least 5 business days in advance of the meeting.

### **2. Rules of Order**

- A.** *The presiding officer* at faculty meetings shall be the Dean. In the absence of the Dean, an Associate/Assistant Deans will preside.
- B.** A quorum consists of a simple majority of the voting faculty of the SON.



- C. The presiding officer may appoint a parliamentarian. Except where it conflicts with these Bylaws, *Robert's Rules of Order* shall apply.
- D. The *By-Laws of the CUNY Board of Trustees* or the *Charter for a Governance of Hunter College* shall supersede any SON By-laws where inconsistencies exist.

## **ARTICLE VI – AMENDMENTS**

### **1. Procedures**

- A. All proposed amendments to these By-laws shall be submitted in writing to all voting faculty at least five working days in advance of the meeting at which they are to be considered.
- B. Amendments must be approved by a two-thirds majority of the voting faculty who are present at the meeting at which the vote takes place.
- C. Amendments become effective as soon as they are approved by all relevant governance bodies including the Hunter College Senate.