CONSTITUTION & BYLAWS OF THE FACULTY ORGANIZATION

November, 2022
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CONSTITUTION - THE FACULTY ORGANIZATION

NELL HODGSON WOODRUFF SCHOOL OF NURSING

PREAMBLE

The Nell Hodgson Woodruff School of Nursing, hereinafter referred to as “the School” is one of the professional schools of the Robert W. Woodruff Health Sciences Center (WHSC) of Emory University. The School functions within the mission of the University and is consistent with the Bylaws of the University.

The Constitution of the Faculty Organization defines and describes the organization and governance of the Faculty and it describes the rights and responsibilities of the faculty and staff. The Bylaws of the Faculty Organization describe the structure and functions of the Faculty and committees of the Faculty and School.

ARTICLE I. THE FACULTY

SECTION A. Definition

Faculty shall be defined as individuals with academic rank having responsibility in the School for teaching, research, practice, and/or administration. The faculty of the school shall include all such officers as have responsibility for instruction in the school. A member of the SON faculty may be a member of more than one school or college within the university. Appointments to membership on the Faculty, other than the Deans, shall be of two kinds—limited and continuous. A limited appointment is one which is terminated at the close of a period of time specified in writing to the appointee (Clinical track, Research track, Visiting Scholar, Tenure Track) as per the University “Gray Book”. A continuous appointment is one which will not be terminated by the University except as specified in the principles approved and published by the Board of Trustees, or by retirement in accordance with the provisions of the Emory University Retirement Plan (Tenure).

SECTION B. Faculty Responsibilities


The Faculty has the authority and responsibility to:
1. Make decisions and vote on general academic and educational matters pertaining to the School
2. Develop, implement and evaluate curricula
3. Set standards and participate in recruitment, admission, academic advisement, and guidance of students
4. Recruit and recommend promotion of faculty
5. Participate in peer evaluation of teaching effectiveness
6. Provide for and respond to student evaluation of teaching effectiveness
7. Participate in research and other scholarly activities to advance nursing knowledge and practice
8. Participate in academic activities of the total faculty of the University
9. Participate in professional and community activities for the purpose of integrating education, service, and research for the improvement of health care
10. Participate in the evaluation of school administrators
11. Delegate specific issues for discussion and/or action to standing committees
12. Participate in faculty governance.
ARTICLE II. STAFF

In accordance with the definitions of employee categories provided by Human Resources, the School of Nursing may have Principal Appointments and General Staff employees. Unless otherwise specified, “staff” shall include both principals and general staff.

SECTION A. Principals, (also known colloquially as Administrators)

1. Definition: Principals serving in administrative roles have substantial responsibility for the management of the school and have authority and responsibility for development and/or interpretation of policies on non-academic matters specific to their sphere of expertise. For example, in the School of Nursing, the Associate Dean for and Chief Operating Officer, and the Associate Dean, Finance & Strategic Analyst, Chief Business Officer have principal status.

2. Voting Rights: Principals shall have voting rights on non-academic matters brought before the faculty. Principals shall attend faculty meetings.

3. Responsibilities: Responsibilities of principals are designated by the dean.

SECTION B. General Staff

1. Definition: General Staff shall be defined as personnel employed in jobs which are classified through Human Resources and are not faculty or principal appointments. Such positions support scientific, office and clerical, data management, service, or maintenance functions.
   a. In the School of Nursing, General Staff shall include those individuals not defined as Faculty, Article I, Section A; or Principals, Article II, Section A.

2. Voting Rights: General Staff shall have voting rights on staff matters and on non-academic matters in school committees on which they serve, such as the School Life Committee.

3. Responsibilities: Daily responsibilities of General Staff are designated by the appropriate supervisor in conjunction with the staff’s job description.

4. Policy and Procedures
   b. Policy and Procedures for general staff are outlined in the Emory University Staff Handbook.

ARTICLE III. AMENDMENTS TO THE CONSTITUTION OF THE FACULTY ORGANIZATION

SECTION A. Amendment Proposals

1. The notice of proposed amendment action shall be distributed to the Faculty and Principals at least five (5) business days in advance of the meeting at which a vote is to be taken on the proposed amendment. The notice shall specify voting eligibility.

2. Amendment proposals shall be acted upon at a regular or special faculty meeting no more than 45 days after their introduction. Absentee ballots may be accepted as outlined under the Voting Rights section (Bylaws Section D).

SECTION B. Amendment Approval

1. On issues that affect faculty only, at least two-thirds of faculty eligible to vote, as outlined under Voting Rights Section, must vote favorably for an amendment to this Constitution to be approved.

2. On issues that affect Faculty and Principals, at least two-thirds of the eligible voters at the time of the vote must vote favorably for an amendment to this Constitution to be approved.
BYLAWS OF THE FACULTY ORGANIZATION

NEL HODGSON WOODRUFF SCHOOL OF NURSING

AUTHORIZATION


ARTICLE I. THE FACULTY ORGANIZATION

SECTION A. Name

The name of the organization shall be the Faculty of the Nell Hodgson Woodruff School of Nursing of Emory University.

SECTION B. Authority

Responsibility for the instructional programs of the School shall be vested in the School Faculty under the direction of the President of the University. The Dean, as designated by the President and under the direction of the President is charged with this duty in consultation with the Provost and Executive Vice President for Academic Affairs, and the Executive Vice President for Health Affairs. This responsibility is derived from and is consistent with Article IV of the Bylaws of Emory University (most recently revised June 2016).

SECTION C. Membership

The faculty of the School shall include all such officers as have responsibility for instruction in the School as established in Article IV of the Bylaws of Emory University and Article I, Section A of the Constitution of the School.

SECTION D. Participation and Voting Rights

Voting rights shall be extended to all full-time faculty, as stated in the letter of appointment.

All items for consideration for faculty vote will be available at least five (5) business days prior to the vote. Action items for vote will be noted on the agenda for the All Faculty Meeting. If the faculty member who is unable to attend would like to contribute to the discussion on the item scheduled for vote, he/she may send his/her written comments prior to the meeting to the Faculty Convener to be read at the meeting.

Voting Process and Options to Ensure Those Who Are Eligible and Want to Vote Can Vote:
Faculty who are unable to attend an All Faculty meeting may vote up to three business days following the faculty meeting where a vote occurred. This time can be extended one week at the discretion of the Faculty Convener. The mechanism for their vote will be consistent with the mechanism at the meeting. If there was a vote by show of hands, faculty may email their vote to the Faculty Convener. If there was a secret ballot, the online voting process below is followed.
If a vote needs to be taken between All Faculty meetings, online voting is appropriate. Faculty must have the opportunity for discussion or to have questions addressed by a designated point of contact prior to the vote. Online voting may require names attached to votes in order to confirm quorum and voting status, though in cases of secret ballots the Director of Faculty Affairs will assure anonymity.

SECTION E. Officers

The officers of this Faculty shall be the Dean, a Faculty Convener, and may include a Parliamentarian.

1. The Faculty Convener shall preside at meetings of the Faculty.
2. The Faculty Convener is chairperson and shall collaborate with the Dean in scheduling and presiding at meetings of the Faculty; and setting the agenda for meetings of the Faculty. The faculty convener shall:
   2.1 be elected by the Faculty;
   2.2 be a full-time faculty member; and
   2.3 serve a term of two (2) years
   2.4 serve on the Governance Committee.
3. The Parliamentarian shall:
   3.1 be appointed by the Convener;
   3.2 may preside at meetings of the Faculty in the absence of the Convener;
   3.3 be a full-time faculty member;
   3.4 serve a term as specified by the Faculty Convener; and
   3.5 serve on the Governance Committee as an ex-officio member.

SECTION F. Duties and Responsibilities

The Faculty of the School shall have jurisdiction over the educational programs and the internal affairs of the School, instruction, schedules, and degree requirements as established in Article IV, Section 1 of the Bylaws of Emory University (revised June 7, 2013).

SECTION G. Meetings and Quorum

1. A quorum will consist of the simple majority of all faculties eligible to vote.
2. Meetings of the Faculty organization and principals shall be held at least six times per year.
3. Meetings of the faculty organization shall be scheduled by the Faculty Convener in collaboration with the Dean to conduct appropriate business of the School. The Dean and/or the Faculty Convener may call special meetings to address special issues.
4. Members of the faculty may request that the Dean and/or the Faculty Convener call a meeting to address special issues. The Dean and/or the Faculty Convener have the option to call a special meeting or defer the issues to the next regular meeting, or not address the special issue in a faculty meeting.
5. Meetings shall be conducted according to parliamentary procedure. The source of decisions made by the parliamentarian shall be *Keesey’s Modern Parliamentary Procedures*.

SECTION H. Documentation

Minutes of the Faculty meetings shall be posted on S:/workgroups/ALLFACULTYMEETING.
ARTICLE II. COMMITTEES OF THE FACULTY ORGANIZATION

SECTION A. Standing committees of the Faculty Organization, membership, purpose, meetings

The following committees exist to carry out the responsibilities of the faculty described above. All committees carry out both their ongoing functions (see below) and also fulfill their annual goals as specified in the committee’s annual report from the preceding academic year. Committee membership will be determined through a ballot of ranked faculty and/or assigned by the administrative leaders of the SON based on faculty roles, responsibilities, and faculty preferences. Faculty will provide their committee preferences for the next year at the end of each academic year. The Committee Chairs not elected by committees will be appointed by the Leadership Council. The Committee Chair serves for a two year term. Committees will consist of both experienced and new members with staggered two year terms. The Committee Chairs are responsible for: convening the meetings; setting the agendas; developing or mentoring others on the committee for succession into the chair role; encouraging faculty participation; conveying recommendations in a timely and appropriate fashion; reporting at All Faculty meetings; compiling an accurate record of meetings (including attendance, issues/discussion and recommendations) and communicating the meeting record through minutes which are placed on the shared drive. The Committee Chair is also responsible for submitting an annual report to the Administration of the School and the Faculty which summarizes committee activities for the year and specifies committee goals for the next academic year.

SECTION A1. Voting Rights on Committees

1. All members of the faculty eligible to serve are eligible to vote on elected or appointed committees of the School, except as otherwise specified in these Bylaws.
2. Unless otherwise specified, ex-officio committee members do not have voting rights.
3. Staff, unless ex-officio, have voting rights on non-academic matters on committees on which they serve.

SECTION B. Standing committees of the Faculty Organization are:

a. Committee on Clinical Faculty Promotion (CCFP) is responsible for peer review and recommendations to the Dean and the FCAPT relating to clinical faculty appointment and promotion; setting the appropriate standards and criteria by which clinical faculty are promoted. The CCFP co-chair shall be elected by the CCFP; the co-chair assumes the chair role in the year subsequent to serving as co-chair. In the case the co-chair cannot assume the role, a new chair and co-chair are elected. Processes used by the CCFP are delineated in the Faculty Handbook. The Committee for Clinical Track Promotion Committee membership will be voted on solely by faculty on the clinical track. All 10 members of CCFP will be elected. Elected members should include 6 full professors and 4 associate professors. The committee consists of 10 members (including Chair and Co-Chair, five elected and five appointed). The Associate Deans for Academic Advancement, Academic Operations, and Equity, Inclusion, Admissions, and Student Affairs serve as ex-officio members on the committee.

b. Curriculum Committee is the primary deliberative body pertaining to curriculum and educational program planning. The Committee is responsible for assuring that the programs offered by the School are academically sound and meet requirements for professional licensure and/or certification. The mission of the Woodruff Health Sciences Center is also considered when developing the curricula; assuring that the School’s mission, vision, and values are integrated in all programs; coordinating the development, implementation, and evaluation of the curricula of all School academic programs; making recommendations regarding approval, modifications, or discontinuance of courses and programs to the Faculty Organization. The committee consists of ten faculty members including the chair and co-chair: 5 elected and 5 appointed.
as well as two pre-licensure students and two graduate students. Ex-officio members include the Associate Dean for Education; the Associate Dean for Equity, Inclusion, Admissions, and Student Affairs, the Senior Director of Operations, Administration, and Registration for the School of Nursing, the Director of Accreditation and Curriculum; the Assistant Deans for Pre-Licensure and Graduate Clinical programs; the Director of the DNP programs; a representative from the University Registrar’s office; and the Health Sciences Library Representative. Other members may be appointed as deemed necessary by the Dean. The faculty has defined the types of curriculum changes that may be simply reported to the committee, those that require committee approval, and those that require committee approval and approval from the Faculty Organization which are outlined in the Faculty Handbook.

c. **Executive Council (EC)** is engaged in ongoing collaborative work with the Dean and Faculty throughout the academic year. The EC works closely in partnership with the Dean, Faculty, and others to optimize the contribution of the faculty to the future of the school’s planning. The committee is responsible for facilitating organizational communication. The EC works in partnership with the Dean and Faculty to ensure the faculty as a whole are meaningfully and productively engaged in the ongoing functions of the school by identifying, vetting, and prioritizing issues and trends, both internal and external, relevant to the school’s mission, vision, and values for inclusion on All Faculty meeting agendas and developing charges for and facilitating communication between standing committees in collaboration with the Governance Committee, committee chairs, and school leadership; ensuring faculty leadership at school functions through direct representation and/or recruitment of faculty participation; evaluating the effectiveness of the School's structure, which may include making recommendations to the Dean regarding academic affairs of the school reviewing existing and proposed policies and making recommendations for changes and updates; providing a forum for faculty engagement in decision making throughout the School; partnering with the Dean and Leadership Council to facilitate faculty involvement in key aspects of school-level strategic planning. Council membership consists of six members in addition to the Faculty Convener and Convener-Elect (as appropriate): members are appointed by the Dean to represent entities whose work is relevant to the school’s mission including one member is the current faculty representative to the University Senate.

d. **Faculty Committee on Appointment, Promotion and Tenure (FCACT)** is responsible for peer reviews and making recommendations to the Dean relating to faculty appointment and progression on the tenure and research tracks. All members of FCACT will be elected by a vote of tenure track and tenured faculty. Elected members are seven tenured faculty: 4 full professors and 3 associate professors. The FCACT Co-chair, who would assume the chair role in the subsequent year, shall be elected by the FCACT. In the case the co-chair cannot assume the role, a new chair and co-chair are elected. The processes used by the FCACT are found in the Faculty Handbook.

e. **Faculty Search Committee** is responsible for assisting the Dean in the recruitment of potential faculty by reviewing all inquiries and applications, issuing invitations for visits, establishing the itinerary of candidates who visit, coordinating and participating in applicant interviews, organizing and compiling evaluations of the candidate for its recommendation to the Dean, and making recommendations to the Dean for tenure, research, and clinical track positions based on the needs of the School. Committee membership consists of 12 members (including chair); four elected, and eight appointed, including the Associate Dean for Academic Advancement; Associate Dean for Academic Operations, Senior Associate Dean for Research & Innovation; the Associate Dean for Education; the Associate Dean for Equity, Inclusion, Admissions, and Student Affairs, the Assistant Dean for pre-licensure programs, and the Assistant Dean for graduate clinical programs. The committee is chaired by a senior faculty member. The committee should have representation from FCACT, CCFP, and pre-licensure and graduate programs.
f. **Governance Committee** is responsible for updating the Faculty Organization bylaws annually by incorporating and updating the documents with changes; and reviewing all changes to policies and procedures pertaining to bylaws and any recommendations from the faculty and committees. Committee memberships consists of four members, the Chair, who is appointed and three elected members. Ex-Officio members are the Faculty Convener and Faculty Parliamentarian.

g. **Interprofessional Education and Collaborative Practice (IPECP) Committee** is responsible for developing, implementing, and evaluating a successful organizational structure for integrating IPECP in the School of Nursing including five core elements of faculty development, student curriculum, research, simulation, and clinical practice. Committee membership consists of seven members: four appointed members (including the chair) and 3 elected members.

h. **Program Evaluation Committee (PEC)** is responsible for coordinating the School’s total program evaluation efforts to insure accurate and timely information for accreditation and approval of its academic programs; recommending policies and procedures regarding assessment, collection and storage of related evaluative materials; collaborating with School leadership in the implementation of the Systematic Evaluation Plan, including data collection, feedback and analysis; disseminating assessment results and making recommendations as needed to the Dean and Leadership Council and other appropriate groups and individuals; and reviewing/updating the Systematic Evaluation Plan. Committee membership consists of 5 members: two committee members are elected, the remaining three members, including Chair and Co-Chair, are appointed.

i. **Progression Committee** is responsible for reporting data related to pre- and post-licensure student progression; monitoring patterns of student progression and recommending strategies for improvement or change to leadership; evaluating alignment with University goals on retention and graduation; and reviewing/revising/recommend relevant policies related to academic and professional conduct/misconduct, academic progression, i.e. dismissal, readmission, and special standing in collaboration with the Office of Education. Committee membership consists of 6 members; two committee members are elected; four committee members are appointed including the Chair and Co-Chair. Ex-officio members include the Associate Dean for Equity, Inclusion, Admissions, and Student Affairs and Associate Dean for Education.

j. **Research Advisory Council** is a research think tank responsible for advising the Dean and leadership team on internal and external factors important to advancing the research mission of the school. These include assessing metrics, trends, and outcomes and making recommendations related to current and new initiatives, examining the quality of our research/scholarship endeavors including research training for students at all levels, postdoctoral programs, and needs of the faculty including research and publication productivity, and research funding success; and reviewing the outcomes of Research/Scholarship Centers and potential collaborative research and innovative partnerships. Members of this committee are appointed by the Dean.

**SECTION C. Faculty Representation at the University Level**

a. **The NHWSN University Senate representative** is a faculty member elected by the Faculty to serve a 3-year term on the University Faculty Senate and Faculty Council. Successive terms are not allowed. The Faculty Convener will call for nominations prior to, and conduct an election at the last faculty meeting of the Senate member’s expiring term.
b. **Doctoral Faculty Committee** is made of all faculty who hold appointments in the Laney Graduate School of Arts and Sciences (GSAS). It is convened by the Director of Graduate Studies (DGS), who is appointed by the Dean to serve as the liaison to the GSAS, usually in three year terms. This committee is charged with the recruitment, admissions and continuance procedures of doctoral students, the doctoral curriculum and coursework, and creating, revising and implementing the policies and procedures of the program, and conducting the evaluation plan of the overall program. A doctoral student representative is elected by the students in the PhD Nursing program.

**SECTION D. School-wide committees with Faculty Involvement**

a. **Advancement Advisory Committee (AAC)** is responsible for partnering with the School’s Office of Advancement and Alumni Engagement (AAE) to encourage a culture of philanthropy amongst the faculty and staff. The committee will meet its charge with action items and objectives including (but not limited to): educating colleagues about the importance and impact of philanthropy at the School; encouraging participation in the faculty/staff campaign; acting as faculty/staff ambassadors for Day of Giving; stewarding current donors. Committee membership consists of at least three faculty representing the tenure/tenure track, clinical track and graduate faculty including the representative on the Alumni Board. A member of the AAE team will act as staff liaison to support the committee and attend all meetings and events as necessary.

b. **Awards Committee** is responsible for communicating in a timely way about student, staff, and internal faculty awards to encourage their nomination of deserving students, faculty, and staff for awards, and maintaining a record in the Office of the Dean of those persons awarded internally annually. The Committee membership consists of five appointed members including the Associate Dean for Equity, Inclusion, Admissions, and Student Affairs, Director of Diversity, Equity, and Inclusion, the Chief Engagement Officer, and the Director of Communications and Marketing.

c. **Dean’s Educational Advisory Council** will inform each of the administrative units of the school and will assure that faculty input is provided on a regular basis. It is responsible for advising the Dean and administrative team on the development of new program initiatives, quality of our educational programs, and needs of the faculty including new and revised workload models, potential clinical partnerships and innovative educational models. Membership includes multiple appointed members as well as 3 elected faculty members.

d. **The Division Committee of Community and Diversity (DCCD)** is a school-wide committee, under the governance of the SON Office of DEI, that is comprised of faculty, staff, and students to advance continuous improvement for increasing diversity, equity, and inclusion. The committee consists of two subcommittees that focus on Education, Research, and Scholarship and Community Engagement. Each member serves a one to two-year term limit and may have the option to extend based on vacancies. Membership is self-selected. Chair membership is appointed on an annual basis and is considered a leadership committee role within the SON.

  d.1 **DEI Education, Research, and Scholarship subcommittee** The subcommittee will serve as a resource to faculty, staff, and students to provide recommendations that advance inclusive pedagogy and promote ethical and social justice approaches to research and scholarship. Efforts may include reviewing educational materials for evolving language, knowledge, and practice to better address the needs of our highly diverse communities. As well as recommending programs and initiatives that broadens our understanding of responsible and appropriate research and scholarly work that involves vulnerable and marginalized populations. The SON values AACN’s Essentials, a
myriad of national standards, and evidence-based resources as the framework for recommendations.

d.2 DEI Community Engagement Subcommittee This subcommittee will focus on advancing DEI principles that support the mission and values relative to social justice, social responsibility and building a strong community within the SON local and global partnerships. The subcommittee will leverage the rich diversity of our school and the global efforts of the Lilian Carter Center (LCC) to assist students and faculty as they prepare for culturally relevant immersion experiences and scholarship. Other initiatives may include but not limited to, book reads, field experiences, cultural and heritage events, and other innovative strategies that fuel a sense of belonging and a more inclusive environment.

e. Honor Council and Academic Hearing Pool is responsible for determining the validity of any allegation of academic or professional misconduct, including introducing the Student Honor Code to the student body at the start of each academic year; validating that all new students have signed an “Honor Code Pledge” form; recommending actions to the Dean as deemed appropriate; recommending actions to the faculty in the interest of promoting sound ethical behavior within the student body; revise the Student Honor Code in collaboration with the faculty and Associate Dean for Education; keeping strictly confidential any infraction, preliminary meeting, and/or hearing. Council membership consists of seven student members of the Honor Council and seven alternate student members, consisting of ten Pre-licensure students (two from the traditional BSN program, two from the DABSN program, two from the MN program, two from the InEmory MN program, two from the MN+MSN program in their pre-licensure portion), and four graduate students (two from the graduate program and two from the DNP program); three faculty members and three alternate faculty members, consisting of one faculty member and alternate from each of the programs (pre-licensure BSN/MN, post-licensure MSN, post-licensure DNP).

f. School Life Committee is a school-wide body responsible for coordinating events and activities that serve the entire community of the School, such as service projects, celebration of holidays, faculty and staff award ceremonies, and other community-based events; evaluating each event in a de-briefing session to determine success, expenses, attendance, etc. in an effort to note areas for improvement with future events. Committee membership consists of ten members of the faculty and staff with a Chair and Co-Chair who rotate every two years.

g. Staff Governance Committee is responsible for advancing the mission and goals of the School by examining matters related to all staff and advising the school’s leadership in cultivating the staff experience; advocating on behalf of staff members and contributes to the betterment of our diverse community through engagement, transparency, and partnerships within the School and Emory University. Committee membership consists of School staff members who are elected by the staff of the School. The total committee membership should be between 20-25 voting members per year. Ex-Officio members of the committee include the Associate Dean for Finance and Strategic Analysis, the Director of Diversity, Equity, and Inclusion, and the HR Division Director.

ARTICLE III. SUSPENSION OF THE BYLAWS

SECTION A. Suspension of Bylaws
Three-fourths of those Faculty eligible to vote and present at any meeting in the presence of a quorum may suspend any Bylaw during the continuation of that meeting.
ARTICLE IV. AMENDMENTS AND REVISIONS TO THE BYLAWS

SECTION A. Amendment Proposals

1. The notice of proposed amendment action shall be distributed to the Faculty and Principals at least five (5) business days in advance of the meeting at which a vote is to be taken on the proposed amendment. The notice shall specify voting eligibility.

2. Amendment proposals shall be acted upon at a regular or special faculty meeting no more than 45 days after their introduction. Absentee ballots may be accepted as outlined under the Voting Rights section (Bylaws Section D).
SECTION B. Amendment Approval

At least two-thirds of faculty eligible to vote, as outlined under Voting Rights Section, must vote favorably for an amendment to these Bylaws to be approved.

SECTION C. Revisions to the Bylaws

The Governance Committee will submit the bylaws with any necessary revisions to the faculty at least annually for a vote of approval.