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UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS
COLLEGE OF NURSING
Bylaws of the General Faculty

UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS COLLEGE OF NURSING BYLAWS OF THE GENERAL FACULTY

RATIFIED BY THE FACULTY: April 2021

APPROVED BY THE EXECUTIVE VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS: January 13, 2022

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 1.0 – Name, Definitions, General Operating Principles, Purpose	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: April 27, 2020
File location: /	

Prevailing Authority of University Policies

The term “University Policies” shall refer (1) to any action, resolution, or policy of the University of Colorado System or Campus Administrative Policy, (2) any action or policy of the Anschutz Medical Campus Chancellor taken within their authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the President or by the Board of Regents. In the event of any conflict or contradiction between any bylaws of any school or college or any action taken by any school or college under the authority of its bylaws and any University Policy now in effect or adopted in the future, such school or college bylaw or action shall be superseded by the pertinent University Policy.

- 1) **Name:** The name of this organization is the University of Colorado Anschutz Medical Campus College of Nursing General Faculty.
- 2) **Definitions:**
 - a) **Primary Unit:** The Primary Unit consists of all tenured and tenure-track faculty at the College of Nursing regardless of percent effort. Only tenured faculty may vote on tenure reviews. Primary Unit faculty members who serve on committees at other levels of review (Vice Chancellor’s Advisory Committee, for example) may not participate in the Primary Unit’s promotion and tenure review discussions. For each tenure and/or promotion review, the chair of the Appointment, Promotion, and Tenure (APT) standing committee will convene the voting members of the Primary Unit (see APT standing committee by-laws).
 - b) **General Faculty:** The College of Nursing is a unit of the whole that includes all faculty. All College of Nursing faculty are members of the General Faculty.
 - i) Every faculty member (rostered) of the College of Nursing with an equal to or greater than 0.5 FTE appointment shall be a *voting* member of the General Faculty including:
 - (1) Professors, associate professors, assistant professors from the effective date of appointment
 - (2) Senior instructors and instructors
 - ii) Non-voting members of the General Faculty include the following:
 - (1) Faculty with less than 0.5 FTE appointment
 - (2) Professional research assistant
 - (3) College of Nursing Emeriti Faculty
 - (4) Visiting faculty
 - (5) Adjunct faculty
 - (6) Adjoint faculty
 - c) **Faculty Tracks (Article 5 of Regent Law)**
 - i) Tenure
 - ii) Instructional, Research, Clinical (IRC)

3) General Operating Principles:

- a) The General Faculty shall meet at least six times a year. Additional emergency meetings may be held at the request of the Dean or by petition of twenty-five percent of the voting members of the General Faculty. Advance notice of 10 business days shall be given to all members of the College of Nursing regarding additional emergency meetings petitioned by the members of the General Faculty. The Dean may call an emergency meeting upon 48-hour notice if so authorized by the Anschutz Medical Campus Chancellor or the Chancellor's designee.
- b) The General Faculty may be requested by the Dean to nominate faculty to serve on College committees/taskforces.
- c) The Chair of the Faculty Executive Committee (FEC) prepares the agenda and functions as Chairperson of the General Faculty Meeting in collaboration with the Dean or designee. The chair-elect of FEC will preside in the Chair's absence. Staff will be assigned to maintain minutes of the General Faculty meetings (see Bylaw sections 2.0 and 3.1).
- d) Where provided by University Policies, the General Faculty may recommend to the Dean criteria and procedures to be followed in considering persons for appointment to the faculty. Such policies shall be consistent with university policies and/or Regent Law and Policy.
- e) The general faculty shall invite the Dean to annually provide a State of the College address that sets forth the academic and financial condition of the College of Nursing.
- f) College of Nursing Administration
 - i) The Dean is appointed by the Anschutz Medical Campus Chancellor on the recommendation of the Anschutz Medical Campus Executive Vice Chancellor for Academic and Student Affairs, in conformance with the Regent laws/policies and University and Campus policies.
 - ii) The Dean reports to, and serves at the pleasure of, the Anschutz Medical Campus Executive Vice Chancellor for Academic and Student Affairs.
 - iii) The Dean of the College of Nursing is the principal academic and administrative officer of the College. Their duties and responsibilities are defined by any pertinent policies of the Board of Regents and by administrative policies and procedures that may be adopted according to the authority granted by the Board of Regents, President of the University, or the Anschutz Medical Campus Chancellor.
 - iv) The Dean shall exercise such authority per University and Regent Law and Policies. The Dean shall be responsible for the administration of the college budget, including any budget rules or guidelines that may be adopted.
 - v) Regent Law (<https://www.cu.edu/regents/law/5>) Article 5.A.1 is the guiding principle of shared governance by which the College of Nursing faculty and administration shall collaborate in making major decisions affecting the academic welfare of the university. The nature of that collaboration, shared as appropriate with students and staff, extends to providing recommendations on the appointments of Senior Associate, Associate and Assistant Deans, and Division Chairs.
 - (1) General Faculty Governance Operating Principle
 - (a) Article 5 of Regent Law states: Tenured and tenure-track faculty, with appropriate participation by instructional, research, and clinical faculty, have the principal responsibility for decisions concerning pedagogy, curriculum, research, scholarly or creative work, academic ethics, and recommendations on the selection and evaluation of faculty. The development of general academic policies shall be a collaborative effort between the faculty and

administration. (Reference: University of Colorado Laws of the Regents, Article 5.A.1, 2020)

(b) Pursuant to Article 5 of Regent Law as our general faculty governance operating principle, the Primary Unit in collaboration with the General Faculty shall:

- Share the governance of the College of Nursing with the administration of the College of Nursing and the Anschutz Medical Campus Executive Vice Chancellor for Academic and Student Affairs and Chancellor in accordance with the Laws of the Regents and the Laws of the State of Colorado with regard to curriculum; academic plans, policies, and programs; and academic ethics.
- Collaborate with the Dean and College administration to make recommendations to the Anschutz Medical Campus Executive Vice Chancellor for Academic and Student Affairs and Chancellor in the areas of policy and procedures for regulation of student conduct and activities; development of recommendations concerning the use of College of Nursing resources; appointment of academic administrators; and other policies concerning the general academic welfare of the College of Nursing.

4) Purpose:

a) The Primary Unit shall:

- i) Meet throughout the Academic Year. At the beginning of the Academic Year a convener will be elected from within the Primary Unit.
- ii) Collaborate with the administration of the College of Nursing in developing recommendations to the Anschutz Medical Campus Executive Vice Chancellor for Academic and Student Affairs and Chancellor for submission to the University President for policy and procedures governing appointment, reappointment, promotion and tenure.
- iii) Delegate the recommendation of the initial rank, tenure, routine post-tenure review, and all promotion decisions for new faculty, including IRC faculty, to the Appointment, Promotion, and Tenure standing committee (see Faculty Assembly Bylaws).
- iv) Appoint two Associate/Professor members to the Anschutz General Faculty Assembly for a two-year term.

b) The General Faculty and The Primary Unit in collaboration shall:

- i) Have the primary responsibility for development of and changes to all curricula, and for College of Nursing policy and procedures regarding student admission, progression, retention, and graduation as follows:
 - (1) Authorize and direct curricular offerings and programs for the BS, MS, DNP, and Professional Development/Extended Studies Programs.
 - (a) The voting members of the General Faculty with Graduate School appointments will initially authorize and direct curricular offerings for the PhD Program. Recommendations are reported to the General Faculty for informational purposes. Recommendations are forwarded to the Graduate School of the University for final approval. (Reference: Graduate School Policies and Procedures

at the following website: <https://graduateschool.ucdenver.edu/forms-resources/resources>)

- (2) Originate proposals for policy and procedures for admission, progression, retention and graduation of students from the BS, MS, DNP, and Professional Development/Extended Studies Programs.
 - (a) The voting members of the General Faculty with Graduate School appointments will originate proposals for policy and procedures for admission, progression, retention and graduation of students in the PhD program. These proposals are reported to the General Faculty for informational purposes. Recommendations are forwarded to the Graduate School for final approval.
 - (3) Participate as requested with the administrative officers of the College in the selection and evaluation of the College of Nursing staff.
 - (4) Collaborate with administration of the College of Nursing in developing and reviewing budget policies and plans for resource allocation. (Reference: University of Colorado Laws of the Regents, Article 5.A.1: Principle of Shared Governance, 2020)]
 - (5) Establish and implement standing rules necessary for the conduct of faculty business within established university policies. (System APS 1007: Misconduct in research, scholarship and creative activities)
 - (6) Collaborate with the Anschutz Medical Campus Faculty Assembly and University-wide Faculty Council in the development of recommendations for submission to the President and the Board of Regents or its designee(s) in the appointment of academic administrators.
 - (7) Collaborate with the administration of the College of Nursing and the Anschutz Medical Campus Executive Vice Chancellor for Academic and Student Affairs and Chancellor in developing recommendations to the President for submission to the Board of Regents in the making of additional policies concerning the general academic welfare of the university. (Reference: University of Colorado Laws of the Regents, Article 5.A.1: Principles of Participation, 2020)]
- 5) **Officers:** There are two officers of the general faculty, the Chair and the Parliamentarian.
- a) Chair: The Chair of the Faculty Executive Committee of the College of Nursing or their designee acts as Chair of the General Faculty.
 - b) Parliamentarian: The Parliamentarian is appointed for a two-year term by the Chair of the Faculty Executive Committee.
 - i) The duties of the Parliamentarian are:
 - (1) To advise the Chair and faculty members on procedure when requested;
 - (2) To determine the official faculty quorum and establish that quorum is present before the General Faculty conducts official business;
 - (3) To maintain a current record of bylaws and have them available at meetings;
 - (4) To interpret bylaws;
 - (5) To serve as an advisor to the Faculty Executive Committee for the purpose of providing interpretation of bylaws.

6) College of Nursing Standing Committees

- a) Faculty Executive Committee
- b) Appointment, Promotion, and Tenure Committee
- c) Undergraduate Curriculum and Evaluation Committee
- d) Graduate Curriculum and Evaluation Committee
- e) Research, Evidence, and Discovery Committee
- f) Student Affairs Committee

7) Ad-Hoc Committees

The General Faculty or the Dean may constitute ad-hoc committees for various purposes and will provide a statement of purpose and the procedures to be followed. No such committee shall be constituted for more than one academic year unless specifically approved by a majority vote of the General Faculty and the Dean. In all cases, the General Faculty shall be informed of the existence, membership, and charge of such committees. Each ad-hoc committee shall report, on a timely basis, the results of their deliberations (including any recommendations) to the General Faculty. All formal recommendations shall be voted on by the appropriate faculty standing committee as named in the ad-hoc procedures and the General Faculty before taking effect. In the case where there are no existing standing committees, all formal recommendations shall be considered by the General Faculty.

8) Revisions or Amendments to Bylaws

Revisions or amendments to these standard bylaws may be recommended by the Dean after consultation with the Faculty Executive Committee and voted on by the General Faculty. Recommended revisions shall be forwarded to the Executive Vice Chancellor for Academic and Student Affairs. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University policies. After review by University Counsel, the Executive Vice Chancellor for Academic and Student Affairs may approve revisions or amendments and set the date upon which they will become effective. In all cases, the Dean and Faculty Executive Committee shall review the bylaws every five years.

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 2.0 –General Faculty and Process	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013 Revised: June 2020
File location: /	

- 1) **Regular Meetings:** There shall be regular meetings of the General Faculty (at least six times a year) during the academic year on a schedule to be set by Faculty Executive Committee in collaboration with the College of Nursing Dean or Dean's designee. Dates and times are set at the beginning of each academic year.
 - a) **Roberts Rules of Order Newly Revised** (latest edition) shall govern the proceedings of the General Faculty in all cases not covered by these bylaws.

- 2) **Special Meetings:** Special meetings of the General Faculty may be called by the Dean of the College of Nursing, the Chair of the Faculty Executive Committee, or upon written request of five (5) or more voting members of the General Faculty, the purpose being specified and circulated ten (10) business days in advance of the called meeting. The agenda for that meeting shall consist of only those items specified in the call for the meeting. Other items may be added only with the agreement of the General Faculty and by a motion passed by a majority of those present and voting.

- 3) **Quorum:** A quorum for a meeting of the General Faculty is 25% of the voting membership as determined by the Parliamentarian and/or Faculty Executive Committee Chair.

- 4) **Voting**
 - a) Eligible: Voting membership of the General Faculty (see General Faculty Bylaws Section 1.0).
 - b) Elections: Elections shall be by ballot and plurality of returned ballots.
 - c) Motions:
 - i) Shall be circulated to the General Faculty five (5) working days before the vote.
 - ii) Shall be discussed at General Faculty meeting before the vote.
 - iii) Voting shall be by voice hand or electronic vote unless there is a motion to request written balloting. Plurality constitutes the action of the faculty.

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	
Section 3.0 –Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: December 2013 Revised: February 2017
File location: /	Revised: July 2020

1) The Standing Committees of the General Faculty are:

- a) Faculty Executive Committee
- b) Appointment, Promotion, and Tenure Committee
- c) Undergraduate Curriculum and Evaluation Committee
- d) Graduate Curriculum and Evaluation Committee
- e) Research, Evidence, and Discovery Committee
- f) Student Affairs Committee

2) Standing Committee Membership: All faculty, including those serving in administrative roles (excluding the Dean) may be elected or appointed to serve on standing committees, except where they are designated by the Bylaws as an Ex Officio (non-voting member) or unless otherwise specified under a specific standing committee bylaw. Associate/Assistant Deans and Division Chairs will not serve as chair of a standing committee. Each faculty member, as a citizen of the College of Nursing community, is expected to serve on a standing committee of the College or on a Campus- or University-level committee. Faculty who are eligible and available to serve may be asked by the Faculty Executive Committee to fill remaining vacancies on standing committees.

3) Policies Regarding Standing Committee Membership and Operation:

- a) To serve on a standing committee, the faculty member must hold voting membership on the faculty (See General Faculty Bylaws Section 1.0). Faculty classified as Research Faculty (in the IRC track) need to seek authorization from their funding source.
- b) All standing committees are chaired by professorial rank faculty with a regular appointment.
- c) The Chair for each standing committee shall be selected/elected by that committee, unless otherwise specified by the Standing Committee by-laws, as in the case of the Faculty Executive Committee.
- d) A Chair-elect will be selected by each standing committee unless otherwise specified by the standing committee by-laws. They shall serve for one (1) year and shall automatically become the Chair of the standing committee the following year.
- e) A standard term for standing committee membership is two (2) years, unless otherwise specified in the standing committee by-laws.

- f) A member shall be eligible for no more than two (2) consecutive terms on the same standing committee, except in those situations in which only one (1) person on the faculty fulfills the criteria for membership.
- g) All members, including the Chair and Chair-elect, shall serve for a two- (2) year term to be staggered so that no more than one-half (1/2) of the standing committee membership is new each academic year to assure that there is an overlap/carry-over representation of the committee members, unless otherwise specified in the standing committee by-laws, as in the case of the Faculty Executive Committee.
- h) Resource persons may be asked to advise any standing committee.
- i) Any standing committee may recommend appointments to ad hoc committees to the General Faculty.
- j) Vacancies in offices or in membership on standing committees occurring after the official election are appointed by the Faculty Executive Committee until the next official election.
- k) Three (3) consecutive unexcused absences from standing committee meetings constitute resignation from that standing committee.
- l) A quorum for all standing committees shall require 60% faculty representation. For standing committees with student representation, the calculation of the quorum will not include the student members.
- m) The Chair of each standing committee shall be responsible for providing: 1) the approved minutes for all standing committee meetings on a monthly basis, and 2) an annual report summarizing the work of the standing committee during the year. All annual reports will be submitted directly to the current FEC Chair. All standing committee minutes and annual reports will be retained/filed in the College of Nursing Accreditation Office. The standing committee agendas and minutes are distributed electronically to the faculty within a week of an upcoming meeting.

CU ANSCHUTZ COLLEGE OF NURSING Bylaws of the General Faculty	Section 3.1– Faculty Executive Committee (FEC)
Section 3.0– Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: January 2015 Revised: February 2017 Revised: July 2020
File location:/ this can be described generally, such as CU Nursing Intranet	

- 1) **Purpose:** The Faculty Executive Committee (FEC) represents the General Faculty of the College of Nursing in shared governance as specified by the Board of Regents of the University. FEC advocates for the General Faculty on any matter that is not within the purpose or functions of Standing Committees, or other organizational units (e.g., faculty with Graduate School appointments) of the faculty and falls within generally established policies of the General Faculty. FEC will represent the faculty as needed on governance issues. In general, FEC provides a forum for discussion and makes recommendations to and for the faculty to promote orderly governance, coordinate the faculty’s various units, promote collegiality, and provide consultation to the Dean, or Dean’s designee, and the Dean’s administrative team regarding these matters. Two current or immediate past FEC members will represent the College of Nursing at the Campus Faculty Assembly.
- 2) **Functions:**
 - a) To establish the calendar of faculty and standing committee meetings of each academic year and to coordinate with special meetings, workshops and retreats in collaboration with the Dean or designee.
 - b) To make recommendations to the General Faculty on any matters not within the purpose or function of other organizational units of the faculty.
 - c) To provide a forum for all faculty members to bring forward issues for discussion. FEC Committee members will serve as communication liaisons to the other five standing committees.
 - d) To recruit and nominate faculty and arrange elections or appointments to fill positions on College of Nursing standing committees, professional organizations, and Anschutz Medical Campus Committees.
 - e) To review ByLaws as needed and present revisions/amendments to General Faculty for ratification, as needed, but at least every five (5) years.
 - f) To facilitate communication between administration and faculty related to the College of Nursing budget and finance issues and engage in active collaboration by:
 - i) Reviewing the operational budget with the Associate Dean of Finance Administration.
 - ii) Reviewing the annual budget and overall faculty workload assignments.
 - g) To facilitate communication between administration and faculty related to the College of Nursing Strategic Plan by:
 - i) Collaborating with administration, standing committees, students, and staff members, and involving faculty in developing and assisting in the implementation of the College’s Strategic Plan.

- ii) Reviewing annual reports of the College's standing committees to ensure they are meeting the objectives of the College's Strategic Plan.
- h) In collaboration with the College, develop meaningful metrics to achieve identified goals related to improving diversity among faculty, staff and students.
- i) Collaborate with the Dean on a strategy to implement and disseminate annual appraisals of administrators.
- j) To serve as voting members of the CU Anschutz Faculty Assembly, the FEC will elect two (2) current or immediate past FEC members to represent the College of Nursing at the Campus Faculty Assembly.
- k) To recommend eligible faculty for open or available positions on CU Faculty Council or CU faculty committees.
- l) To create, monitor and discontinue ad hoc subcommittees within FEC, as necessary.
- m) **Chair Functions:**
 - i) The FEC Chair prepares the agenda and functions as Chair person of the General Faculty meetings in collaboration with the Dean or designee.
 - ii) The Chair of FEC will serve as grand marshal for CON convocation and FEC members will facilitate the selection of assistant marshals.

3) Members:

- a) The Faculty Executive Committee is composed of six (6) faculty members of professorial rank and one (1) instructor who hold voting privileges and are elected-at-large. Members of the Dean's administrative team are not eligible to run for FEC.
- b) Chair
- c) Chair-elect
- d) Outgoing/past Chair
- e) Four (4) members
- f) The Dean or Dean's designee is an ex officio/non-voting member.
- g) There will be a Chair and a Chair-elect that will preside over the FEC.
- h) The Chair, Chair-elect, and outgoing/past Chair are elected for a three (3)-year term, serving for one year as Chair-elect, one year as Chair, and one year as outgoing/past Chair to facilitate continuity.
- i) FEC-Chair Elect will be elected by the faculty.
- j) The Chair and Chair-elect are to be senior faculty (Professor or Associate Professor rank).
- k) The term of service is two (2) years for all members of the FEC unless otherwise indicated.
- l) Each member may be re-elected for an additional two (2)-year term except Chair, Chair elect and past Chair. Terms will be staggered so that no more than one-half of the Committee is new each academic year.
- m) If an individual is not able to serve the two (2)-year commitment, a new member will be appointed by FEC to fill the remainder of that individual's term.

4) Meeting Guidelines:

- a) The committee will meet monthly during the academic year or adjusted as needed.
- b) Special meetings may be called at the discretion of the Chairperson.

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.2 – Appointment, Promotion, and Tenure (APT) Committee
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: APT Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013 Revised: August 2020
File location: /	

1) **Purpose:** The purpose of the Appointment, Promotion, and Tenure (APT) Committee is to provide guidance, oversight, review and recommendations related to appointment, reappointment, promotion, and tenure of the faculty in the College. The APT serves as a resource to the faculty of the college to provide guidance concerning appointment, reappointment and promotion procedures and requirements. The APT committee initiates the tenure review and forwards recommendations to the tenured faculty that serves as the primary unit for tenure reviews. The APT committee is responsible for the re-evaluation of criteria for appointments, promotions and tenure. It is also responsible for post-tenure and post-promotion reviews.

2) Functions:

- a) The following functions of the APT committee will be carried out consistent with Regents Law and policies and procedures of the University of Colorado system including:
 - i) Regents Law Article 5: Faculty and Regent policy 5D: Reappointment, Tenure, and Promotion
 - ii) System APS 1022, Standards, Processes, and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review;
 - iii) Anschutz Medical Campus Administrative Policy 1049, Reappointment, Tenure and Promotion Review
 - iv) College of Nursing Policies and Procedures for Appointment, Promotion and Tenure
- b) Review and make written recommendations to the Dean of the College of Nursing regarding appointment, reappointment, promotion and track (Tenure or Instructional) transfer.
- c) Establish a subcommittee of tenured faculty members from the General Faculty to review and make written assessments regarding tenure review of faculty.
 - i) Tenure assessments of the subcommittee are forwarded to the tenured faculty for vote
 - ii) A written recommendation based on the vote is forwarded to the Dean of the
 - iii) College of Nursing.

- d) Establish subcommittees of faculty from the corresponding track to review and make written assessments for post-tenure and post-promotion review of faculty in the Associate Professor and Professor ranks.
 - i) Post-Tenure assessments will be made by tenured faculty with Post-promotion assessments made by Instructional, Research, Clinical Track faculty.
 - ii) A written recommendation from the review is forwarded to the Dean of the College of Nursing.
- e) Establish ad hoc subcommittees of: tenured full professors, or Instructional, Research, Clinical Track professors to review and make recommendations regarding promotion to full professor in their respective track.
 - i) Written assessments are forwarded to the APT Committee for their information
 - ii) The written assessment with the final recommendation is forwarded to the Dean of the College of Nursing.
- f) Establishes procedures for soliciting external reviewers for comprehensive, promotion, tenure reviews.
- g) Re-evaluate criteria for appointment, reappointment, promotion, tenure, and post-tenure/post promotion reviews and propose modifications for faculty decision making when indicated.
- h) Meet with the Dean to discuss differences between recommendations if the Committee's recommendation is incongruent with the Dean's.
- i) Conduct educational faculty forums and meet with individual faculty members regarding the processes and procedures for promotion, tenure, post-tenure, and post-promotion reviews.
- j) Establish annual goals and measurable outcomes related to the College of Nursing Strategic Plan to evaluate the accomplishment of Committee functions.

3) Members:

- a) The APT Committee is composed of five to six voting members, all of whom are senior faculty (Associate Professor or Professor), of which three are tenured faculty and two to three are faculty on the Instructional, Research, Clinical Track. The Dean serves as an ex officio, non-voting member who is excused during confidential review portions of the meeting to avoid conflict of interest.
- b) All APT members are elected by the faculty at-large.
- c) All members are elected for a two- year terms to be staggered to assure that there is an overlap.
- d) The APT Committee must have one full Professor as a regular member at all times.
- e) Individuals with direct supervisory responsibility for faculty cannot serve on APT.
- f) The APT Committee will be co-chaired by a Tenured faculty member and an IRC faculty member, elected by the members of APT Committee, each for a two-year term.

4) Meeting Guidelines:

- a) The committee will meet monthly during the academic year.
- b) Special meetings may be called at the discretion of the Chairperson(s).

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.3 – Undergraduate Curriculum and Evaluation Committee (UCEC)
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Undergraduate Curriculum and Evaluation Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: November 2013 Revised: January 2016, Effective July 1, 2016 Revised: February 2017 Revised: May 2019 Revised: March 2020 Revised: Sept 2020
File location:	

- 1) **Purpose:** The purpose of the Undergraduate Curriculum and Evaluation Committee (UCEC) is to ensure that the curricula of the College of Nursing undergraduate nursing program are of high quality. The goal is to ensure that all undergraduate nursing courses and educational outcomes reflect: national standards; the mission and program outcomes of the College of Nursing; the Bachelor of Science Program philosophy/guiding statement; current healthcare related societal changes and demands.
- 2) **Functions:** The UCEC provides leadership and governance to ensure the quality of the program curricula. The Committee functions include:
 - a) Develop and implement regular, ongoing formal evaluation and quality improvement processes for undergraduate curricula offered in the traditional, accelerated, Integrated Nursing Pathway, and RN-BSN programs in accordance with the College evaluation plan and national accreditation standards. UCEC will report evaluation findings to FEC, faculty, and appropriate administrators. Critical review includes:
 - i) Review each course every three (3) years on a rotating schedule (1/3 of curriculum reviewed each year) in collaboration with UG Course faculty.
 - ii) Complete a curriculum review every five (5) years in collaboration with UG faculty, Assistant Dean of the UG program, and the Instructional Design team.
 - iii) Ensure that each course proposal is reviewed and re-submitted to UCEC every five (5) years.
 - b) Collaborate with other College graduate and undergraduate advisory committees on issues which are determined to impact the quality of the undergraduate nursing program curricula.
 - c) Establish annual committee goals and measurable outcomes related to the College of Nursing Undergraduate Curriculum and Evaluation Committee function. Communicate the work and goals of the committee to the General Faculty.
 - d) Appoint task forces/ad hoc faculty groups to study or develop specific curriculum and evaluation proposals to facilitate the work of the committee.

- e) Review and endorse requests for pilot programs, adding, deleting, and/or modifying courses for internal consistency with the College's mission, goals, objectives, curricular framework and competencies, and state regulatory requirements, accreditation and/or professional nursing standards.
- f) Establish, implement and annually review College of Nursing policies and procedures related to the committee.

3) Members:

- a) The Undergraduate Curriculum and Evaluation Committee will consist of the seven (7) elected voting members.
 - i) Elected members represent major BS program entities.
 - (1) Minimum of three (3) who teach Traditional and Accelerated nursing students
 - (2) Minimum of one (1) who teaches RN-BS Nursing students, preferred but not mandatory.
 - (3) Minimum of one (1) who teaches in the simulation setting.
 - ii) Minimum fifty (50) percent of the membership is comprised of professorial ranked faculty.
 - iii) Professorial ranked faculty will serve a term of three (3) years. Non-professorial ranked faculty will serve a term of two (2) years. This term length will stagger membership so that no more than one-half of the committee membership is new each academic year to ensure that there is an overlap/carry-over representation of the committee members.
 - iv) Members will have, at a minimum, the equivalent of 2-3 years of teaching experience, including teaching prior to appointment at the College.
- b) Members can serve up to two consecutive terms.
- c) Chair and Chair-elect will be elected annually by voting UCEC members. The Chair-elect serves for one (1) year followed by one (1) year as chair, then one (1) year as immediate past-chair.
- d) Two (2) or more undergraduate student representatives serve as non-voting members to allow for overlapping terms. They are vetted, approved by UCEC members, and oriented to their student role prior to installation. The student members will be excused during discussion concerning confidential student or faculty agenda items.
- e) Ex-officio (non-voting) committee members are as follows:
 - i) Associate Dean for Academic Programs
 - ii) Assistant Dean Undergraduate Nursing Program
 - iii) CON Instructional Designer
 - iv) Coordinator of RN-BS in Nursing Program (invite as needed)
 - v) Director of Admissions and Student Affairs (invite as needed)
 - vi) Clinical Placement services representative (invite as needed)
- f) A designated staff member facilitates the work of the committee.

4) Meeting Guidelines:

- a) Roberts Rules of Order Newly Revised (latest edition) shall govern UCEC meeting proceedings.
- b) The committee will meet monthly during the academic year.
- c) Special meetings may be called at the discretion of the Chair.
- d) Task forces may be called at the discretion of the Chair.

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.4 –Graduate Curriculum and Evaluation Committee (GCEC)
Section 3.0 – Standing Committees	Originating Date: October 1980
Responsible Reviewing Agency: Graduate Curriculum & Evaluation Committee; Faculty Executive Committee. General Faculty	Revised: June 2011 Revised: November 2013 Revised: September 2015 Revised: February 2018
File location: /	Revised: March 2020 Revised: October 2020

1) **Purpose:** The overall purpose of the Graduate Curriculum and Evaluation Committee (GCEC) is to assure that the curricula of the College of Nursing graduate programs (Master of Science (MS), Doctor in Nursing Practice (DNP & DNP-PHN), and Dual Degree (DNP/MPH) are of high quality. GCEC may serve as consultant to the PhD Curriculum Committee at request of the PhD program. The goal is to ensure that all graduate nursing courses and educational outcomes reflect: national and specialty standards; the mission and program outcomes of the College of Nursing; current healthcare related societal changes and demands.

2) **Function:**

The Graduate Curriculum and Evaluation Committee provides leadership and governance to assure the quality of the program curricula. The Committee functions include:

- a) Provide critical review of the graduate curricula through systematic data collection and analysis and report evaluation findings to FEC, faculty, and appropriate administrators. Programs and courses will be reviewed as follows: 1) Masters specialty tracks, Masters and DNP program will be evaluated at a minimum of every five (5) years; 2) courses will be evaluated at a minimum of every three (3) years.
- b) Develop and implement regular, ongoing formal evaluation and quality improvement processes for graduate nursing program courses and specialty tracks in accordance with the College evaluation plan and national accreditation standards. Evaluate graduate nursing program outcomes in accordance with the College evaluation plan and make recommendations for improvements as needed.
- c) Collaborate with other College graduate and undergraduate advisory committees on issues that are determined to impact the quality of the graduate nursing program curricula.
- d) Appoint task force members, as necessary, to analyze specific graduate nursing program curricula concerns or issues to facilitate the work of the committee.
- e) Communicate the work and goals of the committee to the College of Nursing faculty.
- f) Establish annual committee goals and measurable outcomes related to the College of Nursing Graduate Curriculum and Evaluation Committee function

3) **Members:**

- a) The Graduate Curriculum and Evaluation Committee will consist of ten (10) elected voting members for staggered three (3)-year terms. Faculty serving as chair may be

appointed for an additional one-year term as necessary (see section (e) below).

- i) Members will be doctorly-prepared and hold either a College Graduate Faculty appointment or a Graduate School Appointment.
 - ii) Six (6) of the ten (10) members elected will be:
 - (1) At least two (2) who teach in PhD program
 - (2) At least two (2) who teach in DNP program
 - (3) At least two (2) who teach in MS option
 - iii) Three (3) members of the committee must be advanced practice registered nurses
- b) Members can serve up to two (2) consecutive three (3)-year terms.
 - c) Student representatives from each graduate program (MS, DNP, PhD) will serve as non-voting members. Student representative candidates will be vetted and approved by GCEC faculty committee members prior to installation.
 - d) Ex-officio (non-voting) committee members are as follows:
 - i) Associate Dean for Academic Programs
 - ii) Assistant Dean of the MS Program
 - iii) Assistant Dean of the DNP Program
 - iv) Assistant Dean of the PhD Program
 - v) Director of Admissions and Student Affairs
 - vi) Graduate program advisor(s)
 - vii) Instructional Design and Curricular Evaluation team
 - e) The chair-elect is elected annually by voting GCEC members. The chair-elect serves one (1) year, followed by one (1) year as chair, then one (1) year as immediate past-chair.

4) Meeting Guidelines:

- a) Roberts Rules of Order Newly Revised (latest edition) shall govern GCEC meeting proceedings.
- b) The committee will meet monthly during the academic year.
- c) Special meetings and task forces may be called at the discretion of the Chair.

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.5 – Research, Evidence, Discovery (R-E-D) Committee
Section 3.0 – Standing Committees	Originating Date: October 1980
Responsible Reviewing Agency: Research Committee; Faculty Executive Committee; General Faculty;	Revised: November 2013 Revised: November 2020
File location: /	

1) **Purpose:** The Research, Evidence and Discovery (R-E-D) committee provides oversight, review, and recommendations related to the development/progress of research, evidence and discovery forms of scholarship conducted by the College faculty and students. The R-E-D Committee serves in an advisory capacity to the Associate Dean for Research and Scholarship (ADRS) and the Faculty Executive Committee (FEC). The R-E-D Committee investigates new nursing research, evidence and discovery opportunities; makes recommendations concerning scholarship priorities for the College; identifies new sources of/novel approaches to funding for faculty and students; and reviews applications for College intramural funding. The R-E-D Committee makes recommendations to the College of Nursing Dean and ADRS regarding policies that govern the College’s faculty/student research activities.

2) **Functions**

The principal functions of the R-E-D Committee are as follows:

- a) Collaborate with ADRS in convening review panels for intramural grant awards;
- b) Provide oversight, review, and recommendations about College strategic research and scholarship initiatives to ADRS and Directors of the Doctor of Nursing Practice and Doctor of Philosophy programs;
- c) Coordinate and sponsor biennial College of Nursing Research and Scholarship Symposium (CONRSS);
- d) Coordinate and support student engagement in the Western Institute of Research (WIN) Research and Information Exchange (R&IE);
- e) Facilitate review and dissemination of the Colleen Goode Grant Award processes;
- f) Direct and manage applications and dissemination presentations for Doris Kemp Smith Awardees;
- g) Facilitate the call for the Boeker Award lecture and reception;
- h) Collaborate with the Office of Research and Scholarship (ORS) in promoting the College’s research and scholarship mission;
- i) Make budget recommendations to the ADRS or designee regarding allocation of funds to support faculty research travel and scholarly endeavors;
- j) Establish annual goals and measurable outcomes related to the College Strategic Plan to evaluate accomplishment of Committee functions.

3) **Members**

The membership of the R-E-D Committee is comprised of the following:

- a) There are a total of six voting members:
 - i. Three, Primary Unit, tenured or tenure-track faculty members with active programs of research *(elected).
 - ii. Three, Instruction, Research, or Clinical (IRC) professorial faculty members with active scholarship** with minimum of two DNP prepared faculty for consistent DNP representation (elected).
- b) Two non-voting student members
 - i. One PhD doctoral student recommended by the College Student Council (appointed) for two-year commitment.
 - ii. One DNP doctoral student recommended by the College Student Council (appointed) for one-year commitment.
- c) All faculty members of the committee may vote.
- d) The ADRS is an ex officio, non-voting Committee member.
- e) Members shall serve for a two (2)-year term to be staggered so that no more than half (1/2) of the Committee is new each academic year:
 - i. Each member may be re-elected for an additional two (2)-year term.
 - ii. Following these two terms, the member must allow one (1) year to pass before serving any additional terms.
 - iii. Extenuating circumstances may require a current committee member or members to extend service for a maximum of one (1) year (determined by Committee vote).
 - iv. One (1) **elected** voting faculty member will be elected and serve as Chairperson for one (1) year.
- f) Student members will be excused from discussions of sensitive faculty topics.

4) **Meeting Guidelines:**

- a) The committee generally will meet monthly during the academic year.
- b) Meetings are typically held on the first Monday of the month.
- c) Special meetings may be called at the discretion of the Chairperson.

*Active research is defined as seeking funding and publishing findings related to a program of research.

**Active scholarship in nursing can be defined as those activities that systematically advance the teaching, research, service, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods. (*College of Nursing Statement on Scholarship 5/2020*)

CU ANSCHUTZ COLLEGE OF NURSING	
Bylaws of the General Faculty	Subsection 3.6 – Student Affairs Committee
Section 3.0 – Standing Committees	Originating Date: October, 1980
Responsible Reviewing Agency: Student Affairs Committee; Faculty Executive Committee; General Faculty	Revised: June 2011 Revised: March 2014 Revised: January 2021
File location: /	

- 1) **Purpose:** The purpose of the Student Affairs Committee is to provide policy guidance to promote a safe and intellectually stimulating learning environment that encourages academic success, and an environment of equity, inclusion and justice in accordance with the policies of the CU Anschutz College of Nursing.
- 2) **Functions:**
 - a) Complete the appeal hearing and academic progression process.
 - b) Consult with faculty requesting guidance on interpretation of policies and procedures related to academic success and/or professionalism (i.e. Student Honor and Conduct Code concerns).
 - c) Review standards, criteria, and policies for admission to College of Nursing programs.
 - d) Annually review and approve the College of Nursing Student Handbooks presented by the Director of Admissions and Student Affairs.
 - e) Establish annual goals and measurable outcomes related to the College of Nursing Strategic Plan to evaluate the accomplishment of committee functions.
- 3) **Members:** Membership consists of voting, student non-voting, and ex-officio non-voting faculty members.
 - a) Six (6) faculty members shall be elected at large by the General Faculty, three (3) of whom teach in the graduate program and three (3) of whom teach in the undergraduate program. Faculty members:
 - Must hold at least a 0.5 FTE position.
 - Are to be staggered so that no more than one-half of the Committee is new on any academic year.
 - Each member may be re-elected for one additional three (3)-year term.
 - Following these two terms, the member must allow one (1) year to pass before serving any additional term.
 - b) The Chair and Chair-elect of the Student Affairs Committee shall be elected by members of the SAC committee on an annual basis.
 - c) Up to three (3) student members selected to represent College of Nursing programs and approved by the SAC chair, serving in one- to three (1-3) year terms. Student members are non-voting members.
 - d) The Associate Dean of Academic Programs, undergraduate and graduate Assistant Deans, the Director of Admissions and Student Affairs, and a representative from the

CU Anschutz Office of Diversity, Equity, Inclusion and Community Engagement will serve as permanent ex officio, non-voting members

4) Meeting Guidelines:

- a) The committee will meet monthly during the academic year.
- b) Special meetings may be called at the discretion of the Chairperson.
- c) Student appeals are pre-scheduled twice per month and cancelled if not needed.