

West Virginia University

School of Nursing

Bylaws

February 11, 2008 revision

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WEST VIRGINIA UNIVERSITY  
SCHOOL OF NURSING  
(WVUSON)  
BY-LAWS

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## PREAMBLE

The Bylaws of the Faculty of the School of Nursing are consistent with applicable laws, policies, and regulations of West Virginia (WV) and West Virginia University (WVU), including the current edition of the following:

Series 9 Academic Freedom, Professional Responsibility, Promotion and Tenure

Faculty Handbook - WVU

WVU Faculty Senate Handbook

WVUSON Guidelines for FRPT

Faculty Evaluation Guidelines

WVU Web Site: [www.wvu.edu](http://www.wvu.edu)

WVU School of Nursing Web Site: [www.hsc.wvu.edu/son](http://www.hsc.wvu.edu/son)

## BYLAWS

### Article I. Name

The name of the organization is the Faculty Organization of The West Virginia University School of Nursing (WVUSON).

### Article II. Membership

- A. Membership. The membership of the Faculty Organization shall be determined by Series 9.
- B. Voting. Voting privileges are reserved to faculty members who hold tenure, tenure-track (probationary), clinical-track, lecturer track, or temporary appointments at ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer, and who are employed half-time or more.
- C. Students, staff, and community of interest members may be appointed to appropriate committees and shall thereby have voting privileges. Liaison members appointed to committees shall be non-voting members on committees.

### Article III. Authority and Responsibility of the Faculty

In addition to the powers delegated to the Faculty of the School of Nursing by the Dean, the Faculty shall have the authority and responsibility to:

- A. Develop, implement and evaluate academic programs of the WVUSON;
- B. Determine the requirements for admission, progression, degrees, programs of study, and major changes in curriculum, subject to approval by the Dean.
- C. Recommend to the Dean general academic and educational policies of the WVUSON;
- D. Meet and discuss issues relating to the mission and function of the WVUSON;
- E. Legislate for the internal governance of the WVUSON in accordance with these Bylaws; and
- F. Make recommendations to the Dean and to act upon reports from committees, the Dean, and others as indicated.

### Article IV. Quorum

A simple majority of the faculty shall constitute a quorum. A simple majority shall be defined as fifty-one percent, excluding the presence and vote of the Chairperson or acting Chairperson. The quorum shall apply to faculty and other appointed or elected committees of this organization.

### Article V. Faculty Officer

- A. The Chairperson of the Faculty Organization shall be elected by the Faculty for a term of two years. The Chairperson of the Faculty Organization shall preside at meetings of the Faculty Organization. The past Chairperson of the Faculty Organization shall preside at the meetings of the Faculty Organization in the absence of the Chairperson of the Faculty Organization. The Dean's Secretary shall record the minutes of the Faculty Organization meetings and shall keep a current list of all faculty members with voting privileges as well as a current membership roster of Faculty committees and Task Forces.

- B. Eligibility: Faculty Officer

The Chairperson of the Faculty Organization shall be a tenured faculty member. The Chairperson of the Faculty Organization cannot succeed himself/herself. A minimum of two years shall pass before being eligible to run for Chairperson of the Faculty Organization after having served in that office.

- C. Elections: Faculty Officer and Committee Members

- 1) Annually, at the faculty meeting in April, a slate of candidates will be presented by the Nominating Committee to the Faculty Organization for the office of Chairperson of the

Faculty Organization and members of the Nominating Committee. In even years, the office of Chairperson of the Faculty Organization and two members of the Nominating Committee shall be on the slate. In odd years, one faculty member for the Nominating Committee shall be on the slate. Additional nominations may be made from the floor.

- 2) Voting for Chairperson of the Faculty Organization shall be by secret ballot no later than May 1, annually, for terms to begin immediately following the election.
- 3) The Nominating Committee shall be responsible for holding all elections and serving as tellers.
- 4) Terms for the office of Chairperson of the Faculty Organization and membership on the Nominating Committee shall be for two years.

#### Article VI. Faculty Meetings

- A. Meetings. Four meetings of the Faculty Organization shall be held during the months of September, November, February, and April during the academic year. An agenda notifying faculty of the meeting shall be sent by the Chairperson of the Faculty Organization to all members of the faculty at least two weeks in advance of the meeting.
- B. Annual Meeting. The annual meeting of the Faculty Organization for the academic year shall be called during August of the Fall semester and shall be designated the Fall Convocation. The business of the Fall Convocation shall include, but not necessarily be limited to the Dean's State of the School Address and election of the members for the School of Nursing FRPT Committee.
- C. Special Meetings. The Chairperson of the Faculty Organization may call special meetings of the Faculty Organization. A special meeting shall be called following a written request of twenty percent of the members of the Faculty or at the request of the Dean. Notice of special meetings shall be distributed to all members of the Faculty Organization one week in advance.

#### Article VII. Committees

- A. Committees. The Faculty Organization and Dean may establish standing committees, ad hoc committees and task forces as necessary. Standing Committees must be added to the By-Laws through the amendment procedure. All Committees and task forces shall give a written (e-mail) end-of-year/task report to the Dean and the faculty. A list of all committees and task forces shall be kept by the Dean's Secretary for annual review.
- B. Organization
  - (1) Standing School committees, as described in Section F of this article, shall be established to fulfill regular or recurring faculty responsibilities and to deal with issues

requiring continued consideration, assessment, evaluation, negotiation, and communication for effective conduct of WVUSON affairs.

- (2) Ad hoc committees may be appointed or elected as the need arises to consider problems requiring short-term consideration, action, and recommendations.
- (3) Task Forces may be appointed or elected as the need arises.

C. Responsibilities

- (1) The responsibilities, membership, meeting, and reporting of standing committees are described in Section F of this Article.
- (2) The responsibilities of an ad hoc committee or task force shall be clearly stated in the resolution or motion creating such a committee. The functions and responsibilities of an ad hoc committee or task force established by administrative action shall be stated to the faculty at the time of the committee or task force's formation.

D. Membership

- (1) Unless otherwise indicated, all members of the faculty, students, and other persons as appropriate are eligible for membership on standing committees, ad hoc committees, and task forces.
- (2) Members elected/appointed to fill unexpired terms shall serve only for the duration of the unexpired term. Standing committee memberships shall become effective upon appointment immediately following the annual faculty meeting.

E. Meetings

- (1) Each committee shall set its own schedule of meetings appropriate to the committee's function.
- (2) All committee meetings, with the exception of the FRPT Committees, shall be open to all faculty as non-voting members.

F. Standing Committees – Membership, Responsibilities and Term of Service. Standing committees with the following membership responsibilities are hereby established by the Dean and Faculty Organization and shall include:

- (1) The School of Nursing FRPT Committee
  - a) Membership

This committee will consist of three members elected by the Faculty Organization and

two members appointed by the Dean. Appointments shall be made to achieve balance among campus, rank, tenure, and departments. The Chairperson shall be elected by the committee from among tenured faculty. Due to the nature of the business of this committee, there will be no student representation. In the event that a person holding advanced practice certification is not an elected member of the committee, the Dean will address this in his/her appointments.

b) Responsibilities

The responsibilities of this committee shall be to:

- 1) Review, develop, and recommend policies for faculty retention, promotion, and tenure to ensure their congruency with the standards and policies of WVU.
- 2) Review all tenure track faculty for retention in the third year of tenure track appointments and all applications for promotion and/or tenure using existing WVU and WVUSON criteria.
- 3) Prepare a signed and dated written evaluation of each faculty reviewed and provide unequivocal recommendations to the Dean.

c) Term of Service

The term by election to this committee shall be for two years, with two members being elected in odd years and one member in even years. The term for members appointed by the Dean shall be two years, with one member appointed each year. Members, elected or appointed, cannot succeed themselves and at least one term shall expire before they are eligible to serve again.

d) Vacancy

In the event of vacancy in an elected position, a special faculty election will be held.

(2) The FRPT Committee for each Morgantown Department, the Charleston Division, and the WVUTECH Department

a) Membership

Members of these Committees shall be elected by the faculty of each Morgantown Department, the Charleston Division, and the WVUTECH Department, and shall consist of a minimum of three persons, two tenured and one non-tenured (when possible) from each of the two Morgantown departments, the Charleston Division, and the WVUTECH Department. The tenured faculty member continuing on the committee shall be Chairperson. The committee should reflect the make up of the Department/Division. Tenure and promotion decisions will be conducted by the

addition of tenured members of the other Departments/Division as necessary.

b) Responsibilities

The responsibilities of these committees shall be to:

- 1) Provide an annual review of each faculty member's personnel file for retention, promotion, tenure, and merit in light of existing WVU and WVUSON criteria.
- 2) Prepare signed and dated written evaluations and unequivocal recommendations for retention, promotion, tenure, and merit of each faculty reviewed to the Department Chairperson, the Chairperson of the Charleston Division, or the Chairperson of the WVUTECH Department as indicated.

c) Term of Service

The term by election to this committee shall be two years with one member elected in odd years and two members elected in even years.

(3) The Graduate Faculty Committee

a) Membership

Members include all faculty in the School of Nursing who hold associate or regular WVU graduate faculty status. One member shall be elected to serve a two-year term as chairperson. Members who are administrators are ineligible to serve as chairperson. A faculty member may serve a maximum of two consecutive terms as chairperson.

b) Responsibilities

The responsibilities of this committee shall be to maintain the integrity of the graduate programs which include:

- 1) Debate and decide upon recommendations for curriculum changes from the graduate curriculum committees.
- 2) Review graduate end-of-program evaluations and make recommendations to course faculty, the appropriate curriculum committee and the Outcomes Committee.
- 3) Review periodically graduate faculty membership criteria for relevance to the mission and goals of the School of Nursing and approve School of Nursing graduate faculty membership according to WVU and WVUSON established criteria.

c) Term of Service

- 1) Members will serve as long as they maintain either regular or associate WVU graduate faculty status.

d) Meetings

The committee shall meet at least two times in the Spring and Fall semesters in the month following the graduate curriculum committee meetings. The chairperson will solicit meeting agenda items from members and will circulate the agenda prior to each meeting.

(4) The MSN Curriculum Committee

a) Membership

Members of the MSN Curriculum Committee shall be regular or associate members of the WVU Graduate Faculty. Members of this committee shall be elected by the Morgantown/Charleston departmental faculty and include one elected from the Health Restoration Department, one from the Health Promotion/Risk Reduction Department and one from the Charleston Division. One member shall be elected as chairperson of the committee. The Associate Dean of Graduate Affairs or designee, will serve as a liaison to the BSN Curriculum Committee. In the event that a person holding advanced practice certification is not a member of the committee then the Dean will appoint one. A representative from the community of interest and a student representative shall be appointed. The Associate Dean for Undergraduate Academic Affairs or designee will serve as a liaison to the MSN Curriculum Committee. The Associate Dean for Graduate Academic Affairs and the Associate Dean for Academic Affairs, WVUSON Southern Region shall serve as members but cannot serve as chairperson. The coordinator of the Family Nurse Practitioner (FNP), and the Pediatric Nurse Practitioner (PNP) programs will serve as members of this committee.

b) Responsibilities

The responsibilities of this committee shall be to maintain the integrity of the graduate curriculum which include:

- 1) Evaluate the course offerings for their relevance to the mission and goals of the school and the needs of the society, to ensure the integrity of the curriculum;
- 2) Review course descriptions and outcomes of all proposed, revised, required, and elective graduate courses for comprehensiveness, efficiency, and sequence;

- 3) Follow the WVUSON evaluation plan for review of courses;
- 4) Initiate and/or review recommendations regarding curricular matters.

c) Term of Service

The term by election to this committee shall be two years. Members will be elected from the Health Restoration Department and Charleston division in even years and members from the Health Promotion/Risk Reduction Department in odd years.

5) The DNP Curriculum Committee

a) Membership

Members of the DNP Curriculum Committee shall be elected from those faculty members who teach in the DNP program. This includes faculty members who serve on capstone committees. A majority of the members shall be faculty who are regular or associate members of the WVU Graduate Faculty, and a majority should hold or have held advanced practice certification. Where possible, all departments and involved campuses should be represented. The committee will elect a chair annually. The Associate Dean for the Southern Region will serve as a member and liaison to the MSN Curriculum Committee. The Associate Dean Graduate Academic Affairs will serve as a member and liaison to the Graduate Faculty Committee. Faculty from each tract should be represented. A representative from the community of interest and a student representative shall be appointed. The DNP student advisor and the Director of Faculty Practice shall be ex officio members of the committee, without voting privileges.

b) Responsibilities

The responsibilities of this committee shall be to maintain the integrity of the DNP curriculum which include:

- i. Evaluate the course offerings for their relevance to the mission and goals of the school and the needs of the society, to ensure the integrity of the curriculum;
- ii. Review course descriptions and outcomes of all proposed, revised, required, and elective graduate courses for comprehensiveness, efficiency, and sequence;
- iii. Follow the WVUSON evaluation plan for review of courses;
- iv. Initiate and/or review recommendations regarding curricular matters.

c) Term of Service

The term by election to this committee shall be two years. One half of the members

will be elected in even years and one half in odd years.

6) The PhD Curriculum Committee

a) Membership

Members of the PhD Curriculum Committee shall be regular or associate members of the WVU Graduate Faculty who teach in the PhD program. This includes faculty who serve on qualifying examination or dissertation committees. The majority of members shall be elected faculty members from the School at large. Where possible, all departments and involved campuses should be represented. The committee will elect a chair annually. The Associate Dean for the Southern Region or faculty designee shall serve as a member of the committee and liaison to the MSN and DNP Curriculum committees. The Associate Dean for Graduate Affairs shall serve as a member of the committee and liaison to the Graduate Faculty committee. A representative from the community of interest and a student representative shall be appointed. The Associate Dean for Research shall be an ex officio member of the committee, without voting privileges.

b) Responsibilities

The responsibilities of this committee shall be to maintain the integrity of the PhD curriculum which include:

- i. Evaluate the course offerings for their relevance to the mission and goals of the school and the needs of the society, to ensure the integrity of the curriculum;
- ii. Review course descriptions and outcomes of all proposed, revised, required, and elective graduate courses for comprehensiveness, efficiency, and sequence;
- iii. Follow the WVUSON evaluation plan for review of courses;
- iv. Initiate and/or review recommendations regarding curricular matters.

c) Term of Service

The term by election to this committee shall be two years. One half of the members will be elected in even years and one half in odd years.

(7) The Undergraduate Faculty Committee

a) Membership

Members shall include all faculty who teach at least half-time in the undergraduate

curriculum. One member shall be elected to serve a two-year term as Chairperson. Members who are administrators are ineligible to serve as chairperson. A member may serve a maximum of two consecutive terms as chairperson.

b) Responsibilities

The responsibilities of the committee shall be to maintain the integrity of the undergraduate program which include:

- 1) Reviewing recommendations for curriculum changes from the BSN Curriculum Committee prior to WVUSON, WVU Senate and WV Board of Examiners for Registered Professional Nurses approval.
- 2) Reviewing BSN end of program evaluations and make recommendations to BSN Curriculum Committee and to the Evaluation Committee.

c) Term of Service

Members will serve as long as they continue to teach at least half-time in the undergraduate program.

d) Meetings

The committee shall meet at least one time in the Fall & Spring semesters via email list serve. The chairperson will solicit agenda items from members and circulate the agenda prior to each meeting.

(8) The BSN Curriculum Committee

a) Membership

Members to this committee will be elected by the Morgantown departmental faculty, by Charleston Division faculty, West Virginia University – Parkersburg (WVU-P) faculty, West Virginia University Institute of Technology (WVUTECH) faculty, Glenville State College (GSC) faculty, and Potomac State College (PSC) faculty. Members will include one member elected from each of the two Morgantown Departments, one member from the Charleston Division, two members from WVUTECH Department, one member from WVU-P, one member from GSC, and one member from PSC. The chairperson of the BSN Curriculum Committee will be elected by the Committee. A member may serve a maximum of two consecutive terms as Chairperson. The Associate Dean of Undergraduate Academic Affairs or designee will serve as a liaison to the MSN Curriculum Committee. The Associate Dean of Graduate Academic Affairs or designee shall serve as the liaison to the BSN Curriculum Committee. The committee shall have one undergraduate senior student representative elected by the Student Nurses Association. A representative from the

community of interest shall be appointed by the Associate Dean for Undergraduate Academic Affairs and shall serve as a member but cannot serve as chairperson. The Associate Dean for Undergraduate Academic Affairs shall serve as a member but cannot serve as chairperson.

b) Responsibilities

The responsibility of this committee shall be to maintain the integrity of the undergraduate curriculum which include:

- 1) Review course descriptions and outcomes in all proposed, revised, required, and elective undergraduate courses, for comprehensiveness, efficiency, and sequencing in the total curriculum;
- 2) Determine if course offerings are congruent with the mission and goals of the School and the needs of society, to ensure the integrity of the curriculum.
- 3) Initiate and/or review recommendations for curricular change;
- 4) Present proposed courses and/or course changes to the undergraduate faculty for vote and to the total faculty for information purposes; and
- 5) Follow the WVUSON evaluation plan for review of courses.

c) Term of Service

The term by election to this committee shall be two years with one member from each Morgantown department and Charleston elected every two years, one member from WVUTECH and PSC elected in odd years, and one member from WVU-P and GSC elected in even years.

(9) Program Admission Committees

a. Structure:

The School of Nursing shall have three admissions committees: BSN, MSN/DNP and PhD.

b. Membership

- i. Each committee will be chaired by the Assistant Dean for Student Services.
- ii. The Associate Dean for the Southern Region and the appropriate Associate Dean for Academic Affairs (Undergraduate or Graduate) shall also serve as members.

- iii. Coordinators of any subunits or tracts within a program will serve ex officio on the admission committee for that tract and have voting privileges for admission to that tract.
- iv. The majority of committee members shall be faculty who teach in the specific program and shall be elected by the total Faculty each May.
- v. No faculty member may serve on more than one admissions committee at a time.
- vi. The following guidelines for electing faculty members will assure appropriate representation:
  - a. BSN Admissions Committee
    - i. One member each from Potomac State, Glenville, and WVU Parkersburg,
    - ii. One member who teaches in the RN to BSN program in Charleston,
    - iii. Two members from each of the Morgantown departments, and from the WVU Tech Department
  - b. MSN/DNP Admissions Committee
    - i. At least one member with a DNP
    - ii. At least one member who is an ANP.
    - iii. At least one from the Charleston Division.
  - c. PhD Admissions Committee: At least one member from the Charleston Division

c. Responsibilities

The responsibilities of the committee shall be to

- i. Review policies relevant to admission and recommend changes
- ii. Review compiled admission characteristics of applicant pool and suggest future student recruitment needs
- iii. Recommend applicants to dean for admission
- iv. In programs where interview is part of the admission process, establish criteria, interview applicants, and write an account of the interview and application review.

d. Terms of Service

The term of service shall be for two years.

(10) The Nominating Committee

a) Membership

Representatives to this committee shall be elected by the departmental faculty and shall consist of two persons. The Committee shall elect its Chairperson immediately after the election in May.

b) Responsibilities

Responsibilities of this committee shall be to:

- 1) Seek candidates for the office of Chairperson and Nominating Committee from the Faculty Organization in the years designated by the Bylaws.
- 2) Prepare a slate of candidates for presentation at the April Faculty Organization meeting.

c) Term of Service

The term by election for this committee shall be two years, with one person elected in odd years and one person elected in even years.

(11) The Library Committee

a) Membership

Members for this committee shall be one member appointed by the Department Chairperson from each of the two Morgantown departments, one member from the Charleston Division appointed by the Chairperson of the Charleston Division, one member from the WVUTECH Department appointed by the Chairperson of the WVUTECH Department, and one member from the community of interest appointed by the Chairperson of the committee. The Chairperson will be elected by the Committee. Membership will also include a junior student elected annually by the Student Nurses Association and one graduate student appointed by the Chairperson of this committee annually from a list of volunteers to represent graduate education.

b) Responsibilities

The responsibilities of this committee shall be to:

- 1) Establish a schedule of review to examine the list of acquisitions of the Health Sciences Center Library and communicate new acquisitions to the faculty of the School at the beginning of each academic year;
- 2) Determine and keep current a set of criteria by which acquisitions and material selections will be made for the Library;
- 3) Recommend to the Library, requests for books and materials (including electronic materials) that support the curricula at the graduate and undergraduate levels;

- 1) Inform the Dean of Library resource needs congruent with the mission and goals of the school;

c) Term of Service

The term of appointment to this committee shall be two years, with the Health Promotion/Risk Reduction member elected in odd years and the Health Restoration member, the Charleston Division and WVUTECH member elected in even years.

(12) The Outcomes Assessment Committee

a) Membership

This committee will consist of three members elected by the Faculty Organization, one each representing faculty teaching primarily in the undergraduate programs, the MSN graduate programs, and the Doctoral programs; and two members appointed by the Dean. Appointments shall be made to achieve balance among campus, rank, tenure, practice, research, and departments. The Chairperson shall be the Director of Evaluation. The Associate Dean for Undergraduate Academic Affairs, the Associate Dean for Graduate Academic Affairs, and the Associate Dean for the Southern Region shall serve alternating one year terms. The Chairs of the Health Promotion/Risk Reduction, the Health Restoration Department, and the Charleston and WVUTECH Department will serve ex-officio on the committee. Membership will also include a senior student elected annually by the Student Nurses Association and one graduate student appointed by the Chairperson of this committee annually from a list of graduate students who have volunteered to represent graduate education. A community of interest member shall be appointed by the Chairperson of the Committee.

b) Responsibilities

The responsibilities of this Committee shall be to:

- 1) Communicate with stakeholders, including faculty and students regarding the evaluation process as set out in the current edition of the WVUSON Evaluation Plan.
- 2) Develop forms and procedures to evaluate educational processes, courses, program outcome criteria and teaching effectiveness from faculty, students, alumni, and employers of the graduates of the programs.
- 3) Develop, implement, monitor, and revise an ongoing system for evaluation and outcomes assessment, including data collection, analysis and application of analysis to changing outcomes related to teaching, research, practice, and service.

- 4) Report findings to appropriate individuals, and faculty committees for action.
- 5) Monitor actions taken to use outcome findings by educational programs in light of the WVUSON Strategic Plan.

c) Term of Service

The term of appointment to this committee shall be two years, with the Undergraduate and MSN program representative members elected in the even years, and the doctoral representative faculty member elected in the odd years.

(13) The Bylaws Committee

(a) Membership

The members shall be appointed by the Morgantown Department Chairpersons, the Chairperson of the Charleston Division, and the chairpersons of WVU-P, WVUTECH, GSC, and PSC. Membership shall consist of one appointed member from each of the two departments, Charleston Division, WVU-P, WVUTECH, GSC, and PSC.

(b) Responsibilities

The responsibilities of this Committee shall be to consider, edit, and update amendments to the WVUSON Bylaws.

(c) Term of Service

The term of appointment to this committee shall be for two years. The member from the two departments and the Charleston Division will be appointed in even years. The WVU-P, WVUTECH, GSC and PSC members will be appointed in odd years. The Chairperson for the committee shall be elected by the members.

(14) The Technical Resources Committee

a) Membership

Members of this committee shall be appointed by Morgantown Department Chairpersons. One member from each department, one member from the Charleston Division and one member from the WVUTECH Department will serve on the committee. The Chairperson for the committee shall be elected by the members.

b) Responsibilities

The responsibilities of this committee shall be to:

- 1) Develop policies and procedures related to the regulations and use of computer hardware, software, and other technical resources in the WVUSON;
- 2) Make recommendations to the Dean regarding the purchase of computer hardware, software, and technical resources, as well as distribution and utilization of these resources;
- 3) Make recommendation to the Dean for faculty development in the use of new and developing technologies for education, research, and service;
- 4) Make recommendations to the curriculum committees regarding the integration of nursing science, computer science, and information science into the curriculum of the WVUSON;
- 5) Develop a long term plan which provides for maintaining current technological resources.

c) Term of Service

The term of appointment on this committee shall be two years. Members will be appointed from the Health Restoration Department and the Charleston Division in even years, and a member from the Health Promotion/Risk Reduction Department, and the WVUTECH Department will be appointed in odd years.

### Article VIII. Reports

All committees, ad hoc and standing, and task forces of the Faculty Organization shall submit annual reports. The annual report, including all committee issues with decisions for the academic year of each committee/task force, shall be submitted to the Dean and the faculty before the May graduation date. All committees shall submit an electronic copy of minutes of each meeting to the Dean's Office as the official School of Nursing record.

### Article IX. Parliamentary Authority

In the absence of any Bylaws to the contrary, Robert's Rules of Order, shall govern transactions of this organization.

### Article X. Amendments

- A. Initiation. Proposals to amend these Bylaws must be initiated at a regular or special meeting of the faculty.
- B. Action. Notice of the proposed amendment shall appear in the agenda for the meeting, and shall be circulated to all members of the faculty at least two weeks before the meeting. Action on a proposed amendment shall be at a regular meeting or a special meeting of the faculty that is held not less than 14 days after the meeting at which it was initiated.
- C. Amendments must be enacted by the affirmative vote of two-thirds of the voting members of the faculty present. The vote can be electronic or paper ballot.

- \* Original Proposal Bylaws - (5/5/94)
- \* Amendment accepted - (10/00)
- \* Amendment accepted - (2/9/04)
- \* Amendment accepted - (4/11/05)
- \* Amendment accepted - (8/16/07)
- \* Amendment accepted - (11/5/07)
- \* Amendment accepted - (2-11-08)
- \* Amendment accepted - (2-11-08)