**School of Nursing Organization (SNO)**

**By-Laws**

1. **Name**: The organization will be known as the School of Nursing Organization (SNO) of Pacific Lutheran University.
2. **Purpose**: Within the framework and philosophy of Pacific Lutheran University and the School of Nursing, the purposes of this organization will be to:
3. Participate in the process of strategic planning for the School of Nursing (SoN).
4. Develop, implement, and evaluate the curricula for the SoN.
5. Develop and recommend SoN student and faculty policies.
6. Promote professional growth and development of students and faculty.
7. Foster program evaluation and continuous quality improvement for the School of Nursing.
8. **Membership**: Membership includes the SoN Dean, Associate Dean, Program Coordinator(s), faculty, Student Placement Coordinator(s), and the Advising, Admissions, and Student Support Coordinator. Faculty holding a 0.5 FTE or greater appointment in the School of Nursing are eligible to vote, must serve on SNO committees, and are eligible to hold office in the School of Nursing Organization. Faculty holding less than a 0.5 FTE appointment have voice privilege and may vote when present but are not required for quorum, and may volunteer to serve on committees. Electronic voting is permitted when needed at the discretion of the SNO chair.
9. **Officers**: Officers shall consist of Chair and Chair-Elect of the SNO; Chair and Chair-Elect of the standing committees: Recruitment, Admissions, and Progressions Committee (RAP); Curricula and Instruction Committee (CIC); the Faculty Recruitment, Achievement, and Development Committee (RAD); and the Program Evaluation Committee (PEC). SNO officers will be elected annually at the May SNO meeting. Faculty serving in administrative leadership roles are not eligible to serve as officers.

**Roles and Responsibilities of the SNO Officers:**

A. **The SNO Chair:**

1. Represents and provides leadership for the SNO membership.

2. Presides at the SNO and Executive Council (EC) meetings.

3. Prepares the SNO Agenda with input from EC.

4. Coordinates faculty forums with the EC and RAD Committee Chair.

5. Ensures that proper records of SNO meetings are maintained, with SoN administrative staff support.

6. Serves a term of one year.

B. **The SNO Chair-Elect:**

1. Assumes the duties of the SNO Chair in her/his absence.

2. Ensures that proper records of EC meetings are maintained.

3. Guides parliamentary procedures at SNO and EC meetings and serve as a procedural consultant to SNO committees.

4. Serves a term of one year, and proceeds to Chair of SNO.

C. **Committee Chairs:**

1. Preside at committee meetings.

2. Prepare the agenda for the committee.

3. Submit goals for the academic year to EC for review and coordination prior to presentation to the faculty at the October SNO meeting.

4. Submit an annual report by May 30th, or final committee meeting of the academic year, in the committee folder of the SAKAI SoN Program site that reflects:

a. Annual goals.

b. The achievement and evaluation of those goals.

c. The contributions of individual members in the achievement of those goals.

5. Serve a term of one year as committee chair.

6. Collaborate with other committees as needed.

7. With committee recommendation, organize and ascertain student members as required.

**D**. **Committee Chair-Elect**

1. Assist the Chair in the performance of her/his responsibilities.

2. Serve as recorder if staff support not available and ensure that proper records of committee meetings are maintained and posted.

3. Assume the duties of the Chair in her/his absence.

1. **Election Procedures**: Elections will be conducted as follows:

1. An announcement of the available positions for each committee as well as the SNO Chair-Elect position will be provided to the faculty from the EC before the SNO meeting in April each academic year.

2. Faculty will be invited to self-nominate for any available position if eligible. If serving on a committee or in a leadership position faculty must complete their obligated term in that position before beginning to serve in another. Nominations will be accepted if received on or before the SNO meeting in April. The names of those who are willing to serve will be presented at the April SNO meeting.

3. Nominations will also be accepted from the floor at this meeting with the permission of the nominee. All eligible nominees for each position will be placed on the ballot. At least one name must be on the ballot for each position. If this is not accomplished the EC will be responsible for selecting an eligible candidate for the position. Faculty recommendations will be considered.

4. Elections will take place at the May SNO meeting.

5. Confirmation of the final SNO committee slate will occur at the first SNO meeting of the academic year during University Conference period.

1. **SNO Meetings:**
2. SNO meetings will be held at least once a month during the academic year and as needed.
3. Special meetings may be called by the Chair upon the request of any member.
4. SNO minutes will be recorded by SoN administrative support staff. Minutes will be posted electronically and maintained in hard copy.
5. Quorum is defined as a majority of all the members described in section III, above, representing faculty with 0.5 FTE appointment or above and in attendance at that meeting. A sign-in sheet will identify members with employment status of 0.5 FTE or greater in order to determine whether a quorum is present for voting.
6. **Committees:** The standing committee(s)/council(s) will be: The Executive Council (EC); Student Recruitment, Admissions, and Progressions (RAP) Committee;Curricula and Instruction Committee (CIC); Faculty Recruitment, Advancement, and Development (RAD) Committee; and the Program Evaluation Committee (PEC).

**A. Committee Membership:**

1. Committee chairs will be elected by the SNO membership at the May SNO meeting and a final slate confirmation at the first SNO meeting of the academic year during University Conference period.
2. Each will have a Chair, Chair-Elect, and other members as needed. Each year the SNO will elect a Chair-Elect, and other members as needed. Additional appointments may be made from within the committee as needed.
3. Those elected to the committee as Chair-Elect will serve in this position for one year and will then become the committee Chair
4. All committee terms will be for a minimum of 3 years.

**B. Executive Council (EC)**

The purpose of the Executive Council (EC) is to: Coordinate the governance of the School of Nursing Organization, to facilitate the achievement of the SoN mission, goals, and program outcomes as set forth by the faculty.

Membership will consist of:

1. SNO Chair, who will serve as Chair of EC.
2. SNO Chair-Elect
3. Chairs of standing committees.
4. Associate Dean(s) / Program Coordinator(s).
5. Dean.

Functions and responsibilities of the EC include but are not limited to:

1. Facilitate strategic planning and identification of annual priorities for the SNO.
2. Coordinate and evaluate the work of the standing committees.
3. Communicate with the faculty the activities of the Executive Council.
4. Identify and recommend additional resources required to accomplish the work of the standing committees.
5. Ensure the business of SNO is completed and recorded, including SNO minutes, committee/council minutes, goal statements, annual reports, and any related attachments.
6. Annually review SoN strategic initiatives and indicators, and present to faculty for appropriate action.
7. Review the SNO by-laws annually and make recommendations for revision at the May SNO meeting.
8. Annually present the slate for SNO committee officers.
9. Proposed committee membership will be presented to SNO at the April SNO meeting. The slate will include the faculty representative to the PLU Nursing Alumni Board, Library Liaison, and Delta Iota Chi Faculty Advisor.

**C. Student Recruitment, Admissions, and Progressions Committee (RAP)**

The purpose of theStudent Recruitment, Admissions, and Progressions Committee(RAP) committee is to: Facilitate the development, maintenance, and implementation of School of Nursing (SoN) recruitment, admissions, and progressions policies and procedures; foster student development; and coordinate development of School of Nursing policy relating to students.

Membership will consist of:

1. A minimum of four faculty members, at least one of whom will be tenured/tenure track and faculty representation from both undergraduate and graduate programs.
2. Advising, Admissions, and Student Support Coordinator.
3. Associate Dean(s) / Program Coordinator(s).
4. Four students: One undergraduate, one Entry Level Masters, one post-licensure masters, and one doctoralrepresentative will be selected by the RAP committee.
5. Student Placement Coordinator(s) serves in an advisory capacity.

Functions and responsibilities of the RAP committee include but are not limited to:

1. Develop, update, and implement policies and procedures for recruitment, admissions, and program progressions. These may include: retention, probation, disciplinary actions, progression, graduation, recognitions, and the awarding of scholarships.
2. Develop and update documents and forms used in recruitment, admissions, and progressions.
3. Facilitate the student recruitment process.
4. Review and recommend to the Dean applicants for admission to the undergraduate and graduate programs.
5. Implement policies and procedure(s) regarding health requirements, contractual obligations of students, and other issues that affect the academic progress of students.
6. Facilitate due process for academic progressions.
7. Maintain School of Nursing student handbooks and communicate approved policies and procedure(s) to persons responsible for appropriate school and university publications.
8. Communicate updates and revisions of student policies to the students.
9. Coordinate student recognition programs.
10. Assure appointment of a Faculty Advisor to Delta Iota Chi

A quorum for RAP is defined as:

1. Four or more RAP members in attendance.
2. Of the four members, three must be faculty.
3. Representation of the relevant academic program must be present for student hearings.

**RAP Application and Scholarship Review Sub-committee:**

The purpose of the RAP Application and Scholarship Review sub-committee is to: Assist in the application and scholarship review process.

Membership will consist of:

1. A minimum of three faculty.
2. A maximum of two students.
3. Advising, Admissions, and Student Support Coordinator serves as facilitator of RAP Application and Scholarship Review sub-committee.
4. Approval of RAP sub-committee membership will rest with RAP.
5. Any School of Nursing faculty, at any appointment level, may be a member. A three year commitment is not required.

Functions and responsibilities of the RAP Application and Scholarship Review sub-committee include but are not limited to:

1. Review and recommend to the Dean applicants for admission to the undergraduate and graduate nursing programs.
2. Review and recommend to the Dean recipients for scholarships or awards.
3. Applications to advanced clinical practice programs must be reviewed by advanced clinical practice faculty members.

**D. Curricula and Instruction Committee (CIC)**

The purpose of the Curricula and Instruction Committee (CIC) is to**:** Develop, monitor, update, and evaluate the SON curriculum and teaching/ learning methods. The CIC is responsible for policies related to curriculum and teaching/learning, including but not limited to: testing, grading, textbook policies, simulation, computer assisted learning, and curriculum evaluation and revision.

Membership will consist of:

1. A minimum of four faculty members, at least one of whom will be tenured/tenure track.

2. Faculty representation from the BSN, MSN, and DNP programs will be attempted.

3. Representation of the practice areas will be attempted, but may be provided by invitation as needed.

4. Dean and/or Associate Dean(s) / Program Coordinator(s)

5. Four students: two undergraduate, one masters, and one doctoral representatives will be selected by the committee, based on faculty recommendation.

Functions and responsibilities of the CIC committee include but are not limited to:

1. Provide leadership in establishing the end-of-program outcomes for the SoN academic programs.

2. Develop and evaluate curricula in accordance with the established undergraduate/ graduate program outcomes and professional standards and guidelines.

3. Provide leadership for the development, maintenance, updating, and revision of documents on curricular threads and content mapping.

4. Direct and conduct the Quality Cycle for Course and Curriculum Review, as outlined in the School of Nursing Systematic Evaluation Plan.

5. Conduct formal reviews of courses and of the curriculum, and inform faculty of findings annually and/or as indicated.

6. Monitor textbooks and teaching/learning resources.

7. Assure appointment of a Library Liaison.

8. Develop SON academic policy related to: testing, grading, textbook policy, simulation, computer assisted learning, and curriculum evaluation and revision.

**E. Faculty Recruitment, Advancement, and Development (RAD) Committee**

The purpose of the Faculty Recruitment, Advancement, and Development (RAD) Committee is to**:** Collaborate in the recruitment of tenure track faculty; support the advancement and development of all faculty; facilitate team-building within the School of Nursing; and foster collaborative alumni relations.

Membership will consist of:

1. A minimum of three faculty members, at least one of whom will be tenured/tenure track.
2. Recommend a minimum of three (3) tenure track faculty
3. Dean or his/her designee.

4. One post-licensure graduate student.

Functions and responsibilities of the RAD committee include but are not limited to:

1. Coordinate recruitment of tenure-track nursing faculty, including collaboration on position descriptions and outreach, facilitating candidate screening and interviews, facilitating stakeholder involvement, and aggregating input for making recommendations to the Dean regarding hire.
2. Provide input on the recruitment and screening of benefitted contingent faculty as needed.
3. Provide an orientation program and ongoing mentoring process for new faculty members.
4. Facilitate faculty development.
5. Coordinate J-term faculty workshops and issues forums.
6. Facilitate the tenure and promotion process for the SoN faculty, articulating expectations for:
   1. Teaching excellence
   2. Scholarly activities
   3. Service
   4. Practice
7. Coordinate the development, revision, and maintenance of a School of Nursing faculty handbook.
8. Facilitate the process of selection of Faculty Fellows for recommendation to the Dean.
9. Coordinate and administer recognition of special occasions, awards, and recognitions for faculty and staff.
10. Coordinate faculty-related components of program evaluation.
11. Collaborate with CIC and relevant faculty in the development of preceptor policies and handbooks.
12. Assure a faculty Alumni Representative
13. Collaborate with the faculty alumni representative to advance alumni relations.
14. Assure PLU Sigma Theta Tau International Counselors have been selected.

##### F. Program Evaluation (PEC) Committee

The purpose of the Program Evaluation (PEC) Committee is to: Facilitate the development, maintenance, and implementation of School of Nursing (SoN) evaluation/assessment and improvement activities and processes.

Membership will consist of:

1. A minimum of three faculty members, at least one of whom will be tenured/ tenure track.
2. Dean or his/her designee.

3. One post-licensure graduate student

Functions and responsibilities of the PEC committee include but are not limited to:

1. Develop, review, and monitor SoN program evaluation, assessment of student learning, and quality improvement processes and activities.

2. Coordinate nursing program assessment and evaluation activities, as described in the SoN Systematic Evaluation Plan.

3. Review the effectiveness of plans and practices for program evaluation and assessment of student learning.

4. Collaborate with SoN administration, committees, and support staff in regard to preparing, distributing, recording, collating, and maintaining assessment/evaluation data and materials.

5. Receive and review processed evaluation data, identifying trends and patterns.

6. Collaborate with appropriate SoN committees for the review and analysis of evaluation reports, and with the SoN for discussion, analysis, and quality improvement decision making.

7. Recommend SoN improvement initiatives based on the analysis of assessment/evaluation data.

8. Collaborate with SoN administration and committee chairs for the planning and implementation of an annual SoN Evaluation Day.

9. Facilitate articulation of SoN assessment/evaluation initiatives with those of the University.

10. Follow-up regarding effectiveness of quality improvement initiatives.

11. Monitor and propose revisions to the SoN Systematic Evaluation Plan.

## G. Committee meetings/records

1. The minutes of SNO and standing committee meetings will be available to all SNO members. Original/corrected copies are kept on file in the SoN file.
2. Dates and agenda of committee meetings will be communicated appropriately so the other SNO faculty members may attend or provide input.
3. Committee minutes will include: topics, decisions made, and actions. Accountable persons will be identified. Attachments and/or documents will be included.
4. Recommendations for SNO consideration will be distributed to SNO members at least five (5) days in advance of the SNO meeting.

### Parliamentary Procedure

Robert’s Rules of Order (Revised) will be the guide for the conduct of all meetings and the authority for matters not covered here-in.

#### Amendment of Bylaws

Rules and regulations may be amended at any SNO meeting by a two-thirds majority vote providing:

1. The proposed change(s) have been presented to the members in writing at least two (2) weeks prior to the time of the meeting, and
2. The proposed change is congruent with University policy.

Revision/Approval History:

5/27/2015 SNO

9/1/2016 SNO

5/17/2017 SNO

5/16/2018 SNO

5/15/2019 SNO

5/19/2020 SNO