



UTAH VALLEY STATE COLLEGE
Policies and Procedures

POLICY TITLE	Department of Nursing Faculty Organization	Policy Number	104F
Section	NURSING FACULTY BYLAWS	Approval Date	10/18/07
		Effective Date	10/18/07

I. PURPOSE

- A. The Purpose of the Nursing Faculty Organization is to provide a structure for planning, communicating, coordinating, evaluating and implementing policies pertaining to the nursing faculty and students and their interaction with:
1. The School of Sciences and Health
 2. Community Services
 3. Utah Valley University
 4. State Board of Nursing and other accrediting bodies

II. REFERENCES

III. DEFINITIONS

IV. POLICY

- A. Membership will include:
1. All full-time contract faculty in the Department regardless of tenure status.
 2. A minimum of one student representative from each level of the curriculum.
 3. Adjunct faculty members are encouraged to attend meetings.
- B. Voting Privileges
1. All full time faculty in the Department of Nursing are voting members of this organization regardless of tenure status.
- C. OFFICERS AND THEIR DUTIES
1. The officers of the Nursing Faculty Organization shall be:
 - a. The chairperson of the organization is the Utah Valley University Nursing Department Chair.
 - b. The Associate Chair who serves as the chair in the absence of the chairperson.
 - c. One departmental secretary designated by the Director.
 2. The chairperson's duties include but are not limited to:
 - a. Call and chair the meetings.



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- b. Serve as an ex-officio member of all standing committees.
 - c. Vote only in case of a tie-vote.
- 3. The Associate Chair’s duties include but are not limited to:
 - a. Serve in the absence of the chairperson.
- 4. The administrative assistant’s duties include but are not limited to:
 - a. Coordinate the recording of minutes of meetings including decisions and/or actions taken.
 - b. Review the minutes and distribute to all members after a scheduled or called meeting.

V. PROCEDURES

A. MEETINGS

- 1. Regular meetings and special meetings may be held.
 - a. Regular meetings: One to two meetings will be held per month during the academic year. These will be scheduled at a time and place set by the chairperson. Additional meetings may be called by the chairperson as the need arises. Meeting schedule to be set the first month of the Fall semester.
 - b. Special meetings may be called by the chairperson, or upon written request of at least 20% of the faculty. The agenda at the special meeting shall be limited to the subject for which meeting was called. Special meetings must be called within ten working days of the request. Forty-eight hours notice must be given to faculty prior to special meetings.
- 2. Agenda and Minutes:
 - a. The chairperson is responsible for setting the agenda.
 - b. The agenda is distributed to all Nursing Faculty Organization members one working day prior to the meeting.
 - c. The original agenda and all Nursing Faculty Organization minutes will be kept in a master file in the Department of Nursing.
- 3. A quorum is two-thirds of the total faculty members of the Nursing Faculty Organization membership. A quorum must be present for business to be conducted.



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Voting

1. A simple majority of those voting shall be required to carry a motion.
2. Voting may be conducted by written ballot, show of hands, voice, or absentee ballot.
3. Policy or curriculum revisions must be distributed to all faculty in written or electronic format a minimum of 5 working days prior to the meeting at which a vote will take place. A vote of 2/3 of the members present is necessary to waive this requirement.

AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or called meeting of the Nursing Faculty Organization by a two-thirds vote of the members present and voting, provided the proposed amendments have been distributed to all members five working days prior to the meeting.