

# **APPENDIX K: SCHOOL OF NURSING FACULTY GOVERNANCE ASSOCIATION BYLAWS**

## **Article I. Name**

The name of this organization shall be Faculty Governance Association, referred to hereafter as FGA.

## **Article II. Purpose**

The purpose of the Faculty Governance Association is to support the missions of Duke University, Duke Medicine, and the School of Nursing (SON); to facilitate faculty participation in decision-making concerning the affairs of the school; and to promote a climate of academic integrity and freedom.

## **Article III. Membership**

- A. Faculty members holding a primary regular rank academic appointment (tenure, practice, or research track) in the SON are the voting members of FGA.
- B. Non-regular rank faculty members of the SON do not have voting privileges, but are welcome to attend meetings. Others may be invited to attend specific meetings to present information relevant to the business of FGA.

## **Article IV. Faculty Roles, Rights and Responsibilities**

- A. The faculty shall:
  - a. Develop, approve, implement, and evaluate curriculum and academic policy changes relevant to academic programs.
  - b. Develop, approve, conduct, and evaluate courses to achieve the expected program outcomes.
  - c. Perform periodic curriculum and academic program evaluation and revision as per the School's evaluation plan, to ensure that they are congruent with the School's mission, goals, and expected outcomes as well as with professional standards and guidelines.
  - d. Recommend development of new programs and closure of existing programs.
- B. The faculty shall:
  - a. Develop and approve policies and procedures of academic requirements for admission, retention, progression, and graduation of students.
  - b. Approve students for admission to and graduation from the School, except in the case of PhD students who are recommended to the University Graduate School for admission and graduation.
- C. The faculty shall:
  - a. Develop criteria for membership in the voting faculty.

- b. Review and recommend to the dean faculty appointment, rank, reappointment, promotion and tenure.
  - c. Promote the general welfare of the faculty and facilitate faculty development and expertise in teaching, research, practice and scholarship.
- D. The faculty may:
- a. Advise the dean and others concerning the activities of the school in those matters that affect the common interests of the faculty. These include, but are not limited to, budget, fundraising, building space, safety, strategic planning, academic policies, and legislative regulations.

## **Article V. Structure**

- A. The work of the faculty occurs through FGA and its standing and ad hoc committees as outlined in the FGA Governance Policies and Procedures.
- B. Standing and ad hoc committees ensure that faculty meet their responsibilities, which include curriculum, admission, retention, progression and graduation of students, and advancement and promotion of faculty.
- C. The FGA Executive Committee (FGA-EC) shall have general oversight of faculty governance and the roles, rights, and responsibilities of the faculty.
- D. The FGA Chair facilitates the activities of FGA and FGA- EC and is the faculty representative to administration on issues of common consideration.
- E. The structure shall be reviewed at least every three (3) years by the members of FGA and revised as needed.

## **Article VI. FGA Meetings**

- A. Regular meetings: FGA shall meet at least once during each semester. The chair or chair-elect of the Faculty Governance Association shall lead the meetings.
- B. Special meetings: A written request from one-third of voting faculty members or from the dean is required for a special meeting. The purpose of the meeting shall be stated in the request.
- C. Notice: Except in cases of emergencies, five business days' notice shall be given to the faculty of the meeting agenda and logistics.
- D. Quorum: A majority (50% plus one) of the total number of voting faculty members shall constitute a quorum.
- E. Meeting records: A staff member appointee shall maintain records of all meetings.

## **Article VII. Voting**

Each regular rank FGA member is entitled to one vote except in situations of conflict of interest.

## **Article VIII. Nominations and Elections**

- A. Elections shall take place in May of each year.
- B. Terms of office shall commence on July 1.
- C. Eligibility:
  - a. Candidates must be voting members of the FGA.
  - b. The FGA Chair-Elect shall be a senior faculty member (Associate Professor or Professor).
  - c. Faculty with administrative effort of 50% or greater may serve on committees but are not eligible for leadership positions or as the at-large representatives to FGA-EC.
- D. Term of Office:
  - a. All positions shall serve a two (2) year term unless otherwise specified in these bylaws.
  - b. The FGA chair serves two (2) years as chair-elect and two (2) years as chair.
  - c. Chairs of standing committees are elected by the committee and shall serve two (2) years as chair.
  - d. Chairs may be reelected for a second term, as chair, after being reelected to the committee.
  - e. Election to the chair position supersedes any previous term expiration.
  - f. Terms will be staggered to provide continuity of membership.
  - g. In the event that a faculty member leaves an elected position, the faculty group that elected them will appoint or hold another election to fill the position for the term vacated.

## **Article IX. Miscellaneous**

### **Section 1. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Faculty of the School of Nursing in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the faculty may adopt.

### **Section 2. Amendments**

- A. Amendments to these bylaws may be presented by the FGA-EC, a committee, or a petition signed by ten (10) voting members following procedures in the Faculty Governance Policies and Procedures.
- B. Approval of proposed amendments requires a two-thirds (2/3) affirmative vote of the full membership.

### **Section 3. Bylaws Review**

The faculty will review the Faculty Governance Association Bylaws every three (3) years or as needed.

*Ratified April 30, 2002*  
*Revisions approved February 14, 2003*  
*Revisions approved October 10, 2003*  
*Revisions approved September 18, 2006*  
*Revisions approved August 13, 2007*  
*Revisions approved July 28, 2008*  
*Revisions approved June 29, 2011*  
*Revisions approved September 2014*  
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