

**UNIVERSITY OF MISSOURI-KANSAS CITY  
SCHOOL OF NURSING AND HEALTH STUDIES  
BYLAWS**

**ARTICLE I      ADMINISTRATION**

- Section 1      The University of Missouri-Kansas City is one of four campuses of the University of Missouri System.
- Section 2      The University of Missouri System is governed by a Board of Curators whose members are appointed by the governor of Missouri and confirmed by the Missouri State Senate. The President of the University directs and coordinates programs of all four campuses with the assistance of a staff in finance, business, management, research, extension, development, public information, and other University-wide services.
- Section 3      The activities of each campus are under the supervision of a campus specific chancellor who directs campus affairs within policies established by the Board of Curators and the President.
- Section 4      The governing administration under the Chancellor of the University of Missouri-Kansas City can be reviewed on the UMKC website.
- Section 6      The chief administrative officer of the School of Nursing & Health Studies is the Dean, who is directly responsible to the Provost and Executive Vice Chancellor for the educational programs and the administration of the School of Nursing & Health Studies. The Dean has the authority and responsibility for the management of the budget, public relations, teaching, and research and related activities of the nursing faculty.
- Section 7      The School of Nursing & Health Studies is one of four health sciences schools within the University of Missouri-Kansas City. The purpose of the School of Nursing & Health Studies is to provide education in the health professions and to contribute to the improvement of healthcare through service and research.

**ARTICLE II      NAME OF ORGANIZATION**

The organization is named the School of Nursing & Health Studies (SoNHS) Faculty at the University of Missouri-Kansas City, hereinafter referred to as the SoNHS Faculty Assembly.

**ARTICLE III      SoNHS FACULTY ASSEMBLY**

**Section 1      SoNHS Faculty Assembly Purpose:**

The purpose of the faculty assembly is to oversee and ratify the structures, functions, curriculum and activities specific to the mission statement, goals and values of the SoNHS and University of Missouri – Kansas City.

**Section 2      SoNHS Faculty Assembly Established Standing Committees**

The Faculty Assembly has established the following committees:

1. Faculty Steering Committee
2. Curriculum Committee
3. Student Affairs Committee
4. Faculty Advancement and Development Committee (FDAC) & FDAC Tenure Subcommittee
5. Program Evaluation Committee
6. Budget Committee

**Section 3      SoNHS Faculty Assembly responsibilities include, but are not limited to:**

Approved by Steering 2/1/17

Approved by the School of Nursing Faculty Assembly 9/20/06; 10/18/06; 5/0/07., 8/14/08, 12/10/08, and 12/9/09.; 12/12/11; 12/14/11; 5/8/13; 4/14/14; 12/10/14; 5/13/15; 9/14/15; 12/14/16; 2/8/2017; 10-14-2020; 5-2021

1. Hear reports concerning administrative affairs of the SoNHS from the Dean or the designated representative.
2. Review recommendations from:
  - i. the Dean or Associate Deans of the SoNHS
  - ii. SoNHS committees
3. Refer committee recommendations requiring official, administrative or legislative action to the Dean of the SoNHS or appropriate administration official
4. Review and, if needed, act upon decisions of all SoNHS committees.
5. Discuss and take appropriate action on general University affairs and policies.
6. Approves representatives to University committees.
7. Recommends appointed representatives to the Dean for university committees.

#### **Section 4 SoNHS Faculty Assembly Membership & Voting Eligibility**

1. The faculty of the SoNHS is composed of: The President of the University, the Chancellor and the Provost – Vice Chancellor for Academic Affairs of the University of Missouri-Kansas City, the Dean, the Associate Deans and all individuals holding academic appointments to the School of Nursing & Health Studies of the University of Missouri-Kansas City.
2. Voting members include:
  - i. Faculty with regular, benefit-eligible academic appointments to the SoNHS Health Studies shall have voice and vote in Faculty Assembly.
  - ii. Faculty with non-regular academic appointments to the SoNHS of at least 0.5 FTE shall have voice and vote
  - iii. Faculty with non-regular academic appointments to the SoNHS of less than 0.5 FTE shall have voice but no vote.
3. Affiliated faculty, lecturers and other teaching staff officially requested to assist with student learning may attend Faculty Assembly meetings and shall have voice but no vote.
4. Staff from the SoNHS may attend Faculty Assembly meetings and shall have voice but no vote.

#### **Section 5 SoNHS Faculty Assembly Officers**

There are two elected officers of the Faculty Assembly: the Chair and the Chair-Elect. The Faculty Assembly Chair and Chair-Elect serve concurrently as Chair and Chair-Elect for Faculty Steering.

1. Election of Faculty Assembly Officers:
  - i. Officers shall be nominated for election from voting faculty members from the UMKC SoNHS.
  - ii. Officers shall be elected during the spring semester to a two year term as Chair-Elect and two year term as Chair.
2. Responsibilities of the Chair
  - i. Prepares an agenda and appropriate materials prior to each meeting and arranges for distribution to members of the Faculty Assembly as outlined in the Committee Chair and Recorder Meeting Policy.
  - ii. Presides at the Faculty Assembly meetings.
  - iii. Reviews minutes of all Faculty Assembly meetings as prepared by and maintained by designated staff or faculty and distributes to members of Faculty Assembly and designated persons as outlined in the Committee Chair and Recorder Meeting Policy.
  - iv. Serves as a non-voting liaison to all standing committees.
  - v. Serves as Chair of the Faculty Steering Committee
3. Responsibilities of the Chair-Elect:
  - i. Presides over Faculty Assembly meetings in the absence of the Chair.
  - ii. Facilitates timely progression of Faculty Assembly meetings in accordance with Roberts' Rules of Order

## **Section 6 SoNHS Faculty Assembly Meetings**

1. All committee decisions shall be governed by reference to Roberts' Rules of Order for organized discussion and expression of personal beliefs and opinions.
2. Meetings shall be held at least three times during each 16 week semester.
3. Special Faculty Assembly meetings must be convened when requested by the Chancellor, Executive Vice Chancellor, Dean of the SoNHS, the Faculty Steering Committee, or at the request of 30% of the voting members.
4. A quorum shall be composed of a simple majority of the voting members.
5. Decisions shall be made by simple majority vote of those present.
6. Copies of the minutes of each of all SoNHS faculty assembly be available electronically to faculty members of the SoNHS.

## **ARTICLE IV FACULTY ASSEMBLY STANDING COMMITTEES**

### **Section 1 SoNHS Faculty Assembly Standing Committee Meetings**

Other SoNHS faculty assembly standing committee meetings shall be held monthly during the 16 week semesters or as needed based on agenda.

### **Section 2 SoNHS Faculty Assembly Standing Committee Representation, Eligibility and Selection**

1. Faculty who hold voting membership in the SoNHS Faculty Assembly are eligible for membership on standing committees.
2. The Dean and Associate Deans will serve as ex officio members with voice but no vote (with the exception of Faculty Steering Committee).
3. The Chair of Faculty Assembly will serve as ex officio (voice, no vote) to the standing committees unless elected to the standing committees.
4. Invited faculty from other units shall have voice but no vote.
5. Membership terms will be for 4 years, with half of the members elected every 2 years. Elections shall be held in the spring semester or as needed.
6. Vacancies on committees that occur during the academic year shall be filled by majority vote of the Faculty Assembly.
7. All Standing Committees shall have two alternates as voted on by the assembly. Alternates are expected to attend all scheduled meetings. The alternates shall have full voting rights if serving to replace a regular committee member. The Chair should identify at the beginning of the meeting if the alternate needs to serve in a voting capacity.
8. The SoNHS student body will provide student representatives as defined in the committee membership.

### **Section 3 SoNHS Standing Committee Officers**

There are two elected officers for each SoNHS Standing committee: the Chair and the Chair-Elect.

1. Election of Standing Committee Officers:
  - i. The Chairs are elected from the voting members of the standing committee with the exception of Faculty Steering.
  - ii. Officers shall be elected during the last meeting of the academic year in the Spring. The Chair position is a two year term. The first year as Chair-elect and the second as Chair.
  - iii. The Committee Chair will vote only in case of a tie.
2. The elected Chair of each standing committee is responsible for:
  - i. Preparing an agenda and appropriate materials prior to each meeting and arranges for distribution to members of the faculty as outlined in the Committee Chair and Reorder Meeting Policy.
  - ii. Ensuring committees with student representation have a standing agenda item for closed session,

without students or guests.

- iii. Presiding at the committee meetings.
  - iv. Reviewing minutes of committee meetings as prepared by and maintained by designated staff or faculty and assures availability to all faculty members as outlined in the Committee Chair and Reorder Meeting Policy.
  - v. Attending or appointing designee to report and attend SoNHS Faculty Assembly and Faculty Steering meetings.
  - vi. Reviewing and making approved committee documents available in electronic format for faculty to review prior to the vote in SoNHS faculty steering and assembly meetings as outlined in the Committee Chair and Reorder Meeting Policy.
  - vii. Notifying the SoNHS Faculty Assembly Chair of vacancies on the committee throughout the academic year.
3. Responsibilities of the Chair-Elect:
- iii. Presides over meetings in the absence of the Chair.
  - iv. Facilitates timely progression of meetings in accordance with Roberts' Rules of Order

## **ARTICLE V    SoNHS FACULTY STEERING COMMITTEE**

**Section 1    Faculty Steering Purpose:** Provide leadership and facilitate decision making of the Faculty Assembly and serve as liaison to faculty, staff, and administration.

**Section 2    Faculty Steering Responsibilities:**

1. Develop the agenda for each meeting of the SoNHS Faculty Assembly.
2. Approve decisions of other standing committees and forward to SoNHS Faculty Assembly as deemed appropriate for either informational purposes only or for full-faculty action as necessary. Examples of information purposes include changes in course objective or description. Examples for full-faculty action include a new program, new course, change in clinical hours, change in program hours, etc. These are not comprehensive lists.
3. Identify issues and direct them to the appropriate committee.
4. Develop and present faculty governance policies within the school to Faculty Assembly or other committees as necessary.
5. Advise the Dean and Associate Deans regarding interpretation of policies and recommendations.
6. Inform the Dean of pending policy decisions to ensure sufficient resources for implementation are available.
7. Assist the Dean regarding administrative policy development.
8. Periodically conduct an evaluation of the by-laws and functioning of the governance structure.
9. Conduct elections annually in spring semester and as needed for membership of SoNHS Committees and SoNHS representatives to unit and university level committees.
10. Designate a staff member to develop an annual calendar of dates and times for the academic year for Faculty Assembly and standing committee meetings.
11. Determine the need and membership for a Faculty Steering ad hoc committee.

**Section 3    Faculty Steering Membership:**

1. Chair & Chair-elect of Faculty Assembly are the Chair and Chair-elect for the Faculty Steering committee.
2. Chairs of SoNHS Faculty Assembly standing committees
3. Dean and Associate/Assistant Deans
4. Academic Program Directors
5. Faculty representative to graduate officers
6. Faculty senate representatives

7. Academic Policy & Procedure committee representative (ex-officio, with voice, no vote)
8. Director of Student Services of SoNHS (ex officio with voice, no vote)

## **ARTICLE VI SoNHS CURRICULUM COMMITTEE:**

**Section 1 Curriculum Committee Purpose:** Design, develop and evaluate the Nursing and Health Studies curricula for all programs and present recommendations to the Faculty Assembly and/or Dean when appropriate.

**Section 2 Curriculum Committee Responsibilities:** Coordinate all activities related to the development of the SoNHS curricula.

1. Revise philosophy, program objectives, conceptual framework, and curriculum design as appropriate.
2. Evaluate suggested changes to the curriculum on a scheduled basis per the Program Evaluation Plan.
3. Coordinates new course offerings and major changes in existing courses.
4. Recommend curricular policy revisions.
5. Monitor implementation of changes to the curricula and submission into the university catalog.
6. Review and approve suggested programs, courses, hours, descriptions, mode of instruction, and title changes and all suggested course additions and deletions; forward approved changes to Faculty Steering Committee for review and ratification.
7. Determine the need and membership for a Faculty Steering ad hoc committee.

**Section 3 Curriculum Committee Membership:**

1. Faculty members, delineated as:
  - i. Six (6) faculty members representing undergraduate programs, with at least one (1) from the BHS program and one (1) from BPHS.
  - ii. Six (6) faculty members representing graduate programs, with at least (1) faculty member representing the graduate program teaching in an advanced practice track and with at least (1) faculty from the CRNA track.
2. Two (2) faculty to serve as alternates with one (1) representing the undergraduate programs and one (1) representing the graduate programs.
3. Graduate University Curriculum Committee and Undergraduate University Curriculum Committee and General Education Committee representatives (ex officio, with voice, no vote).
4. Dean, Associate/Assistant deans (ex officio, with voice, no vote)
5. Academic Program Directors (ex officio, have voice, no vote)
6. Two (2) student representatives; A representative shall be from a nursing program and one from a health studies program (with voice, no vote)
7. Director of Student Services of SoNHS (ex officio with voice, no vote)

**ARTICLE VII SoNHS STUDENT AFFAIRS COMMITTEE:**

**Section 1 Student Affairs Committee Purpose:** Develop and implement policies and procedures related to student academic and conduct performance, including decisions related to admissions, re-admissions, progression and graduation from all programs.

**Section 2 Student Affairs Committee Responsibilities:** Establish with ratification by the Faculty Steering Committee, policies and procedures for admission to, progression through, and graduation from the SoNHS.

1. Review applicants trends and make recommendations regarding admission trends to the appropriate University officers (Program Directors, Dean, Associate Deans, Registrar, Graduate School Dean)
2. Act on student petitions for exception to academic policies and/or program requirements.
3. Develop and implement policies and procedures for addressing student concerns, progression issues, and grade appeals except where other campus or school procedures exist. When dealing with individual student concerns, the committee shall go into executive session without student representation.
4. Review criteria and make recommendations to appropriate University persons/offices in matters such as student health, scholarships and awards. Recommend to the Faculty Assembly the candidates for graduation from the SoNHS.
5. Review all admission policies and of the SoNHS to determine their effects on the quality and quantity of students enrolled in the programs and on diverse enrollment.
6. Evaluate effectiveness of:
  - i. Enrollment management activities.
  - ii. Processes and structures affecting enrollment management.  
Recruitment and retention efforts with Division of Student Affairs Admissions Enrollment Management departments
7. Determine the need and membership for a Faculty Steering ad hoc committee.

**Section 3 Student Affairs Membership:**

1. Faculty members, delineated as:
  - i. Six (6) faculty members representing undergraduate programs, with at least one (1) from the BHS program and one (1) from BPHS.
  - ii. Six (6) faculty members representing graduate programs, with at least (1) faculty member representing the graduate program teaching in an advanced practice track and with at least (1) faculty from the CRNA track
2. Two (2) faculty to serve as alternates
  - i. One (1) representing the undergraduate programs
  - ii. One (1) representing the graduate programs
3. Dean, Associate/Assistant deans (ex officio, with voice, no vote)
5. Academic Program Directors (ex officio, have voice, no vote)
6. Two (2) student representatives; A representative shall be from a nursing program and one from a health studies program (with voice, no vote)
7. Director of Student Services of SoNHS (ex officio with voice, no vote)

**ARTICLE VIII SoNHS FACULTY DEVELOPMENT AND ADVANCEMENT COMMITTEE:**

- Section 1 Faculty Development and Advancement Committee (FDAC) Purpose:** Develop, implement and/or review policies and make recommendations related to faculty appointments, orientation, workload, annual evaluation, award nominations, promotion and tenure, emphasizing scholarship, leadership, and clinical excellence. A subcommittee consisting of tenured faculty will be responsible for the confidential appointment, promotion, and tenure decisions of the unit.
- Section 2 FDAC Responsibilities:**
1. Develop, implement, review and/or revise faculty rank descriptions.
  2. Review Affiliated Faculty candidates' qualifications and make recommendations to the Dean regarding appointments.
  3. Develop, review and revise faculty workload policy and make recommendations.
  4. Participate in evaluations of non-regular faculty promotions.
  5. Develop, review and revise faculty orientation policy and procedures and coordinate the implementation with Faculty Assembly.
  6. Develop unit plan for faculty development, to include: teaching, scholarship, and service.
  7. Determine the need and membership for a Faculty Steering ad hoc committee.
- Section 3 FDAC Membership:**
1. Four (4) tenured or tenure track (T/TT) faculty members
  2. Four (4) non-tenure track (NTT) faculty, which must hold a minimum rank of assistant professor
    - i. One (1) Chair, tenured/tenure track (T/TT) OR non-tenure track (NTT), elected from within committee. The appropriate alternate replaces the vacated position created by the chair.
  3. Two (2) faculty to serve as alternates. The alternate will replace the NTT or T/TT representative voting position vacant by the Chair. A temporary alternate will be elected for a 1 year term to fill the vacant alternate seat.
    - i. One (1) representing the NTT faculty
    - ii. One (1) representing the T/TT faculty
  4. Dean and Associate Deans (ex officio, with voice, no vote)
  5. Academic Program Directors (ex officio, have voice, no vote)
- Section 4 FDAC Appointment, Promotion, and Tenure (APT) sub-committee Responsibilities**
1. Develop, implement, review, and/or revise SoNHS criteria for appointment, promotion and tenure in accordance with University of Missouri Tenure regulations and relevant UMKC policies. This process will include:
    - i. If the FDAC Chairperson is not a tenured faculty, the FDAC APT sub-committee shall elect a Chairperson of the sub-committee.
    - ii. Maintenance of current information regarding UM/UMKC promotion and tenure policies and distribution to faculty.
    - iii. Faculty notification of appropriate review dates, guidelines and deadline schedules for
    - iv. Review of applications for promotion and tenure.
  2. Recommend promotion, tenure and non-renewal decisions to the Dean.
  3. Develop, implement, review and/or revise guidelines consistent with Academic Tenure Regulations, Chancellor's Memoranda #35, #77, and Executive Orders No. 6A and 26 Collected Rules and Regulations # 310.015, 320.035, and 310.020 for faculty submission of data for faculty reappointment, promotion and tenure.
  4. Review candidates' qualifications, and make recommendations to the dean regarding Graduate/Doctoral Faculty appointments and reappointments.
  5. Develop, implement, review and revise policies and procedures regarding annual review for progression toward promotion, tenure and retention. Refer to Collected Rules and Regulations #

310.015, 320.035, and 310.020 Executive Orders #6A and 26, Chancellor's Memorandum #35 and 77 and the Academic Tenure Regulations.

6. Conduct a five-year post-tenure review.

## **ARTICLE IX SoNHS PROGRAM EVALUTION COMMITTEE:**

**Section 1 Program Evaluation Committee Purpose:** To plan and implement processes that provide ongoing assessment and continuous quality improvement of the organizational procedures, products, activities, personnel and resources of the SoNHS.

### **Section 2 Program Evaluation Committee Responsibilities:**

1. Determine the extent to which the objectives of the degree programs are met.
2. Determine whether program implementation is consistent with program design.
3. Determine the degree to which the programs meet the educational needs of the students and the community.
4. Review the delivery of support services to students enrolled in the programs.
5. Assess the quality and efficiency of the programs.
6. Determine the adequacy of resources for achieving program goals.
7. Identify opportunities to improve the SoNHS programs.
8. Make recommendations to other SoHNS committees and administration.
9. Determine the need and membership for a Faculty Steering ad hoc committee.

### **Section 3 Program Evaluation Committee Membership:**

1. Six (6) faculty representatives, delineated as:
  - i. one (1) from the BSN program
  - ii. one (1) from the BHS program
  - iii. one (1) from BSPH
  - iv. one (1) from the MSN program
  - v. one (1) from the DNP program
  - vi. one (1) from the PhD program
  - vii. At least one of MSN or DNP representatives must be an advanced practice nurse (APRN) and teaching in an advanced practice track.
2. Two (2) faculty to serve as alternates.
  - i. One (1) representing the undergraduate programs
  - ii. One (1) representing the graduate programs
3. SoNHS Director of Students Services (ex officio, with voice, no vote).
4. Dean, Associate/Assistant deans and Academic Program Directors (ex officio, with voice, no vote).
5. Academic Program Directors (ex officio, have voice, no vote)
6. BSN Clinical Coordinator (ex officio, have voice, no vote)
7. Two (2) student representatives; A representative shall be from a nursing program and one from a health studies program (with voice, no vote)
8. SoNHS Assessment Officer to the University Assessment Committee (ex officio, have voice, no vote)



**ARTICLE X    SoNHS BUDGET COMMITTEE:**

**Section 1**        **Budget Committee Purpose:** Make recommendations to administration about financial revenue and spending to administration with clear communication

**Section 2**        **Budget Committee Responsibilities:**

1. Review funding sources
2. Provide recommendations to the administration team regarding the annual budget
3. Assess the allocation of resources towards strategic goals and school mission
4. Discuss short and long term financial goals of the SoNHS
5. Monitor and report adherence to the budget
6. Inform the SoNHS faculty assembly about UMKC and SoNHS budget principles and issues
7. Determine the need and membership for a Faculty Steering ad hoc committee.

**Section 3**        **Budget Committee Membership:**

1. Six (6) faculty representatives, delineated as:
  - i. One (1) from the BSN program
  - ii. One (1) from the BHS program
  - iii. One (1) from the BSPH program
  - iv. One (1) from the MSN program
  - v. One (1) from the DNP program
  - vi. One (1) from the PhD program
2. Collaborative Representative
3. Business Manager (ex-officio, with voice, no vote).
4. Dean, Associate/Assistant deans (ex-officio, with voice, no vote)
5. Academic Program Directors (ex officio, with voice, no vote)
6. The Director of Student Services of SoNHS (ex officio with voice, no vote)

**ARTICLE XI    AMENDMENTS**

These Bylaws may be amended by the Faculty Assembly by simple majority vote at a meeting of the Faculty Assembly, provided that a copy of the proposed amendment has been distributed to all members at least one week prior to the meeting.

**ARTICLE XII    PARLIAMENTARY PROCEDURES**

Items under discussion in SoHNS shall be governed by reference to Roberts' Rules of Order, most recent edition.