

# IV. GOVERNANCE STRUCTURE OF THE SCHOOL OF NURSING

## A. Policies and Procedures

### MEMBERSHIP and VOTING

The faculty of the SON consists of the President, Vice President for Academic Affairs, the Dean, the Associate Dean, and all full time faculty members with the rank of Lecturer or higher. Adjunct and part-time faculty members shall have voting privileges.

The School of Nursing (SON) Governance Committee (SGC) shall serve as a committee-of-the-whole and as the major decision-making body of the School of Nursing for non-academic and general policies. The purpose of SGC is two-fold: for decision making for School and University matters; and to elect faculty representatives to University committees. The SGC shall take action on recommendations forwarded by any SON committee.

All faculty members constitute the membership of the SON Governance Committee (SGC). The chair of SGC must be a full- or part-time faculty member and will be elected by faculty to serve a 2-year term. The chair shall develop and publish the agenda at least 24 hours prior to the meeting. Requests for items to be on the agenda shall be submitted to the chair at least two days prior to the meeting. The chair of SGC is elected at the last SGC meeting of the academic year. The SGC meets at least twice each semester. Special meetings may be called by the chair upon request by either the Dean, SGC Chairperson, or three members of the faculty. Members must be alerted to special meetings by email notice at least 48 hours in advance. All members of SGC have full voting privileges. Members may request voting to be completed by written ballot. A majority of full and part-time faculty will constitute a quorum. Recommendations for action shall come to SGC through committees or by individuals. Policy revisions or adoptions shall pass with a simple majority vote. Written reports of all SON Committees shall be published with the SGC agenda and provided to all members. The SON Administrative Assistant will serve as recorder for SGC and faculty assembly meetings. The chair of the SGC will be elected by the entire voting faculty to serve a 2-year term. Election of the chair is held at a spring SGC meeting in odd-numbered years (2009, 2011, 2013, etc.

*(Section approved October, 2016)*

All faculty may serve as chairs of any SON Committee. The Promotion and Tenure Committee membership is comprised on tenured faculty only *(September, 2016)*.

Committee chairs will be chosen by members of their respective committees unless otherwise specified within a particular committee. The committee chairs will serve the academic year. Recorders are elected by the membership of the committee, unless otherwise stated.

The SON has committees that have delegated functions and consists of Academic Graduate, School-wide, School and Faculty Welfare, Student Welfare, and Academic Undergraduate committees.

### The Academic Graduate committees include:

- Graduate Education
- Graduate Admissions, Progression, Retention
- Nurse Practitioner Faculty Committee

- The School-wide committees include:
- Assessment
- International Study
- Simulation
- Health Clearance\*

### The School and Faculty Welfare Committee include:

- Continuing Ed\*
- Faculty Enrichment\*
- Alumni Relations
- Social\*
- Promotion and Tenure
- Policy & Procedure
- Graduation
- Faculty Assembly

### Student Welfare Committees include:

- Dean's Council, which includes which includes representatives from the Student Nurses of Washburn (SNOW).
- Academic Undergraduate committees include:
- Undergraduate Education
- Undergraduate Admissions, Progression, Retention
- Honors\*

Ad hoc committees\* are appointed by the Dean for specific functions for no more than two academic years. Should an ad hoc committee be required for more than two years, SGC will consider making the committee a Standing Committee. (Effective 10-15-2016)