

**CHRISTINE E. LYNN COLLEGE OF NURSING  
FLORIDA ATLANTIC UNIVERSITY  
FACULTY BYLAWS**

**ARTICLE I GENERAL INFORMATION**

**1. Name**

The name of this body shall be called the Faculty Assembly of the Christine E. Lynn College of Nursing, Florida Atlantic University.

**1.2 Address**

The address of the College is:

Florida Atlantic University  
Christine E. Lynn College of Nursing  
777 Glades Rd.  
Boca Raton, FL 33431-0991

Florida Atlantic University  
Christine E. Lynn College of Nursing  
Harbor Branch Oceanographic Institute Site (HBOI)  
5600 US 1 North  
Fort Pierce, FL 34946

Florida Atlantic University  
Christine E. Lynn College of Nursing  
Davie Campus Site  
3200 College Avenue  
Davie, FL 33314

**1.3 Purpose**

The purpose of the Faculty Assembly of the Christine E. Lynn College of Nursing shall be to:

- 1) Advance the study and understanding of the discipline of nursing. The educational program prepares university-educated nurses who have acquired the essential elements of general education as defined by Florida Atlantic University and the initial and advanced professional education necessary for the practice of nursing, for the teaching of nursing and for nursing research.
- 2) Implement and contribute to the philosophy and policies of the Florida Atlantic University Community

**Approved: 04/2011; 04/18/13; 04/27/2015; 04/30//2018; 03/20/2020; 04/10/2020 section 3.4; 03/29/2021; 04/21/2023;**

have been raised by Committees, Administration, or individual faculty members. Faculty requesting items for placement on the agenda are encouraged to submit a written request to the convener at least 1 week prior to the meeting and will include proposed motions for consideration. The agenda with action items for the Faculty Assembly shall be distributed by the convener at least five (5) days prior to the Meeting.

5) **Convener**

Faculty shall volunteer to convene the Faculty Assembly on a rotating basis.

**The Convener Shall:**

- A. Solicit agenda items and distribute the agenda and relevant items five (5) days prior to the faculty assembly meeting.
- B. In collaboration with the faculty secretary or designee, arrange for distribution of the minutes from the prior Faculty Assembly meeting and recording of the current faculty Assembly meeting.
- C. Determine that a quorum of voting members is available at the beginning of the meeting.
- D. Conduct the meeting, including official discussion and/or vote on relevant items on the agenda.
- E. Review the minutes of the meeting in which she or he is convener and return to faculty secretary or designee to on Canvas for review five (5) days prior to the next Faculty Assembly meeting in preparation for approval.

6)

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- 1) Appointing students to College committees.
  - 2) Fostering student awareness of appropriate channels for the presentation of student views and concerns.
- I. Create, implement and evaluate systems aimed at admitting qualified student applicants from diverse backgrounds.
  - J. Foster student, alumni, and community awareness of developments in nursing.
  - K. Provide a forum for the discussion of ideas, proposals, and concerns of the faculty and opportunities for experimentation with change.
  - L. Serve as representatives of the College and University to professional organizations, outside constituencies and University administration, on matters concerning the Program of Nursing.
  - M. Foster communication within the College of Nursing, and among the Colleges and the University as a whole, concerning matters pertaining to the Programs of Nursing.
  - N. All tenure track and tenured faculty actively participate in research and scholarship as well as teaching and service.
  - O. All practice-teaching faculty actively participate in scholarship as well as teaching and service.
  - P. All faculty who have earned tenure at the University have additional responsibilities to:
    - 1) Mentor students in their research
    - 2) Chair and participate in doctoral student committees.
    - 3) Provide mentoring to other faculty in areas of research, teaching, and service.
    - 4)

5) Participate in a post-tenure review process.

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Approved by COF 04/15/2024; Approved by Faculty Assembly 04/22/2024; Approved by Provost 5.20.24**

Officer for faculty promotion and tenure within the College, after consulting with the College Promotion and Tenure Committee.

- I. Create and foster external relationships in order to secure resources to support the mission and goals of the College.
- J. Provide oversight for all fundraising activities of the College.
- K. Foster inter and intra-college communications among students, faculty, and administration

### **3.2 The Associate Deans**

1) **Appointment of the Associate Deans**

The Associate Deans shall be appointed by the Dean of the College of Nursing with consultation from the Faculty of the College of the Nursing.

2) **Accountability of the Associate Deans**

The Associate Deans have specific accountability to the Dean.

Additionally, they are accountable to each other, the Assistant Deans or Directors and the faculty. The Associate Dean for Academic Programs shall be accountable for facilitating academic excellence.

The Associate Dean for Nursing Research and Scholarship shall be accountable for facilitating research excellence. The Associate Dean for Practice and Community Engagement shall be responsible for promoting practice opportunities for faculty and students.



for in the Bylaws and oversee the work of these committees.

E.

for faculty and create and maintain resource information on such grant

- E. Provide oversight of the orientation and mentorship of new tenure-track and visiting faculty members other than Instructors.
  - F. Participate with the Dean, Associate Dean for Academic Programs, and Assistant Deans on budget planning and development.
  - G. Collaborate with the Associate Dean for Academic Programs in the evaluation, mentorship and goal-setting of tenured, tenure track and visiting faculty members other than Instructors.
  - H. Oversee the PhD program, in collaboration with the PhD Program Director and the Associate Dean for Academic Programs.
  - I. Initiate activities which support and foster faculty scholarship.
  - J. Provide oversight on the implementation of the Strategic Plan to the College and evaluate progress annually.
- 6) The Associate Dean for Clinical Practice shall have additional responsibility to:
- A. Oversee the CON practice enterprise.
  - B. Develop a Faculty Practice Plan in collaboration with Faculty.
  - C. Assess community needs and calls for nursing in the CON service area.
  - D. Engage with the community and healthcare organizations to respond to calls for nursing through co-creation of innovative practices.
  - E. Expand opportunities for caring-based, revenue-generating faculty practices in a variety of areas (primary care, specialty care, consultation, care management, etc.).
  - F. Seek external funding for practice initiatives.

- G. Develop opportunities for interprofessional practice.
- H. Partner with centers and practices employing advanced practice nurses to promote greater visibility and public awareness of the role.
- I. Partner with healthcare organizations to develop nursing theory-guided demonstration projects.
- J. Partner with health care organizations to develop innovative models of clinical teaching.
- K. Collaborate with the Center Directors and faculty in practice

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The Assistant Deans shall have the added responsibility for oversight of the designated program(s) and its faculty and will:

- A. Chair the appropriate Academic Program Committees.
- B. Facilitate the planning, development, implementation, and evaluation of assigned programs in collaboration with the appropriate academic program committees.
- C. Collaborate with Associate Dean for Academic Programs to schedule academic offerings ensuring quality and consistency across programs, compliance with university policies, and requirements of external agencies.
- D. Administer university/program policies and procedures.
- E. Provide input to the Associate Deans and Dean on essential program matters.
- F. Represent the College on appropriate University Committees.
- G. Provide oversight of the admission process of students to programs.
- H. Provide oversight of student placement processes in nursing practice courses.
- I. Provide oversight of the routine day-to-day activities of the program.
- J. Recommend students who have fulfilled the requirements for graduation to the Dean.
- K. Provide for adequate staffing of programs in consultation with the Associate Dean for Academic Programs.
- L. Provide leadership for mentoring and evaluation of instructors, adjunct faculty, and Student Services staff.
- M. Provide oversight of student advisement processes to ensure quality and consistency of advising provided.
- N. Provide oversight of the processes used in the organization and maintenance of program records.
- O. Serve as liaison with the community.

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### **3.4 Assistant Dean of Executive and Continuing Education and Academic-Practice Partnerships**

1) **Appointment of Assistant Dean**

Assistant Dean of Executive and Continuing Education and Academic-Practice Partnerships shall be appointed by the Dean of the College of Nursing in consultation with the Administrative Leadership Team and faculty.

2) **Accountability of the Assistant Dean**

The Assistant Dean of Executive and Continuing Education and Academic-Practice Partnerships shall be accountable to the Dean of the College of Nursing.

3) **Responsibilities of the Assistant Dean**

The Assistant Dean of Executive and Continuing Education and Academic-Practice Partnerships position oversees all operations of Executive Education, Self-Supporting, and Continuing Education in the College of Nursing (these CON programs will be referred to as “self-supporting” henceforth).

The Assistant Dean has ultimate

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4. Manage the timely preparation of full-time faculty and adjunct contracts, procure textbooks, provide audiovisual equipment for classroom use and manage classroom logistics and scheduling.

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### **3.6 Graduate Coordinators**

1) **Appointment of Graduate Coordinators**

Graduate Coordinators shall be appointed by the Dean of the College of Nursing in consultation with the faculty.

2) **Accountability of the Graduate Coordinators**

The Graduate Coordinators shall be accountable to the Assistant Dean for Graduate Practice Programs for facilitating and maintaining academic excellence in designated program concentrations.

3) **Responsibilities of the Graduate Coordinators**

The Graduate Coordinators have all the rights and responsibilities of the faculty. The Graduate Coordinators shall have the added responsibility for designated program concentration and/or site of service in collaboration with the Assistant Deans and will:

- A. Organize processes for admission of students to appropriate program concentrations.
- B. Participate in student orientation for designated program concentrations.
- C. Participate in scheduling designated program concentration courses.
- D. Organize and maintain program concentration records.
- E. Participate in placing students in nursing practice courses if appropriate.
- F.



Nursing in consultation with the faculty.

2) **Accountability of the Clinical Coordinators**

The Clinical Coordinators shall be accountable to the Assistant Deans for facilitating and maintaining academic excellence in the Academic Programs.

3) **Responsibilities of the Clinical Coordinators**



March faculty meeting of the academic year for the next academic year.

- 4) The chairperson for each Committee shall be elected by the faculty at the last faculty meeting of the academic year. The Committee on Programs will have both a Chairperson and a Co-Chairperson. Other Committees may have a Chair and Co-Chair, as well. Chairpersons and Co-Chairpersons may serve two consecutive terms of office, or longer if voted by faculty. It is recommended that the chairperson be tenured.
- 5) Vacancies on committees and additional faculty assignments to committees shall be acted upon as necessary throughout the academic year.
- 6) All Committees shall have at least three faculty members who are representative of the Faculty Assembly.
- 7) The Dean, Associate Deans and Assistant Deans shall be ex-officio members of all Standing Committees unless otherwise stipulated in the Bylaws.
- 8) One student will serve as a voting member for the Committee on Students and Committee on Programs. Student members are responsible to communicate issues, solicit input, and represent colleagues at committee meetings. Student membership is not required on the Committee on Faculty.
- 9) Faculty appointed for one academic year may be re-appointed. Students may self-nominate for one academic year.

### **5.3 Sub-committees**

Sub-committees may be appointed or elected by committees or by the faculty as a whole when needed.

### **5.4 Committee Chairpersons have a responsibility to:**

- 1) Establish a roster of voting members at the first meeting of the academic year.
- 2) Maintain minutes, records, reports, and recommendations from the committees.
- 3) Present recommendations requiring action to the Dean, Faculty, Assembly and Executive Council as appropriate.
- 4) Submit an annual written report to the Dean and faculty by the last Faculty Assembly meeting of the academic year.
- 5) Serve as a member of the Executive Council.

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## **5.5 Committee on Programs Responsibilities**

- 1) Analyzes and compares the existing mission, vision, philosophy, and organizing framework with that of the university, professional standards, and community needs and presents this analysis and recommendations to Faculty Assembly.
- 2) Represents the College of Nursing at Faculty Senate through its Chair or Co-Chair.
- 3) Establishes and reviews procedures and guidelines for developing new courses.
- 4) Reviews and approves all new courses and substantive changes to existing courses recommended by the Academic Program Committees.
  - A. Reviews course descriptions, course offerings and course objectives for consistency with mission, philosophy, organizing framework, and program outcomes.
  - B. Makes recommendations to Faculty Assembly for approval prior to submission of course proposals to the appropriate University Committees.
- 5) Analyzes/addresses curriculum changes recommended by Academic Program Committees and/or Faculty.
- 6) Reviews and approves all continuing education programs offered through the college.
- 7) Assess and evaluate adequacy, currency and accessibility of learning and instructional resources and makes recommendations for purchase and/or updating.
  - A. Reviews library holdings and makes recommendations for purchase.
  - B. Invites FAU library liaison to meetings to discuss faculty/student library resources.
- 8) Serves as a resource for faculty development relative to curriculum concerns.
- 9) The chair or co-chair of the Committee on Programs will meet with the Dean's Dialogue with Colleagues.

## **5.6 Committee on Faculty Responsibilities**

- 1) Develops and recommends adoption by the faculty of policies and procedures that promote and facilitate faculty rights and responsibilities in the missions of teaching, research/scholarship, service, and practice to the Faculty Assembly.

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- 2) Develops, recommends and evaluates guidelines for evaluation of faculty at all levels and makes recommendations to the Faculty Assembly.
- 3) Provides mechanism for receiving and responding to faculty views regarding faculty personnel policies and faculty governance.
- 4) Promotes informal channels for solving faculty grievances which complement formal University grievance procedures.
- 5) Reviews and recommends Bylaw revisions.
- 6) Reviews, recommends changes, and updates Faculty Handbook.
- 7) Establishes ad-hoc Search Committees for all recruited faculty positions (practice teaching track and tenure track) in accordance with the Office of the Provost Faculty Search Committee Guidelines.
- 8) Assesses adequacy of research support for faculty in collaboration with the Associate Dean for Nursing Research and Scholarship.
- 9) Serves as consultant to administration regarding resource allocation for faculty development in teaching, research, and practice.
- 10) Assesses adequacy of teaching and distance education and makes recommendations to the Associate Dean for Academic Programs.
- 11) Assesses the number and expertise of faculty needed and develops a recruitment plan in collaboration with the Dean in accordance with the Office of the Provost Faculty Search Committee guidelines.
- 12) Assesses adequacy of practice support for faculty and makes recommendations to the Associate Dean for Academic Programs.
- 13) Evaluates the adequacy of the number and quality of support staff for faculty, Dean, Associate Deans and Assistant Deans.
- 14) Ensures adequacy and integrity of the process of annual faculty evaluation in collaboration with the Promotion and Tenure Committee.
- 15) Fosters ways to create an environment supportive of faculty.
- 16) Participates in the orientation of new faculty.

17)

**Approved: 04/2011; 04/18/13; 04/27/2015; 04/30//2018; 03/20/2020; 04/10/2020 section 3.4; 03/29/2021; 04/21/2023;  
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E. Updates course and clinical evaluation tools.

**Approved: 04/2011; 04/18/13; 04/27/2015; 04/30//2018; 03/20/2020; 04/10/2020 section 3.4; 03/29/2021; 04/21/2023;  
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## 2) Election of Chairperson

- B. The election slate is comprised of all tenured faculty at the rank of Full Professor, who are members of the Committee.
- C. All tenured faculty vote from this slate.
- D. In the event of a tie vote, additional balloting is conducted.
- E. If a tie persists, the two members will determine between themselves which one will serve for that academic year.
- F. The chairperson is elected for one academic year and may be re-elected no more than two additional consecutive terms. The chairperson represents the College of Nursing on the University Promotion and Tenure Committee.

## 3) Responsibilities

- A. Develop and recommend criteria, process and policy for faculty promotion and tenure within the College of Nursing consistent with policies set forth in the Florida Atlantic University Faculty Handbook and procedures followed by the University and consistent with the Provost memoranda on promotion and tenure
- B. Offer recommendations regarding promotion and tenure that are consistent with the UFF/BOT contract, University guidelines, and Christine E. Lynn College of Nursing guidelines.
- C. Establish schedules and procedures that best expedite the work of the group.
- D. Make recommendations for changes in process and procedure, as necessary, to Committee on the Faculty (for possible Bylaw revisions).
- G. Receive from College of Nursing faculty any

## Evaluation (SPE) guidelines

### **7.2 Graduate Faculty Committee**

#### 1) Membership

- A. Faculty members who have been granted Graduate Faculty status.
- B. The Graduate Faculty Committee will be chaired by the Assistant Dean of Graduate Practice Programs or designee.

#### 2) Responsibilities

- A. Evaluate and recommend persons for appointment and removal of graduate faculty status based on the Graduate College Governance document.
- B. Develop and publish policies to guide graduate faculty appointments

## **ARTICLE VIII CULTURE OF CARING (COC) COMMITTEE**

### **8.1 Membership**

- 1) The committee shall be composed of no fewer than 6 members, with representation from College of Nursing (CON) faculty, staff, and student council, including in terms of rank, background, and experience. The committee shall consist of a minimum of the following members:
  - A. Two faculty members
  - B. One representative from administrative staff
  - C. Two students (preferably one undergraduate, one graduate)
  - D. The CON Dean or Designee, ex officio
  - E. The CON Assistant Dean for Strategic Affairs and Public Engagement, ex officio
  - F. Each year, the COC Committee will invite staff, faculty and students to volunteer to serve on the Committee during the Faculty/Staff Assembly meetings and via email and other communications.

### **8.2 Responsibilities**

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- A. Develop and promote caring strategies that align with Roach’s 6 Cs and best practices that support a sense of belonging within the CON community. The COC Committee further serves as a means for all community members to provide suggestions, opportunities, and challenges to the committee.
- B. Serve as an advisory body to the Dean and the faculty of the CON on matters pertaining to creating a learning, teaching, practice, and research climate that promotes a welcoming environment to support student achievement.
- C. Support a respectful, holistic and nurturing climate for all members of the CON community.
- D. Recommend policies and procedures to the CON committees to ensure a welcoming environment for all constituents.
- E. Advance the CON culture by providing a holistically caring environment.

## **ARTICLE IX RESEARCH AND SCHOLARSHIP FORUM**

### **10.1 Membership**

- 1) The Research and Scholarship Forum shall consist of full-time faculty members who are interested in research and two students, one of whom is a doctoral student. The students, like the faculty, will have voting privileges.
- 2) Chairperson: The Associate Dean for Nursing Research and Scholarship shall chair the Research and Scholarship Forum .

### **10.2 Responsibilities of the Forum**

The Research and Scholarship Forum has the following responsibilities:

- 10.2.1 Provides guidance for the Associate Dean for Nursing Research and Scholarship regarding research-relevant matters, including policies and procedures.
- 10.2.2 Participates in grant reviews for intramural awards.
- 10.2.3 Reports on activities of each of the research-focus collaboratives (healthy aging, holistic health, transforming healthcare environments and health equity).

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- 10.2.4 Engages with the Associate Dean for Nursing Research and Scholarship to plan for advancing the research mission of the College of Nursing.
- 10.2.5 Engages in search committees convened to select personnel in the Office for Nursing Research and Scholarship and PhD Studies.
- 10.2.6 Encourages faculty to move forward for research/scholarship-related University awards.
- 10.2.7 Evaluates the effectiveness of the research and scholarship mentoring and make recommendations to optimize effectiveness.

### **10.3 Meetings**

- 10.3.1 The Forum shall meet monthly, as required, to attend to research guidance responsibilities.
- 10.3.2 One Research Coordinator will record and provide minutes of the

- 2) Advocates for the students in the College of Nursing to resolve issues and provide a voice in governance.
- 3) Facilitates communication among students across programs in the College.
- 4) Provides student representatives on faculty standing committees.
- 5) Provides a monthly and annual report to the Faculty Assembly.

### **11.3 Faculty Advisor**

A voting faculty member of the Committee on Students shall serve as the Faculty Advisor.

### **11.4 Meetings**

11.4.1 The Council shall meet once per month, with one annual meeting open to all students of the College of Nursing.

11.4.2 The Council President may call additional meetings as necessary to address issues of importance for students.

## **Article XI Practice Council**

### **12.1 Membership**

- 1) The Practice Council shall consist of full-time faculty members, Center/Institute/Initiative leaders or Directors, any APRN, and RN faculty engaged in CON practice settings, collaborating physicians and/or team members such as dietitians, social workers who are engaged in practice, and any interested students or faculty.
- 2) Chairperson: The Associate Dean for Practice and Community Engagement shall chair the practice council.

### **12.2 Responsibilities of the Council**

The Practice Council has the following Responsibilities:

- 1) Engages with the Associate Dean for Practice to develop a practice mission and vision for the College grounded in the foundational value of caring as a model of relating.

- 2) Provides guidance to Associate Dean for Practice regarding practice relevant including policies and procedures, strategic planning, and goals and objectives.
- 3) Reports on the activities of each respective practice endeavor, centers, and initiatives.
- 4) Develops and shares practice partnerships and ideas about the scholarship of practice.
- 5) Provides inputs and ideas related to coordination and utilization of resources and budget based on strategic planning for growth and sustainability.
- 6) Seek and collaborate on grant opportunities and other funding opportunities.
- 7) Assure that our practice sites are exemplary learning laboratories for our students.
- 8) Establish quality benchmarks for practice and makes recommendations to optimize effectiveness.
- 9) Support and encourage faculty/practice partners to go forward for awards; disseminate activities and findings; and highlight activities.

### **12.3 Meetings**

- 1) The Council shall meet monthly to attend to practice responsibilities.
- 2) Minutes will be recorded and maintained in the monthly Practice Report distributed at Faculty Meetings.

## **ARTICLE XII PROCEDURAL AUTHORITY**

Unless otherwise provided in the Bylaws, a consensus method of decision-making and/or Roberts Rules of Order (Newly Revised) shall serve as the procedural authority for the group.

## **ARTICLE XIII AMENDMENTS**

The Bylaws may be amended by the approval of the majority (50% + 1) of the voting body present after at least one week's notice of the meeting and proposed amendment have been given to the membership.

## **ARTICLE XIV RATIFICATION**

**Approved: 04/2011; 04/18/13; 04/27/2015; 04/30//2018; 03/20/2020; 04/10/2020 section 3.4; 03/29/2021; 04/21/2023; Approved by COF 04/15/2024; Approved by Faculty Assembly 04/22/2024; Approved by Provost 5.20.24**

Upon adoption by a 50%+1 vote of the entire faculty at a regular meeting of the faculty, these bylaws shall become the Bylaws of the Christine E. Lynn College of Nursing of Florida Atlantic University subject to the approval of the Provost's Office.

**Approved: 04/2011; 04/18/13; 04/27/2015; 04/30//2018; 03/20/2020; 04/10/2020 section 3.4; 03/29/2021; 04/21/2023;  
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