

School of Nursing Policy FSP-01

## SON Bylaws

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### **Effective Date**

Spring 2007

### **Last Revision Date**

7/27/2022

### **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**

BSU: Faculty Constitution, Position Definitions (Policy 7000)

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## **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)

- Teaching Faculty (Lecturer, Adjunct, Affiliate and Instructor)
- Clinical Faculty (Ranks of Professor, Associate, Assistant, Instructor)
- Endowed Faculty
- Emeritus Faculty and Staff
- Professional Staff
- Classified 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 Chief Nurse Administrator, 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 shared 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. Student representatives are non-voting members of School of Nursing committees.

### 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/Committees

- Administrative Leadership Team
- DNP Governance Team
- AGNP Governance Team
- RN-BS Governance Team
- Pre-licensure Governance Team
- Executive Simulation Team
- Undergraduate Curriculum Team
- Assessment and Evaluation Team
- Undergraduate Pre-Licensure Progression Team
- Continuing Education Team
- Internal Opportunities Committee
- Promotion and Tenure Committee
- Graduate Governance Team
- Undergraduate Pre-Licensure Student Nurses Association Team
- School of Nursing Curriculum Team
- Pre-License Holistic Admissions Team (need role/responsibilities)
- Endowed Chair Research Team (need role/responsibilities)

### Staff Teams include:

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

**Ad Hoc Teams**

- Search Teams
- Scholarship Team
- 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 twice per semester (more as needed). 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.

Teams and Committees are required to prepare and forward to the Administrative Team two reports during the academic year. In August, each Team and Committee must prepare an action plan based on the goals of the School's Systematic Evaluation Plan. In May, Teams and Committees are to review their plan and submit an annual report addressing successes and deficiencies; describing means of measurement and making recommendations/ comments for the subsequent academic year.

**2.4.1. School of Nursing Administrative Leadership Team**

**Membership:** The School of Nursing Administrative Leadership Team consists of the School of Nursing Divisional Dean, the Chief Nurse Administrator, the Undergraduate Pre-Licensure Program Director, the RN-BS Program Director, the AGNP Program Director, and the DNP Program Director.

**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.
- Communication and filing of reports with accreditation agencies and the Idaho State Board of Nursing.
- Supports a working environment that is free of unlawful discrimination and harassment and in which all are treated with respect.
- Supports, 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.

#### 2.4.2. DNP Governance Team

Membership: The Graduate Program Director, faculty, staff and student input/representation as appropriate.

Responsibilities:

In conjunction with the School of Nursing Divisional Dean, oversight of all processes that pertain to the operation of the DNP Program:

- 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.
- Complies with the annual Systematic Evaluation Plan (SEP) for data reporting.

### 2.4.3. AGNP Governance Team

Membership: The AGNP Program Director, faculty, staff and student input/representation as appropriate.

Responsibilities:

In conjunction with the Graduate Program Directors and School of Nursing Divisional Dean as appropriate, oversight of all processes that pertain to the operation of the AGNP Program.

- 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, as needed.
- 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 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).

### 2.4.4. RN-BS Undergraduate Governance Team

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

Responsibilities:

In conjunction with the Program Director, oversight of all processes that relate to the operation of the RN-BS Completion Track:

- 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 actions plans for data reporting.
- Ensure that accurate student advising, admissions, progression through graduation requirements are met.
- Oversight of self-support budget and expenses.
- Oversight of marketing and recruitment activities and strategies.
- Complies with meeting senior level curriculum outcomes.
- Ensure oversight, development, improvement, and evaluation of curriculum.
- Oversight of Program level policy and revisions.
- Ensure appropriate hiring, orientation, mentoring, and support of adjunct faculty.
- Ensure high quality transition experience between semesters for students.
- Ensure compliance of online/distance accreditation standards/criteria.

#### 2.4.5. 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 track, 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.

#### 2.4.6. Executive Simulation Team

Membership: Executive Simulation Team made up of Simulation Center Director, Simulation Faculty Development Facilitator, Learning Labs Operations Manager and an Administrative Assistant.

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.

#### 2.4.7. Undergraduate Curriculum Team

Membership: A minimum of six faculty members (including RN-BS remote faculty), and at least one Program Director, Clinical Operations representation, one staff member, and student input/representation as appropriate.

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 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 Team on recommendations of course delivery and offerings.



#### 2.4.8. Assessment and Evaluation Team

Membership: A minimum of three faculty members and one staff member. 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 parent institution, Idaho Board of Nursing, and CCNE.

#### 2.4.9. Undergraduate Pre-Licensure Progression Team

Membership: Pre-Licensure Program Director and a minimum of three faculty members.

Responsibilities:

Oversight of issues related to progression of Pre-licensure undergraduate students.

- Establishment and monitoring of admission criteria and process
- Oversight and review of the undergraduate and AGNP progression policy, health policy and other policies as determined by the Administrative Team.
- Monitoring and reporting to the faculty and Administrative Team on accreditation standards/criteria, admission requirements.
- Analysis of data related to admission criteria, progression, and completion rates.
- Communication with students regarding progression in collaboration with the Program Director.

#### 2.4.10. Continuing Education Team

Membership: Continuing Education Coordinator, CE administrative assistant, minimum of two other faculty members.

Responsibilities:

Development and oversight of educational opportunities related to nursing education.

This includes:

- Development and implementation of courses for educational relationships.
- Faculty input for educational opportunities as approved by Academic Leadership/Divisional Deans.
- Development, implementation and documentation of Faculty CE.

#### 2.4.11. International Opportunities Committee

Membership: A minimum of three faculty members and student input/representation as appropriate.

Responsibilities:

Development and oversight of international and study away nursing opportunities.

This includes:

- Development and implementation of courses for international relationships.
- Secure external funding for international work (in conjunction with the Administrative Team).
- Development of Memoranda of Understanding, policy development, internal and external relationships related to international relationships with Administrative approval.

#### 2.4.12. 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.

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

#### 2.4.13. Graduate Governance Team

Membership: The graduate programs director(s), graduate faculty representing each of the graduate programs, at least one staff member, and student input/representation as appropriate.

Responsibilities:

In conjunction with the School of Nursing Administrative Leadership Team:

- Ensures curriculum, evaluation outcomes, policy and/or process congruency and consistency between the graduate programs.
- Serves as process or problem-solving group for graduate programs.
- Oversight of solicitation, review and awarding of graduate student scholarships.

#### 2.4.14. 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 Associate Divisional Dean/Chief Nurse Administrator 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 regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.
- Promote and encourage collaborative relationships with nursing and health related organizations.

#### 2.4.15. School of Nursing Curriculum Committee

Membership: A minimum of one faculty from each program (Pre-Lic, RN-BS, MN, and DNP) 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.
- Review substantive changes on curricula for CCNE as appropriate.

#### 2.4.17. School of Nursing Search Team(s)

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.
- Development of list of recommended candidates for the School of Nursing Divisional Dean.

#### 2.4.17. 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.

### **3. Forms**

Faculty Expectations (FP8), Faculty Responsibilities (FP41)

### **4. Related Information**

BSU: [Faculty Constitution](#), [Position Definitions \(Policy 7000\)](#)

CHS: None

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

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### **Last Review Date**

7/27/2022

### **Revision History**

Spring 2007, July 2020, April 2022, July 2022

