

1. What are the major standing college/school faculty governance units?

The business of the Faculty Organization of The University of Texas at Austin School of Nursing is handled through committees with recommendation for action proceeding through the channels stipulated in the charges to the committees and divisions. Committee members are appointed by the dean with the exception of the Executive, Nominations, and Graduate Studies committees. The dean appoints members to the appropriate committees after consulting with appropriate persons for each committee. Most committee members serve a two-year term with some exceptions (e.g., student members who are appointed annually, permanent members of the Executive and Graduate Studies committees).

A. Standing Committees

1. Departmental Review Committee (DRC) for Protection of Human Subjects

- a. *The Associate Dean for Research holds continuous membership.*
- b. *4 faculty (2 appointed in the even years, and 2 appointed in the odd years).*
- c. *1 student, doctoral (annual).*
- d. *Nursing representative on UT-Austin's Institutional Review Board will serve as ex-officio member of the DRC and as liaison between the School of Nursing DRC and the UT-Austin IRB Committee.*
- e. *Chair of the Departmental Review Committee will be elected from the current membership and serve a term of one full academic year.*

2. Student Services Committee

- a. *The Assistant Dean for Student Services holds continuous membership and serves as committee chair.*
- b. *Two faculty (one appointed in even years, and one in odd years)*
- c. *One undergraduate student (annual)*
- d. *Three graduate students (one AEMSN, one MSN, and one PhD)*

3. Undergraduate Curriculum Committee

- a. *The Assistant Dean for Undergraduate Programs holds continuous membership and serves as committee chair.*
- b. *Three faculty (2 appointed in even years, and 1 in odd years)*
- c. *One undergraduate student (annual)*

4. Undergraduate Admissions Committee

- a. *The Assistant Dean for Student Services holds continuous membership and serves as the committee chair.*
- b. *Four faculty (2 appointed in even years, and 2 in odd years)*
- c. *Associate Dean for Academic Affairs will be an ex-officio member*

5. Graduate Studies Committee

- a. A member of the Graduate Studies Committee shall be elected by its membership to serve as chair.*
- b. All faculty members holding the rank of assistant professor, associate professor, or professor who are active participants in the graduate programs are members.*

6. Executive Committee

- a. A member of the Executive Committee shall be selected each year by its membership to serve as chair for a two year term.*
- b. All full professors, except the Dean, hold continuous membership.*
- c. Two associate professors, elected (one even year, one odd year)*
- d. 1 assistant professor, elected annually, to serve a single non-repeating one year term.*
- e. Division Chairs serve as advisories to the committee with voice, but no vote.*

7. Nominations Committee

- a. A member of the Nominations Committee shall be selected each year by its membership to serve as chair.*
- b. One professor, elected in even years*
- c. One associate professor, elected in odd year*
- d. One assistant professor, elected in even year*

B. Ad Hoc Committees

Ad hoc committees may be created in two ways:

- 1. By the presiding officer
- 2. By the chair of a standing committee.

C. Committee Quorum

A simple majority of voting members shall constitute a quorum.

D. Membership

- 1. Members of standing committees will be appointed by the presiding officer with the exception of elected members of the Executive Committee and Nominations Committee. Members of the Graduate Studies Committee.
- 2. Appointments by the presiding officer to appropriate committees will be made after the presiding officer consults with appropriate persons for each committee.
- 3. Most committee members serve a two-year term with some exceptions (e.g., student members who are appointed annually, permanent members of the Executive and Graduate Studies committees).

E. Committee Meetings

The committees meet at intervals determined by the chair as necessary to facilitate the missions of the School.

F. Annual Report

At the end of the Spring semester the chair of each committee will prepare an annual report that includes attainment of goals set and a summary of work that needs to be continued in the following year.

2. Does the college/school have general faculty meetings?

Faculty are organized by division, of which there are three. Each division has a chair who is appointed by the Dean. Divisions are one of the mechanisms by which university and School of Nursing policies are carried out.

The Faculty Organization meets once during the academic year, usually in the Spring semester. Special meetings may be called by the Dean or on petition of five (5) or more voting members. Special meetings to act on plans and policies from committees can only be called following a formal protest action.

Committees usually meet once per month during the academic year. Division Chairs meet twice a month to coordinate faculty assignments and workload. Divisions meet once a month.

The Faculty Organization of The University of Texas at Austin School of Nursing provides a mechanism for participatory governance for faculty. All professors, associates professors, and assistant professors have voice and vote in all faculty affairs. Non-tenure track faculty (clinical and research faculty) with more than four semesters' service have voice and vote in all faculty affairs. Non-tenure track faculty (clinical and research faculty) with no less than two semesters' service have voice and vote on committees for which they are qualified. Assistant instructors, teaching assistants, and research associates have voice, but no vote, and are eligible to serve as members of ad hoc committees. Those holding student status are eligible to serve as the student member on committees as specified in the bylaws.

The presiding officer is the dean. The presiding officer calls one regular meeting during the academic year to be held in the spring semester. Special meetings may be called by the presiding officer on petition of five or more members who are eligible to vote. The petition must include the purposes and rationale for the meeting. Special meetings to act on plans and policies from committees can only be called following a formal protest action as specified in the special rules and procedures in the bylaws. A quorum consists of 18 voting members.

Notice for the faculty organization meeting is made at least one month in advance of the meeting, usually up to two months, in order to gather all committee, student, and clinic reports.

3. What are the procedures for considering general academic policies?

The undergraduate curriculum committee includes the assistant dean for undergraduate programs, who holds continuous membership and serves as committee chair, three faculty (2 appointed in even years and 1 in odd years) and one undergraduate student (appointed annually). Proposed curricular changes, approved by the undergraduate curriculum committee, are presented to the general faculty for action through a protest/no protest procedure. Recommendations are prepared by the appropriate committee or its designated subcommittee. Each recommendation must include the issue or problem involved, a brief statement of its significance and why faculty action is required, the consequence of the recommendation including both advantages and disadvantages. Faculty have five working days in which to study the recommendation and submit their protest in writing. If at least five protests are received, a special faculty organization meeting is called to resolve the issue through further review and discussion by full faculty.

The Graduate Studies Committee considers recommendations concerning new graduate courses and changes in graduate courses and academic policies. These recommendations are typically approved and sent forward by the Graduate Curriculum Committee or the Graduate Admissions and Progression Committee. The Graduate Studies Committee members then vote on the proposed changes, requiring a majority for the proposed changes to pass.

4. Where are the college/school procedures posted on the college/school's web site? Is this location clearly labeled for access by the faculty?

Faculty Organization bylaws and Administrator Responsibilities, Appendices A and B, in the Faculty/Staff Handbook, which is available online on the faculty information webpage.

5. When did the general faculty approve these college/school faculty governance procedures?

Bylaws were amended May 12, 2015.