

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



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# **POLICIES AND PROCEDURES OF THE COLLEGE OF NURSING OF RUSH UNIVERSITY**

## **ARTICLE 1: THE COLLEGE OF NURSING**

### **Section 1. Purpose**

These specific Policies and Procedures of the Rush College of Nursing (hereafter referred to as the CON) are in conformance with the Rules for Governance of Rush University (hereafter referred to as Rules for Governance). A complete understanding of the Policies and Procedures of the CON requires reference to the Articles and Sections in the Rules for Governance as approved by the Board of Governors on March 22, 2018.

### **Section 2. Governance**

The CON Policies and Procedures address certain matters concerning the administration, organization, powers, and responsibilities of the officers, faculty, and students of the college. They are as follows:

- a) The Faculty Council shall serve as the senior representative body of the faculty. Faculty Council members will be elected by the active faculty members in the college (See Article II Section 1) in such a manner that all categories of faculty rank and all programs are represented. The Faculty Council shall:
  - i. Serve in an advisory capacity to the Dean on matters of the college.
  - ii. Organize standing committees, establish committee charges, and delineate procedures for election and/or appointment of members to college and university standing committees.
  - iii. Draft policies and procedures consistent with the University Rules of Governance and CON Policies and Procedures upon consultation with the University Council as needed. Once approved in accordance with the process established in the CON's policies and procedures, they shall become part of these rules after approval by the University Council and Board of Governors.
  - iv. Faculty Council will review the CON Policies and Procedures every 5 years. Any revisions will be voted on by active CON faculty (0.5 FTE or greater) for approval. The document will then be submitted to the University Council for approval and then forwarded to the Board of Governors for final approval.
- b) The CON Faculty Council shall hold at least one general faculty meeting per term during the academic year. Special faculty meetings where specific agenda items shall be discussed may be called by the Dean or Presiding Officer of Faculty Council or upon receipt by the Dean or Presiding Officer of an appropriate petition of the faculty for discussion of an issue. For these meetings at least (>) 50% membership attendance of active faculty will constitute a quorum. Once a year, faculty serving as designated champions of specific strategies will present a strategic plan progress report at the general faculty meeting.
- c) The Parliamentary authority shall be the current edition of Roberts Rules of Order and will be used by the Faculty Council and all standing committees of the college.

- d) The College of Nursing will have representation on University Council and University Committees. This representation will include elected faculty members and faculty who serve in key roles in the college as follows:
  - i. *University Council*: four (4) faculty members as follows: Presiding Officer of Faculty Council, Past Presiding Officer of Faculty Council and two (2) elected faculty members.
  - ii. *University Curriculum Committee*: two (2) elected faculty members with one currently serving on a CON curriculum committee or with curriculum committee experience.
  - iii. *University Assessment Committee*: two (2) elected faculty members
  - iv. *Graduate Council*: one (1) elected faculty member who is a member of the Graduate College.
  - v. *University Diversity Leadership Council*: Chair of CON Diversity & Inclusion committee

### **Section 3. Formation and Structure**

- a) Mission, Vision and History:
  - i. *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 healthcare transformation to ensure health equity across the continuum of care.
  - ii. *Vision*: Our vision is to lead nursing practice scholarship while driving health equity.
  - iii. *Strategic Plan*: The strategic plan is the guiding strategy for the CON. The strategic plan is evaluated and revised yearly by faculty who serve as champions of specific strategies.
  - iv. *History of the College of Nursing*: The College of Nursing's heritage dates back to 1885, when its first antecedent, the St. Luke's Hospital Training School of Nursing, opened to offer diploma education to nurses. In 1903, the Presbyterian Hospital School of Nursing accepted its first students. From 1956 to 1968, nurses were taught at the merged Presbyterian-St. Luke's School of Nursing. Before the establishment of the College of Nursing in 1972, more than 7,000 nurses had graduated from these schools.
- b) The CON is organized into four departments:
  - i. Adult Health and Gerontological Nursing
  - ii. Community, Systems, and Mental Health Nursing
  - iii. Women, Children, and Family Nursing
  - iv. Academic Practice Nursing
- c) Each department has a designated department chairperson and associate chairperson. The qualifications, responsibilities, mechanisms for appointment and removal, and the term of office are defined in the operational guidelines for the CON for each of these roles.
- d) At least every 5 years, there will be a review by the Dean to evaluate of the quality of each department's activities. This periodic review will consist of a minimum of these three components:
  - i. Department objectives
  - ii. Department activities
  - iii. Department chairperson evaluation by active departmental faculty initiated by the Faculty Advisory Council (FAC) in the department. The Faculty Council and the Dean are to be notified that a review is to be carried out and shall receive a report of the faculty review.

- e) Departments within the CON may be created or eliminated upon recommendation of the Faculty Council and only upon the approval of the Board of Governors as transmitted through the University President and Provost.

#### **Section 4. Administration**

The Dean serves as the chief administrative and academic officer of the CON. The Dean reports to the Provost and serves at the discretion of the President for the administration of the educational and academic research programs of the CON. The Dean's office has an Academic Operations staff that provide support to faculty and students.

### **ARTICLE II: FACULTY ORGANIZATION AND CONDITIONS**

#### **Section 1. Faculty of the College of Nursing (CON)**

Faculty are responsible for the teaching, research, and scholarly activities of the CON.

- a) **Active Faculty:** The active faculty of the CON shall be comprised of those members with an appointment of 50% (0.5 FTE) or greater or as approved by the process noted below. The active faculty shall be the voting membership of the CON and shall be eligible to serve on Standing Committees as elected or appointed. Active faculty includes the ranks of Professor, Associate Professor, Assistant Professor, and Instructor. If a faculty member holding less than a 50% (0.5 FTE) appointment wishes to be considered active faculty, he or she will request active status every 3 years 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 Council for a decision by August 1. Active faculty may have assignments in one or more faculty roles, including instruction, research, clinical instruction, and/or administrative service.
- b) **Full-Time Faculty:** Any faculty who is employed by Rush University Medical Center as 0.90 FTE or above.
- c) **Part-Time Faculty:** Any faculty who is employed by Rush University Medical Center as anything under a 0.90 FTE.
- d) **Adjunct Faculty:** Adjunct faculty shall include individuals who provide instruction (or teach) on a specific topic or for a single course. They may hold academic rank titles of adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct instructor. Members of the Adjunct Faculty are appointed upon recommendation of the appropriate Department Chairperson, with approval by the Dean and Provost. The Adjunct Faculty shall have no formal faculty rights or privileges. Adjunct Faculty may participate in college faculty meetings and serve on standing committees upon the request of the appropriate standing committee chairperson; but have no vote. Adjunct Faculty generally are not remunerated by the CON unless they have been invited and agreed to assume special assignments. Adjunct faculty are not active faculty and do not have voting privileges.
- e) **Lecturer:** Guest lecturers are subject experts who, through tested experience, are qualified to participate in educational programming of the CON. A lecturer is not an active faculty rank, does not serve on committees, or have voting privileges.
- f) **Visiting Faculty:** Visiting faculty shall include those individuals appointed for a limited term whose rank shall be recommended by the Department Chairperson and receive the approval of the Dean and Provost. Visiting Faculty may hold academic rank titles of visiting

professor, visiting associate professor, visiting assistant professor, or visiting instructor; however Visiting Faculty are not active faculty, may not serve on committees, or have voting rights.

- g) Emeritus Faculty: A faculty member upon retirement from the CON may be awarded emeritus status at the rank or title held at the time of retirement in recognition of distinguished service to the CON. To be eligible for emeritus status, the individual must be at Associate or Full Professor rank and have completed six years of full-time service to the CON. 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.
  - i. A faculty member nominated for emeritus status 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 Council for approval. Upon receipt of Faculty Council approval, the Dean will make a recommendation and forward it to the Provost.
  - ii. Privileges of Emeritus Faculty shall include use of the title emeritus, listing on faculty and e-mail rosters, access to educational resources, attendance at CON 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. Emeritus faculty are not active faculty and do not have voting privileges.
- h) Clinical Instructors: Nurses with two years of nursing experience and a Master's degree may be hired as Clinical Instructors. Clinical Instructors are hired for a specific job for a specific period of time within the CON. They may attend College Faculty meetings but do not have voting privileges. Clinical Instructors are remunerated by the CON.
- i) Non-Remunerated Faculty Appointments: Department Chairs may request a non-remunerated faculty rank appointment for qualified faculty of Rush University who provide service to the CON as a preceptor or other assignments.

## **Section 2. Terms and Conditions of Faculty Appointment, Reappointment, and Promotions**

- a) Faculty Qualifications: Qualified faculty members, including adjunct faculty, shall be identified primarily by their credentials. Faculty shall possess an academic degree relevant to their faculty role and services. Faculty members who teach shall possess an academic degree at least one level above the level at which they teach, except in programs for which terminal degrees are granted or when equivalent or tested experience are established as faculty qualifications. When tested or equivalent experiences are established as faculty qualifications, criteria used to define those qualifications are determined by the CON pursuant to well-defined policies, procedures, and documentation that demonstrate when such experiences are sufficient. The CON may prescribe additional criteria for faculty in its policies and procedures.
- b) Academic Functions of Faculty: The CON establishes the functions and responsibilities of the faculty in its policies and procedures. Such functions may include but are not limited to:
  - i. Establishing requirements and policies for educational and academic research programs
  - ii. Participating substantially in the development, implementation, and evaluation of



- the curriculum in each program
- iii. Establishing expectations of student program performance
- iv. Initiating appropriate action based on assessment of student learning and program outcomes
- v. Establishing policies for faculty appointments and promotions
- vi. Overseeing student life that relates to the educational process.
- c) Eligibility: 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 Council. A decision not to waive or otherwise modify this requirement may not be grievable. Instructors may be promoted to the rank of Assistant Professor upon completion of an earned doctoral degree but need to participate in typical promotion and hiring practices of the CON.
- d) Compensation and Employment: Academic faculty appointments (tenure, non-tenured, both active and non-active) do not carry with them a right to employment or compensation.
- e) Approval of New Appointments, Reappointments, and Promotions:
  - i. The Dean shall appoint faculty members to a Department in accord with the appointment procedures outlined in the Faculty Appointments and Promotion Committee section of the operational guidelines.
  - ii. Recommendations for faculty appointment and promotion to the Instructor or Assistant Professor rank 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 Faculty Council. Upon approval by the Faculty Council at its next scheduled meeting, the Dean will forward a recommendation for approval to the Provost.
  - iii. Recommendation for faculty appointment and promotion to the ranks of Associate and Full Professor shall originate with the Department Chairperson who has sought the advice of the Departmental Faculty Advisory Committee (FAC). The Department Chairperson makes the recommendation, with supporting documentation and dossier to the Faculty Appointments and Promotions Committee (FAPC). The FAPC then forwards its decision to the Faculty Council for approval. Upon approval by Faculty Council at its next scheduled meeting, the Dean will forward a recommendation for approval to the Provost.
- f) Terms of Appointment to Rank:
  - i. The terms of appointment are variable depending on position.
    - 1. Instructor rank: The term of appointment shall be no greater than two (2) years.
    - 2. Assistant Professor rank: The term of appointment shall be no greater than three (3) years.
    - 3. Associate Professor rank: The term of appointment shall be tenured.
    - 4. Professor rank: The term of appointment shall be tenured.
    - 5. Adjunct Faculty: Appointments shall be for up to one (1) year. The appointment may be renewed for terms of up to three (3) years.
    - 6. Visiting Faculty: Appointments and reappointments shall be for terms of one (1) year or less.
  - ii. At the end of a term of non-tenured appointment, the Department Chairperson shall choose one of the following options:
    - 1. Reappointment for another term

2. Recommendation for promotion to a higher faculty rank
  3. Termination of faculty appointment
- iii. Nonrenewal of an appointment is not grievable. If the Department Chairperson elects to terminate the non-tenured faculty appointment, appropriate notice in writing by the Department Chairperson must be given to the faculty member as follows:
1. Instructors will be notified at least three (3) months prior to the expiration of the appointment. If this deadline is missed, the appointment shall be extended for an additional three (3) months.
  2. Assistant Professors will be notified at least six (6) months prior to expiration of the appointment. If this deadline is missed, the appointment shall be extended for an additional six (6) months. For Assistant Professors who have served more than three (3) years, the combined time-period for notice and extension must be not less than one (1) full year.
  3. Tenured faculty will be given notice of at least twelve (12) months prior to expiration of faculty position.
- g) Joint Appointments: Rush University Faculty members outside the CON may hold conjoint appointment in the CON consistent with the University Rules for Governance. A CON faculty member may hold a joint appointment at Rush, but there may only be one primary appointment and both appointments must be at the same rank. These appointments are used to recognize interprofessional contributions to research or teaching and represent the primary professional-academic disciplines and/or activities of the faculty member.
- h) Appointments at Other Academic Institutions: An active faculty appointment at another academic institution is not permitted except upon prior approval of the college Dean.
- i) Promotion and Tenure: As defined by the University, tenure assures the academic freedom essential to an atmosphere conducive to the free search for knowledge and the attainment of excellence. Tenure also reflects and recognizes a faculty member's value to the institution, as evidenced by professional performance and growth. Faculty members are integral to the educational, research programs and scholarship of the CON; they are the community of scholars who create institutional stability and an ongoing commitment to excellence. In the CON, tenure is achieved in conjunction with attainment of the rank of Associate Professor and above. Tenure does not apply to faculty salary or position. The rules and standards for promotion and tenure are defined and established based on the rank criteria. Specific rules and processes for promotion are developed by the Dean and faculty. Promotions to attain ranks are initiated by the Department.
- j) Leaves of Absence:
- i. *Non-Scholarly Leaves of Absence*: The conditions for faculty eligibility align with the Family Medical Leave Act or other Federal or State Laws or local ordinances and shall not exceed one (1) year unless approved by the Department 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 Department Chairperson and the Dean, and shall be stated in writing. Military leaves of absence shall be an exception to this rule.
  - ii. *Scholarly Leave of Absence*: A scholarly leave of absence is granted for the purpose of improving a faculty member's professional and academic development. Scholarly leaves of absence are not automatic and may be granted only with the approval of the Department Chairperson and the final approval of the Dean. The conditions for faculty

eligibility and the responsibilities associated with scholarly leaves of absence include the following:

1. Assistant, Associate, and Full Professors are eligible for consideration after six (6) or more continuous years of full-time salaried experience in the College of Nursing.
2. The leave may be granted to a faculty member who has an appointment that would continue after the leave was completed and who intends to return to the College of Nursing.
3. 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/Discharge, and Grievance/Appeals**

- a) Termination: Faculty appointments may be terminated for the following reasons:
  - i. Non-renewal of the specified term of appointment
  - ii. Retirement
  - iii. Acceptance of resignation
  - iv. Termination consequent to a College, Department, or Program elimination
  - v. Termination for inability to perform the essential functions of the faculty position
  - vi. Discharge for cause.
- b) Faculty Initiated Appointment Termination: Faculty members shall terminate their appointments by giving notice of resignation or retirement in writing to the Department Chairperson and the Office of the Dean.
  - i. An Instructor must provide 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.
  - ii. 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.
  - iii. Extension of a faculty contract may be granted with the approval of the Department Chairperson and the Dean.
- c) Suspension and Discharge: 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 decisions with regard to discharge for cause.
  - i. The Department Chairperson with the approval of the Dean may suspend or discharge a faculty member for cause as outlined below.
  - ii. *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.

iii. *Discharge* is termination of one's faculty appointment and, if applicable, employment.

iv. Cause for suspension or discharge from the faculty shall consist of any or all of the following:

1. Tangible failure to carry out assigned teaching, research, administrative, or service responsibilities and duties;
2. Serious and/or repeated violation of Medical Center, University, College or Departmental bylaws, rules, policies, procedures, and/or standards of conduct;
3. Violation of generally accepted standards of professional ethics;
4. Material breach of the faculty member's appointment letter and any other agreements the faculty member has with the university and/or medical center;
5. Conviction of a crime deemed to (a) render the faculty member unfit to discharge their professional responsibilities and duties, or (b) 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; or
8. Conduct that is serious and clearly prejudicial to the best interest of the Medical Center or University as determined by the Dean and approved by the Provost.

d) CON Grievance and Appeals: CON faculty shall determine procedures governing grievances and appeals of its members. Faculty appeals may include, but are not limited to, issues regarding faculty rank or the privileges and responsibilities of faculty.

- i. 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) business days after the meeting. The business day ends at 5 PM central time and does not include weekend days.
- ii. The faculty member must file a written intent to appeal a negative notification with the Department Chairperson within ten (10) business days of receiving the notification by the Department Chairperson
- iii. Within ten (10) business 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.
- iv. Within ten (10) business days of receipt of the Department Chairperson's decision, the faculty member may file a written appeal with the Dean.
- v. Within ten (10) business days, the Dean shall forward the appeal to the Faculty Council, and the Faculty Council shall review the disputed issue and provide a written recommendation to the Dean.
- vi. After considering the recommendations of the Faculty Council, the Dean shall render a final written decision regarding the disputed issue to the faculty member within ten (10) business days.
- vii. After completing the above CON appeal process, the faculty member may file an appeal to the University Council pursuant to Article II, Section 2(j) of the Rush University Rules for Governance.

#### **Section 4. College Faculty**

- a) Faculty Governance: The CON faculty is responsible for creating and modifying a faculty governance structure. As such the faculty:
- i. Actively participates in developing, implementing, and evaluating the CON Strategic Plan every 5 years
  - ii. Shares responsibility with the Dean and administrative offices of Rush University for selecting and evaluating academic administration positions and policies and procedures.
  - iii. Shall develop and implement criteria for faculty rank, promotion, tenure, and retention. These criteria shall promote the quality of teaching, practice, scholarship, and research, as well as leadership in the nursing profession.
  - iv. Has responsibility for the design, development, implementation, and evaluation of the curriculum for all programs.
  - v. Has responsibility for developing, implementing, and evaluating the standards and procedures for assuring the quality of teaching.
  - vi. Ensures regular review of faculty policies and procedures; student and faculty handbooks and manuals; any institutional policy statements that affect the faculty's teaching, research, or practice; and the criteria for faculty appointment every 5 years.
  - vii. Shall be responsible for establishing the requirements for student admissions, advancement, and attainment of degrees, and for student advisement.
  - viii. Assumes responsibility to ensure diversity and inclusion among staff, faculty, and students within the CON.
- b) Conflict of Interest with the University:
- i. 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.
  - ii. 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 in the CON.

#### **Section 5. The College Dean**

- a) Appointment of Deans: The Dean shall be appointed by the Board of Governors, on the President's nomination from a candidate or candidates recommended by the Dean's Search Committee. The President and the Faculty Council shall appoint the Dean's Search Committee, who shall serve for an unspecified term at the pleasure of the Board of Governors. The Dean's Search Committee shall consist of the following:
- i. *Members Appointed by the President*:
    1. Members of the Board of Governors – 1
    2. Department Chairpersons from the CON – 3
    3. Faculty from each of the other Colleges not seeking a Dean, one of whom may be a Dean – 3
    4. Student from the CON – 1
  - ii. *Members Appointed by the Faculty Council*:
    1. Faculty of Associate Professor or Full Professor rank – 2
    2. Faculty of Instructor or Assistant Professor rank – 2(a) (One of the above must be a Diversity & Inclusion Committee Member)
  - iii. *Total Membership*: 12

- iv. The President 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.
  - v. Deans, Associate Deans, and Assistant Deans from the CON may not be members of such committees.
- b) The Board of Governors shall appoint the Assistant and Associate Dean upon the recommendation of the Dean and approval of the Provost, the President, and Board of Governors. They shall serve terms specified by the Dean at the time of appointment and serve at the pleasure of the Dean.
  - c) The Dean of the CON 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. The Dean reports to the Provost of Rush University.
  - d) The Dean's Responsibilities include:
    - i. Establish the administrative structure of the CON with approval of the Board of Governors
    - ii. Serve as the medium of communication for all official business of the CON – both within and external to the University
    - iii. Represent the CON on the Leadership Council, the Council of Deans, and other University committees and groups
    - iv. Maintain high standards in compliance with accreditation guidelines and the mission of the CON and University
    - v. Guide the development and implementation of the CON Strategic Plan. Under the direction of the Dean, champions will be appointed for each strategy and will develop tactics and specific metrics for accomplishment.
    - vi. Assure the continuous evaluation of the CON curricula in all programs to reflect the current and future needs of society.
    - vii. Oversee a comprehensive student recruitment and retention program to secure a qualified, culturally diverse, and inclusive student body.
    - viii. Foster a CON research program that promotes the advancement of nursing science to improve nursing practice and the health of the public.
    - ix. Recruit and retain highly qualified faculty members and create an environment for their professional development. Approve faculty appointments and reappointments in collaboration with Faculty Council.
    - x. Promote a culturally diverse and inclusive environment in the CON and University.
    - xi. Seek philanthropic support for student scholarships; endowed chairs; and programs in research, education, and practice that relate to the mission of the CON.
    - xii. Develop a financial plan and allocate resources effectively to support the mission and strategic vision of the CON.
    - xiii. Provide guidance and professional development to the senior leadership of the CON and the Presiding Officer of the Faculty Council.
    - xiv. Work with faculty in a shared governance structure to carry out the functions of the CON and call meetings as needed as changes occur.
    - xv. Organize and lead the CON staff to facilitate the mission goals and values of the CON and Rush University.

## **Section 6. College Departments and Programs**

- a) Procedures for Creating and Abolishing Departments:
  - i. Departments are components of the administrative structure of the CON with the purpose of organizing members of the faculty in a specific area of nursing instruction, scholarship, research, and practice.
  - ii. A Department may be created or abolished by the Board of Governors on the recommendation of the Provost and President in consultation with the Dean and Chairperson of the Department.
  - iii. 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:
  - i. All Active Faculty members (50% or 0.5 FTE employment) of a Department shall have a vote in departmental academic matters.
  - ii. Each Department shall have a Faculty Advisory Committee (FAC) consisting of not fewer than three (3) members and, if possible, five (5) members, chaired by the Department Chairperson. The FAC shall advise the Chairperson regarding faculty appointments, reappointments, and promotions; and appeals regarding academic and departmental affairs, as outlined in Article II, Section 3 of this document.
  - iii. The FAC shall consist of at least one of each faculty rank present in the Department, to be elected by the Active Faculty members in the Department. The FAC members serve for a two (2) to three (3) year term as determined by the Department Chairperson.
- c) Department Chairperson: The Department Chairperson contributes to the establishment and accomplishment of the CON and Departmental goals as detailed in the CON's mission, vision, goals, and strategic plan.
  - i. Qualifications include:
    - 1. Graduate degree and earned doctorate in nursing or a related field
    - 2. Licensure as a registered nurse in Illinois
    - 3. Eligibility for appointment at Associate Professor or Full Professor rank
    - 4. Evidence of progressive administrative responsibility
  - ii. The Department Chairperson shall 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.
  - iii. *Appointment of Chairperson:* The Department Chairperson shall be appointed by the Dean of the College upon the approval of the President, Provost, and Board of Governors after a review of a Search Committee's recommendations. The selection procedure for the Chairperson shall be as follows:
    - 1. The Dean shall appoint the Search Committee, upon the Department Chairperson's notification of resignation or in the event of a vacancy in the position of Department Chairperson.
    - 2. The Faculty Council shall recommend names of potential search 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 Department Chairperson.
    - 3. The Search Committee shall include eight (8) persons:

- (a) Three (3) representing different ranks from within the Department involved
  - (b) One (1) member selected from the CON faculty at large
  - (c) One (1) member from the Faculty Council
  - (d) One (1) student from the CON
  - (e) Two (2) faculty members of other colleges within the University.
  - (f) From the members from the CON, at least one member is a member of the Diversity & Inclusion Committee. None of these members may be the incumbent, previous, or Acting Chairperson of the Department.
  - (g) The Dean and Associate Deans shall be members, ex officio, without vote. Other non-voting members may be added if necessary
4. 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.
  5. 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 will be sent to the Dean for action.
  6. If within one (1) year the ongoing Search Committee has not completed the Chairperson search, the Dean will have the option of modifying the existing or reappointing a new Search Committee.
- iv. *Department Chairperson's Responsibilities:*
1. Vision and Leadership:
    - (a) Contribute to the values, goals, and strategic vision of the CON
    - (b) Lead the Department in setting departmental values, goals, and strategies that are congruent with those of the CON
    - (c) Evaluate members of the faculty for the purpose of assisting them to develop their full potential as educators, researcher/scholars, practitioners, leaders, and CON and University citizens
    - (d) Participate in CON leadership and working with other academic units of Rush University.
  2. Resource Identification and Management:
    - (a) Recruit, develop, and retain an excellent, diverse, and inclusive faculty that meets CON and Departmental goals
    - (b) Assure an appropriate assignment of work for each member of the faculty
    - (c) Prepare a financial plan and manage a budget that is congruent with CON and Departmental goals
    - (d) Seek external fiscal and resource support in collaboration with the Dean.
    - (e) Select and evaluate an Associate Chairperson as deemed necessary.
  3. Process Elements:
    - (a) Represent the Department in all CON and University official assemblies
    - (b) Promote a positive CON and Departmental climate that supports faculty and students in their quest to attain the goals of education, research, and clinical excellence
    - (c) Seek and maintain interprofessional and intra- and interinstitutional opportunities
    - (d) Promote the CON's and Department's reputation for excellence, including presentation of the CON and Department within and external to the Rush community



- (e) Assume responsibility for Departmental activities
  - (f) Fulfill the responsibilities of Associate Professor or Full Professor rank
  - (g) Collaborate effectively with leadership and faculty.
4. Outcomes:
- (a) A sustained reputation for quality education based on excellence in the curricula across all programs and faculty members who are proficient, creative teachers
  - (b) A Department conducive to ongoing research and scholarly productivity
  - (c) Successful CON Faculty Practice achieved by recruiting and retaining quality practitioner-teachers.
- v. *Term and Evaluation:*
1. The Chairperson shall be appointed for a period of five (5) years determined by the President and the Board of Governors. The Dean shall conduct an intermediate review by mid-appointment. Reappointments shall be approved by the Board of Governors.
  2. 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) (iii) above shall be instituted.
- d) Associate Chairperson: The Associate Chairperson is a faculty member who under the direction of the Chairperson coordinates academic activities within the department. The Associate Chairperson works collaboratively with the Chairperson and the Deans' Office to facilitate and ensure implementation of academic programs.
- i. *Department Associate Chairperson's Specific Responsibilities:*
1. Provides leadership in the assessment, planning, implementation
  2. Evaluation of departmental and college goals and educational activities.
  3. Collaborates in the development, implementation, and evaluation of academic program policies and procedures
  4. Collaborates in the identification of faculty resources for teaching, evaluation, and advising students
  5. Participates in departmental faculty recruitment, orientation and evaluation
  6. Serves as a resource and liaison to faculty regarding teaching, research and scholarship, and service-related activities
  7. Collaborates with the Office of the Dean to develop and implement appropriate faculty development activities.
  8. Serves as Chairperson Designate in the absence of the Chairperson
  9. Serves on College, University, and Medical Center committees
- ii. *Term and Evaluation:*
1. The Associate Chairperson shall be appointed for a period of three (3) years determined by the President and the Board of Governors. The Dean shall conduct an intermediate review by mid-appointment. Reappointments shall be approved by the Board of Governors.
  2. In the event of a vacancy in a Department, the Dean and Department Chairperson shall appoint an Acting Associate Chairperson at once. The Dean and Department Chairperson shall appoint an Acting Chairperson if the vacancy is temporary and for a prescribed period of time within the tenure of the Associate Chairperson. If

the vacancy is permanent, the procedure described in Section 6 paragraph (c) (3) above shall be instituted.

## **Section 7. Meetings of the Faculty**

- a) The Presiding Officer of the Faculty Council shall convene and preside over General Faculty meetings.
- b) Regular meetings of the faculty will be called at least once per term throughout the year.
- c) Once a year strategic plan faculty champions will present progress reports to faculty at the meeting.
- d) Special Meetings:
  - i. If there is urgent business that, in the judgment of the Dean or Faculty Council, needs to be brought to the faculty for consideration, a General Faculty meeting may be convened immediately.
  - ii. 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 Dean and Presiding Officer of the Faculty Council. Such a special meeting shall occur not later than ten (10) days after the Dean's or Presiding Officer's receipt of the petition, unless the petition designates a later date.
- e) Agenda:
  - i. The Presiding Officer of the Faculty Council, in consultation with the Dean, is responsible for preparing the General Faculty meeting agenda
  - ii. The time, place, and agenda of each General Faculty meeting shall be published and circulated to the Faculty at least five (5) working days prior to the date of each meeting
  - iii. Any faculty member or student may request that an item of business be placed on the agenda. Such a request must be submitted in writing to the Presiding Officer of the Council. If requests for inclusion of agenda items are denied, the Presiding Officer shall inform the faculty member or student initiating the request
  - iv. Interested parties outside the faculty may petition the Presiding Officer of the Faculty Council and the Dean to address the faculty in a meeting in order to present material relevant to a particular agenda item.
- f) Quorum:
  - i. For purposes of conducting business, a quorum will be defined as more than one-half of the total number of the CON's Active Faculty who may be present via an online mechanism or attending the meeting live. The Presiding Officer of the Faculty Council is responsible for determining the number of active faculty members in the CON at the beginning of each calendar year for votes of the faculty by obtaining the list of active faculty from the Dean's Office.
- g) Voting:
  - i. An anonymous faculty vote is required for membership on Faculty 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 Council.
  - ii. Active faculty members may propose a matter for consideration for a faculty vote by submitting it to the Presiding Officer of the Faculty Council. The Faculty Council 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

- iii. If there is to be a vote of the active faculty, the Faculty Council shall present faculty members with written notice regarding the upcoming vote at least ten (10) business days

prior to the vote. Votes must be submitted within ten (10) business days after notice that the voting period is open.

- h) Minutes: The Presiding Officer of Faculty Council approves the minutes of General Faculty meetings. These minutes will be posted within fourteen (14) business days after the meeting. Minutes shall be reviewed and approved at the next General Faculty meeting.

## **Section 8. Faculty Council and Faculty Standing Committees**

- a) Faculty Council: The Faculty Council is established as the Senior Representative Body of the CON faculty and exercises the authority of the faculty.

### *i. Membership:*

1. The Faculty Council comprises eight (8) elected members:
  - (a) Six (6) Faculty, and two (2) students.
  - (b) Faculty teaching in all programs and from all ranks should be represented. Of the six faculty positions, a minimum of three (3) shall be at the rank of Associate Professor or higher.
  - (c) At least one (1) student shall be pre-licensure and one (1) student shall be from another program. One (1) of the students is the Chair of the College of Nursing Student Council or designate.
2. The Presiding Officer should be of Associate Professor rank or higher and have enough years as a faculty member to understand the working governance structure and policies and procedures of the CON and the University.
3. The Dean shall serve as an Ex-officio without-vote member of the Faculty Council. The Immediate Past Presiding Officer shall serve as Ex-officio without-vote member if Faculty Council term has expired.

- ii. *Meetings of the Faculty Council*: Regular meetings of the Faculty Council shall be held monthly or at such time and place as the Faculty Council may determine upon at least 24 hours' notice. Minutes will be posted on the CON portal.

### *iii. Responsibilities of the Council:*

1. Serve as the Committee on Committees, designating which committees shall exist. All committees appointed by the Faculty Council shall report to the Faculty Council and abide by the operational guidelines.
2. Conduct the election of the Faculty Council and Faculty Standing Committees and make appropriate appointments as vacancies occur.
3. Represent the CON on the University Council, in the person of the Presiding Officer of the Council and Past Presiding Officer, or their designates.
4. Represent the Faculty on the Academic Operations Strategic Issues Committee, in the persons of the Presiding Officer of the Council or designate.
5. Conduct review of the CON Policies and Procedures for Faculty Governance to ensure congruence with the University Rules for Governance at least every five (5) years and provide amendments as necessary.
  - (a) Any Active Faculty member, Faculty Council, or Faculty Standing Committee

may propose an amendment to these Policies and Procedures. Faculty members must submit the proposed amendment and its rationale in writing to the Faculty Council for review. The Faculty Council shall submit the amendment and rationale to a vote

of the CON Faculty no later than six months after receiving the proposed amendment.

- (b) If the Faculty votes to accept the amendment, the Faculty Council shall forward the proposed amendment to the University Council for approval. After approving the amendment, the University Council shall forward it to the Provost and the President, who shall upon approval, forward it to the University Board of Governors for final approval. If an amendment is returned to the CON without approval, it will be reviewed by the Dean and Faculty Council and reported to the Faculty to determine further action as necessary.
  6. Work with the Dean to ensure the Strategic Plan is reviewed every 5 years for progress of the strategies. Progress reports will be reviewed each term. The presiding officer of Faculty Council will ensure that Strategic Plan reports are presented yearly at the Town Hall/General Faculty Meetings.
  7. Serve as a board of review for faculty appeals
  8. Serve as a board of review for student appeals
  9. Serve as a board of review for student misconduct
  10. Review and recommend approval of faculty appointments, reappointments, and promotions according to the College of Nursing Appointment and Promotion Committee Operational Guidelines and send recommendations to the Dean.
  11. Examine issues and make policy recommendations as appropriate to the faculty at large, the Dean, and the Academic Operations Strategic Issues Committee.
  12. Recommend members for search committees, task forces, and workgroups as needed.
  13. Monitor the implementation and evaluation of the CON Strategic Plan. Reports from faculty champions will be reviewed once a term at the Administrative Strategic Planning/Substantive Issues meeting that is attended by the Presiding Officer. Reports will then be reviewed and discussed at the next regularly scheduled meeting to determine any further action or dissemination to faculty needs to be done.
  14. Facilitate communication among faculty, staff, and administration.
- b) Faculty Standing Committees:
- i. Shall be created as deemed necessary by the Faculty Council. The Faculty Standing Committees shall make recommendations to the Faculty Council and to the appropriate members of the Office of the Dean. The Faculty Council and Faculty Standing Committees shall develop an annual plan of work that will be shared within the Faculty Council and forwarded to the Dean. The roles and responsibilities of all of the Faculty Standing Committees can be found in the document, “Operational Guidelines for Rush University College of Nursing Faculty Committees” located on the CON portal.
  - ii. *Membership:* All active faculty, except the Dean, Associate Deans, and Department Chairs, are eligible for election to Faculty Standing Committees.
  - iii. *Nominations for Election to Faculty Standing Committees:*
    1. The Faculty Council shall appoint the Nominating Committee for Faculty Standing Committees
    2. The Nominating Committee shall comprise four (4) members, two (2) from the

Faculty Council and two (2) from the Active Faculty, neither of whom may be a member of the Faculty Council.

3. The Nominating Committee shall determine the slate for election to all Faculty Standing Committees and shall ensure that ranks, departments, and programs are appropriately represented on the slate.
4. 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.
5. 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.

iv. *Elections:*

1. The faculty members of the Faculty Standing Committees shall be elected by anonymous ballot. Faculty Standing Committee elections shall be held in the summer, with the term of office beginning in September, congruent with the academic year
2. Student representatives to Faculty Standing Committees shall be elected by the student body in such a manner as to provide appropriate representation of all students in the CON student body.
3. The Chair of each committee shall recommend faculty members to fill vacancies on Faculty Standing Committees; the Faculty Council will review and approve these appointments at its next regularly scheduled meeting.
4. The Faculty Council shall elect annually a Presiding Officer from within their ranks. The other Faculty Standing Committees shall annually elect a Chair from within their ranks.

v. *Terms of Office:*

1. All terms of office for Faculty Council and 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, with renewal of one (1) additional year.
2. Terms of office for the Presiding Officer of the Faculty Council and for Chairpersons of the other Faculty Standing Committees are for one (1) year and are limited to two (2) consecutive terms.

vi. *Meetings, Quorum, and Voting:*

1. Regular meetings of the Faculty Standing Committees shall be held monthly or at such time and place as the Faculty Standing Committees may determine upon at least 24-hour notice. Minutes of each Faculty Standing Committee shall be posted on the CON portal.
2. A quorum for each Faculty Standing Committee shall consist of more than one-half of the existing voting members of the committee.
3. If a quorum is present in person or remotely, a simple majority of those members present shall be required for a vote to pass, unless otherwise specified.
4. Faculty Standing Committee Chairpersons shall meet with the Faculty Council during the first quarter of the academic year to review the Faculty Standing Committee charges, review and revise operational guidelines, and outline goals. Measurable yearly goals that are aligned with the CON Strategic Plan are to be developed. A report of the year's goal achievements and modifications are submitted to the Faculty Council at the end of the year and shall be forwarded to the Dean.
5. The Chairpersons of the Faculty Standing Committees shall meet with the Faculty

Council at least semiannually, and as needed, to review progress towards meeting the goals of the CON Strategic Plan.

vii. *Ex-officio/Ad hoc Members:*

1. Faculty Council and Faculty Standing Committees shall invite Ex-officio without-vote and ad hoc members as needed.

viii. Taskforces/Workgroups:

1. Faculty Council shall form workgroups/taskforces of the faculty and staff as needed.
2. Faculty Standing Committees shall form workgroups of the faculty and staff as needed and recommend formation of taskforces to Faculty Council.

## **Section 9. University Council of Rush University and University Standing Committees**

- a) University Council and Student Membership: The University Council has five (5) representatives from the College of Nursing:
  - i. Four (4) faculty members and one (1) student
  - ii. The Presiding Officer of the Faculty Council, the Past Presiding Officer, and a student enrolled in a degree program will be three (3) of the CON representatives.
  - iii. The student will serve for one (1) year with renewal for one (1) additional year.
  - iv. Two (2) faculty representatives of Associate Professor rank or higher shall be elected in the CON for three-year (3) terms
- b) University Standing Committees: University Curriculum and University Assessment shall have 2 faculty members on each committee. For the Curriculum committee, at least one member should have curriculum experience or be serving on a CON curriculum committee.

## **Section 10. Graduate College Council**

CON Membership: One faculty member with a Graduate College appointment shall be elected to serve a three-year (3) term.

### **ARTICLE III: STUDENTS**

#### **Section 1. Students**

- a) Categories of Students:
  - i. *Regular Students:* are those enrolled and registered for degree and post-certificate programs.
  - ii. *Students at Large:* are those students enrolled for studies that do not lead to a degree or certificate.
  - iii. *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 faculty.
- b) The process of determining academic status and grounds for dismissal shall be made known in writing to the students. There shall be an established appeal mechanism for student related grievances (Section 3 below).
- c) A degree student candidate who holds a faculty appointment may participate in academic matters in either role as long as there is no conflict of interest as determined by the Dean.

## **Section 2. Student Representation**

- a) A student representative government (CONSC) may be organized from the student body of the CON. Such a representative body shall be organized in a manner so as to provide appropriate representation for all students in that student body.
  - i. The members of a student representative body shall serve as the designated representatives for the students in matters between the student bodies, faculty and administrative officers of the CON and the University.
  - ii. The Chair of the CONSC or a designate is a voting member of the Faculty Council.
- b) Student representation on CON and University Committees:
  - i. There shall be two (2) student positions on the Faculty Council. The Faculty Council shall designate the number of student positions on the Faculty Standing Committees with a minimum of one and a maximum of two on each Faculty Standing Committee, with the exception of Faculty Appointments and Promotions (see the Faculty Council Operational Guidelines).
  - ii. Student representatives to the Faculty Council and the Faculty Standing Committees shall have voting privileges except for faculty appeals and Faculty appointments and promotions.
  - iii. These positions shall be filled for a one-year (1) term of office with potential renewal of one (1) additional term.
  - iv. The College of Nursing Student Council (CONSC) shall conduct elections for student committee representatives elected by the student body in such a manner as to provide appropriate representation for all students in the College of Nursing.

## **Section 3. Student Academic Appeal Procedure**

- a) Purpose: The purpose of the Student academic appeal procedure 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, remain active and responsive throughout the process, and identify the reason and justification for the appeal.
  - i. All steps must be followed sequentially unless resolution is met at an earlier step in the process.
  - ii. The student may withdraw the appeal at any point by written notification to the Course Director with a copy directed to the Dean.
  - iii. An academic appeal not filed in accordance with the following steps shall be considered withdrawn.
  - iv. In the event that dismissal has resulted from a final course grade, the student may continue to take coursework as a student at large during the appeal process.
- b) Documentation: All documentation related to the appeal shall be considered confidential

and its distribution limited to individuals on a need-to-know basis. All recommendations and decisions shall be in writing, shall contain a summary of the evidence and testimony upon which the decision is based, shall be delivered to the Dean, and shall be maintained in a secure data platform. Notification of the Dean's decision will be sent to the student (by certified mail), the Progression Committee, and to the Advisory Panel. The Dean will place a copy of the final decision in the appropriate file(s).

c) Appeal Process:

- i. *Step I:* The student will contact the faculty person who gave the grade or evaluation by the end of week one (Friday) of the following term and arrange a meeting to discuss any possible actions that could result in resolution of the grade issued.
- ii. *Step II:* If no satisfactory resolution is achieved, the student initiates the appeal process by notifying the advisor, Course Coordinator, and the appropriate Assistant Dean in writing of his/her desire to pursue the formal academic appeal process. This notification is done within five (5) working days of the meeting in Step I. After notifying the above persons, the student has five (5) days to arrange a meeting with the Course Coordinator and the appropriate Assistant Dean. The faculty person who gave the grade and the student's advisor may be included as appropriate. The Assistant Dean will review relevant data from the student, faculty member, and course coordinator and issue a decision to the student.
- iii. *Step III:* If no satisfactory resolution is achieved, the student shall submit a written statement to the Dean requesting consideration of her/his case by a Faculty Advisory Panel. The request to the Dean must be submitted within five (5) working days of receiving the Assistant Dean's decision.
  - iv. *For PhD students only:* If a PhD student wishes to appeal the decision provided in Step II of the above policy beyond the CON, do not proceed with Step III below but instead refer to Step 1 of the Graduate College academic appeal policy detailed in the Rush University Catalog.
- v. The student must provide:
  1. Course number and grade or evaluation being appealed
  2. Action requested
  3. Justification for request
  4. Outline of effort and actions already taken to obtain consideration of the request
  5. Copies of this communication must be sent by the student to the Course Coordinator, faculty member (if different from the course coordinator), advisor, and the Rush University Chief Student Experience Officer or their designee.
- vi. *Step IV:* Within ten (10) working days after notification, the CON Faculty Advisory Panel shall meet and submit a written recommendation to the Dean.
  1. The Faculty Advisory Panel will consist of the College of Nursing Faculty Council and the Rush University Chief Student Experience Officer or their designee.
  2. Faculty Council should ensure that at least one Advisory Panel member is actively involved in teaching in the program in which the student is enrolled.
  3. The Dean or designee may be an observer during the hearing.
  4. Formal rules of evidence shall not be applicable. Evidence presented should be reasonably related to the issues before the Advisory Panel and shall not be unduly repetitious. All evidence shall be admissible unless clearly redundant.
  5. Both the student and the Advisory Panel may be accompanied by legal counsel or



other person at the Advisory Panel session. However, the accompanying legal counsel or other person may not participate in the actual session proceedings.

- vii. *Step V:* Within five (5) working days or as soon thereafter as possible following receipt of the 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 decision reached by the Dean is final.

d) Rules for the Conduct of the Faculty Advisory Panel:

i. *The Presiding Officer of the Faculty Council:*

1. Shall preside over the Advisory Panel
2. Rule upon the relevance of the evidence and dispose of procedural requests
3. Interpret these rules, the Rules of Governance of Rush University, and the Policies and Procedures of CON
4. Take any action authorized by these rules, the Rules of Governance of Rush University, or the Policies and Procedures of Rush College of Nursing.

ii. *The Advisory Panel shall:*

1. 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 Advisory Panel or the student.
2. Reach a decision on the appeal by simple majority vote by a quorum (i.e., a simple majority of voting members), that the preponderance of the evidence establishes that there was or was not adequate cause to support the student's appeal. 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.
3. Hear the student's presentation of evidence first. 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 before other evidence is heard by the Advisory Panel.
4. Document their decision in writing, including a summary of the evidence and testimony upon which the decision is based.
5. Deliver their decision to the Dean.

iii. *The Dean:*

1. Considers the matter and renders a final decision with respect to the appeal.
2. Notifies the student of the decision by certified mail and the Advisory Panel by email.
3. Places a copy of the final decision in the student's file

#### **Section 4. Student Misconduct Procedure**

- a) Purpose: The purpose of the Student Misconduct Procedure 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.

- b) Documentation: All documentation related to the misconduct shall be considered confidential and its distribution limited to individuals on a need-to-know basis. All recommendations and decisions shall be in writing and maintained in the Student Appeals and Misconduct secured file.
- c) Student Misconduct Process:
  - i. *Step I*: All charges of student misconduct shall be presented in writing to the Associate Dean for Students and the student's Academic Advisor. The complainant documentation is to include the reason and justification for the charge of misconduct.
  - ii. *Step II*: The Associate Dean for Students either may resolve the matter without a hearing or refer the charge to the Faculty Advisory Panel, comprised of the Faculty Council and Rush University Associate Provost for Student Affairs. The Associate Dean shall 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) business days of receiving the complaint. The Associate Dean shall place a copy of this letter in the student's file and in the Student Appeals and Misconduct secured file.
  - iii. *Step III*: 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 the Faculty Advisory Panel by notifying the Dean (or his/her designate), the Associate Dean for Students, and the student's Academic Advisor within five (5) business days (by 5 PM central time) of receiving the certified letter. The Associate Dean shall forward his/her written decision and the supporting documentation submitted by the student and faculty to the Dean (or his/her designate) and the Presiding officer of Faculty Council.
    - 1. *Step IV*: The Faculty Advisory Panel shall convene, within ten (10) business days after notification in Step 3. The Faculty Council shall ensure that at least one Faculty Advisory Panel member is actively involved in teaching in the program in which the student is enrolled.
    - 2. The Dean (or his/her designate) may be an observer during the hearing.
    - 3. Formal rules of evidence shall not be applicable. Only the initial documentation submitted by the student and faculty shall be considered unless additional evidence is requested by the Faculty Advisory Panel. Evidence presented should be reasonably related to the issues before the Faculty Advisory Panel and shall not be unduly repetitious.
    - 4. Both the student and the Faculty Advisory Panel may be accompanied by Legal Counsel and/or other Advisor at the hearing. However, the accompanying Legal Counsel or other Advisor may not participate in the actual hearing proceedings. The student, Legal Counsel, or other Advisor, and Faculty Advisory Panel members may participate via video or teleconference.
    - 5. The Faculty Advisory Panel shall issue a written recommendation following the session to the Dean (or his/her designate) within 24 hours.
    - 6. 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 Advisory Panel. The final determination of such requests for disqualification is to be made by the Presiding Officer of the Faculty Council prior to the hearing. The Presiding Officer shall, without request, disqualify any member of the Faculty Council who shall or has given

testimony as a witness in this hearing. Any member of the Faculty Council 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 Faculty Council shall consider and vote on the request. Disqualification of the Presiding Officer shall require the endorsement of the majority of the Faculty Council members voting. If the Presiding Officer is so disqualified, the Past Presiding Officer shall preside over the proceedings. The reasons for all changes and for voluntary disqualification shall be made part of the written record.

iv. *Step V:* Within five (5) business days, following receipt of the Faculty Advisory Panel recommendations and upon discussion with the student and others as appropriate, the Dean (or his/her designate) shall reach a final decision and notify each party of the decision in writing.

1. The Dean's (or his/her designate) decision is final.
2. Penalties may include, but are not limited to a warning, probation, suspension, or dismissal from the University.
3. Notification of the decision shall be sent to the student by certified mail or overnight carrier.
4. Complaints resulting in no action by the CON shall not be retained in the student's official college file.
5. If the complaint is upheld, the Dean (or his/her designate) shall place a copy of the final decision in the student's file and in the Student Appeal and Misconduct secured file.

d) Rules for the Conduct of the Hearing:

i. *The Presiding Officer of the Faculty Council:*

1. Shall preside over the Faculty Advisory Panel; if unavailable within the required timeline for review, the Past Presiding Officer shall preside with voting privileges
2. Rule upon the relevance of the evidence and dispose of procedural requests
3. Interpret these rules, the Rules for Governance for Rush University, and the Policies and Procedures of the CON
4. Take any action authorized by these rules, the Rules for Governance of Rush University, or the Policies and Procedures of the CON.

ii. *The Faculty Advisory Panel:*

1. Shall consider evidence in the form of documentary evidence, written statements, and oral testimony from the student and/or such other relevant witnesses as may be called by the Faculty Advisory Panel or the student.
2. To reach a decision on the misconduct 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 established that there was or was not adequate cause to support the charge of misconduct.
3. Faculty Advisory Panel members who do not hear the appeal cannot be part of the deliberations, nor can they vote on the outcome of the hearing.

## **ARTICLE IV: PRIVILEGES AND RESPONSIBILITIES OF THE FACULTY AND STUDENTS**

### **Section 1. Privileges and Responsibilities**

- a) Academic Freedom: It is the policy of the CON to maintain and encourage full freedom within the law for inquiry, discourse, teaching, research, and scholarly activity and to protect faculty and students against influences that would restrict the exercise of these freedoms. Such freedom requires free expression, intellectual honesty, respect for the academic rights of others, and openness to change. Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of others, or obstruction of the normal operations of the university. It is the responsibility of all members of the university to maintain channels of communication that will foster a climate favorable to the freedom of expression.
- b) Faculty and students of the CON who express public opinions on public issues must clearly represent themselves and not the CON in whole or in part, unless that opinion has been authorized by the Dean, the president, or the provost.
- c) Willful and persistent interference with members of the CON community in the performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the CON.

## **ARTICLE V: AMENDMENTS TO THE POLICIES AND PROCEDURES OF THE COLLEGE OF NURSING**

### **Section 1. College of Nursing Policies and Procedures**

- a) The Policies and Procedures of the CON undergo a thorough review by the Faculty Council every five (5) years. Active Faculty may propose amendments at any time.
- b) Mechanism for Amending College Policies and Procedures:
  - i. 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 Council for review. The Faculty Council will submit the amendment and rationale to an online vote of the CON 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 Council will submit all amendments to the Active Faculty for a vote.
  - ii. If the Faculty votes to accept the amendment, the Faculty Council 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 Governors. Any problems with amendments will be sent to the Dean, who will discuss them with the Faculty Council and appropriate revisions shall be made.

**Approved by the Faculty of Rush College of Nursing: 4/15/2009**

**Amendments approved by Rush College of Nursing: 8/06/2010**

**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 Overseers: 3/09/2011**

**Approved by the Faculty of Rush College of Nursing: 3/18/19**

**Approved by the Rush University Council: 7/10/19**

**Amendments approved by Faculty of Rush College of Nursing: 4/29/22**

**Amendments approved by the Rush University Council: 05/11/22**

**Amendments approved by the Rush University Board of Governors: 09/14/22**