

RUSH UNIVERSITY
COLLEGE OF NURSING

OPERATIONAL GUIDELINES

FACULTY COUNCIL
& STANDING COMMITTEES



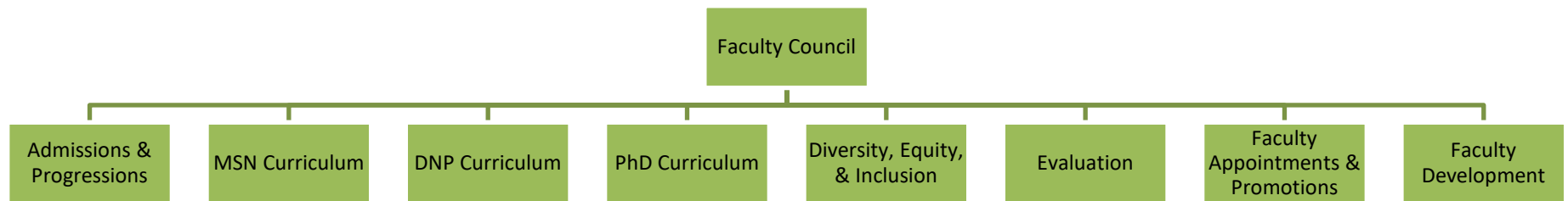
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Organizational Chart of CON Faculty Council and Standing Committees



COLLEGE OF NURSING

OPERATIONAL GUIDELINES

FACULTY COUNCIL & STANDING

COMMITTEES

These guidelines apply to the Faculty Council and Standing Committees of the College of Nursing (CON) and CON representation on University Faculty Council and Standing Committees and supplement but do not supersede the CON Policies & Procedures (P & P) and University Rules for Governance. They are a work-product of the Faculty Council and while they do not require a Faculty vote for revision or renewal, they do require a process for Faculty review and feedback prior to Faculty Council approval. These guidelines, the aforementioned documents, the CON Strategic Plan, Systematic Evaluation Plan, and Student Guidebook form the Governance Documents for the work of the CON.

Our Mission

The mission of RUSH University College of Nursing is to integrate nursing practice, scholarship, and education throughout the diverse communities we serve and to boldly lead health care transformation to ensure health equity across the continuum of care.

Our Vision

Our vision is to lead nursing practice scholarship while driving health equity.

Our Guiding Principles

1. We strive to be an antiracist and multicultural institution. We aspire to achieve equity and social justice for all members of the College and for those we serve.
2. We value all members of the College and expect them to demonstrate integrity, transparency, moral courage, and respect for others.
3. We value teamwork and we value the diverse backgrounds of our faculty, student body, and staff who contribute their expertise and talents to the collective excellence of the College.
4. We value ongoing professional development informed by self-reflection and believe in learning through one's personal journey, adapting to change, seeking opportunities for growth, and learning from successes as well as challenges while prioritizing work-life balance.
5. We value success through continual professional growth by fostering collaborative successes that will lead to local, national, and international recognition for the College and its individual members.
6. We value the legacy of the RUSH tradition of nursing that uniquely integrates practice, education, scholarship, research, and service. We are committed to outcome-oriented and evidence-based education.
7. We strive to continuously demonstrate excellence in clinical practice, research, education, scholarship, leadership, advocacy, and academic-practice partnerships.
8. We are dedicated to innovation that emphasizes collaborative partnerships with all College stakeholders to generate creative solutions to the issues impacting our world, including health disparities.
9. The College is built on respect for all and values all voices through shared governance. Our collaboration is based on accountability, mentorship, responsiveness to the needs of the communities

we serve, and a climate that aspires toward unity and a just culture.

Key Resource Links

[University Rules for Governance](#)

[CON Portal - Governance Documents](#)

Policies & Procedures

Strategic Plan

Systematic Evaluation Plan

Rank Promotion Materials

[CON Student Guidebook](#)

[Canvas CON Development Resource Center](#)

Operational Guidelines

Committee Member Roster

Faculty Council and Standing Committees Leadership and Responsibilities

[CON Portal - Governance Documents](#)

Faculty Standing Committees

The Standing Committees are convened by the Faculty Council. The Committees are:

- Admissions and Progressions Committee
- Curriculum Committees
 - Master of Science in Nursing – MSN Curriculum Committee
 - Doctor of Nursing Practice – DNP Curriculum Committee
 - Doctor of Philosophy in Nursing – PhD Curriculum Committee
- Diversity, Equity, and Inclusion Committee
- Evaluation Committee
- Faculty Appointments and Promotions Committee
- Faculty Development Committee

See [Canvas Con Development Resource Center](#) for Committee Member Roster

Guidelines for Faculty Council and Standing Committee Faculty/Staff/Student Members

Faculty Council/Standing Committee members play an integral part in Faculty governance. Therefore, active, accountable, and engaged participation of all members is critical for optimal committee functioning.

Accountability and Attendance

1. All members of the Faculty Council and Faculty Standing Committees are expected to attend all scheduled meetings from the beginning of the term in September through the beginning of the next term in September. This provides for smooth transitions of Faculty Council and Standing Committee functions. If members are unable to attend a meeting, they shall contact the Presiding Officer of the Faculty Council or the Chairperson of the Standing Committee as soon as possible. A decision will be made if a member replacement is required to reach a quorum for council/committee business. Ideal replacement members are previous Faculty Council/Standing Committee members because they already know the roles and responsibilities of the groups. It is the member's responsibility to find their replacement if deemed necessary. If a member's teaching, clinical, practice schedule, or illness prevents attending meetings during a term or extended period; then the Faculty Council Presiding Officer, Standing Committee Chairperson, and member's Department Chairperson will determine if a temporary or permanent replacement is needed and make recommendations for filling the identified position. The Faculty Council Presiding Officer will contact the recommended committee or council member and confirm acceptance for the remainder of the term in question.
2. The Faculty Council Presiding Officer will contact the appropriate Department Chairperson if any elected member misses more than 2 consecutive committee meetings or has challenges with regular meeting attendance.
3. All members of the Faculty Council and Standing Committees complete a yearly CON Faculty Council and Standing Committee Confidentiality Agreement at the first meeting of the fall term (See Appendix A). Forms are filed on the designated Teams site.

Roles and Responsibilities of Faculty Council and Standing Committee Members

1. Submit meeting agenda items to Faculty Council Presiding Officer or Chairperson of Faculty Standing Committee.
2. Prepare for meetings and review minutes and agenda items prior to the meeting.
3. Assume responsibility for activities as assigned by the Faculty Council Presiding Officer or Standing Committee Chairperson.
4. Bring updates to member departments as directed by the Faculty Council/Standing Committee.
5. Be willing to accept nomination as Presiding Officer-elect or Chairperson-elect if qualified.

Elections to the Faculty Council, Standing Committees, and University Committees

1. The Nominations Committee, convened by the Faculty Council in the summer term, reviews the Faculty/Staff Governance Membership list (see [Canvas CON Development Resource Center](#)) to identify upcoming vacancies. The committee then presents the vacancy list to Faculty Council to verify accuracy (May).
2. Once the vacancies are verified by the Faculty Council the Nominations Committee reaches out to Active Faculty for volunteers for the slate via in person contact or email. The Staff Support member of the Faculty Council maintains the email group list for Active Faculty and upon request of the Nominations Committee will develop the volunteer survey and send out the emails to Active Faculty (June).
3. When the slate is complete, it is sent to the Faculty Council for approval. Once approved, the Faculty Council Staff Support member will send out the slate to the Active Faculty to review for 10 business days (June/July). Following this period, the Nominations Committee will revise the slate as necessary, and the Faculty Council Staff Support member will send it out to the Active Faculty for formal vote; it is to be open for 10 business days (July).
4. Once the vote is complete, the Nominations Committee reviews the results and presents them to the Faculty Council (July).
5. In case of a tie vote for any position, Faculty Council will vote to break the tie.
6. If a Faculty member is voted into multiple positions, the Presiding Officer of the Faculty Council will discuss the vote outcome with the Faculty member and determine final accepted position(s).
7. If a Faculty member declines a position, the Faculty member with the next highest vote will be voted to the position.
8. The Presiding Officer of the Faculty Council informs the Faculty volunteers of the results of the vote and updates the Faculty/Staff Governance Membership list. The Faculty Council Staff Support member sends the updated Faculty/Staff Governance Membership list out to the Faculty/Staff in August/September.
9. The Presiding Officer of the Faculty Council informs the University Faculty Council of CON representation to University Council and Standing Committees for the upcoming year.
10. Faculty Council, Standing Committee, and University Council and Standing Committee members start their terms at the beginning of the fall term at the September meeting. Outgoing Faculty Council and Standing Committee members attend the September meeting to assist in the transition. University Council and Standing Committee members do not attend the September meeting and complete their terms in August.
11. Student representatives to Faculty Council and Standing Committees are determined through the policies of the College of Nursing Student Council. The Student Council representatives on the Faculty Council work with the Council to identify and fill student representative vacancies on Faculty Council and Standing Committees.

The Presiding Officer of the Faculty Council will recommend Faculty members to fill vacancies on

the Faculty Council and University Council when they occur outside of an election cycle and the Faculty Council will review and approve these appointments at its next regular meeting. The Chairperson of each Standing Committee will recommend Faculty members to fill committee vacancies when they occur outside of an election cycle with the goal to maintain the committee membership representation if possible. The Faculty Council will review and approve these appointments at its next regular meeting. If the Chairperson does not have a recommendation to fill the vacancy, the Presiding Officer of the Faculty Council will make the recommendation to the Faculty Council.

Orientation to Standing Committees

At the beginning of each fall term, the Presiding Officer of the Faculty Council orients the incoming Standing Committee Chairpersons to their roles and key information in the following documents: the Faculty/Staff Governance Membership list, the University Rules for Governance, the CON P & P, these Operational Guidelines, and the CON Strategic Plan.

Guidelines for Standing Committee Chairpersons

The role of the committee chairperson is to provide leadership to the committee and ensure the committee is meeting its responsibilities and goals.

Role and Responsibilities of Standing Committee Chairperson

1. Meet with the Presiding Officer of the Faculty Council for an orientation to the role.
2. Conduct meetings ensuring that they are run efficiently and effectively using Robert's Rules of Order. The CON Policies and Procedures and these Guidelines may supersede the Rules of Order.
3. Work with the Standing Committee Staff Support member (if assigned) to facilitate communication, review meeting minutes prior to committee approval, determine the agenda, and schedule meetings and location. If no Staff Support is available, The Committee Chairperson is responsible or a member of the Committee may volunteer to perform these duties as the Committee Secretary.
4. Orient new Faculty, Staff, and Student members, to how the committee works, responsibilities of the committee, and member responsibilities.
5. Serve as a spokesperson for the committee when required.
6. Communicate regularly with the Faculty Council.
7. Prepare yearly goals and written annual reports for submission to Faculty Council.
8. Work closely with the Chairperson-elect and facilitate orderly leadership transition.
9. Contact Faculty Council Presiding Officer if any elected member misses more than 2 consecutive committee meetings or has challenges with regular meeting attendance.

Guidelines for General Conduct of Faculty Council and Standing Committee Meetings

Meeting Schedules

Faculty Council and Standing Committee schedules for the year shall be determined at the first meeting of the fall term. Regular meetings should not be scheduled during University breaks except for those essential to the work of the CON e.g. Faculty or Student appeals/misconduct panels and Progressions meetings.

Agendas and Minutes

1. The Faculty Council/Standing Committee Staff Support member (when assigned), Chairperson, or delegate takes minutes for meetings and works with the Presiding Officer or Standing Committee Chairperson to determine the meeting agenda.
2. The draft minutes should be sent to the Presiding Officer or Standing Committee Chairperson within one (1) week of the meeting for review (or as otherwise agreed to).
3. The Presiding Officer or Standing Committee Chairperson reviews and revises the minutes as necessary.
4. Prior meeting minutes, meeting agendas, and supporting documents should be distributed to Faculty Council/Standing Committee members one (1) week prior to the meeting.
5. Faculty Council and Standing Committee documents are filed on the designated Teams site or other designated CON Portal.

Standing Committee Goals

Each Standing Committee develops goals to support the committee responsibilities, CON Strategic Plan, and the CON overarching goal for diversity, equity, and inclusion. These goals are worked on during the transition from the outgoing and incoming Standing Committee terms and are coordinated by the outgoing and incoming Chairpersons. Standing Committee Goals are submitted to the Presiding Officer of Faculty Council by October 1st. The Faculty Council will review all Standing Committee goals at the next scheduled meeting of the Council. Goals are presented to the Faculty/Staff at the fall General Faculty Meeting or through another designated venue.

Standing Committee Annual Reports

Each Standing Committee evaluates achievement of goals and sends a written annual report to the Presiding Officer of Faculty Council by August 31st. The Faculty Council will review all Standing Committee reports at the next scheduled meeting of the council. Annual reports are presented to the Faculty/Staff at the fall General Faculty Meeting.

Faculty Council Operations

Faculty Council Meetings

1. Presiding Officer receives Faculty appointment, reappointment, promotion, and emeritus status requests from the Department Chairpersons and the Faculty Appointments and Promotions

Committee. The Faculty Council Staff Support member or Department Manager creates folders for the materials on the CON Faculty Council Teams site. Information for Faculty Council review and approval is added to the Faculty Council agenda under Consent Agenda.

2. Student members of the Faculty Council do not vote on Faculty appointments, reappointments, or promotions. They do not serve on Faculty appeal panels.
3. See Faculty Appointments and Promotions Committee Guidelines below for processes following approval of faculty appointments.

Budget

The Faculty Council will prepare a budget request to the Dean's Office in December each year for the food at the three (3) General All Faculty/Staff meetings and Awards/Reception; Award winners monetary awards; Outstanding Partner plaques; and Standing Committee requests. Requests are for the following fiscal year.

Planning Meetings of the Faculty

General Faculty Meetings

- The Faculty Council Staff Support member reserves the meeting room, sends out meeting invitations/and related documents, orders food (as determined), sets up and takes down room arrangements as needed with support from other CON Staff.

Awards Reception

- The Faculty Council Staff Support member reserves the reception room, sends out meeting invitations, orders food (as determined), sets up and takes down room arrangements as needed with support from other CON Staff.
- The Presiding Officer or Chairperson of the Awards Committee creates a visual presentation and script for the awards reception with the Faculty Council Staff Support member.

Faculty & Staff Excellence Awards and Outstanding Partner Awards

- The Chairperson of the Awards Committee is a member of the Faculty Council. The Chairperson calls for one (1) member from each Department to volunteer for the committee. The Presiding Officer and Chairperson of the Awards Committee make the final selection of committee members from among the volunteers.
- The Awards Committee sends out a call to Faculty and Staff members for nominations for Faculty & Staff Excellence and Outstanding Partner Awards in April. The Faculty Council Staff Support member creates the survey form and emails it to the CON.
- The Award Committee reviews nominations and selects the winners based on criteria in Appendix B.

- The Presiding Officer or the Chairperson of the Awards Committee informs the Dean's Office of the winners for processing monetary awards.
- The Faculty Council Staff Support member makes framed award certificates for Faculty & Staff Awardees and orders plaques for Outstanding Partner Awards recipients.
- The Presiding Officer or the Chairperson of the Awards Committee informs the Outstanding Partners selected for awards and invites them to the reception.

Dean's Awards

- The Presiding Officer or the Awards Committee Chair contacts the Dean to request the names of the Dean's award winners among Faculty and Staff.
- The Presiding Officer or the Chairperson of the Awards Committee informs the Dean's Office of the winners for processing monetary awards.
- The Faculty Council Staff Support member makes framed award certificates for the recipients.

Excellence in DEI Belonging Awards

- The Presiding Officer or the Chairperson of the Awards committee contacts the CON Associate Dean for Diversity, Equity, and Inclusion for Excellence in DEI Belonging Award winners: Faculty, Staff, and Student.
- The Presiding Officer or the Chairperson of Awards Committee informs the Dean's Office of the winners for processing monetary awards.
- The Faculty Council Staff Support member makes framed award certificates for the recipients.

Department Awards

- The Presiding Officer or the Chairperson of Awards Committee contacts Department Chairpersons for their designated Faculty Excellence Award Winners.
- The Presiding Officer or the Chairperson of Awards Committee informs the Dean's Office of the winners for processing monetary awards.
- The Faculty Council Staff Support member makes framed award certificates for the recipients.

Faculty Roster

1. The Presiding Officer works with the Department Chairpersons and Faculty Council Staff Support member to update the Faculty Roster and Active Faculty list and update the Active Faculty email group once per term. The numbers of Faculty and Active Faculty are then listed at the top of each Faculty Council Agenda for easy reference.

2. Faculty with Rush Joint Appointments, Dual Appointments External to Rush, or approved Active Faculty status (Faculty with less than 0.5 FTE) will be marked as such on the roster.

Faculty Appeal Panel

1. The Faculty Council determines the composition of the panel per the CON P & P (see [CON Portal - Governance Documents](#)) and discusses with members if any of the panel members have a conflict of interest for recusal (See Appendix C). Students do not attend the appeal.
2. All panel members must have a signed CON Faculty Council and Standing Committee Confidentiality Agreement on file for the year. Panel materials are not made available to members until the agreement is signed.
3. The Panel reviews all data provided and determines if additional data are needed to make a decision, and who the witnesses are for interview.
4. The Panel determines the schedule for the interviews.
5. The panel sends a report to the Dean with a summary of the issue, findings, and recommendations.

Student Appeal/Misconduct Panel

1. The Faculty Council determines composition of the panel per the CON P & P and Student Guidebook ([CON Portal - Governance Documents](#); [CON Student Guidebook](#)) to include at least one member who is actively involved in teaching in the program in which the student is enrolled. If no such Faculty is a member of the Faculty Council, the Presiding Officer invites an experienced Faculty member who meets this criterion to participate in the Panel.
2. Determine if any of the panel members have a conflict of interest for recusal (see Appendix C).
3. All panel members must have a signed CON Faculty Council and Standing Committee Confidentiality Agreement (see Appendix A) on file for the year. Panel materials are not made available until the agreement is signed.
4. The Panel reviews all data provided and determines if additional data is needed to make a decision, and who the witnesses are for interview.
5. The Panel determines the schedule for the interviews.
6. The panel sends a report to the Dean with a summary of the issue, findings, and recommendations.

Admissions and Progressions Committee Operations

Responsibilities

1. Implement policies pertaining to the selection of Students for admission to all CON programs.
2. Recommend policy revisions or establishment of new policies and procedures for Student admissions and academic and clinical progress through their selected programs.
3. Render decisions regarding student progression based on CON policies.
4. Develop goals to support the committee responsibilities, CON Strategic Plan, and the CON overarching goal for diversity, equity, and inclusion.

Admissions Processes

1. Applicants may apply for admission to only one program or track at a time through the

NursingCAS WebAdmit system.

2. Holistic admissions rubric (HAR) scores are completed by the program per their processes. GRE not required.
3. The committee meets on the first Wednesday of each month to review and vote on all applicants for the CON. Upon request of the Program Track Directors, an application review and email vote may be performed for late applications prior to the start of a term.
4. The Director of Admissions or their delegate presents the completed applicant portfolios to the committee members.
5. The committee reviews applicant portfolios for nursing GPA, total GPA, HAR score, and recommendations from program faculty. If there are questions or concerns regarding program faculty recommendations, the committee chairperson requests clarification from the program faculty member. The applicant is then re-presented at the next meeting of the committee.
6. The committee votes to determine full admission, conditional admission, waitlist (if applicable), or denial.
7. Applicants are informed of the committee's admission determination by the Office of Admissions.
8. The Office of Admissions informs the pertinent Program/Track Director of the admission offer.
9. See the section regarding Admissions in the Student Guidebook for further information e.g. student-at-large, conditionally admit, readmission, and entry points. See [CON Student Guidebook](#)

Progressions Processes

1. The committee meets at the end of each term to review students who are at academic risk as defined by the Admissions and Progressions committee.
2. The committee Staff Support member sends the student materials to the committee chairperson for review before the meeting, who then formulates a summary for the committee members. Additional information may be requested of the Faculty or student by the committee chairperson.
3. The committee votes to determine progression decisions.
4. Students are informed of the committee's determinations by the committee chairperson. The committee chairperson informs the pertinent Program Track Director of the committee's decisions.
5. See the section regarding Admissions in the CON Student Guidebook for further information e.g. students who are at academic risk, incomplete grades, leaves of absence, and program withdrawals.

Master of Science in Nursing (MSN), Doctor of Nursing Practice (DNP), and Doctor of Nursing Science (PhD) Curriculum Committees

Responsibilities

1. Ensure internal consistency and logical organization of the MSN, DNP, or PhD program.
2. Review program learning outcomes at least every five (5) years and as needed and forward recommendations to the Faculty Council.
3. Review the curricular aspects of program proposals and revisions, communicate as needed with the Evaluation Committee, and forward recommendations to the Faculty Council with suggestions for action.
4. Make decisions regarding the adoption of proposed new courses and revisions of courses.
5. Establish, review, and maintain mechanisms for communication among the Committee, Faculty Council, University, and the Faculty at large.
6. Monitor the program(s) for compliance with external trends and educational best practices.
7. Monitor the curriculum using established methods and make recommendations for improvement.
8. Develop goals to support the committee responsibilities, CON Strategic Plan, and the CON overarching goal for diversity, equity, and inclusion.

Course Evaluation Process

The MSN, DNP, and PhD curriculum committees use the same process for reviewing existing courses, curricular change, and development of new courses.

1. The committees reviews courses every 3 years using the course summary review form which includes a review of:
 - Bias-free language
 - Course evaluation trends
 - Course description compared to course catalog
 - Curricular drift
2. Any course revisions or new course requests are reviewed using the course revision form which includes:
 - Change in course title
 - Course objectives
 - Course description
 - Course delivery format
 - Any significant change in learning activities, evaluation methods, or content
3. Bias-free language: In addition to course summary review each curriculum committee may adopt a schedule for faculty to review courses for bias-free language using the [CON Biased Content Checklist](#)

Diversity, Equity, & Inclusion Committee

Responsibilities

1. Provide a forum for communication among all the Faculty Standing Committees, the College of Nursing, and the student body to ensure that diversity, equity, and inclusion goals of individual committees are supported and strategies are coordinated and aligned to meet the University and CON Strategic Plan's Diversity, Equity, and Inclusion goals.
2. Help to ensure that each Faculty Standing Committee formulates relevant, specific, and measurable Diversity, Equity, and Inclusion goals.
3. Develop goals to support the committee responsibilities and CON Strategic Plan.

Evaluation Committee

Responsibilities

1. Annually review and update CON systematic evaluation plan to ensure congruence with national standards and administrative priorities. See [CON Portal - Governance Documents](#)
2. Evaluate performance data (outcomes data/performance indicators) and identify opportunities for quality improvement.
3. Disseminate performance data to relevant internal and external stakeholders.
4. Monitor ongoing quality improvement initiatives and action plans. Evaluate the integrity and quality of the academic enterprise in the CON using the CON systematic evaluation plan.
5. Ensure the CON programs are future-oriented and innovative in their approach and align with CON and University Strategic Plans.
6. Promote communication across the 3 curriculum committees by meeting at least once per term with the 3 committee chairs to discuss curriculum quality issues and processes.
7. Develop goals to support the committee responsibilities, CON Strategic Plan, and the CON overarching goal for diversity, equity, and inclusion.

Faculty Appointments and Promotions Committee (FAPC)

Responsibilities

1. Develop uniform policies and procedures for appointment, reappointment, and promotion of Faculty members consistent with the CON P & P.
2. Assist Departmental Chairpersons to implement policies and procedures regarding Faculty Appointments, Promotions, and Emeritus requests.
3. Review recommendations of candidates for Faculty appointment and

- promotion to Associate Professor, Professor, and Emeritus status.
4. Develop goals to support the committee responsibilities, CON Strategic Plan, and the CON overarching goal for diversity, equity, and inclusion.

General Information

1. The FAPC shall hold an information session regarding the promotion process for the Faculty once per year in the spring. The timeline for promotion is distributed at this meeting. Faculty seeking promotion to Associate Professor or Professor are strongly encouraged to attend the session and discuss the promotion with their Department Chairperson. **Faculty should download promotion materials from the [CON Portal - Governance Documents](#) see Instructions for Faculty Promotion.**
3. Department Chairpersons who are uncertain as to whether a new or existing Faculty member meets rank criteria for appointment or promotion may consult with the FAPC. However, this consultation does not override the Department Chairperson's authority to deny or make recommendations for appointment, reappointment, or promotion.
4. The FAPC does not review recommendations for appointment or reappointment of Instructors, Assistant Professors, Adjunct Faculty (except those Adjunct Faculty members with Dual Appointments at Associate Professor or Professor rank as described in the University Policy Dual Faculty Appointments External to Rush), or Clinical Faculty RNs. These appointments and reappointments instead are reviewed, and decisions made at the department level then forwarded to the Faculty Council for approval.
5. If a committee member seeks promotion during his or her term on the FAPC, that member must be recused during deliberation on their portfolio.
6. An individual may be reviewed for promotion at any time during the year at the discretion of the Department Chairperson; however, promotions become effective the beginning of the next fiscal year.
7. All recommendations regarding appointment, reappointment, promotion, and Emeritus Status are made in writing by the Dean to the Provost with a copy to the Faculty member, Department Chairperson, and CON Director of Administrative Operations.
8. Information including guidelines for promotion with Areas of Excellence, template for dossier, External Reviewer Evaluation Form, and FAQs are located on the CON Portal (see [CON Portal - Governance Documents](#)).

Initial Appointment Requests for New Faculty

1. The Department Chairperson seeking review of initial rank appointment of new Faculty determines the initial rank request and prepares, with the applicant, a dossier for the FAPC (Associate Professor and Professor) or directly to Faculty Council (Clinical Faculty RN, Instructor, and Assistant Professor) to include:
 - a. a letter of support by the Department Chairperson with rank request and term for initial appointment
 - b. a copy of the applicant's current curriculum vitae
 - c. an applicant dossier and 2 to 3 examples of scholarship (since the last promotion if appropriate)
2. The reviews by the FAPC (Associate Professor and Professor) and Faculty Council (all ranks) should be completed prior to the offer of employment for new Faculty members when possible.

3. For requests for initial appointment as Clinical Faculty RN, Instructor, or Assistant Professor, the Faculty Council reviews the new appointment requests at the next scheduled meeting or at an interim date if requested by the Department Chairperson. Approvals are forwarded to the Dean, the Department Chairperson, and CON Director of Administrative Operations.
4. For requests for initial appointment at Associate Professor or Professor, the FAPC conducts a dossier review for the candidate at the rank earned at the previous academic setting. The expectation is the majority of the criteria will be met by the candidate. If the candidate is seeking a move up to Associate Professor or Professor, they may be asked to proceed with an external review process. This deliberation will transpire among the Dean, the hiring Department Chairperson, and the Chairperson of Appointments & Promotion committee.
5. In the event that the FAPC, Dean, or Faculty Council do not recommend a Faculty member for appointment at the requested rank, the FAPC Chairperson prepares a memo to the Department Chairperson which clearly specifies the need for additional evidence or revision of the rank request.
6. A Joint appointment in two (2) or more colleges shall originate with the Department Chairpersons in consultation with the Deans in the respective colleges. A primary appointment and common rank must be determined. Upon approval by the FAPCs of the respective colleges, the recommendation is forwarded to the Faculty Council for approval and then to the Dean, the Department Chairperson, and CON Director of Administrative Operations.
7. Clinical Faculty RNs are nurses employed by the CON to teach primarily prelicensure practicums and labs. With some rare exceptions, they are unranked. When ranked, the rank is nonremunerated.
8. Rank Appointments for Rush employed, but non-Rush CON employed individuals
Qualified individuals who are employed by Rush University Medical Center or other Rush entities and who contribute to the mission of the CON may be appointed to a rank commensurate with the CON rank criteria. These ranks are typically nonremunerated and not considered active Faculty unless they have an employed role in the CON and/or meet all active Faculty criteria found in the CON P & P (see [CON Portal - Governance Documents](#)).
9. Rank Appointments for Adjunct Faculty
In the Rush CON, Adjunct Faculty are non-Rush employed individuals who contribute to the mission of the CON and meet all adjunct rank criteria found in the University Rules for Governance and Rush CON P & P (except those Rush Adjunct Faculty members with Dual Appointments as described in the University Policy Dual Faculty Appointments External to Rush). Appointment to a rank may not be higher than Instructor unless they have achieved the higher rank at Rush or another college or university.
8. BSN prepared Faculty
In the Rush CON, BSN prepared Faculty are nurses employed by The Department of Academic Practice Nursing, e.g. to work in the community, and are unranked.

Clinical Faculty RNs, Instructor, and Assistant Professor Faculty Reappointment Requests

1. Faculty up for reappointment prepare an updated dossier and submit it to the Department Chairperson. Reappointment is offered based upon current departmental/college needs and continued productivity of the Faculty member. The Department Chairperson reviews the dossier and makes a recommendation to the Faculty Council and Dean for reappointment.

2. The Faculty Council reviews the reappointment requests at the next scheduled meeting. Approvals are forwarded to the Dean, the Department Chairperson, and CON Director of Administrative Operations.

Associate Professor and Professor Faculty Promotion Requests

1. Faculty seeking promotion to Associate Professor or Professor shall follow the steps in the Instructions for Faculty Promotion on the CON Portal (see [CON Portal - Governance Documents](#)).
2. After receiving an application for promotion to Associate Professor or Professor, the FAPC Chairperson assigns each candidate's materials to a committee member for an in-depth review. It is preferable that the committee member reviewing a candidate should be from a department other than that of the candidate under review.
2. Only Associate Professor and Professor Faculty members of the FAPC may vote that the candidate meets the criteria for rank promotion. The FAPC forwards the candidate's dossier to the Faculty Council for approval which reviews the request for rank promotion at the next scheduled meeting. Promotions approved by the Faculty Council are forwarded to the Dean, the Department Chairperson, and CON Director of Administrative Operations.
3. In the event that the FAPC, Dean, or Faculty Council do not recommend a Faculty member for promotion, the FAPC Chairperson prepares a memo to the Department Chairperson which clearly specifies the need for additional evidence or revision of the rank request.

Request for Emeritus Faculty Status

1. Upon retirement, Associate Professor and Professor Faculty who wish to be considered for status as Emeritus Faculty should inform their Department Chairperson a minimum of six (6) months in advance. The Department Chairperson determines if the candidate meets criteria for Emeritus Status per the CON P & P (see [CON Portal - Governance Documents](#)). If the candidate meets criteria, then the Department Chairperson prepares a support letter to the FAPC that Emeritus Status be awarded the candidate. The letter should include the summary recognition of service to the CON. Under special circumstances, individuals who do not meet these criteria may be considered for Emeritus status upon recommendation of the relevant Department Chairperson and Dean.
2. The FAPC reviews the request for Emeritus Status. All members of the FAPC (regardless of rank) may vote to approve Emeritus Status. Requests approved by the FAPC are forwarded to the Faculty Council for review and approval. Emeritus Status requests approved by the Faculty Council are forwarded to the Dean, the Department Chairperson, and CON Director of Administrative Operations.

Faculty Development Committee

Responsibilities

1. Obtain input from Faculty regarding their development needs.
2. Develop a plan for ongoing Faculty development.
3. Conduct ongoing evaluation of the Faculty development program using established criteria.
4. Establish, implement, and evaluate Faculty orientation and development programs (inclusive of CE credits whenever possible) in collaboration with CON; Diversity, Equity, and Inclusion Committee; and University leadership as appropriate.
5. Develop goals to support the committee responsibilities, CON Strategic Plan, and the CON overarching goal for diversity, equity, and inclusion.

Budget

Submit budget request (if pertinent) to Faculty Council in November. Requests are considered for the following fiscal year.

Representation on University Council & Committees

University Council (UC)

Four Active Faculty members shall represent the CON on the University Council: the Presiding Officer of the Faculty Council, Past Presiding Officer of the Faculty Council, and two elected members not of the Faculty Council. The Presiding Officer and Past Presiding Officer shall present a summary of key information from the preceding UFC meeting at the next scheduled meeting of the Faculty Council. If information is time sensitive, the Presiding Officer and Past Presiding Officer may send out the information to the Faculty Council prior to the meeting or for general information, to the CON Faculty and Staff as a whole.

The position of the Presiding Officer of the University Council rotates among the Colleges. Nomination for the CON representative is made by the Faculty Council from Active Faculty members with UC experience.

University Assessment, Curriculum, and Policy and Procedure Committees

Committee members represent the entire CON Faculty/Staff; consequently, prior to voting on committee matters that effect the CON Faculty/Staff/Students the members must first determine the voice of the CON. This can be achieved by direct communication with the CON Faculty/Staff or the Presiding Officer of the Faculty Council depending on the topic. The Staff Support member for the Faculty Council may provide assistance with communication as needed.

Appendix A

Faculty Council/Standing Committee Membership Confidentiality Agreement

"Agreement"

OVERVIEW

As a member of a College of Nursing (CON) Faculty Council or Standing Committee, you will come into contact with sensitive and confidential information.

“Confidential Information” may include, but is not limited to:

- Information regarding student and faculty performance;
- Information resulting from faculty evaluations;
- Information resulting from course evaluations;
- Information resulting from course reviews;
- Discussions during meetings;
- Email communication regarding topics of discussion;
- Any other information related to student’s academic performance, personal situation, or student record.

Confidential Information about individual students is collected and maintained by CON with the understanding that it is used only as needed to support CON’s educational requirements. Its use is restricted by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, and by Rush University policy. Access to most Confidential Information is limited to those individuals within the University having a “legitimate educational interest” and a need to review Confidential Information in order to fulfill their professional responsibility. This interest is defined as the demonstrated need to know by those who act in the student’s educational interest, including faculty, staff, administrators, students serving on official committees, and other persons who manage Confidential Information.

ATTESTATION

As a Faculty Council or Standing Committee member and representative of CON, I understand that I may be provided with direct access to Confidential Information, as that term is defined above. In the interest of maintaining the confidentiality and privacy of Confidential Information, I hereby agree that:

1. I will maintain the Confidential Information to which I have access, both through paper and online resources, in confidence. The Confidential Information viewed will not be shared in any manner with others who are unauthorized to view such data.
2. I will keep in confidence any Confidential Information discussed during committee meetings that I attend.

3. I understand that the use of Confidential Information for profit or personal purposes is prohibited.
4. I understand that unauthorized copying of CON documents or verbally relaying any Confidential Information contained in committee proceedings to another individual who does not have a legitimate educational interest is prohibited.

I understand that violation of this Agreement will result in my removal from any and all CON Faculty Council or Standing Committees and future participation in such groups will be prohibited. A violation of this Agreement may also result in disciplinary action and possible sanctions from the University, including, but not limited to loss of my faculty appointment or dismissal from my University program, as applicable.

If there are any questions regarding the CON committees, please contact the current Presiding Officer of the CON Faculty Council. Questions regarding FERPA should be directed to the Office of the Registrar. A copy of this signed Agreement will be provided to the individual Faculty Council or Standing Committee member, and saved by the CON.

I have read, understand, and agree to abide to the above guidelines.

Council/Committee Member Printed Name

Employee/Student ID

Member Type: ☐ Faculty ☐ Student

☐ Staff

Council/Committee Member Signature

Date

Appendix B
Award Categories & Criteria

- 1) Excellence in Research & Scholarship Award
 - Demonstrates a significant record of research/scholarship based upon research, education, or clinical practice
 - Has obtained sustained funding to support innovative research, education, or clinical practice initiatives
 - Receives national and international recognition for their research/scholarly contributions to the nursing discipline
- 2) Excellence in Clinical Practice Award
 - Promotes a positive image of the advanced practice nurse within Rush University Medical Center and the community.
 - Demonstrates significant contributions that impact health and/or policy
 - Develops interprofessional and collegial relationships with health care providers within and outside Rush University Medical Center.
- 3) Excellence in Education Award
 - Demonstrates innovative and creative teaching strategies
 - Promotes the clinical and professional development of students
 - Fosters the development of teaching skills in other faculty
- 4) Excellence in Administration / Support Staff Award
 - Is a member of the CON administration or staff
 - Makes significant contributions to the CON through administration and demonstrates a progressive pattern of accomplishments
 - Creates and maintains a positive work climate within Rush University Medical Center
 - Promotes a positive image of the CON within Rush University Medical Center
- 5) Outstanding Partner Award
 - An individual, department, or program internal or external to Rush University Medical Center that has contributed to the CON mission and strategic plan
- 6) Faculty Council Excellence Award
 - This award serves as a tribute to an individual who exemplifies the legacy of Dr. Luther Christman, the founding Dean of the Rush University College of Nursing, in excellence in professional nursing and shared governance through the following criteria:
 - a. Accountability: Demonstrating the decisions and actions that represent the standards of the nursing profession.
 - b. Partnership: Fostering interprofessional relationships to achieve shared objectives and collective success.
 - c. Ownership: Exhibiting a strong sense of commitment to deliver quality in the outcomes produced.
 - d. Equity: Championing equity, diversity, and inclusion and breaking down barriers to advance the nursing profession and provide healthcare to communities served.
- 7) Belonging, Diversity, Equity, and Inclusion Student Excellence Award
 - Is a member of the CON student body
 - Demonstrates significant contributions that impact belonging, diversity, equity, and/or inclusion
 - Creates and promotes a positive and inclusive learning environment within the CON

- and/or the University
- 8) Belonging, Diversity, Equity, and Inclusion Staff Excellence Award
- Is a member of the CON administration or staff
 - Demonstrates significant contributions to the CON that impact and supports belonging, diversity, equity, and/or inclusion
 - Creates and promotes positive and inclusive learning and work environments within the CON and/or the University
- 9) Belonging, Diversity, Equity, and Inclusion Faculty Excellence Award
- Is a member of the CON faculty
 - Demonstrates significant contributions that impact belonging, diversity, equity, and/or inclusion
 - Promotes diversity, equity and inclusion in nursing education, research, and/or scholarship
 - Creates and maintains a positive and inclusive learning environment with the CON and/or University
- 10) Department Awards
- One for each department to be selected by Department Chairperson. Selection criteria:
 - Serves as a role model and mentor for professional nursing
 - Demonstrates enthusiasm for teaching, learning, and nursing that inspires and motivates students
 - Demonstrates interest in and respect for learners
 - Uses personal attributes (e.g., caring, confidence, patience, integrity and flexibility) that facilitate professional growth
 - Is fair and unbiased in his/her treatment of individual students
 - Excellent interpersonal skills
 - Develops collaborative working relationships with students and colleagues

*Dean's Awards number and criteria determined by the Dean

Appendix C

Recusal Criteria

Appeal/Misconduct Panel Member Recusal Criteria*

- The panel member has a compelling personal interest in the matter, such as research or academic collaboration with the faculty/student under consideration.
- The panel member has a financial/workload interest in the matter under consideration.
- The panel member has a close personal relationship with the faculty/student under consideration, such that their judgment may be impaired and they may be unable to act fairly, independently, and objectively.
- The panel member has served as advisor, co-advisor, doctoral, or post-doctoral mentor for the faculty/student under consideration.
- The panel member has had a past or ongoing documented appeal, grievance, or formal complaint against the faculty/student under consideration or other significant past conflict, defined as a serious disagreement regarding a matter of importance to the faculty/student involved.
- The panel member has a close familial relationship with the faculty/student under consideration.
- The faculty/student under consideration requests that the panel member be recused. Under this circumstance the presiding officer of the Faculty Council determines the participation of the panel member based on the above criteria.

*This list is not intended to be exhaustive. A panel member can recuse themselves for any perceived conflict of interest.