**CENTRAL CONNECTICUT STATE UNIVERSITY**

**DEPARTMENT OF NURSING**

**BY-LAWS**

DEPARTMENT OF NURSING

**ARTICLE 1**

Definitions

**1.1 Preamble**

These are the By-Laws that govern the organization of the Department of Nursing at

Central Connecticut State University.

**1.2 Responsibility of and Authority**

The Department of Nursing (herein after referred to as the Department) is housed within

the School of Education and Professional Studies. The function of the Department is to

conduct academic programs leading to the accumulation of academic credit and any other

function covered by the CSU-AAUP-BOR Collective Bargaining Agreement, August 25,

2016 – August 25, 2021 (herein after referred to as the Agreement). The Department is

responsible for the professional education of each program.

**1.3 Members of the Department**

The Department shall consist of the faculty members identified in Article 1.6.1 of AAUP

contract. A quorum for department meetings shall consist of two-thirds of the full-time

faculty.

**ARTICLE 2**

Personnel

**2.1 Selection of Departmental Chairperson**

The chairperson will be selected by the guidelines established by the Faculty Senate and will be approved by the Connecticut State Board of Nurse Examiners and confirmed by the Commission on Collegiate Nursing Education.

2.1.1 The chairperson is to be elected by a majority vote of the AAUP full-time department faculty and the SUOAF Coordinator of Clinical Placement and Laboratory Learning. The chairperson will serve for a period of 3 years.

2.1.2 March 1st of the current department chair’s second year, the DEC Chair will notify the

department that a Chair election will occur later that semester.

2.1.3 The DEC Chair will send out a request for nominations to all full-time nursing faculty members. Interested individuals must notify the DEC Chair of their interest by March 30. Once the nominations are received, a ballot and voting timeline will be generated. Candidates interested in running for department chair will share their vision for the department with full-time faculty members. With the Dean of SEPS, the DEC Chair will coordinate the generation and collection of ballots. Both the Dean and the DEC Chair will notify the candidates of the election outcome prior to publicly announcing the results.

2.1.4 The newly elected chair (if different from the existing chair) will work alongside the existing chair for the following academic year to ensure a smooth transition.

**2.2 Duties of the Departmental Chairperson**

It is expected that the department chair will facilitate shared governance of the department at all times. In addition to the duties of the department chair stated in the current AAUP/BOR Contract, the department chair is responsible for the following:

2.2.1 Working in partnership with SUOAF Coordinator of Clinical Placement and the course coordinators to assess and plan for clinical faculty needs, including networking, hiring, and orientation of clinical faculty.

2.2.2 Orientation of new faculty and assignment of mentors.

2.2.3 Scheduling department meetings and develop the agenda.

2.2.4 Creating a collegial atmosphere to facilitate the professional development of the faculty members and students of the department.

2.2.5 Representing the department at the University, State and National level for professional

activity.

2.2.6 Serving as an advocate for the faculty, department, and students.

2.2.7 Overseeing the budget and communicate financial status to faculty on a monthly basis.

2.2.8 Promoting the department at Open House and Admitted Student Days in partnership with the full-time department members.

2.2.9 Adhering to the required teaching/credit load as per the AAUP Contract.

2.2.10 Consulting with full-time teaching faculty on scheduling and rotation of teaching assignments.

2.2.11 Inviting all full-time faculty for membership on search committees.

**2.3 Faculty Responsibilities**

2.3.1 Faculty are required to teach in accordance with the AAUP Contract as outlined by article 10 and departmental needs.

2.3.2 Faculty are required to regularly attend all scheduled classes.

2.3.3 Faculty are required to participate in university level, SEPS level, and department committees and provide updates at department meetings.

2.3.4 Faculty are required to notify the department chair in a timely manner when they are unable to teach scheduled classes and maintain office hours.

2.3.5 Faculty are required to submit office hours each semester prior to the start date of the semester to the Dean’s office.

2.3.6 Faculty are required to attend Professional Advisory meetings and Department functions.

2.3.7 Faculty are required to complete and regularly update essential university forms, related certificates, health information, licenses as needed.

**2.4 Student Opinion Surveys**

Faculty will encourage the students to complete the student opinion surveys online in the learning management system at the end of each semester. Students will be informed that the completed surveys will not be viewed by the instructor until all grades have been posted.

Faculty members may also use additional methods of course and instructional evaluation.

**2.5 Program Coordination**

Program coordination for RN/BSN and MSN programs will be fulfilled on a rotational basis based on an agreed upon schedule, and current coordinators may continue on in the role if they indicate an interest.

**2.5.1 RN/BSN Program Coordinator**

2.5.1a The RN/BSN Coordinator is required to meet with prospective students and provide an overview of the program with students.

2.5.1b The RN/BSN Coordinator is required to serve as the primary advisor for the program.

2.5.1c The RN/BSN Coordinator is required to be the primary contact for open house and recruitment events.

2.5.1d The RN/BSN Coordinator will partner with program faculty and the department chair to coordinate assessment and evaluation data as needed.

**2.5.2 MSN Program Coordinator**

2.5.2a The MSN Program Coordinator is required to meet with prospective students to provide an overview of the program.

2.5.2b The MSN Program Coordinator is required serve as primary advisor for the program.

2.5.2c The MSN Program Coordinator will collaborate with the Marketing Director and Graduate Admissions Office for marketing and advertising outreach for the program.

2.5.2d The MSN Program Coordinator is required to be the primary contact for graduate open house and recruitment events.

2.5.2e The MSN Program Coordinator will process applicants’ admissions with input from the MSN faculty in accordance with procedures in place with the Graduate Admissions Office.

2.5.2f The MSN Program Coordinator will be the primary contact with agency and organization partners for graduate students.

2.5.2g The MSN Program Coordinator will partner with program faculty and the department chair to coordinate assessment and evaluation data as needed.

**2.5.3** **Coordinator of Clinical Placement and Laboratory Learning**

2.5.3a In conjunction with the Department Chairperson, program coordinators and faculty, identifies and recruits clinical placements for students and adjunct clinical faculty, and assists in addressing issues in these areas as they arise. Maintains collaborative relationships with clinical sites and attends agency meetings to at clinical facilities to negotiate and support CCSU student placements.

2.5.3b Initiates, reviews, and assists with updating clinical agency contracts in conjunction with the CCSU contract office.

2.5.3c Oversees and ensures compliance with the collection of health information, CPR, background checks, drug screens and CHA tests in conjunction with outside vendors.

2.5.3d Ensures clinical agency onboarding requirements are completed each semester. Sends confirmation letters to agencies with student names as needed. Acts as a liaison to the clinical adjunct faculty and clinical agency sites. Works with program coordinators and faculty in evaluating clinical sites by reviewing student opinions survey results and coordinating site visits each semester.

2.5.3e In conjunction with the Department Chair, course coordinators and faculty, works to implement simulation activities and evaluate simulation-based student-learning through the application of recognized standards of best practices in simulation pedagogy; this includes simulation design, operations, and debriefing practices to ensure safe, effective and quality learning experiences for students.

2.5.3f Assists students with clinical learning skills using low fidelity models during open lab periods, and, assists faculty to integrate high fidelity simulation-based activities into their curriculum.

2.5.3g Provides simulation assistance to faculty by developing/customizing simulation-based scenarios that include simulation controls, set-up, and moulage. Assists faculty with the development of simulation design templates to support the clinical learning portion of the curriculum.

2.5.3h Supports clinical learning for students by holding open lab periods. Working with the Department Chairperson, schedules and coordinates clinical learning activities, simulation room assignments and simulation-based learning activities for undergraduate and graduate students in conjunction with the course faculty.

2.5.3i Orients students, student workers, and faculty to simulation labs; ensures the lab is clean and orderly and is able to order lab supplies while maintaining inventory records. Responsible for the maintenance, repair, and replacement of simulation lab equipment. Serves as a liaison to external vendors.

2.5.3j Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**2.6 Part-Time Clinical Faculty Responsibilities**

2.6.1 Orient themselves to pertinent university policies.

2.6.2 Complete essential university forms, certificates, health, license, etc.

2.6.3 Orient to clinical site according to facility/unit guidelines/policies and as discussed with course coordinator.

2.6.4 Cover clinical facilities as designated by the course coordinator or

departmental chairperson.

2.6.5 Faculty may conduct both a midterm departmental student course assessment

and a university end of course assessment.

2.6.6 Follow established departmental course syllabi.

2.6.7 Meet with the chairperson and/or appropriate full-time faculty member

(course coordinator) on a regular basis throughout the semester in order to

report progress and provide feedback for future course revisions.

2.6.8 Abide by the policies/procedures of the department and university.

**2.7 Department Chair Evaluation**

The DEC Committee will organize on an annual basis an optional feedback mechanism for any department members to provide feedback on the department chair’s adherence to their responsibilities as outlined by the AAUP contract and department by-laws.

**ARTICLE 3**

Faculty Evaluation

**3.1 Department Evaluation Committee (DEC)**

Membership of the DEC will be in accordance with the current AAUP contract and will

only include tenured members of the department. The DEC Chair position will be for a two-year term and rotate among DEC members. The department chair may not serve as the DEC Chair and is *ex officio*. The Committee shall consist of a minimum of three nursing department tenured faculty. In the event that there do not exist enough tenured faculty to serve on the DEC, the DEC chairperson may request that tenured members from other departments be allowed to serve on the DEC. Article 4.11.4 of the AAUP Contract should be referred to in these cases. In the case of a Sabbatical Leave application, the DEC will serve as the department committee.

**3.2 Tenured Faculty**

Tenured faculty will be evaluated according to the AAUP Contract, sections 4.3, 4.4, and 4.5.

**3.3 Non-Tenured Full-Time Faculty**

Non-tenured full-time faculty will be evaluated yearly and receive written

professional assessments and evaluations. Any member who receives a rating of

*meets or exceed expectations* will be recommended for reappointment (according to the

AAUP Contract, section 4.11.2).

**3.4 Part-Time Course Faculty**

Part-time course faculty will be evaluated annually by a designated full-time faculty member. The designated full-time faculty will have access to the Blackboard course shell as an observer, and any other pertinent course materials. For on-campus courses, the designated full-time faculty will conduct a classroom observation at least once per semester.

* 1. **Part-Time Clinical Instructors**

Part-time Clinical Instructors will be evaluated annually by either the course coordinator or clinical coordinator. Student Opinion Surveys will be reviewed as part of the evaluation. The following materials should be submitted by part-time clinical instructors: (1) Copies of most recent curriculum vitae; (2) current CPR certification and proof of RN/APRN license; and (3) other materials that they may choose to submit.

* 1. **Part-Time Laboratory Instructors**

Part-time Laboratory instructors will be evaluated annually by either the course coordinator or clinical coordinator.

The following materials should be submitted by the part-time lab instructors:

1. Copies of most recent curriculum vitae; (2) current CPR certification and proof of RN/APRN license; and (3) other materials that they may choose to submit.

**ARTICLE 4**

Clinical Affiliations

**4.1 Education Agreement**

Clinical facilities used for student learning experiences shall enter into a written

education agreement with CCSU. Copies of the contracts and/or MOU are maintained in the

department. Maintenance and review of the contracts will be the responsibility of the clinical coordinator.

**4.2 Facility Evaluations**

4.2.1.1 Students are responsible for evaluating clinical faculty and clinical practicum

facilities at the conclusion of each clinical course.

4.2.1.2 Full-time and part-time faculty responsible for clinical courses shall

coordinate and summarize evaluations of clinical practicum facilities.

**ARTICLE 5**

Departmental Committees and Other Affairs

**5.1 Department Meetings**

5.1.1 The chief function of department meetings shall be to conduct business.

*Robert’s Rules of Order* will be followed.

5.1.2 All full-time members of the department are expected to attend all department

meetings although classes should not be cancelled if there is a time conflict.

5.1.3 At a minimum, monthly meetings shall be established to discuss the business of the

Department. Faculty may submit agenda items to the chairperson at least

one week in advance of meetings.

5.1.4 Minutes shall be recorded for each meeting by the department secretary. Minutes of all meetings shall be circulated to all department members. Two copies of the minutes

will be kept on file in the department and copies forwarded to the Dean of the

School of Education and Professional Studies.

**5.2 Voting Privileges**

All full-time AAUP faculty members and the SUAF clinical coordinator who have

duties and responsibilities within the department have voting privileges.

**5.3 Winter Session/Summer Session**

The department chair will determine, in collaboration with the faculty, the courses to be offered based upon the interest and needs of the students and in a manner consistent with procedures followed during the regular academic year.

**5.4 Curriculum Process**

5.4.1 Proposals for curriculum revision shall be placed on the agenda for discussion

and approval at regularly scheduled department meetings.

5.4.2 The full-time faculty along with the department chair will review all proposals to add, change, or delete courses and requirements pertaining to any of the nursing programs.

5.4.3 Copies of proposed curriculum revisions will be submitted to all department

faculty members for review one week prior to department meetings.

5.4.4 Upon department approval, proposed substantive curriculum changes shall

be forwarded to the SEPS curriculum sub-committee and University

curriculum committee. Proposed substantive changes will be submitted to the State of Examiners of Nursing and the Commission on Collegiate Nursing Education by the department chairperson.

**5.5 University Committees**

All department faculty representatives to non-elected University-wide committees will be decided upon through a collaborative process on an annual basis.

**5.6 Professional Advisory Committee (PAC)**

A Professional Advisory Committee assists the department in

achieving its mission.

5.6.1 Membership shall consist of representatives from various clinical and

community agencies and educators from various nursing programs in

Connecticut.

5.6.2 Meetings shall be convened at least once a year with special meetings added

as needed.

5.6.3 The mission of the PAC is:

5.6.3a Encouragement of inter-institutional and inter-professional collaboration.

5.6.3b Exploration and discussion of trends in health and human services that will

affect future directions and departmental course offerings.

5.6.3c Enhancement of networking between clinical agencies and CCSU.

5.6.3d Assistance of faculty in maintaining liaison with other health care providers in

the community.

5.6.3e Serving in an advisory capacity on matters pertaining to the nursing programs.

**5.7 Health Policies**

Current health policies reflecting clinical agency and other relevant requirements is

available in the Student handbook. The health policies will be reviewed on an annual basis by the clinical coordinator and department chairperson.

**5.8 Full-Time Faculty Funds**

5.8.1 AAUP Travel Funds will be divided equally amongst full-time faculty as per the AAUP Contract.

5.8.2 The Department Chair is responsible for tracking and management of the funds at the beginning and end of the contract year. Communication about the management of the funds to all full-time members will occur on a regular basis.

**ARTICLE 6**

Professional Behaviors

 **6.1 Expectations for Professional Behavior by Faculty**

Professionalism fosters a collegial environment and is viewed as essential to the learning environment.

6.1.1 All faculty members need to demonstrate professional conduct, mutual respect, and courtesy when conducting department business.

6.1.2 It is the expectation that all faculty maintain collegial work relationships with students, staff, clients, committee members, and other University members.

**6.2 Faculty Expectations for Professional Behavior by Students**

6.2.1 All faculty will hold students responsible for professional behaviors as described in the student handbook.

**ARTICLE 7**

Amendment of By-Laws

**7.1 Procedure for Amendment of By-Laws**

7.1.1 These by-laws must be amended by a majority of full-time faculty.

7.1.2 These by-laws will be reviewed annually.

Revised: May 2020