

University of Texas Health Science Center San Antonio School of Nursing
Faculty Assembly of the School

- A. Robert's Rules of Order shall serve as the parliamentary authority of the Faculty Assembly.
- B. A Parliamentarian will be appointed to ensure Robert's Rules of Order are followed.

ARTICLE IV
Membership, Quorum and Voting

Section 1. Eligibility for Membership

- A. Voting Members:
All faculty members in the SON having at least 0.5 FTE appointments for a full academic year constitute the Faculty Assembly.
- B. Non-Voting Members:
Other academic appointees shall be associate members. They shall be entitled to attend meetings of the Faculty Assembly as non-voting members.
- C. Ex officio members:
 - i) President of the UT Health and Deans of the Schools within the UT Health.
 - ii) Other individuals from the Health Science Center shall be selected as deemed appropriate by Faculty Assembly.
- D. Outside Committee Members:
Outside committee members who are experts in a particular area, e.g., finance; or

- v) Committee on Faculty, Staff, and Student Matters (COFSSM)
- vi) Committee on Scholarship (COS)
- vii) Committee on Simulation and Innovation (ComSI)
- viii) Committee on International Programs (CIP)
- ix) Committee on Interprofessional Education (ColPE)
- x) Committee on Health Equity and Community Engagement (CHECE)
- L. Faculty Assembly Special Committee Chairs:
 - i) Search Committee
 - ii) Nominating Committee
 - iii) Bylaws Committee
- M. Ex officio Members (non-voting members):
 - i) Associate Dean for Finance and Administration
 - ii) Senior Director of Academic Affairs
 - iii) Director of Development
 - iv) Director of International Programs
 - v) Senior Manager of OFE
 - vi) Director of Admissions and Special Programs
 - vii) Assistant Dean for Academic Enhancement
 - viii) Officer of Staff Assembly

If unable to attend a Faculty Council Meeting, a Faculty Assembly Office2endS. 12.7931 (er)-5.9C1-1.152 Td(iii 0 2

Committee Membership, Quorum, Voting

Section 1. Committee Membership

- A. The membership of each committee is elected as designated.
- B. The membership of each Subcommittee shall be decided by said committee.
Subcommittee members make recommendations to elected committee membership for formal recommendations/action.
- C. Committee formal recommendations/actions are taken to Faculty Council for approval then Faculty Assembly for information or vote.
- D. Nursing students shall have representation on the Committee on Undergraduate Studies (COUS), Committee on Graduate Studies (COGS), PhD Committee on Graduate Studies (PhD-COGS), Committee on Scholarship (COS), Committee on Faculty

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**Committees with student membership*

- B. Faculty members shall be elected from a slate prepared by the Nominating Committee, unless otherwise specified by these Bylaws. In the initial election for each committee, two of the members shall be elected for a two-year term. The remaining members shall be elected for a one-year term. Thereafter, each member shall be elected for a two-year term. Terms for committees and associated Subcommittees are September 1 through August 31. The previous Chair-elect will become Chair of their respective committee at

- reviewing the recommendation of the student's RSC.
- viii. Reviewing and making recommendations to the Dean of the GSBS concerning the qualifications of potential new members of the Graduate Faculty.
- ix. Reviewing the roster of members of the Graduate Faculty for continuations and deletions. Each faculty member's credentials should be evaluated at a minimum of once every five years (Approved at GFC, January 12, 2018).
- x. Establishing, maintaining, and distributing Program Guidelines/Handbooks to all students and faculty.

B. Recommendations from PhD-COGS to the GFC:

The PhD-COGS shall submit to the GFC recommendations on matters that require approval by both the GFC and the Dean of the GSBS prior to implementation. Such matters include, but are not limited to, the following:

- i. Admission to PhD Program of an applicant whose credentials are below those minimum requirements established by the GFC (waivers).
- ii. Dissertation research proposals and RSC composition.
- iii. Granting of all graduate degrees, with a report on the final oral examination, when appropriate.
- iv. Proposals for new graduate courses or major changes to existing courses.
- v. Reviewing the UT Health San Antonio catalog entry for the individual programs and the overall description for the GSBS prior to publication.
- vi. Updating/revising program handbook annually.

have an active clinical practice. Faculty with Administrative positions may not serve as members of the PTAC; i.e. Vice Dean, Associate Dean, Assistant Dean, etc. The committee will elect the Chair and Chair-elect.

Members may serve up to three years beginning on September 1 and ending August 31. The four Clinical Associate and/or Professor members will be elected as follows: two for a 2-year term and two for a 3-year term. A committee of five members will serve as advisors and voting members.

C. The Office of Student Service will distribute a ballot for an election for student representatives.

D. and coordinate an election for student representatives.

C. Student terms may be up to 2 years. Students will be selected to serve on Subcommittees and will be selected by the respective Subcommittees. The Office of Admissions and Student Services will distribute a call for nominations and coordinate an election for student representatives.

Section 3. Duties

A.

Section 2. Meetings

- A. ComSI will meet regularly during the academic year.
- B. Special meetings shall be held as needed.

Section 3. Membership

The ComSI shall consist of six elected faculty members (3 undergraduate and 3 graduate).

- A. Terms of ComSI membership are for two years, September 1 through August 31 of year two.
- B. The Chair and the Chair-elect of the ComSI will be elected by the committee members by September 1.
- C. In the initial election for ComSI membership, a Committee Chair and Chair-elect each will serve a two-year term with the expectation that the Chair-elect will serve in the third year as the Chair. Thereafter, the Chair will serve for one year unless reelected by the ComSI to serve in the following year.
- D. The non-voting membership will consist of one outside inter professional member.
- E. The elected student terms may last up to two years. One graduate and one undergraduate student will be selected through the Office of Admissions and Student Services who will distribute a call for nominations and coordinate an election for student representatives.

Both the Director and Manager of the CSI will be ex officio non-voting members.

Section 4. Duties

The ComSI in collaboration with the Director of the CSI will:

- A. Recommend policies for development, implementation, and evaluation of simulation learning experiences guided by accreditation standards.
- B. Promote use of simulation in undergraduate nursing, graduate nursing, inter professional groups, and the community.
- C. Coordinate with the systematic evaluation plan as approved by Faculty Assembly to ensure quality and rigor of measurement in the simulation experiences.
- D. Assist with data collection for accreditation reviews including CCNE, Texas State Board of Nursing, Southern College of Accreditation, and others as identified by faculty leadership.
- E. Promote and support research in the CSI using simulation strategies to advance the science of simulation and improve clinical learning opportunities.
- F. Assess faculty needs for simulation education and resources and report to Faculty Council.
- G. Support educational opportunities for faculty based on the standards of simulation learning experiences and a needs assessment.

Section 5. Duties of Subcommittees

The ComSI may find specific initiatives are best carried out by standing Subcommittees within and delegated by ComSI. Committee approval will be needed before Subcommittees act on behalf of the committee. Requests for formation of any Subcommittees shall be directed to the Chair before creation.

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Section 2. Meetings

CIP will meet regularly during the academic year.
Special meetings shall be held as needed.

Section 3. Membership

The CIP shall consist of eight voting and four non-voting members.

- A. Three (3) undergraduate and three (3) graduate faculty members who has been involved in international programs will be elected for a two-year term starting from September 1 through August 31.
- B. Two student-elected representatives will be voting members. One graduate and one undergraduate student will be selected through the Office of Admissions and Student Services who will distribute a call for nominations and coordinate an election for student representatives.
- C. The Director of International Programs will be ex officio non-voting member.
- D. One non-voting member will be a representative from the Office of International Services.
- E. The Chair-elect and Chair and of the CIP will be elected by the committee members by September 1 and will serve for two years.
- F. A quorum consists of at least 5 voting members, 3 of whom must be faculty representatives.

Section 4. Duties

The CIP in collaboration with the Director of International Programs will:

- A. Recommend policies for development, implementation, and evaluation of international programs.
- B. Promote participation in international initiatives in the SON, university, and community.
- C. Coordinate a systematic evaluation of international programs.
- D. Assist with data collection for accreditation reviews including CCNE, Texas State Board of Nursing, Southern College of Accreditation, and others as identified by faculty leadership.
- E. Promote and support research on international initiatives to advance global health and improve clinical learning opportunities.
- F. Assess faculty needs for global health education and resources and report to Faculty Council.
- G. Support educational opportunities for faculty based on identified needs.

Section 5. Duties of Subcommittees.

The CIP may find specific initiatives are best carried out by standing Subcommittees within and delegated by the Committee. Committee approval will be needed before Subcommittees take action on behalf of the committee. Requests for formation of any Subcommittees shall be directed to the Chair before creation. The Chair will consult with the Director of International Programs who will seek approval by the Faculty Council as necessary and appropriate. A committee member will lead these Subcommittees and participants may be committee or non-committee members.

ARTICLE XVIII
Committee on Interprofessional Education (CoIPE)

Section 1. Authority

The Committee on Interprofessional Education (CoIPE) will function in collaboration with the Director of

Section 3. Membership

- A. The ColPE shall consist of 7 elected faculty members (one tenured or tenure track faculty, one Clinical Assistant or Associate Professor, two faculty who teach undergraduate courses, and two faculty who teach graduate courses) and 2 students (one undergraduate and one graduate). The remaining elected faculty members are undesignated.
- B. Terms of ColPE membership are two years, September 1 through August 31 of year two.
- C. The Chair and the Vice-chair of the ColPE will be elected by the committee members by September 1.
- D. In the initial election for ColPE membership, a Committee Chair and Chair-elect each, will serve a two-year term with the expectation that the Chair-elect will become Chair in the second year and the Chair will become a voting member the second year of the term. Thereafter, the chair will be elected for a one-year term. Three of the inaugural voting members will be elected for a one-year term to ensure staggered terms in subsequent election cycles. The remaining members will be elected for a two-year term.
- E. Ex officio non-voting members will consist of: (1) the LINC Director, (2) the SON's official representative

ARTICLE XIX
Committee on Health Equity and Community Engagement (CHECE)

Section 1. Authority

Section 7. Officers

The elected officers of CHECE shall be a Chair and a Chair-elect. Full-time faculty and staff members shall be deemed eligible to hold the office of Chair and Chair-elect.

Terms are September 1 through August 31.

Section 8. Duties of the Chair

- A. The Chair shall preside over regular and special meetings of the CHECE.
- B. The Chair shall represent the SON body by ensuring mutual communication between the administration and the CHECE.
- C. The Chair of the CHECE shall develop the agenda for CHECE meetings.
- D. The Chair will appoint vacancies should they occur on CHECE sub-committees.
- E. Students may not serve as chairs of committees.

Section 9. Duties of the Chair-elect

- A. Assume the responsibilities of the Chair in case of absence or resignation.
- B. Assume responsibilities for planning social functions.
- C. Assume the position of Chair of the CHECE for one year after serving as Chair-elect. The Chair may appoint a member of the faculty or staff should a vacancy occur before the term is reached.
- D. Students may not serve as Chair-elects of .

- D. The Committee shall elect the Chair and Chair-Elect in September of each year.
- E. The appointed member may be a member of the faculty of the SON or of another department or school in the University. Attention must be given to diversity of membership including gender and ethnicity at a minimum.
- F. Terms are September 1 through August 31, triennially, with staggered terms.

Section 3. Duties

- A. Conduct searches for qualified faculty.
- B. Follow approved Affirmative Action procedures.
- C. Screen applicants.
- D. Elected members shall communicate directly to faculty by posting the schedule of interviews and scholarly p5 (S)2 (ept) 0wear 0 Tw 12.13 0o.or(e of)-6.6.6 (el)2.6 (esn3(t)-6.7 (t)-6.6 (ent)-6.7(e ogh A

