

School of Nursing Policy FSP-01

SON Bylaws

Effective Date

Spring 2007

Last Revision Date

8/6/2024

Responsible Party

The School of Nursing administration, faculty, and staff.

Scope and Audience

All School of Nursing personnel, which includes administration, faculty, and staff.

Additional Authority

Boise State University: [Faculty Constitution](#), [Position Definitions \(Policy 7000\)](#)

1. Policy Purpose

These are the rules and procedures which govern the School of Nursing's internal affairs.

2. Policy Statement

2.1 School Staffing Overview

Titles residing in the School of Nursing are as follows:

- Tenure-Track and Tenured Faculty (Ranks of Professor, Associate, Assistant, Instructor)
- Clinical Faculty (Ranks of Professor, Associate, Assistant, Instructor)
- Teaching Faculty (Lecturer, Adjunct, Affiliate and Instructor)
- Professional Staff
- Classified Staff
- Endowed Faculty
- Emeritus Faculty and Staff
- Student titles such as Teaching Assistants, Research Assistants, Student Clerical (Workstudy and Non-Workstudy)

2.2 School of Nursing Meetings

The School of Nursing faculty and staff meet at least twice each semester. Additional meetings may be called by the School of Nursing Divisional Dean and/or Associate Divisional Dean as necessary. Important policy issues, school direction, team updates and other items are generally discussed. Minutes are taken and kept in the School.

The School of Nursing uses a professional faculty and/or administrative governance model. Many recommendations are made at the Team and Committee level, thus voting on issues does not generally occur at School meetings. Should a vote be required, voting privileges are conferred as described under membership and voting privileges.

2.3 Team and Committee Membership and Voting Privileges

2.3.1. *Voting Rights*

School of Nursing voting rights are governed by the provisions set forth in the Boise State University Faculty Constitution. In accordance with the Constitution, the School of Nursing adopts the following:

- For all non-curriculum and non-faculty related matters, Tenured Faculty, Tenure Track Faculty, Clinical Track Faculty, Lecturers, Professional Staff and Classified Staff are entitled to vote.
- All faculty, professional, and classified staff may serve on teams and committees. Teams and committees have rotating membership. Membership is determined by the Administrative Team via an annual nomination/appointment process. Faculty members serve two-year terms to ensure continuity of knowledge and can be re-appointed to the team; staff are appointed based on area of primary responsibility.

- Both Teams and Committees are expected to solicit nursing students for membership as student input is not only a valuable resource for input, but furthers the goals of the strategic plan for student success.

2.3.2. Duties and Responsibilities of Teams and Committees

Teams and committees are accountable for recommendations to the faculty to ensure high quality Program outcomes. Each Team and Committee is expected to solicit and consider input on issues from the administrative team, faculty, staff, and students as appropriate.

2.4 Teams and Committees

Faculty Teams and Committees

See Appendix A for full descriptions of each committee

- School of Nursing Administrative Leadership Team
- Assessment and Evaluation Team
- Daisy Award and Recognition Team
- Executive Simulation Team
- Graduate Governance Team
- Pre-License Admissions Team
- Pre-licensure Governance Team
- School of Nursing Promotion and Tenure Committee
- Research and Creative Activity Team*
- RN-BS Undergraduate Governance Team
- School of Nursing Curriculum Team
- Sustainability Team*
- Undergraduate Curriculum Team
- Undergraduate Pre-Licensure Student Nurses Association Team
- Undergraduate Scholarship Team

**description pending AY 24-25*

Staff Teams

See Appendix B for full descriptions of each committee

- Budget and Reconciliation
- Convocation Team
- Marketing Team
- Organizational Workstream Leads (OWLS)
- Simulation and Practice Lab Operations Team
- Student Services Team
- Technology Team

Ad Hoc Teams

See Appendix C for full descriptions of each committee

- School of Nursing Search Teams
- Focused Initiative Teams, as needed

Each Team and Committee has responsibilities for oversight, review and revision for select School policies as delegated by the Administrative Team. Policies are updated as needed and are formally reviewed on an annual basis.

Teams and Committees meet a minimum of once per semester (more as needed). Chairs will designate fall/spring meeting times at the beginning of each semester. It is expected that faculty/staff attend all scheduled meetings unless prior arrangements have been made to miss a meeting. Minutes are taken for each meeting, distributed to all respective Team members and to the Administrative Leadership Team. Minutes are kept on file in the School. Relevant information or policy change recommendations are approved by the Academic Leadership Team and program and presented at School of Nursing meetings.

3. Forms

N/A

4. Related Information

Boise State University: [Faculty Constitution](#), [Position Definitions \(Policy 7000\)](#)
[Faculty Code of Rights, Responsibilities and Conduct \(Policy 4000\)](#)

COHS: None

SON: [Faculty and Staff Expectations \(Policy FSP-02\)](#), [Faculty Workload \(Policy FP-11\)](#)

Last Review Date

8/6/2024

Revision History

Spring 2007, July 2020, April 2022, July 2022, May 2024

Appendix A - Faculty Teams and Committees

School of Nursing Administrative Leadership Team

Membership

The School of Nursing Administrative Leadership Team consists of the School of Nursing Divisional Dean, the Associate Divisional Dean, the Undergraduate Pre- Licensure Program Director, the RN-BS Program Director, the Graduate Program Director, the DNP Program Director, and the Director of Simulation-based Education and Research.

Responsibilities

- Ensure the proper number of adequately prepared faculty to teach required courses.
- Ensure optimum communication with the rest of the University and the community.
- Ensure orientation of full and part-time faculty.
- Ensure the faculty members are provided with opportunities to make progress toward promotion and/or tenure.
- Ensure adequate funding to realize Program outcomes.
- Oversight of Program and curricular outcomes.
- Ensure steady progress on the strategic plan for the School, College, and University
- Oversee student admission policies.
- Fiscal responsibility for all accounts.
- Resolution of personnel and student issues as appropriate within the School.
- School Policy oversight and implementation.
- Formation and oversight of teams/committees and designation of chairs.
- Communication and filing of reports with accreditation agencies and the Idaho State Board of Nursing.
- Support a working environment that is free of unlawful discrimination and harassment and in which all are treated with respect.
- Support, encourages, and rewards career and educational advancement on the basis of ability and performance.
- Development of course schedules and teaching assignments (in conjunction with Program Directors and Curriculum teams).
- Annual evaluation of all full and part-time faculty (includes student evaluations of faculty) and staff.

Assessment and Evaluation Team

Membership

A minimum of three faculty members representing the pre-license, RN-BS and graduate programs and one staff member. Program directors are also members. Student input and representation as appropriate.

Responsibilities

- Monitoring and updates to the School of Nursing Systematic Evaluation Plan (SEP).
- Provide ongoing systematic evaluation of all School of Nursing Programs.
- Identify recommendations for quality improvement.
- Review alignment of School Programs with the parent institution, Idaho Board of Nursing, and CCNE.

Daisy Award and Recognition Team

Membership

Three faculty (PL, RN-BS and graduate), and 2-3 staff members (as designated by their support of the Daisy award process)

Responsibilities

- General oversight of the Daisy Awards, to include soliciting nominations, reviewing nominations, and presenting Daisy recognition during Fall and Spring semesters.
- The Daisy awards and recognition are in alignment with the Daisy Foundation (<https://www.daisyfoundation.org/about-daisy-award>), but the school may use more specific criteria.
- Review Daisy Award Criteria annually to ensure clarity; collaborate with ALT Team for suggested revision to award criteria.
- In Fall and Spring semesters, publicize Daisy Award criteria, nomination forms and nomination deadline to faculty, staff and students in collaboration with SON Marketing staff.
- Nominations will be monitored by a staff member, who will present a blind version (names withheld) of the nominations to the Daisy Team faculty for review and voting.
- A scoring rubric reflective of the award criteria will be used to evaluate all Daisy award nominees.
- The Chair will notify the Associate Dean of the faculty and student Daisy Award winners, as well as the names of all nominees.

- Staff will order the Daisy Award materials to present in Fall and Spring during SON Convocation. Nominee pins will be presented at a different time.
- The Daisy Team Chair will present the Daisy awards during SON Fall and Spring Convocation, and the Associate Dean will announce each award winner.

Executive Simulation Team

Membership

Executive Simulation Team made up of Simulation Center Director, Learning Labs Operations Manager, and at least one faculty member.

Responsibilities

In conjunction with the School of Nursing Divisional Dean and Associate Divisional Dean, oversight of all processes pertinent to the operation of the Simulation Center.

- Oversight of simulation center operations.
- Ensures appropriate orientation, mentoring, and support of simulation center faculty and staff.
- Complies with the annual Systematic Evaluation Plan (SEP) for data reporting
- Provides updates and reports as needed.

Graduate Governance Team

Membership

Will be co-led by the DNP in Leadership Director and Graduate Program Director (pending teach-out of the DNP-L). Membership will include DNP-L and the Graduate Program Director, faculty, staff and student input/representation as appropriate.

Responsibilities

In conjunction with the School of Nursing Divisional Dean and Associate Divisional Dean, oversight of all processes that pertain to the operation of the DNP-L and Graduate Programs:

- Ensure accurate student advising, admissions, and progression through graduation requirements are met
- Oversight of self-support budget and expenses.
- Oversight of marketing and recruitment activities and strategies.
- Ensure appropriate hiring, orientation, mentoring, and support of adjunct faculty.

- Ensure appropriate course scheduling based on student enrollment numbers and resources.
- Ensure oversight, development, improvement, and evaluation of curriculum.
- Oversight of Program level policy and revisions.
- Ensure compliance of online/distance accreditation standards/criteria.
- Comply with e-campus policies/procedures related to distance education delivery.
- Oversight of distance learning technology used for the program
- Comply with e-campus and Graduate College policies/procedures related to distance education delivery.
- Complies with the annual Systematic Evaluation Plan (SEP) for data reporting, and oversees reporting requirements for the PAR and CCNE (including self-study and CIPR).

Pre-License Admissions Committee

Membership

Will be led by a chair from the pre-license faculty, along with a minimum of 8 members and the Sr. Business Operations Manager.

Responsibilities

Role of committee

1. To recommend admissions processes and to carry out the approved admission process to identify students for admissions each admissions cycle
 - a. establish criteria for admissions that are approved by pre-license faculty as whole
 - b. review applicants for admission requirements
 - c. review applicants video/written responses
 - d. make recommendations for admissions

Role of chair

1. Work with program director to get 10 faculty members for the committee
2. Assign the faculty members to the designated question section via the Kira talent contact
3. Make sure new to the committee faculty members are added to the Kira system and oriented to the process
4. Set faculty assignment review dates with faculty and Kira talent contact, send out reminder emails for faculty with dates
5. Get admission dates from admissions staff member/advising to set schedule for faculty review.

6. Assess progress of faculty reviews and look for inter-rater reliability during review process
7. Notify technical support team of dates for faculty final admissions review meeting with sufficient time to compute scores and adjust % of in-state bonus as needed
8. Lead admissions review meeting to address red flags and provide the Business Office Manager and appropriate professional staff with the final list
9. Consult with ALT on policy/procedure decisions related to pre-license admissions process.
10. Liaison with pre-license faculty on any changes needed in admissions process
11. Lead team on question revisions and send changes to Kira Talent contact

Role of committee members

1. Review admissions application as assigned each semester during review window
2. Meet to discuss final review of applicants, provide final list to admissions staff members
3. Review application questions and determine any necessary changes
4. Review admissions criteria and discuss recommendations for any changes

Role of operations staff

1. Calculate Admissions dates to provide to Chair
2. Notify Tech Team support of dates for faculty final admissions review meeting with sufficient time for them to compute scores and adjust % of in-state bonus as needed
3. Attend Admissions review meetings to assist with process and procedures.
4. Consult with ALT on policy/procedure decisions related to the pre-license admissions process.
5. Refer students to EAC for accommodations as appropriate
6. Update list of accepted and alternate students, send letters and notify appropriate staff.
7. Gather data as needed for Chair and Leadership

Pre-licensure Governance Team

Membership

Pre-Licensure Program Director, Simulation Center, faculty, staff and student input/representation as appropriate.

Responsibilities

In conjunction with the School of Nursing Divisional Dean and Associate Divisional Dean, oversight of all processes that pertain to the operation of the Pre-licensure Program.

- Ensure accurate student advising, orientation, admissions, and progression through graduation requirements are met.
- Oversight of budget and expenses.
- Oversight of marketing and recruitment activities and strategies.
- Ensure appropriate hiring, orientation, mentoring and support of full-time and adjunct faculty.
- Ensure appropriate course scheduling based on student enrollment numbers and resources.
- Ensure compliance with accreditation standards and criteria.
- Complies with the annual Systematic Evaluation Plan (SEP) for data reporting.
- Collaborates with the RN-BS Program, ensuring coordination of curricular and learning outcomes.
- Oversight of Program level policy and revisions
- Ensure oversight, development, improvement, and evaluation of curriculum.
- Oversight of Pre-licensure Teams/Committees.

School of Nursing Promotion and Tenure Committee

Membership

Three tenured faculty at the rank of at least Associate Professor and two clinical faculty.

NOTE: Only tenured faculty vote on tenure or tenure track portfolios per COHS and BSU policies.

Responsibilities

- Developmental and final review of promotion and/or tenure portfolios per School policy
- Provide education and consultation with faculty on development of promotion and tenure portfolios
- Oversight of review/revision of assigned School policies

Research and Creative Activity Team

Membership

A minimum of 5 faculty (including the DeMeyer Endowed Chair) and at least one staff who are interested in supporting scholarship efforts. Student representation is welcome.

Responsibilities

- Uphold Goal 3 (Advance Research and Creative Activity) of the university's Blueprint for Success by supporting Strategy 1-3:
- Provide the physical space, policies, information systems, technology, budgetary and human resources to sustain and grow research and creative activities.
- Develop an integrated, transdisciplinary, and accessible research ecosystem dedicated to student excellence and success.
- Invest in a Grand Challenges initiative to propel a transdisciplinary model for research and creative activity.
- Identify areas for growth or system constraints related to space, policies, information systems, technology, budget and human resources to sustain and grow research and creative activities.
- Embrace/encourage the full use of the Boyer model, including dissemination in multiple formats of any scholarship/creative activity.
- Participate in Grand Challenges as appropriate.
- Support and provide counsel for the strategic plan of the DeMeyer Endowed Chair in Nursing including review of small grants and budget priorities.
- Identify and disseminate resources to assist with scholarship.

RN-BS Undergraduate Governance Team

Membership

RN-BS Program Director, faculty, staff and student input/ representation as appropriate.

Responsibilities

In conjunction with the School of Nursing Divisional Dean and Associate Divisional Dean, oversight of all processes that pertain to the operation of the RN-BS Completion Program:

- Coordinate activities with faculty to ensure high quality online teaching and learning within the RN-BS Completion with appropriate collaboration with the Pre-licensure Program. Coordinate and identify activities that support the current School Strategic Plan.
- Oversight for consistency with School of Nursing and E-Campus policies/procedures related to distance education delivery.
- Annual Systematic Evaluation Plan (SEP) review to include action plans for data reporting.
- Ensure that accurate student advising, admissions, progression through graduation requirements are met.

- Oversight of distance learning technology used for the program
- Oversight of self-support budget and expenses.
- Oversight of marketing and recruitment activities and strategies.
- Complies with meeting BS program learning outcomes.
- Ensure oversight, development, quality improvement, and evaluation of curriculum.
- Oversight of Program level policy and revisions.
- Ensure appropriate hiring, orientation, mentoring, and support of adjunct faculty.
- Ensure compliance of online/distance accreditation standards/criteria.

School of Nursing Curriculum Team

Membership

A minimum of one faculty from each program (Pre-Lic, RN-BS, and Graduate) and others as appropriate.

Responsibilities

- Serve as liaisons between programs/faculty on curricula within the School.
 - Facilitate communication and sharing of curricula within the School.
 - Development/revision of policies that apply to all program curricula.
 - Lead development/revision of the School curricular framework.
 - Ensure congruence of program outcomes to curricular threads and AACN Essentials and CCNE accreditation guidelines.
- Review substantive changes on curricula for CCNE as appropriate.

Sustainability Team

Membership

A minimum of two faculty and/or staff who are interested in supporting sustainability efforts. Student representation is welcome.

Responsibilities

- Uphold Goal 4 (Foster a Thriving Community) of the university's [Blueprint for Success](#) by supporting Strategy 4: Foster a sustainable campus that is both environmentally and socially responsible as well as economically feasible.
- Educate School of Nursing faculty and staff on sustainability topics.
- Encourage and equip School of Nursing members to prioritize holistic health practices as well as sound stewardship of economic and environmental resources.
- Share sustainability knowledge with students in support of the AACN's Essentials guidelines pertaining to the domain of Population Health 3.6b, that students would be

equipped with a full understanding of the impact of climate change on environmental and population health. (American Association of Colleges of Nursing, 2021, The Essentials: Core Competencies For Professional Nursing Education, p. 36)

Undergraduate Curriculum Team

Membership

A minimum of six faculty members (including both RN-BS and pre-license faculty), Clinical Operations representation, one staff member, and student input/representation as appropriate. Program directors serve as ad-hoc members and meet with committee as necessary.

Responsibilities

- Oversight of the undergraduate nursing curriculum:
 - Development and revision of curriculum as needed, including policies.
 - Assurance that the curriculum is evidence based and supports high quality Program objectives.
 - Assessment/evaluation of curricular outcomes and course evaluations.
 - Oversight and maintenance of curriculum integrity.
 - Maintenance and analysis of data related to curricular and Program outcomes.
 - Oversight of pre-license and RN-BS curriculum alignment as needed
- Oversight of review/revision of assigned department policies regarding curriculum issues.
- Maintenance and reporting of accreditation standards/criteria, and compliance with the Idaho State Board of Nursing curriculum requirements.
- Approval of revisions of course syllabi, content, and course delivery, collaboration with Administration Leadership Team on recommendations of course delivery and offerings.

Undergraduate Pre-licensure Student Nurses Association (SNA) Team

Membership

The SNA faculty advisor(s), SNA Board Members (President, Vice-President, Treasurer, Secretary, and Directors), active nursing student members, and pre-nursing student members.

Responsibilities

In conjunction with faculty advisor(s), the Pre-License Program Director, and the Divisional Dean/Associate Divisional Dean as appropriate, the Boise State University Student Nurse Association purpose and function are to:

- Assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare.
- Provide programs representative of fundamental interests and concerns to nursing students.
- Aid in the development of the whole person, including their professional role, their responsibility for health care of people in all walks of life.
- Have direct input into standards of nursing education and influence the education.
- Influence health care, nursing education and practice through legislative activities as appropriate.
- Promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- Represent nursing students to the consumer, to institutions, and other organizations.
- Promote and encourage students' participation in interdisciplinary activities.
- Promote and encourage recruitment efforts, participation in student activities, and educational opportunities.
- Promote and encourage collaborative relationships with nursing and health related organizations.

Undergraduate Scholarship Team

Membership

One member of the Administrative Leadership Team, COHS/School of Nursing staff person, and faculty input/representation as needed.

Responsibilities

- Responsibility for oversight of undergraduate scholarships.
- Announcement of scholarship application and process to students.
- Oversight of review/revision of School policies regarding undergraduate scholarship and scholarship criteria.
- Allocation of scholarship funds to students in alignment with donor wishes.
- Maintain a close relationship with the College development officer to ensure scholarships are allocated in support of the School mission and donor wishes.

Appendix B - Staff Teams

OWLS Team

Responsible for addressing operational issues and supporting staff functions within the School of Nursing. Convene monthly to discuss matters such as process documentation, workflow management, functional area updates, staff evaluations, and support for various programs and initiatives.

Key outputs and deliverables include:

- Coordinating annual timelines across support areas
- Providing updates on all operational support functions, including facilitating staff evaluations, planning opportunities for team building,
- Coordinating staff input on leadership transitions and training sessions.

Tech Team

Responsible for managing LMS and internal data technology infrastructure, supporting faculty and staff with technology-related issues, and implementing innovative solutions to enhance teaching, learning, and administrative processes within the school.

Key outputs and deliverables include:

- Managing systems information including the PeopleSoft schedule of Classes, the Canvas LMS, and Textbook adoptions through Verba
- Supporting faculty with course site preparation and online content development
- Ensuring compliance with data security protocols
- Developing data collection, reporting, and evaluation processes.

Simulation and Practice Lab Operations Team

Responsible for providing clinical simulation and practice lab hours to the nursing student population. Responsible for maintaining the facility, equipment, and digital curriculum and files associated with these spaces. Responsible for facilitating the needs of all instructors within our guidelines and best practices.

Key outputs and deliverables include:

- Provide details of clinical hours supplied by class and facilitator on the SimOPSDashboard
- Provide linked curriculum objectives per simulation or lab activity

- Performs Qualtrics Surveys at the end of each semester to provide student feedback

Marketing

Responsible for telling the School of Nursing story and to recruit prospective nursing students for our nursing programs. Responsible for creating relatable, fresh content and ensuring the SON is strategic in the marketing plan and goals.

Key outputs and deliverables include:

- Recruitment of prospective students
- Website and Content Management
- Strategic Marketing Plans
- Social Media Content
- Design of Recruitment Materials
- Branding
- Content Writing
- Story Creation
- Content for Ads and Marketing
- ROI monitoring
- Email campaign management
- Event planning
- Management for certain events within the community and to our prospective students

Convocation

Responsible for organizing and executing the convocation ceremony, a significant event that symbolizes the transition of nursing students from their educational program to their professional careers.

Key outputs and deliverables include:

- Planning and execution of the end of semester convocation event
- Overseeing staff participation
- Notifying and greeting students and families
- Set up and clean up the event

Student Services

Responsible for supporting students throughout their academic journey, helping them overcome challenges, achieve their goals, and thrive both personally and academically.

Key outputs and deliverables include:

- Admissions Support
- Academic Support
- Graduation checks
- Serving as a link to other support services across campus

Budget and Reconciliation Team

Responsible for ensuring all financial transactions within the School of Nursing (SON) are processed correctly, in a timely manner and are within the policy guidelines set forth by the University and the State of Idaho. Also responsible for ensuring all monthly expenses incurred by faculty and staff for travel, workshops, etc. have supporting documentation for each expense prior to submitting for payment.

Key outputs and deliverables include:

- Performing yearly budget projections
- Providing yearly reporting on all SON cost Centers to SON Leadership
- Reconciling SON Salary issues
- Ensuring all cost center deficits are cleared by year end
- Submitting check requests from donors who provide donations to the SON
- Process/approve new hire requests
- Approve all ICP's and ECC for the SON
- Process all Faculty/Staff travel requests
- Support the SON Faculty/Staff on administrative needs
- Maintain SON contracts
- Process all Invoices and Requisitions for SON
- Submit software requests to SARB for approval
- Ensure SON financial processes are updated when changes occur
- Reconcile all P-Card transactions
- Liaison for facility needs for Norco Building Floor 3 and 4

Appendix C - Ad Hoc Teams

School of Nursing Search Teams

Membership

Is determined by the Administrative Team based on the focus of the search and faculty and/or staff expertise required, and student participation is encouraged.

Responsibilities

Oversight of the search process includes:

- Coordination of the search process.
- Recommendation of candidate(s) based on strengths for the School of Nursing Divisional Dean.

Focused Initiative Teams (as needed)