

**POLICIES AND PROCEDURES
OF THE
COLLEGE OF NURSING
IN ACCORDANCE WITH THE
RULES FOR GOVERNANCE
OF
RUSH UNIVERSITY**

Approved by the Faculty of Rush College of Nursing: 4/15/09

Amendments approved by Rush College of Nursing: 8/6/10

Amendment to Article 2, section 2(d) approved by Rush College of Nursing: 12/10/2010

Approved by the Rush University Council: 1/19/2011

Approved by the Board of Overseers: 2/22/2011

Approved by the Board of Trustees: 3/9/2011

CONTENTS

ARTICLE I –THE CORPORATION

Page

Section 1.	
Purpose.....	5

ARTICLE II – FACULTY ORGANIZATION

Section 1. Faculty of the College of Nursing.....	6
---	---

Section 2. Faculty Conditions.....	6
------------------------------------	---

Categories of Faculty (See University Rules for Governance Section 2, a-e)

a. Active Faculty.....	6
b. Emeritus.....	6
c. Visiting Faculty.....	7
d. Adjunct Faculty.....	7
e. Clinical Teaching Associates/Clinical Instructors.....	7

Conditions of Appointment for Active Faculty [See University Rules for Governance Section 2 (f) through (i)]

a. Approval of New Appointments, Reappointments and Promotions...8	8
b. Reappointments.....	8
c. Instructor and Assistant Professor.....	8
d. Associate Professor and Full Professor.....	8
e. Eligibility.....	8
f. Tenure.....	9
g. Terms of Appointment.....	9
h. Leaves of Absence.....	9
(1) Non-scholarly.....	9
(2) Scholarly.....	9-10

Section 3. Termination, Suspension and Appeals.....	10
a. Termination of Appointments.....	10

	b. Faculty member with An Appointment for a Non-Tenured Term.....	10-11
	c. The Department Chairperson with the Approval of the Dean May Suspend or Discharge a Faculty Member for Cause.....	11
	d. Each College Shall Establish Policies and Procedures for Actions Against and Appeals by a Faculty Member under this Article.....	11
	e. Policies and Procedures for Actions Against and Appeals by a Faculty Member.....	11-13
Section 4.	College Faculty [See University Rules for Governance Section 4. (a) and (b)].....	13
	(a) The College of Nursing Faculty is Responsible for Creating and Modifying a Faculty Self-Governance Structure.....	13
	(b) Conflict of Interest with The University.....	13-14
Section 5.	The College Dean	
	a. Appointment of Deans.....	14
	b. The Board of Trustees Shall Appoint The Associate and Assistant Deans Upon The Recommendation of The Dean and Approval of the Provost.....	14-15
	c. The Dean of The College of Nursing Has Responsibility and Accountability for Administration of the College of Nursing.....	15-16
Section 6.	College Departments and Programs.....	16
	a. Procedures for Creating and Abolishing Department.....	16
	b. Voting in Departmental Matters.....	16-17
	c. Department Chairperson.....	17-20
Section 7.	Meetings of The Faculty.....	20
	a. The Presiding Officer of The Faculty Senate Will Convene and Preside Over Faculty Meetings.....	20
	b. Regular Meetings of The Faculty Will be Called at Least Once a Quarter, Including Summer Quarter.....	20
	c. Special Meetings.....	20
	d. Agenda.....	21
	e. Quorum.....	21
	f. Voting.....	21-22
	g. Minutes.....	22
Section 8.	Faculty Committees.....	22
	a. Faculty Senate.....	22-24
	b. Faculty Standing Committees and General Procedures for Faculty Standing Committees.....	24-26

c.	Admissions and Progressions Committee.....	26-27
d.	Diversity Committee.....	27
e.	Master’s of Science in Nursing (MSN) Curriculum Committee.....	27-28
f.	Doctor of Nursing Practice (DNP) Curriculum Committee.....	28-29
g.	Doctor of Philosophy in Nursing Sciences (PhD) Curriculum Committee.....	29-30
h.	Faculty Appointments and Promotions Committee.....	30
i.	Faculty Development Committee.....	30-31
j.	Research Committee.....	31
Section 9.	University Council Rush University.....	31
a.	Membership.....	31-32
Section 10.	Graduate College Council.....	32
a.	Membership.....	

ARTICLE III – STUDENT AFFAIRS

Section 1.	Students.....	33
a.	Categories of Students [See Rush University Rules for Governance Article III, Section 1 (b)].....	33
b.	Student Academic Appeal Procedure.....	33-36
c.	Student Misconduct Process.....	36-38
d.	Rules for The Conduct of The Hearing.....	38
e.	Faculty Senate.....	38
Section 2.	Student Representation.....	38
a.	Rush University Student Representative Council. Student Representation On College and University Committees.....	38-39

ARTICLE IV

(See Rush University Rules for Governance)

ARTICLE V

(See Rush University Rules for Governance)

ARTICLE VI – AMENDMENTS

Section 1.	Amendment Procedures (See Rush University Rules for Governance)..	40
Section 2.	College of Nursing Policies and Procedures.....	40
a.	The Policies and Procedures of the College of Nursing are under ongoing review and Active Faculty May Propose Amendments.....	40

b. Mechanism for Amending College Policies and Procedures.....40

ARTICLE I

THE CORPORATION

Section 1. Purpose

These Policies and Procedures are in conformance with the *Rules for Governance including Policies and Procedures for the Faculty and Students of Rush College of Nursing, Rush College of Health Sciences, Rush Graduate College, Rush Medical College of Rush University* (hereafter referred to as Rush University Rules for Governance) and provide specifics related to the College of Nursing for some Articles and Sections in the Rush University Rules for Governance. A complete understanding of the Policies and Procedures of the College of Nursing requires reading the relevant Articles and Sections in the Rush University Rules for Governance. Each Article, Section, and Paragraph number used in the Policies and Procedures of the College of Nursing refers to a specific Article, Section and Paragraph in the Rush University Rules for Governance as approved by the Board of Trustees, June 11, 2007, revised January 2008.

Section 2. Mission Statement

MISSION

Insert link

Section 3. Definition and Role of Governing Body

The Senior Representative Body of the Faculty of the College of Nursing shall be referred to herein as the Faculty Senate.

ARTICLE II

FACULTY ORGANIZATION

Section 1. Faculty of the College of Nursing. The Faculty of the College of Nursing is responsible for the teaching, research, and scholarly activities of the College.

Section 2. Faculty Conditions

Categories of Faculty (See University Rules for Governance Section 2, a-e):

(a) Active Faculty. The Active Faculty of the College of Nursing shall be made up of those members with an appointment of 50% (.5 FTE) or greater. The Active Faculty shall be the voting membership of the College and shall be eligible to sit on Standing Committees. If a Faculty member holding less than a 50% (.5 FTE) appointment wishes to be considered Active Faculty, he or she will request active status annually prior to July 1 from the Department Chair. If approved by the Department Chair, the request must be forwarded to the Dean within five working days. If approved by the Dean, the request is forwarded to the Faculty Senate for a decision by August 1.

(b) Emeritus Faculty. A Faculty member leaving Rush University College of Nursing may be awarded emeritus status at the rank or title held at the time of departure in recognition of distinguished service to the College of Nursing. To be eligible for emeritus status, the individual must be at Senior rank (Associate or Full Professor) and have completed six years of full-time service to the College of Nursing. Under special circumstances, individuals who do not meet these criteria may be considered for emeritus status upon recommendation of the Department Chairperson and the Dean.

A Faculty member nominated by the Department Chair will submit his or her name and credentials to the Chair of the Faculty Appointments and Promotions Committee. The Committee will send its recommendation to the Faculty Senate for approval. Upon receipt of Faculty Senate approval, the Dean will make a recommendation and forward it to the Provost.

Privileges of Emeritus Faculty shall include use of the title emeritus, listing on faculty and e-mail rosters, access to educational resources, attendance at College of Nursing and Departmental Faculty meetings, and continued faculty status in an advisory capacity, without vote, on committees, groups, or task forces. Any additional resources or privileges must be approved by the Dean in a formal letter.

(c) The Visiting Faculty shall include those individuals appointed for a limited term whose ranks shall be recommended by the Department Chairperson and receive the approval of the Dean and Provost. The Visiting Faculty shall have no formal Faculty Rights or Privileges. They may participate in College Faculty meetings and serve on College Committees upon the request of the Dean and/or the appropriate College Committee.

(d) Members of the Adjunct Faculty shall be assigned rank consistent with Rush College of Nursing rank criteria. The Adjunct Faculty include individuals who are associated with other academic, governmental, or corporate institutions that are not based at Rush University, but who make contributions to academic programs in the College of Nursing. Members of the Adjunct Faculty are appointed upon recommendation of the appropriate Department Chairperson, with approval by the Dean and Provost. ~~Appointment terms are consistent with the University Rules for Governance.~~

Appointments shall be for up to one (1) year. The appointments may be renewed for terms of up to two (2) years. The Adjunct Faculty shall have no formal faculty rights or privileges. Members may participate in College Faculty meetings and serve on College Committees upon the request of the appropriate College Committee. Adjunct appointments generally are not remunerated, except under special circumstances.

(e) Nurses who are employed by Rush University Medical Center or its affiliates may be appointed as Clinical Teaching Associates or Clinical Instructors. The appointment corresponds to the rank of Assistant (See University Rules for Governance Section 2 (e), page 5). Clinical Teaching Associates and Clinical Instructors are appointed to Departments. They may attend College Faculty meetings but are not permitted to vote. They may serve on College Committees upon the request of the Committee Chairperson. Clinical appointments generally are not remunerated, except under special circumstances.

(f) Rush University Faculty members outside the College of Nursing may hold conjoint appointment in the College of Nursing Consistent with the University Rules for Governance. These appointments are used to recognize interdisciplinary contributions to research or teaching. [See University Rules for Governance Section 2 (i) (3)].

Conditions of appointment for Active Faculty [See University Rules for Governance Section 2 (f) through (i)]:

(a) Approval of New Appointments, Reappointments, and Promotions. The Dean shall appoint Faculty members to a Department in accord with the appointment procedures of the College of Nursing outlined in the operational guidelines section of the Faculty Appointments and Promotion Committee in the Faculty Manual.

(b) Reappointments follow procedures similar to those for appointments. The detailed process appears in the College of Nursing Faculty Appointments and Promotion Committee's Operational Guidelines. Operational Guidelines for appointments, re-appointments, and promotions for the College of Nursing must be approved by the University Council.

(c) (1) All recommendations for faculty appointment and promotion to the Instructor and Assistant Professor ranks (see the Rush University Rules for Governance, Section 2 (f) p.5) shall originate with the Department Chairperson, who has sought the advice of the Departmental Faculty Advisory Committee (FAC). The Department Chairperson makes a recommendation to the Dean. Within ten working days, the Dean will make a recommendation to the Faculty Senate. Upon approval by the Faculty Senate at its next meeting, the Dean will forward a recommendation for approval to the Provost.

(d) (2) All recommendations for faculty appointment and promotion to the ranks of Associate and Full Professor (see the Rush University Rules for Governance, Section 2 (g), p. 5) shall originate with the Department Chairperson who has sought the advice of the Departmental FAC. The Department Chairperson makes the recommendation, with supporting documentation, to the Faculty Appointments and Promotions Committee (FAPC). The FAPC then forwards its decision to the Dean with a recommendation. Within ten working days, the Dean will make a recommendation to the Faculty Senate. Upon approval by the Faculty Senate at its next meeting, the Dean will forward a recommendation for approval to the Provost.

(e) Eligibility for appointment or promotion to the rank of Assistant Professor or higher requires an earned professional or research doctoral degree. In exceptional cases, the doctoral requirement may be waived or otherwise modified upon the concurrence of the Dean and the Faculty Senate. A decision not to waive or otherwise modify this requirement may not be appealed. Instructors may be promoted to the rank of Assistant Professor upon completion of an earned doctoral degree.

(f) Tenure applies to the attained rank of Associate Professor and above; tenure does not apply to faculty salary.

(g) Terms of Appointment. The terms of appointment of will be one (1) year for the rank of Instructor, up to three (3) years for the rank of Assistant Professor. Associate and Full Professors are eligible for terms of appointment of five years or more. At the end of a term of appointment, the Department Chairperson may choose one of the following options: i. termination of faculty appointment; ii. re-appointment for another term, or iii. recommendation for promotion to a higher faculty rank. (See Rush University Rules for Governance, Section 2 (i) (6) pages 6-7).

(h) Leaves of Absence [See University Rules for Governance Section 2. (i) (16)]:

(1) Non-scholarly leaves of absence that meet the conditions of the Family Medical Leave Act and shall not exceed one (1) year unless approved by the Chairperson and the Dean. A personal leave of absence, not covered by the Family Medical Leave Act, requires written approval of the Chairperson and the Dean and is without compensation from Rush University. Such leaves of absence, including resumption of duties, shall be approved by the Chairperson and the Dean and shall be stated in writing. Military leaves of absence shall be an exception to this rule.

(2) A scholarly leave of absence is for the purpose of improving a Faculty member's professional and academic development. An Assistant, Associate, or Full Professor is eligible for consideration for an initial scholarly leave of absence after a period of six (6) or more continuous years of fully affiliated, salaried experience at the College of Nursing. The leave will be granted only to a Faculty member whose appointment will continue after the leave has been completed and who intends to return to the College. All such requests for leave must be approved by the Department Chairperson and the Dean. Such scholarly leaves are no longer than one (1) year in length, except under special circumstances and with the approval of the Dean. Additional scholarly leaves may be granted if six (6) years have elapsed following completion of the previous leave.

An Assistant, Associate, or Full Professor with six (6) years or more of full-time service is eligible for a scholarly leave of six (6) months at full salary or a leave of twelve (12) months at half salary. Leaves of absence shall not be cumulative.

Each person who has been on a scholarly leave of absence must, upon the termination of the leave, make a report to the Department Chairperson concerning the scholarly work undertaken during the leave of absence. The Chairperson shall transmit such a report to the Dean.

No one to whom a leave of absence with pay has been granted shall be permitted, while on such leave, to accept remunerative employment or engage in remunerative professional practice or work. Exceptions may be made only with the express permission of the Dean.

Section 3. Termination, Suspension, and Appeals (See University Rules for Governance Section 3. (a) through (d).

(a) Termination of Appointments. Faculty members may terminate their appointments by giving notice of resignation or retirement in writing to the Department Chairperson and the Office of the Dean.

(1) An Instructor must provide an interval of three (3) months between notification and effective date of resignation. Assistant Professors, Associate Professors, and Professors must provide an interval of six (6) months between notification and effective date of resignation.

The interval between notification and effective date of resignation may be of lesser duration than stated above provided the Faculty member, the Department Chairperson, and the Dean mutually agree upon an interval of lesser duration.

(2) Faculty members may terminate their appointments if they give notice in writing no later than thirty (30) days after receiving notification of the terms of their appointment for the coming year. The Faculty member may properly request a waiver of notification for good cause.

(3) Extension of a faculty contract may be granted with the approval of the Department Chairperson and the Dean.

(b) When a Faculty member with an appointment for a non-tenured term is not to be recommended for reappointment, the member must be notified in writing by the Department Chairperson. For Instructors this notice must be at least three (3) months prior to the expiration of the appointment. For the rank of Assistant Professor or above, the notice should be at least six (6) months prior to expiration if the appointment has been held for three (3) years or less and one (1) year for appointments as an Assistant Professor or above that have been held more than three (3) years. If this deadline is missed, the appointment shall be

extended for an additional three (3) months beyond the termination date for the rank of Instructor and an additional six (6) months beyond the termination date for the rank of Assistant Professor or above. For Assistant Professors who have served more than three (3) years and for those Associate Professors or above who may be non-tenured the combined time period for notice and extension must be not less than one (1) full year.

(c) The Department Chairperson with the approval of the Dean may suspend or discharge a Faculty member for cause. Suspension is temporary withdrawal of specified Faculty responsibilities and/or privileges with or without salary, as deemed appropriate by the respective Department Chairperson or Dean. Discharge is termination of employment and tenure. Cause for discharge or suspension from the Faculty shall consist of any or all of the following:

- (1) tangible failure to discharge teaching, research, administrative or service responsibilities and duties
- (2) serious and/or repeated violation of Medical Center, University or Departmental bylaws, rules, policies and/or standards of conduct
- (3) violation of generally accepted standards of professional ethics
- (4) material breach of contract
- (5) conviction of a crime deemed to render the Faculty member unfit to discharge their professional responsibilities and duties, or that places at risk the safety, security or reputation of the Medical Center or University
- (6) temporary or permanent loss of professional licensure or certification necessary to discharge the Faculty member's responsibilities and duties
- (7) professional incompetence
- (8) conduct that is seriously and clearly prejudicial to the best interest of the Medical Center or University.

(d) Each College shall establish policies and procedures for Actions against and Appeals by a Faculty member under this Article.

(e) Policies and Procedures for Actions against and Appeals by a Faculty Member.

(1) Faculty appeals may include, but are not limited to, issues regarding Faculty rank, the privileges and responsibilities of Faculty (See Rush University Rules for Governance Section 3. (c) pp 11-12 and p. 19).

(2) Appeal Process:

- a. The Faculty member must meet with the Department Chairperson to discuss the disputed issue and will receive notification regarding the status of the disputed issue from the Department Chairperson within five (5) working days
- b. The Faculty member must file a written intent to appeal a negative notification [see (2) a. above] within ten (10) working days of receiving the notification by the Department Chairperson
- c. Within ten (10) working days of receiving the appeal, the Department Chairperson will consult with the Departmental FAC and make a decision on the matter, which will be sent to the Faculty member and the Dean
- d. Within ten (10) working days of receipt of the Chairperson's decision, the Faculty member may file a written appeal with the Dean of the College
- e. Within ten (10) working days, the Dean will forward the appeal to the Faculty Senate, and the Faculty Senate will review the disputed issue and provide a written recommendation to the Dean
- f. After considering the recommendations of the Faculty Senate, the Dean will within five (5) working days render a final written decision regarding the disputed issue
- g. After completing the above College of Nursing appeal process, the Faculty member may file an appeal to the University Council pursuant to Article II, Section 11 (c) (9) of the Rush University Rules for Governance
- h. While corrective action regarding Faculty conduct and performance should be processed in accordance with the procedures set forth in this document, violation of the Personnel Code should be processed in accordance with the Human Resources Policies and Procedures Manual; violation of the Professional Nursing Staff By-Laws should be processed in accordance with the procedures set forth in said

document. The Dean shall determine which procedures shall apply with respect to controversies that do not clearly fall within the purview of one specific document. Only one of these routes may be pursued in any given situation.

Section 4. College Faculty [See University Rules for Governance Section 4. (a) and (b)]

(a) The College of Nursing Faculty is responsible for creating and modifying a Faculty self-governance structure:

- (1) The Faculty actively participates in developing, implementing, and evaluating the College of Nursing Strategic Plan
- (2) The Faculty shares responsibility with the Dean and administrative offices of Rush University for selecting and evaluating academic administration
- (3) The Faculty shall develop and implement criteria for Faculty rank, promotion, tenure, and retention. These criteria will promote the quality of teaching, practice, scholarship, and research, as well as leadership in the nursing profession
- (4) The Faculty has responsibility for developing, implementing and evaluating the standards and procedures for assuring the quality of teaching
- (5) The Faculty ensures regular review of Faculty policies and procedures, student and faculty handbooks and manuals, and any institutional policy statements that affect the Faculty's teaching, research, or practice and the criteria for appointment
- (6) The Faculty shall be responsible for establishing the requirements for student admissions, advancement, and attainment of degrees and for student advisement
- (7) The Faculty assumes responsibility for cultural, racial, and ethnic diversity within the College of Nursing.

(b) Conflict of Interest with the University:

- (1) A Faculty member may carry on professional activities not related to University programs as long as such activities are not in conflict with University interests

(2) A Faculty member under special and appropriate circumstances, with the approval of the Department Chairperson and the Dean, may have an academic or professional appointment in addition to that of Rush University College of Nursing.

Section 5. The College Dean

(a) Appointment of Deans. The College Dean shall be appointed by the Board of Trustees, on the President's nomination from a candidate or candidates recommended by the Dean's Search Committee. The Provost and the Faculty Senate of the College shall appoint the Dean's Search Committee, who shall serve for an unspecified term at the pleasure of the Board of Trustees. The Dean's Search Committee shall consist of the following:

Members Appointed by the President

Members of the Board of Trustees	1
Department Chairpersons from the College of Nursing	2
Faculty from each of the other Colleges not seeking a Dean, one of whom may be a Dean	3
Student from the College of Nursing	1

Members Appointed by the Faculty Senate

Two Faculty members of Senior rank and two of Junior rank	4
Total Membership	11

The Provost shall appoint the Chairperson of the Search Committee from among its members. The Chairperson of the Search Committee shall present the Committee's final recommendation(s) to the President.

Deans, Associate Deans, and Assistant Deans from the College of Nursing may not be members of such committees.

(b) The Board of Trustees shall appoint the Associate and Assistant Deans upon the recommendation of the Dean and approval of the Provost, the

President, and Board of Overseers. They shall serve terms specified by the Dean at the time of appointment and serve at the pleasure of the Dean. (See Article II, Section 5(c) of the Rush University Rules for Governance.)

(c) The Dean of the College of Nursing has responsibility and accountability for administration of the College of Nursing. The Dean exercises the chief executive function of the College, and abides by the responsibilities and duties described in the Rush University Rules for Governance (See Rush University Rules for Governance Section 5 (d), p. 13). The Dean reports to the Provost of Rush University. Dean's Responsibilities include:

- (1) Establish the administrative structure of the College of Nursing with approval of the Board of Trustees
- (2) Serve as the medium of communication for all official business of the College – both within and external to the University
- (3) Represent the College of Nursing on the Leadership Council, the Council of Deans, and other University committees and groups
- (4) Maintain high standards in compliance with accreditation guidelines and the mission of the College and University
- (5) Guide the development and implementation of the College of Nursing Strategic Plan
- (6) Assure the continuous evaluation of the College of Nursing curricula to reflect the current and future needs of society
- (7) Oversee a comprehensive student recruitment and retention program to secure a qualified, culturally diverse student body
- (8) Foster a College of Nursing research program that promotes the advancement of nursing science to improve nursing practice and the health of the public
- (9) Recruit and retain highly qualified Faculty members and create an environment for their development
- (10) Promote a culturally sensitive environment in the College and University

- (11) Seek philanthropic support for student scholarships; endowed chairs; and programs in research, education, and practice that relate to the mission of the college
- (12) Develop a financial plan and allocate resources effectively to support the mission and strategic vision of the College
- (13) Provide guidance and professional development to the senior leadership of the College and the Presiding Officer of the Faculty Senate
- (14) Work with Faculty in a shared governance structure to carry out the functions of the College of Nursing
- (15) Organize and lead the College staff to facilitate the mission of the College and the fulfillment of Rush University values
- (16) Be a national leader in the profession.

Section 6. College Departments and Programs

(a) Procedures for Creating and Abolishing Departments:

- (1) Departments are components of the administrative structure of the College with the purpose of organizing members of the Faculty in a specific area of nursing instruction, scholarship, research, and practice
- (2) A Department may be created or abolished by the Board of Trustees on the recommendation of the President in consultation with the Dean and Chairperson of the Department
- (3) The members of a Department include persons of all ranks who, upon the nomination of its Chairperson, are appointed or assigned by the Dean. Members of a Department are responsible to the Chairperson for all activities performed within the scope of the Department.

(b) Voting in Departmental Matters:

- (1) All Active Faculty members of a Department shall have a vote in Departmental academic matters.
- (2) Each Department shall have a Faculty Advisory Committee consisting of not fewer than three (3) members and, if possible, five (5) members, chaired by the Department Chairperson. The Faculty Advisory Committee

shall advise the Chairperson regarding appointments, re-appointments, and promotions; and appeals regarding academic and Departmental affairs, as outlined in Article II, Section 3.

(3) The Faculty Advisory Committee shall consist of at least one of each Faculty rank present in the Department, to be elected by the Departmental members.

(4) Active Departmental Faculty shall elect the members of the Department's Faculty Advisory Committee.

(c) Department Chairperson. The Department Chairperson contributes to the establishment and accomplishment of the College of Nursing and Departmental goals as detailed in the College's mission, vision, and strategic plan.

(1) Qualifications include:

- a. Graduate degree in nursing and an earned doctorate in nursing or a related field
- b. Licensure as a registered nurse in Illinois
- c. Eligibility for appointment at Senior academic rank
- d. Evidence of progressive administrative responsibility.

(2) The Department Chairperson will negotiate the non-administrative portion of the position individually with the Dean. It will be based on meeting the needs of the College in terms of education, research, or practice.

(3) Appointment of Chairperson. The Chairperson of a Department shall be appointed by the Dean of the College upon the approval of the President and Board of Trustees after a review of a Search Committee's recommendations. The selection procedure for the Chairperson shall be as follows:

- a. The Dean shall appoint the Search Committee, upon the Chairperson's notification of resignation or in the event of a vacancy in the position of Chairperson.
- b. The Faculty Senate shall recommend names of potential committee members to the Dean, who appoints the Search Committee and a

Committee Chairperson from among the voting members of the Search Committee. The committee shall recruit and recommend candidates for Departmental Chairperson

c. The Search Committee shall include eight (8) persons: three (3) representing different ranks from within the Department involved, one (1) member selected from the College Faculty at large, one (1) member from the Faculty Senate, one (1) student from the Department involved, and two (2) Faculty members of other colleges within the University. None of these members may be the incumbent, previous, or Acting Chairperson of the Department. The Dean and Associate Deans shall be members, ex officio, without vote. Other nonvoting members may be added if necessary

d. In the event that the Department involved has fewer than three (3) members of different ranks eligible for the Search Committee, the Committee will be appointed with proportional representation from the Department at large

e. Members of the Search Committee are charged with assessing the needs of the Department and making recommendations with respect to the Department concerned. The report of the Search Committee, signed by each member, will be sent to the Dean for action

f. If within one (1) year the ongoing Search Committee has not completed the Chairperson search, the Dean will have the option of modifying or reappointing the existing Search Committee.

(4) Department Chairperson's Responsibilities

a. Vision and Leadership:

- i. Contribute to the values, goals, and strategic vision of the College
- ii. Lead the Department in setting Departmental values, goals, and strategies that are congruent with those of the College
- iii. Evaluate members of the Faculty for the purpose of assisting them to develop their full potential as educators, researcher/scholars, practitioners, leaders, and College and University citizens

iv. Participate in College leadership and working with other academic units of Rush University.

b. Resource Identification and Management:

i. Recruit, develop, and retain an excellent Faculty that meets College and Departmental goals

ii. Assure an appropriate assignment of work for each member of the Faculty

iii. Prepare a financial plan and manage a budget that is congruent with College and Departmental goals

iv. Seek external fiscal and resource support in collaboration with the Dean.

c. Process Elements:

i. Represent the Department in all Collegiate and University official assemblies

ii. Promote a positive College and Departmental climate that supports Faculty and students in their quest to attain the goals of education, research, and clinical excellence

iii. Seek and maintain interdisciplinary as well as intra- and inter-institutional opportunities

iv. Promote the College's and Department's reputation for excellence, including presentation of the College and Department within and external to the Rush community

v. Assume responsibility for Departmental activities

vi. Fulfill the responsibilities of Senior rank as described in the guidelines of the Faculty Appointments and Promotions Committee in the Faculty Manual

vii. Collaborate effectively with leadership and Faculty.

d. Outcomes:

- i. A sustained reputation for quality education based on excellence in the curriculum and Faculty members who are proficient, creative teachers
- ii. A Department conducive to ongoing research and scholarly productivity
- iii. Successful College Faculty Practice achieved by recruiting and retaining quality practitioner teachers.

(5) Term and evaluation of Chairperson:

- a. The Chairperson shall be appointed for a period of five (5) years. The Dean will conduct an intermediate review after three (3) years and shall make reappointments, which shall be approved by the Board of Trustees.
- b. In the event of a vacancy in a Department, the Dean shall appoint an Acting Chairperson at once. The Dean shall appoint an Acting Chairperson if the vacancy is temporary and for a prescribed period of time within the tenure of the Chairperson. If the vacancy is permanent, the procedure described in Section 6 paragraph (c) (3) above shall be instituted.

(d) Departmental Review. Every five (5) years, a Departmental review is to be done, including the evaluation of the quality of the activities of the Departments and the Department Chairpersons. This review shall consist of three (3) components: (1) a review of the Department's objectives; (2) a review of the Department's activities in fulfillment of these objectives; and (3) a review of the Department Chairperson and his or her performance in fulfillment of these objectives. The Faculty Senate is to be notified that a review is to be conducted and shall receive a report of the review results.

Section 7. Meetings of the Faculty

- (a) The Presiding Officer of the Faculty Senate will convene and preside over Faculty meetings.
- (b) Regular meetings of the Faculty will be called at least once a quarter, including summer quarter.
- (c) Special Meetings:

(1) If there is urgent business that, in the judgment of the Dean or Faculty Senate, needs to be brought to the Faculty for consideration, a General Faculty meeting may be convened immediately.

(2) A General Faculty meeting shall also be convened upon petition of twenty (20) percent of the membership of the Active Faculty; the petition shall be delivered to the Presiding Officer of the Faculty Senate. Such a special meeting shall occur not later than ten (10) days after the Dean's receipt of the petition, unless the petition designates a later date.

(d) Agenda:

(1) The Presiding Officer of the Faculty Senate, in consultation with the Dean, is responsible for preparing General Faculty meeting agendas.

(2) The time, place, and agenda of each General Faculty meeting will be published and circulated to the Faculty at least five (5) working days prior to the date of each meeting.

(3) Any Faculty member or Student may request that any item of business be placed on the agenda. Such a request must be submitted in writing to the Presiding Officer of the Senate. If requests for inclusion of agenda items are denied, the Presiding Officer will inform the Faculty member or Student initiating the request.

(4) Interested parties outside the Faculty may petition the Presiding Officer of the Faculty Senate and the Dean to address the Faculty in a meeting in order to present material relevant to a particular agenda item.

(e) Quorum

(1) For purposes of conducting business, a quorum will be defined as one-half of the total number of the College of Nursing's budgeted active Faculty. The Presiding Officer of the Faculty Senate is responsible for determining the number of active Faculty members in the College of Nursing at the beginning of the fall quarter each year and for determining active Faculty members present at in-person meetings and for online voting. The Presiding Officer of Faculty Senate, or a delegate presiding at the General Faculty meeting or online vote, shall announce the presence of a quorum.

(f) Voting:

(1) A Faculty vote is required for membership on Standing Committees, changes in the mission and vision of the College, elimination of or beginning of new programs or departments, and other matters related to curriculum and Faculty governance as deemed necessary by the Faculty Senate.

(2) Any ten (10) Active Faculty members may propose a matter for consideration for a Faculty vote by submitting it to the Presiding Officer of the Faculty Senate. The Faculty Senate shall examine matters submitted for voting under this subsection, and such matters shall be put to a vote if they are within the jurisdiction of the Faculty and in a form suitable for expeditious consideration.

(3) If there is to be a vote in a General Faculty meeting, the Faculty Senate will present Faculty members with written notice regarding the upcoming vote at least ten (10) working days prior to the vote. Online votes must be submitted within ten (10) working days after receipt of online written notice of vote.

(4) Faculty action shall be determined by the vote of a majority of the members of the Active Faculty, with a minimum of 50% present at a meeting under quorum or with 50% of those appointed submitting ballots for an online vote.

(5) Faculty may submit absentee ballots. Absentee ballots are counted as long as there are no amendments to the motions(s) at the time of the meeting or online vote. Faculty submitting absentee ballots are not counted towards the quorum.

(g) Minutes: The Presiding Officer of Faculty Senate approves the minutes of General Faculty meetings. These minutes will be posted on the Faculty Senate Web site within five (5) working days after the meeting. Minutes will be reviewed at the next General Faculty meeting.

Section 8. Faculty Committees

(a) Faculty Senate. The Faculty Senate is established as the Senior Representative Body of the College of Nursing Faculty and exercises the authority of the College of Nursing Faculty.

(1) Membership:

a. The Faculty Senate is composed of eight (8) elected members (six [6] Faculty, two [2] students). Faculty teaching in all programs should be represented. Of the six Faculty positions, a minimum of three (3) shall be of Senior rank. Of the two students, at least one (1) must be prelicensure.

b. The Dean will serve as an ex officio member of the Faculty Senate.

(2) Meetings of the Faculty Senate Regular meetings shall be held monthly at such time and place as the Senate may determine.

(3) Responsibilities of the Senate:

a. Serve as the Committee on Committees: Designating which committees shall exist, making appropriate appointments to the committees and carrying out election of the Faculty Senate and Standing Committees. All committees appointed by the Senate will report to the Senate, and the Senate will conduct an annual review of committee charges. The complete Faculty will have the responsibility for ratification of academic programs and policies

b. Conduct the election of the Faculty Senate and Faculty Standing Committees

c. Represent the College of Nursing on the University Council, in the person of the Presiding Officer of the Senate or his or her designate

d. Represent the Faculty on the Nursing Leadership Committee, in the persons of the Presiding Officer of the Senate or his or her designate and the Presiding Officer Elect

e. Conduct periodic review of the College of Nursing Policies and Procedures for Faculty Governance to ensure congruence with the University Rules for Governance and provide amendments as necessary

f. Serve as a board of review for Faculty appeals

g. Serve as a board of review for student appeals

- h. Serve as a board of review for student misconduct
- i. Review and recommend for approval Faculty appointments, re-reviews, and promotions according to the CON operational policies and send recommendations to the Dean.
- j. Examine issues and make policy recommendations as appropriate to the Faculty at large, the Dean's Office, and the Nursing Leadership Committee
- k. Recommend members for search committees and task forces
- l. Monitor the implementation and evaluation of the College of Nursing Strategic Plan
- m. Facilitate communication among Faculty, staff and administration
- n. Initiate and complete a review/updating of the College of Nursing Policies and Procedures every three (3) years.

(b) Faculty Standing Committees and General Procedures for Faculty Standing Committees (Membership; Nominations for Election to Faculty Standing Committees; Election of Representatives; Terms of Office; and Meetings, Quorum and Voting):

(1) Faculty Standing Committees constituted for the Rush University College of Nursing Faculty shall be Admissions and Progressions Committee, Master's of Science in Nursing Curriculum Committee, Doctor of Nursing Practice Curriculum Committee, Doctor of Philosophy in Nursing Curriculum Committee, Faculty Appointments and Promotions Committee, Faculty Development Committee, Diversity Committee and Research Committee; and such others as deemed necessary by the Faculty Senate. The Faculty Standing Committees shall make recommendations to the Faculty Senate and to the appropriate members of the Office of the Dean. The Faculty Senate and Faculty Standing Committees shall develop an annual plan of work that will be shared within the Faculty Senate and forwarded to the Dean.

(2) Membership: All persons appointed to the active College of Nursing Faculty, except the Dean, Associate Deans, and Department Chairs, are eligible for election to Faculty Standing Committees.

(3) Nominations for Election to Faculty Standing Committees:

- a. The Faculty Senate shall appoint the Nominating Committee for Faculty Standing Committees
- b. The Nominating Committee shall be composed of four (4) members, two (2) from the Faculty Senate and two (2) from the active College of Nursing Faculty, neither of whom may be a member of the Faculty Senate
- c. The Nominating Committee shall determine the slate for election to all Faculty Committees and shall ensure that ranks and programs are appropriately represented on the slate
- d. The Nominating Committee shall prepare the list of the open positions on each committee and the candidates for these positions. The list shall be circulated to the Faculty two (2) weeks before the Faculty vote
- e. Nominations for Faculty Standing Committee candidates other than those listed can be made to the Nominating Committee in writing by Faculty members during this two (2) week period for placement on the ballot.

(4) Elections:

- a. The Faculty members of the Faculty Standing Committees shall be elected by secret ballot. Faculty Standing Committee elections will be held in the summer, with the term of office beginning September
- b. Student representatives to Faculty Standing Committees shall be elected by the student body in such a manner as to provide appropriate representation for all students in the student body
- c. The Chair of each committee will appoint Faculty members to fill vacancies on Faculty Standing Committees; the Faculty Senate will approve these appointments at its next regular meeting
- d. The Senate shall elect annually a Presiding Officer from within their ranks. The other Faculty Standing Committees shall annually elect a Chair from within their ranks.

(5) Terms of Office:

- a. All terms of office for Faculty Standing Committee members are three (3) years and are limited to two (2) consecutive terms. All terms of office for students are one (1) year
- b. Terms of office for the Presiding Officer of the Faculty Senate and for Chairpersons of the other Faculty Standing Committees are for one (1) year and are limited to two (2) consecutive terms.

(6) Meetings, Quorum, and Voting:

- a. Meetings shall be held on a regular basis. The Presiding Officer for the Faculty Senate and the respective Chairpersons may call special meetings of Faculty Standing Committees at any time upon at least 24 hours notice
- b. A quorum for each Faculty Standing Committee shall consist of a majority of the existing members of the committee plus one
- c. If a quorum is present, a simple majority of those members present shall be required for a vote to pass, unless otherwise specified.

(c) Admissions and Progressions Committee

(1) Membership:

- a. The Admissions and Progressions Committee is composed of eight [8] elected members [six (6) Faculty and two (2) students]. Of the six (6) Faculty members, a minimum of three (3) Faculty members must hold a doctoral degree, and one (1) must be at senior rank. Faculty teaching in all programs should be represented. Of the two (2) students, at least one (1) must be prelicensure
- b. The Associate Dean for Academic Affairs will serve as an ex officio member.

(2) Responsibilities:

- a. Implement policies pertaining to the selection of students for admission to all College of Nursing programs

b. Recommend revisions or establishment of new policies and procedures for student admissions and academic and clinical progress through their selected programs

c. Recommend action on the progress and performance of students in academic jeopardy at the completion of each term of study.

(d) Diversity Committee

(1) Membership:

a. The Diversity Committee is comprised of six (6) elected members, four (4) Faculty members and two (2) Students

b. Of the four (4) Faculty positions, a minimum of one (1) will be of Senior rank

c. Of the two (2) Students, at least one (1) must be prelicensure

d. The Rush University Director of Multicultural Affairs, a representative of the Admissions Office, and a representative from the Nursing Therapeutics Laboratory will serve as ex officio members.

(2) Responsibilities of the Diversity Committee:

a. Develop programs and strategies to support the recruitment, mentoring, progress, and retention of College of Nursing students and Faculty from under-represented populations

b. Monitor the achievement of diversity goals using established criteria

c. Collaborate with the Curriculum Committees to ensure that issues related to diversity are represented in the curricula

d. Collaborate with the Faculty Development Committee to ensure that issues related to diversity are represented in Faculty development programs.

(e) Master's of Science in Nursing (MSN) Curriculum Committee

(1) Membership:

- a. The Master's of Science in Nursing Curriculum (MSN) Committee is composed of eight (8) elected members, six (6) Faculty and two (2) students
- b. Of the six (6) Faculty members, a minimum of three (3) shall teach or advise in the generalist program, and a minimum of three (3) shall teach or advise in the specialty master's degree curricula
- c. Of the two (2) students, at least one (1) must be prelicensure
- d. The Generalist Program Director, Specialty Program Director, and the Director of Evaluation and the Administrator of Academic Affairs will serve as ex officio members.

(2) Responsibilities of the MSN Curriculum Committee:

- a. Ensure internal consistency and logical organization of the master's degree programs by developing and monitoring the components (philosophy, conceptual framework, threads, terminal objectives, course descriptions, objectives, and content, learning experiences and credit hours)
- b. Review the curricular aspects of program proposals/revisions and make recommendations to the Faculty Senate with specific suggestions for action
- c. Make decisions regarding the adoption of proposed new courses and revisions of courses
- d. Establish, review, and maintain mechanisms for communication between the Committee, CON Faculty, and the Faculty at large
- e. Monitor the master's degree curricula using established methods and making recommendations for improving the curriculum.

(f) Doctor of Nursing Practice (DNP) Curriculum Committee

(1) Membership:

- a. The Doctor of Nursing Practice (DNP) Curriculum Committee is composed of five (5) elected members: four (4) Faculty, including at least two from specialty programs, and one (1) DNP student.

- b. Faculty members shall teach or advise in the DNP program
- c. The student member should be a DNP student
- d. The Specialty Program Director and the Director of Evaluation will serve as ex officio members.

(2) Responsibilities of the DNP Curriculum Committee:

- a. Ensure internal consistency and logical organization of the curriculum by developing and monitoring the components of the graduate curriculum
- b. Review the curricular aspects of program proposals/revisions and recommendations to the Faculty Senate with specific suggestions for action
- c. Make decisions regarding the adoption of proposed new courses and revisions of courses
- d. Establish, review, and maintain mechanisms for communication with other standing committees and task forces on curriculum within College of Nursing and Rush University
- e. Establish, review, and maintain mechanisms for communication between the committee, CON Faculty, and Faculty at large
- f. Monitor the curriculum using established methodology.

(g) Doctor of Philosophy in Nursing Sciences (PhD) Curriculum Committee

(1) Membership:

- a. The Doctor of Philosophy in Nursing Sciences (PhD) Curriculum Committee is composed of five (5) elected members: four (4) Faculty and one (1) student
- b. Faculty shall teach or advise in the PhD program and hold Graduate College status
- c. The PhD Program Director and the Director of Evaluation will serve as ex officio members.

(2) Responsibilities of the PhD Curriculum Committee:

- a. Ensure internal consistency and logical organization of the post-licensure curricula by developing or monitoring the components (philosophy, conceptual framework, threads, terminal objectives, course descriptions, objectives, and content, learning experiences, and credit hours)
- b. Review the curricular aspects of program proposals and revisions and making recommendations to the Graduate College Council with specific suggestions for action
- c. Make decisions regarding the adoption of proposed new courses and revisions of courses
- d. Establish, review, and maintain mechanisms for communication between the Committee, College of Nursing Graduate College Faculty, and the Faculty at large
- e. Monitor the curriculum using established methods and making recommendations for improving the curriculum.

(h) Faculty Appointments and Promotions Committee

(1) Membership. The Faculty Appointments and Promotions Committee is comprised of five (5) elected members, three (3) Professors, and two (2) Associate Professors. The Dean, Associate Deans, and Department Chairs are ineligible for membership.

(2) Responsibilities of the Faculty Appointments and Promotions Committee:

- a. Develop uniform policies and procedures for appointment, reappointment, and promotion of Faculty members
- b. Assist Departmental Chairpersons to implement the policies and procedures, as referred to in (a)
- c. Review recommendations of candidates for Faculty appointments, and promotions to senior rank, and forward decisions to the Faculty Senate.

(i) Faculty Development Committee

(1) Membership:

a. The Faculty Development Committee is composed of three (3) elected members, at least one (1) at senior rank

b. The Director of Evaluation and the Director of Faculty Practice and Outreach will serve as ex officio members.

(2) Responsibilities of the Faculty Development Committee:

a. Obtain input from Faculty regarding their needs for development

b. Develop a plan for ongoing Faculty development

c. Conduct ongoing evaluation of the Faculty development program using established criteria.

(j) Research Committee

(1) Membership:

a. The Research Committee is composed of five (5) elected members: Four (4) Faculty holding the rank of Assistant Professor or higher and one (1) PhD student

b. The Associate Dean for Research and Scholarship will serve as an ex officio member.

(2) Responsibilities of the Research Committee:

a. Establish and implement criteria for distribution of funds allocated for Faculty and student research activities

b. Collaborate with the Associate Dean for Research and Scholarship on the evaluation of the Colleges research productivity

c. Advise the Associate Dean for Research and the Dean on matters pertaining to research enrichment and suggesting measures for ongoing facilitation of research productivity for Faculty and students.

Section 9. University Council of Rush University

(a) Membership:

(1) The University Council has five (5) representatives from the College of Nursing: four (4) Faculty members and one (1) Student. The Presiding Officer of the Faculty Senate and a Student enrolled in a degree program will be two of the College of Nursing representatives. The Student will serve for one (1) year

(2) Three (3) Faculty representatives will be elected in the College election for a three-year (3) term

(3) Of the three (3) Faculty representatives, one must hold Junior rank, and one must hold Senior rank (Associate Professor/Professor).

Section 10. Graduate College Council.

(a) Membership: One Faculty member with Graduate College status will be elected to serve a two-year (2) term.

ARTICLE III
STUDENT AFFAIRS

Section 1. Students

(a) Categories of Students [See Rush University Rules for Governance Article III, Section 1 (b)]:

(1) Regular students are those enrolled and registered for degree programs). Students at large are those students enrolled for studies that do not lead to a degree

(2) Students in Good Standing: Students are considered to be in good academic standing unless placed on academic probation or found to be in violation of other academic policies. Only students in good standing are eligible to hold office, serve on committees, or otherwise vote in plenary affairs of the students or faculties.

(b) Student Academic Appeal Procedure:

(1) Purpose. The purpose of the Student academic appeal process is to provide a system for reviewing a final course grade that a student believes was the result of a mistake, illegal discrimination, or treatment different than the expectations outlined in the syllabus of the course.

It is the responsibility of the Student to initiate the appeal process. All steps must be followed sequentially unless resolution is met at an earlier step in the process.

An academic appeal not filed in accordance with the following steps shall be considered withdrawn. The Student may withdraw the appeal at any point by written notification to the course director with a copy directed to the Dean, Rush University, College of Nursing. In the event that dismissal has resulted from a final course grade, the student may continue to take non-clinical coursework as a student at large during the appeal process.

(2) Documentation. All documentation related to the appeal should be considered confidential and its distribution limited to individuals on a need-to-know basis. The decision of the Faculty Advisory Panel shall be in writing, shall contain a summary of the evidence and testimony upon which the decision is based, and shall be delivered to the Dean. Notification of the Dean's decision will be sent to the student (by certified mail or overnight carrier), the Admissions/Progressions

Committee, and to the Faculty Advisory Panel. The Dean will place a copy of the final decision in the student(s) file.

(3) Student Appeal Process:

Step 1: The Student will contact the Faculty person who gave the grade or evaluation by the end of week one (1) (Friday) of the following quarter and arrange a meeting to discuss any possible actions that could result in resolution of the grade issued.

Step 2: If no satisfactory resolution is achieved, the Student initiates the appeal process by notifying the assigned advisor, Course Coordinator, and the appropriate Program Director in writing of his or her desire to pursue the formal academic appeal process. This notification is done within five (5) working days of the meeting in Step 1.

After notifying the above persons, the Student has five (5) working days to arrange a meeting with the Course Coordinator and the appropriate Program Director. The Faculty person who gave the grade and the Student's Advisor may be included as appropriate. The appropriate Program Director will review relevant data from the Student, Faculty member, and Course Coordinator and issue a decision to the student.

Step 3: If no satisfactory resolution is achieved, the Student shall submit a written statement to the Dean requesting consideration of the case by the Faculty Advisory Panel. The request must be submitted to the Dean within five (5) working days of receiving the appropriate Program Director's decision. The student must provide:

- a. course number and grade or evaluation being appealed
- b. action requested
- c. justification for request
- d. an outline of the effort and actions already taken to obtain consideration of the request.

The Student must send copies of this communication to the Course Coordinator, Faculty member (if different from the Course Coordinator), Advisor, and the Associate Provost for Student Affairs, Rush University.

Step 4: Within ten (10) working days after notification, the Faculty Advisory Panel shall meet and submit a written recommendation to the Dean. The panel shall consist of the College of Nursing Faculty Senate and the Associate Provost for Student Affairs, Rush University. The Faculty Senate shall ensure that at least one Advisory Panel member is actively involved in teaching in the program in which the student is enrolled. The Dean or designee may be an observer during the hearing.

Formal rules of evidence shall not be applicable. Evidence presented should be reasonable and related to the issues before the Faculty Advisory Panel and shall not be unduly repetitious. All evidence shall be admissible unless clearly redundant.

Both the Student and the Faculty Advisory Panel may be accompanied by Legal Counsel or an Advisor at the Faculty Advisory Panel session. Legal Counsel or an Advisor's role shall be limited to advising the Faculty Advisory Panel or the appealing student.

Step 5: Within five (5) working days following receipt of the Faculty Advisory Panel recommendation, and upon discussion with the student and others as appropriate, the Dean shall reach a final decision and notify each party of the decision. The Dean's decision is final.

(4) Rules for the Conduct of the Advisory Panel.

a. The Presiding Officer of the Faculty Senate shall:

- i. preside over the Advisory Panel
- ii. rule upon the relevance of the evidence and dispose of procedural requests
- iii. interpret these rules, the Rules for Governance of Rush University, and the Policies and Procedures of Rush College of Nursing
- iv. take any action authorized by these rules, the Rules for Governance of Rush University, or the Policies and Procedures of Rush College of Nursing.

b. The Faculty Advisory Panel:

- i. The Faculty Advisory Panel shall consider evidence in the form of documentary evidence, written statements, or oral testimony from the

Student and/or other relevant witnesses as may be called by the Faculty Advisory Panel or the Student. To reach a decision on the appeal, the Faculty Advisory Panel must be satisfied by simple majority vote, a quorum (i.e., a simple majority of voting members) being present, that the preponderance of the evidence establishes that there was or was not adequate cause to support the Student's appeal. The Faculty Advisory Panel members who are not present at the hearing cannot be part of the deliberations, nor can they vote on the outcome of the hearing.

ii. During the Conduct of the Advisory Panel for the Student Academic Appeal Procedure, the Student with his or her advisor and involved Faculty members may appear before the Advisory Panel individually, with additional time granted as deemed appropriate by the Advisory Panel. The Student shall present first before the Advisory Panel.

iii. The decision of the Advisory Panel shall be in writing, shall contain a summary of the evidence and testimony upon which the decision is based, and shall be delivered to the Dean. The Dean will consider the matter and render a final decision with respect to the appeal. Notification of the decision will be sent to the student by certified mail or overnight carrier and to the Advisory Panel. The Dean will place a copy of the final decision in the student's file.

(c) Student Misconduct Process:

(1) The purpose of the Student misconduct process is to investigate and adjudicate charges of student misconduct including, but not limited to, violations of commonly accepted ethical standards of an academic community, such as cheating and plagiarism; falsification of student records, transcripts, financial aid forms, or applications; unlawful use or possession of controlled substances on the University/Medical Center campus; conviction of a crime deemed serious enough to render the student unfit to pursue his or her profession; or other conduct that is inconsistent with generally accepted standards of behavior within an academic community or in the nursing profession.

Step 1: All charges of student misconduct shall be presented in writing to the Associate Dean for Academic Affairs.

Step 2; The Associate Dean for Academic Affairs either may resolve the matter without a hearing or refer the charge to Faculty Senate. The Associate Dean will notify the Student in writing by certified mail or overnight carrier and the complainant as to resolution or referral of the

charge, within ten (10) working days of receiving the complaint. The Associate Dean will place a copy of this letter in the Student's file. In the event that the Student charged with misconduct does not agree with the resolution, the Student may exercise the right to have the charge heard by Faculty Senate by notifying the Presiding Officer of the Faculty Senate within ten (10) working days of receiving the certified letter.

Step 3: The Associate Dean for Academic Affairs will forward the unresolved charge of misconduct to the Presiding Officer of the Faculty Senate.

Step 4: Within ten (10) working days after notification, the Faculty Senate shall meet and submit a written recommendation to the Dean.

Formal rules of evidence shall not be applicable. Evidence presented should be reasonably related to the issues before the Senate and shall not be unduly repetitious. All evidence shall be admissible unless clearly redundant.

Both the Student and the Faculty Senate may be accompanied by legal counsel and/or an advisor at the hearing. However, the accompanying legal counsel or advisor may not participate in the actual hearing proceedings.

At any time prior to the hearing conference, if the Student believes that a bias or conflict of interest exists, he or she may request in writing the disqualification from the proceedings of any member of the Faculty Senate. The final determination of such requests for disqualification is to be made by the Presiding Officer of Senate prior to the hearing. The Presiding Officer shall, without request, disqualify any member of the Senate who shall or has given testimony as a witness in this hearing. Any member of the Senate may disqualify him- or herself from the proceedings on the grounds of bias or conflict of interest in the proceeding. If disqualification of the Presiding Officer is requested, the Senate shall consider and vote on the request. Disqualification of the Presiding Officer shall require the endorsement of the majority of Senate members voting. If the Presiding Officer is so disqualified, the Senate shall elect a new Presiding Officer for the proceedings. The reasons for all changes and for voluntary disqualification shall be made part of the record.

In the event that the hearing cannot be completed before the end of the current Senate term, the members of the Senate participating in the hearing shall retain their positions and voting privileges with respect to the

pending hearing, but shall not retain their positions or voting privileges for any other Senate purposes.

Step 5: Within five (5) working days, following receipt of the Senate recommendations and upon discussion with the student and others as appropriate, the Dean shall reach a final decision and notify each part of the decision. The Dean's decision is final. Penalties may include a warning, probation, suspension, or dismissal from the University. Complaints resulting in no action by the College will not be retained in the student's official college file. Minutes of the hearing will be kept.

(c) Rules for the Conduct of the Hearing

The Presiding Officer of the Faculty Senate shall:

- a. preside over the hearing
- b. rule upon the relevance of the evidence and dispose of procedural requests
- c. interpret these rules, the Rules for Governance for Rush University, and the Policies and Procedures of Rush College of Nursing
- d. take any action authorized by these rules, the Rules for Governance of Rush University, or the Policies and Procedures of Rush College of Nursing.

(e) Faculty Senate. The Faculty Senate shall consider evidence in the form of documentary evidence, written statements, or oral testimony from the Student and/or such other relevant witnesses as may be called by the Senate or the Student. To reach a decision on the appeal, the Senate must be satisfied by simple majority vote, a quorum (i.e., a simple majority of voting members) being present, that the preponderance of the evidence established that there was not adequate cause to support the charge of misconduct. Senate members who are not present at the hearing cannot be part of the deliberations, nor can they vote on the outcome of the hearing.

Section 2. Student Representation

(a) Student representation on College and University Committees:

- (1) There shall be two (2) Student positions on the Faculty Senate. The Faculty Senate will designate the number of Student positions on the Standing

Committees with a minimum of one and a maximum of two on each Standing Committee, with the exception of Faculty Appointments and Promotions.

(2) Student representatives to the Standing Committees and Faculty Senate shall have voting privileges.

(3) These positions shall be filled for a one-year (1) term of office

(4) The Office of Student Affairs shall conduct elections for Student representatives in collaboration with the College of Nursing's Office of Student Support Services. These students will be elected by the student body in such a manner as to provide appropriate representation for all students in the College of Nursing.

ARTICLE IV

(See Rush University Rules for Governance)

ARTICLE V

(See Rush University Rules for Governance)

ARTICLE VI
AMENDMENTS

Section 1. Amendment Procedures (See Rush University Rules for Governance)

Section 2. College of Nursing Policies and Procedures

(a) The Policies and Procedures of the College of Nursing are under ongoing review and Active Faculty may propose amendments at any time. Every four (4) years, the Faculty Senate will initiate a thorough review of the Policies and Procedures.

(b) Mechanism for Amending College Policies and Procedures:

(1) According to the Rush University Rules for Governance, any Active Faculty member may propose amendments to these Policies and Procedures. Faculty members must submit proposed amendments and their rationale to the Faculty Senate for review. The Faculty Senate will submit the amendment and rationale to an online vote of the College of Nursing Faculty no later than six months after receiving the proposed amendments. Faculty must submit ballots within ten (10) days after receiving the ballot. The Faculty Senate will submit all amendments to the Faculty for a vote.

(2) If the Faculty votes to accept the amendment, the Faculty Senate will then forward the proposed amendments to the University Council for approval. After approving the amendments, the University Council will forward them to the Provost and the President, who will transmit them to the University Board of Overseers and the Board of Trustees for final approval. Any problems with amendments will be sent to the Dean, College of Nursing, who will discuss them with the Faculty Senate and appropriate revisions shall be made.

Original Document Date: September 25, 1995
College of Nursing Drafts: July 27, 1997; December 4, 1998
Informal Draft Date: October 31, 2000
Informal Approval by Rush University Council, November 14, 2000
Informal Draft Date: March 3, 2009