

**Florida International University**  
**College of Nursing and Health Sciences**

**CONSTITUTION**

As Ratified by the Faculty on January 5, 2007.

**PREAMBLE**

This Constitution provides the structure for democratic governance of the College of Nursing and Health Sciences (hereafter referred to as "the College").

**BILL OF RIGHTS**

**Section 1.** The collective rights contained in the Florida International University Faculty Senate Bill of Collective Rights and Principles of Governance (hereafter referred to as the Bill of Collective Rights) are explicitly guaranteed and included herein.

- A. The Bill of Collective Rights states: “Academic freedom refers to the freedom and responsibility of faculty in their role as teachers, researchers, citizens in the academic community, and participants in the collegial governance systems and processes. They are entitled to pursue a course of study, carry out research, publish findings, teach, artistically create, and speak out in matters of controversy without fear of reprisal from internal or external groups.”
- B. The Bill of Collective Rights states: “Through collegial self-governance, university faculty members decide and develop the curriculum which will be offered to students within the limits established by state rules and regulations. Faculty members are the academic authorities of the University.”
- C. In accordance with the third collective right contained in the Bill of Collective Rights, the College will establish a collegial governance system. This governance system and its governing documents may only be revised by a democratic vote of the faculty of the College.
- D. The Bill of Collective Rights states: “The faculty of each unit of the University have the right to participate in the selection and appointment of their administrators. In particular, department chairpersons and school directors may only be appointed following a free and fair vote by the faculty of the unit.”
- E. The Bill of Collective Rights states: “The faculty of each unit of the University have the right to participate in the evaluation of their administrators. This right includes participation in the creation of evaluation criteria. Evaluations shall be conducted annually in a process that protects the anonymity of the evaluators.

Those to be evaluated include department chairs and school directors, deans, the Provost, and the President. Faculty has a right to see the results.”

- F. The Bill of Collective Rights states: “The faculty of each academic unit, including departments, schools or colleges and the University as a whole, have the right and responsibility to conduct a vote of confidence in their leadership at any time they see fit.”
- G. In accordance with the last collective right contained in the Bill of Collective Rights, the faculty of the College of Nursing and Health Sciences recognize the right of the Faculty Senate to censure individuals and any formal, organized units when the Senate determines that those individuals or units have violated the rights and principles contained in the Bill of Collective Rights.

**Section 2.** Additions and/or modifications to the Bill of Collective Rights by the Faculty Senate are included in this document by reference.

**Section 3.** All faculty of the College have the right to be evaluated annually on their performance. Evaluations of faculty are to be held in confidence. Faculty has a right to see the results.

**Section 4.** The faculty of the College believes in equal opportunity practices which conform to all laws against discrimination and is committed to nondiscrimination with respect to race, color, creed, age, sexual orientation, handicap, gender, marital status, or national origin.

### **Article I: NAME**

This organization shall be known as the Faculty Assembly of the College of Nursing and Health Sciences, Florida International University (hereafter referred to as "the Assembly.”).

### **Article II: PURPOSE**

The purpose of the Assembly is to provide the structure for academic involvement in matters related to, but not limited to, the following:

- A. Curriculum development to enhance the educational mission of the College;
- B. Creation of an academic environment, which encourages research, conducted to advance knowledge and/or to improve societal welfare;
- C. Protection of academic freedom;
- D. Election of College representatives to the Faculty Senate and the Faculty Senate standing committees;

- E. Recommendations for new faculty appointments, tenure, promotion, and merit increases;
- F. Procedures for faculty assessment of administrators including, but not limited to, the Dean, Associate Deans, Chairs and Directors;
- G. Procedures for the selection and appointments of administrators including, but not limited to, the Dean, Associate Deans, Chairs and Directors;
- H. Establishment of College Committees, adhoc committees, and task forces;
- I. Other matters of professional and traditional academic concerns.

### **Article III: MEMBERS**

Members of the Assembly will be comprised of faculty who are tenured or in tenure-earning lines (including faculty on sabbatical or on leave) and clinical faculty, research faculty, lecturers, and instructors with teaching or research appointments including full time faculty on visiting lines.

Ex-officio members are individuals holding faculty appointments in the College of Nursing and Health Sciences who have at least a 50 percent administrative assignment. Ex-officio members can speak to the Assembly, but have no vote. Similarly, adjunct faculty can speak to the Assembly, but have no vote. Ex-officio members of the Assembly include student representatives.

### **Article IV. ASSEMBLY GOVERNANCE**

**Section 1. The Steering Committee.** The Faculty Assembly will establish a Steering Committee whose function will be to set the agenda and review the submissions of agenda items for the Faculty Assembly meetings. The Steering Committee will also communicate to the Assembly and call the body together at other times as deemed necessary.

- A. Composition of the Steering Committee. The Steering Committee of the Assembly shall be composed of a member representing each of the major academic units (hereafter referred to as “units”) in the College and one Chairperson elected-at-large by members of the Assembly. *(A major academic unit is defined as one having a direct reporting function to the Dean of the College of Nursing and Health Sciences.)* The immediate past chair shall be an ex-officio member of the Steering Committee for no more than one year. In those instances where the immediate past chair is unwilling or unable to serve, this position will remain vacant. All Steering Committee members will be voting members of the Assembly.

- B. Election of the Steering Committee. The procedures for electing members of the Steering Committee are as follows:
1. Each unit will be responsible for electing its own candidate, consistent with the policies and the traditions of governance of the individual units.
  2. The candidate from each unit receiving the highest number of votes will sit on the Steering Committee, and the candidate receiving the second highest number of votes will act as alternate.
  3. All steering committee members will be elected for a term of two years with re-election possible for one term. The terms of membership for committee members (except the Chair) will be staggered such that one-half of the membership is renewed each year. The initial committee will be staggered as determined by the Chair of the committee.
  4. Elections will be held in the Spring semester and the elected members will assume their offices the following Fall semester.
- C. The Chairperson of the Faculty Assembly. The Chairperson will be a member of the Assembly Steering Committee, serve as Chairperson of the Steering Committee, and preside at the meetings of the Assembly. The Chairperson is also the assigned agent of the Assembly to the College, University administration, and the Faculty Senate in those cases whenever there is a dispute between the administration and the Assembly. As provided for in Article VII, Section 8, there will be a slate of candidates for the Chairperson. The slate can consist of candidates from any or all units and will be elected by the members of the Assembly.
- D. The Vice-Chairperson of the Faculty Assembly. The Vice-Chairperson will be a member of the Steering Committee, be elected by Steering Committee members, and function as Chairperson of the Steering Committee and of the Assembly in the absence of the Chairperson.
- E. The Secretary. The Secretary of the Steering Committee will be a member of the Steering Committee, be elected by Steering Committee members, and function as the Secretary of the Assembly. The Secretary will keep a file of all minutes, including all Committee actions approved by the Assembly. The Secretary is responsible for ensuring, with technical assistance provided by the Dean's Office that the distribution of the minutes from the previous meeting is done in timely manner.

## **Article V. MEETINGS AND CONDUCT OF BUSINESS**

**Section 1.** Except in cases of exigency, the major business of the Assembly will be conducted during the fall and spring semesters of the academic year.

**Section 2.** The Assembly shall meet semi-annually during the academic year. The Steering Committee will determine the time, date and place for Assembly meetings, notify the faculty accordingly, and distribute an agenda at least seven (7) working days in advance of such meetings. If possible, the Steering Committee should advise members of the Assembly of major issues which will be addressed and distribute written materials as far in advance of the meetings as possible in order to facilitate faculty review and preparation for the meetings.

**Section 3.** Attendance at all Assembly meetings is expected. Each member must notify the Chair of the Assembly in writing if an absence is necessary and designate a proxy for voting purposes. The Chair of the Assembly must be notified of the identity of the proxy prior to the meeting of the Assembly.

**Section 4.** The March meeting of the Assembly shall be designated the “elections” meeting for the purpose of electing officers and representatives to the Faculty Senate and Faculty Senate Standing Committees.

**Section 5.** The last meeting of the Spring semester shall be designated the “annual” meeting for the purpose of receiving reports of officers and standing committees and such other business as may arise.

**Section 6.** Special meetings of the Assembly can be called by the Steering Committee as deemed necessary. The Steering Committee will determine the time, date and place for special Assembly meetings, notify the faculty accordingly, and distribute an agenda at least seven (7) working days in advance of such meetings except in cases of exigency or special circumstances.

## **Article VI. VOTING IN THE ASSEMBLY**

**Section 1.** Each member of the Assembly will have one vote.

**Section 2.** Except for constitutional amendments, votes of censure and/or no confidence, one third of the membership as defined in Article III will constitute a quorum. For purposes of calculating the quorum, the size of the body will exclude faculty on sabbatical or leave of absence. In meetings of the Assembly, decisions may be made by voice vote, show of hands, a rising vote, or ballot, at the discretion of the Chairperson. However, a ballot vote may be ordered by a majority of the Assembly members present. Subject to the presence of a quorum, a majority vote of all Assembly members present will determine the outcome of any issue at any Assembly meeting except for constitutional amendments and votes of censure and/or no confidence. Absentee votes

and voting by proxy are allowed according to procedures developed by the Steering Committee and approved by the Assembly.

**Section 3.** The Steering Committee may conduct a mail or email vote to poll the members of the Assembly as defined in Section 2 on any issue except for votes of censure and/or no confidence. A majority vote of all mail or email votes received within the time frame specified by the Steering Committee will determine the outcome of any matter being addressed by the mail or email vote, except for constitutional amendments. However, mail or email votes must be received from at least a majority of the membership as defined in Article III to be binding. For purposes of calculating the number of votes required to constitute a majority of the membership, the size of the body will exclude faculty on sabbatical or leave of absence. Voting by proxy is not allowed for mail or email votes.

**Section 4.** For votes of censure and/or no confidence, two thirds of the membership as defined in Article III will constitute a quorum. Votes of censure and votes of no confidence will require a two-thirds majority vote of the Assembly. All votes of censure and/or no confidence will be conducted by secret ballot. Absentee votes, mail votes, and voting by proxy are not allowed.

**Section 5.** Amendment of this Constitution will be conducted in accordance with Article IX.

## **Article VII: COMMITTEES**

**Section 1.** There will be ten Standing Committees of the Assembly:

- Tenure and Promotion Committee
- Faculty Affairs Committee
- Clinical Education Committee
- Research Committee
- Curriculum Committee
- Nominations Committee
- Interdisciplinary Practice and Education Committee
- Technology Committee
- Student Affairs Committee
- Promotion of Clinical Faculty Committee
- Steering Committee

**Section 2.** The term of membership for all Standing Committees shall be two years with the terms of membership staggered such that one half of the committee goes off each year. The initial committees will be staggered as determined by Chairs of the Committees. Within the scope of its mandate, each Committee will initiate recommendations and receive matters referred to them by the Assembly and by administrative officers of the College or University for study and recommendation. These committees will submit an annual summary of activities at the annual Assembly meeting

and will report as appropriate from the floor at Assembly meetings. Committee reports which contain recommendations for Assembly action will be circulated in writing to members of the Assembly at least one week in advance of the meeting at which the report is to be presented.

**Section 3. The Tenure and Promotion Committee.**

- A. The Tenure and Promotion Committee serves as advisory to faculty involved in the tenure and promotion process and as a review body for individuals applying for tenure and/or promotion. The Tenure and Promotion Committee also makes recommendations to the Dean regarding approval or disapproval of faculty members' applications for tenure and promotion.
- B. The Tenure and Promotion Committee is to be comprised of tenured members of the Assembly recommended by each unit, approved by the Steering Committee and ratified by vote of the members of the Assembly. Members of the Tenure and Promotion Committee must be selected from the College's respective units, with one member representing each unit.
  - 1. In the situation where the only tenured faculty in the unit is ex-officio to this Assembly, the Steering Committee can appoint the ex-officio tenured unit faculty member to the Tenure & Promotion committee. As soon as a tenured assembly member is available from that unit the Steering Committee should consider replacement.
- C. The members of the Tenure and Promotion Committee will elect one of the members of the committee as the chair.
- D. The operating policies and procedures of the Tenure and Promotion Committee are to be conducted in accordance with the University Tenure and Promotion guidelines. Specific guidelines used by the Tenure and Promotion Committee to establish policies for the College must be approved by the Assembly.
- E. Reports to the Assembly of Tenure and Promotion Committee action involving candidates are to contain only the number of files reviewed. Committee discussions and individual votes are to be treated in confidence.

**Section 4. The Faculty Affairs Committee.**

- A. The Faculty Affairs Committee: Evaluates, develops, and recommends policies/procedures related to faculty which include, but are not limited to, faculty structure and governance, faculty rights and academic freedom, recruitment and appointment, differentiated teaching assignments, faculty

evaluation, faculty rank, and faculty retention consistent with the mission and goals of the units, College and University.

- B. The Faculty Affairs Committee is to be comprised of members of the Assembly recommended by each unit, approved by the Steering Committee and ratified by vote of the members of the Assembly. Members of the Committee must be selected from the College's respective units, with one member representing each unit.
- C. The members of the Faculty Affairs Committee will elect one of the members of the committee as the chair. The Chair will serve as the College representative to the Faculty Senate Academic Policies and Personnel Committee.
- D. The operating policies and procedures of the Faculty Affairs Committee must be approved by the Assembly.
- E. The Faculty Affairs Committee will report at each meeting of the Assembly and will submit a written and oral report at the annual meeting of the Assembly.

**Section 5. The Clinical Education Committee.**

- A. The Clinical Education Committee: Evaluates, develops, and recommends policies/procedures related to clinical education.
- B. The Clinical Education Committee is to be comprised of the directors/coordinators of clinical education from the College's respective units, with one member representing each unit. The Associate Dean for Academic Affairs of the College shall be an ex-officio member of this committee.
- C. The members of the Clinical Education Committee will elect one of the members of the committee as the chair.
- D. The operating policies and procedures of the Clinical Education Committee must be approved by the Assembly.
- E. The Clinical Education Committee will report at each meeting of the Assembly and will submit a written and oral report at the annual meeting of the Assembly.

**Section 6. The Research Advisory Committee.**

- A. The Research Advisory Committee: Evaluates, develops, and recommends policies/procedures related to research with the mission of promoting interdisciplinary research.
- B. The Research Advisory Committee is to be comprised of a minimum of six tenured (2), tenure-earning (2), and clinical faculty (2) members of the Assembly, appointed by the Steering Committee with a confirming vote by members of the Assembly. The Director of Research and the Associate Dean for Research shall be ex-officio members of the Committee.
- C. The members of the Research Committee will elect one of the members of the committee as the chair.
- D. The operating policies and procedures of the Research Committee must be approved by the Assembly.
- E. The Research Committee will report at each meeting of the Assembly and will submit a written and oral report at the annual meeting of the Assembly.

**Section 7. The Curriculum Committee.**

- A. The primary function of the Curriculum Committee is to:
  - a. To recommend and evaluate curricular policies and procedures.
  - b. To recommend and evaluate curricular proposals.
- B. The Curriculum Committee is to be comprised of members of the Assembly recommended by each unit, approved by the Steering Committee and ratified by vote of the members of the Assembly. A member of the Curriculum Committee must be selected from the College's respective units, with one member representing each unit. The Associate Dean for Academic Affairs shall be an ex-officio member of the Committee.
- C. The members of the Curriculum Committee will elect one of the members of the committee as the chair. The Chair will be the College representative to the University Curriculum Committee.
- D. The operating policies and procedures of the Curriculum Committee are to be conducted in accordance with the University guidelines for curricular review and revision. Specific guidelines used by the Curriculum Committee to establish policies for the College must be approved by the Assembly.

- E. The Curriculum Committee will report at each meeting of the Assembly and will submit a written and oral report at the annual meeting of the Assembly.

**Section 8. The Nominations Committee.**

- A. The Nominations Committee nominates faculty to serve as Chairperson of the Assembly and to represent the College in the Faculty Senate, on all standing committees of the Faculty Senate, and on all other University committees.
- B. The Nominations Committee will be composed of three members of the Assembly elected by the Assembly.
- C. The members of the Nominations Committee will elect one of the members of the committee as the chair.
- D. Specific operating policies and procedures used by the Nominations Committee to conduct nominations for the College must be approved by the Assembly.
- E. The Nominations Committee will submit an oral and written report at the annual meeting of the Assembly.

**Section 9. The Interdisciplinary Practice and Education Committee.**

- A. The function of the Interdisciplinary Practice and Education Committee is to develop, recommend, and evaluate:
  - 1. A vision and a mission for interdisciplinary practice, teaching and research in the College.
  - 2. Policies and procedures related to interdisciplinary courses in the College.
  - 3. Policies and procedures related to interdisciplinary clinical practice in the College, including, but not limited to patient-family-centered care.
  - 4. Policies and procedures related to interdisciplinary research in the College.
- B. The Interdisciplinary Practice and Education Committee is to be comprised of members of the Assembly recommended by each unit, approved by the Steering Committee and ratified by vote of the members of the Assembly. Members of the Interdisciplinary Practice and Education Committee must be selected from the College's respective units, with one member representing each unit.
- C. The members of the Interdisciplinary Practice and Education Committee will elect one of the members of the committee as the chair.

- D. Specific operating policies and procedures used by the Interdisciplinary Practice and Education Committee to establish policies and procedures for the College must be approved by the Assembly.
- E. The Interdisciplinary Practice and Education Committee will submit written and oral reports at the annual meeting of the Assembly.

**Section 10. The Technology Committee.**

- A. The function of the Technology Committee is to:
  - 1. Recommend policies and procedures that promote the needs and interests of the faculty with respect to technology.
  - 2. Advise the administration on faculty interests in developing information technology to enhance the College environment for teaching, learning, research, other scholarly activities and service.
  - 3. Encourage the use of information technology resources to enhance teaching and research, and to recommend appropriate methods for the professional development of faculty and staff such as seminars and workshops.
  - 4. Play a role in determining resources (i.e. hardware, software, server space, etc.) that promote the needs and interests of the faculty with respect to technology.
- B. The Technology Committee is to be comprised of a minimum of three members of the Assembly recommended by each unit, approved by the Steering Committee and ratified by vote of the members of the Assembly. The lead IT staff member of the College shall be an ex-officio member of the Committee.
- C. The members of the Technology Committee will elect one of the members of the committee as the chair. The Chair will be the College representative to the Faculty Senate Technology Committee.
- D. Specific operating policies and procedures used by the Technology Committee to establish policies and procedures for the College must be approved by the Assembly.
- E. The Technology Committee will submit written and oral reports at the annual meeting of the Assembly.

**Section 11. The Student Affairs Committee**

- A. The primary functions of the Student Affairs Committee are to:
  - 1. Make recommendations regarding student appeals of admission, progression, and/or dismissal.

2. Make recommendations regarding student issues related to criminal background checks, drug testing, and other infractions that relate to the practice of their health profession.
  3. Serve as the final arbiter of appeals related to all clinical practice issues.
  4. Develop policies related to student appeals of admission, progression, dismissal, criminal background checks, drug testing, and other infractions that relate to the practice of their health profession.
- B. The Student Affairs Committee is comprised of members of the Assembly recommended by each unit, approved by the Steering Committee and ratified by vote of the members of the Assembly. A member of the Student Affairs Committee must be selected from the College's respective units, with one member representing each unit. The Assistant Dean for Student Services will be an ex-officio member of the Committee.
- C. The members of the Student Affairs Committee will elect one of the members of the committee to serve as chair.
- D. The Student Affairs Committee will maintain minutes of their meetings and records of their recommendations on student appeals or issues.
- E. The operating policies and procedures of the Student Affairs Committee must be approved by the Faculty Assembly.
- F. Will meet monthly or as needed to address student issues and to develop related policies and to respond to student appeals as published in the Florida International University Student Handbook.

**Section 12.** Promotion of Clinical Faculty Committee. (*Function and composition to be developed.*)

**Section 13.** The Steering Committee. The Steering Committee function and composition is described in Article IV.

**Section 14.** Ad hoc committees may be created as needed by the Chairperson of the Assembly, by vote of the Assembly, or by request of the Dean to the Chairperson of the Assembly. The faculty will be notified of the charge and the composition of each ad hoc committee at the time of its creation.

### **Article VIII: PARLIAMENTARY AUTHORITY**

Rules contained in the current edition of Robert's Rules of Order shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any special rules of order the Assembly may adopt.

**Article IX: AMENDMENT OF CONSTITUTION**

The Constitution may be amended:

- A. For amendments to this Constitution proposed after two years of the adoption date of the Constitution by the Assembly, two-thirds of the membership as defined in Article III will constitute a quorum. Subject to the presence of a quorum, a majority vote of all Assembly members present will determine the outcome of any proposed amendment.
- B. Mail and email votes are allowed provided two-thirds of the Assembly membership as defined in Article III vote. A simple majority vote will determine the outcome of the proposed amendment.
- C. For amendments to this Constitution proposed within two years of the adoption date of the Constitution by the Assembly, a majority of the membership as defined in Article III will constitute a quorum.