

LAKEVIEW COLLEGE OF NURSING
FACULTY ORGANIZATION BYLAWS

ARTICLE 1

Section 1. Name

The name of the organization is Faculty Organization.

Section 2. Purpose

The purpose of the Faculty Organization is to:

- A. Support the mission of Lakeview College of Nursing.
- B. Promote the mutual involvement of the Faculty and administration in planning, implementing, and evaluating the nursing program. The Faculty functions within the LCN Shared Governance Relationship within the Organization Model.
- C. Recommend policy to the Dean Nursing. The Faculty has a major responsibility to formulate policy recommendations in all academic matters.
- D. Debate and deliberate issues related to nursing and health care.
- E. Review curricula and professional development procedures.

Section 3. Corporate Offices

The Corporation shall have and continuously maintain a registered office and registered agent in the City of Danville, Vermilion County, Illinois. The Corporation may have other offices within or outside the State of Illinois as the Board of Directors of the Corporation (the "Board") may determine.

Section 4. Not-For-Profit Organization

All of the assets and earnings of the Faculty Organization shall be used exclusively for educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code, in the course of which operation:

(A) No part of the earnings of the Faculty Organization shall inure to the benefit of, or be distributed to, its members, or other persons, except that the Faculty Organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth herein. (B) No substantial part of the activities of the Faculty Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Faculty Organization shall not participate in, or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code (Section 501) (C) (3). (C) Notwithstanding any other provisions of these bylaws, the Faculty Organization shall not carry on any other activities which are not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding provision of any future United States Internal Revenue Law.

Section 5. President and Dean of Nursing of the College

The President of the College shall be delegated the responsibility for the overall administrative management of the College. The Dean of Nursing is responsible for the academic program and, unless

otherwise expressly provided, shall be an ex-officio member without vote on all Faculty Organization Committees and shall act as the duly authorized representative of the Faculty Organization.

Section 6. Membership

The faculty organization of Lakeview College of Nursing shall consist of all faculty members who hold full-time appointments to the College and any temporary full-time faculty who meet set criteria. The Dean of Nursing, Director of Assessment, and the Director of Enrollment/Registrar shall serve as ex-officio members.

ARTICLE II **RESPONSIBILITIES**

Section 1. Member Responsibilities

By delegation from the Board of Directors, it shall be the responsibility of the faculty to sit as a legislative body, to implement faculty functions, and to engage in faculty/student shared governance. It shall also be the responsibility of the faculty to propose policies and procedures to the Dean of Nursing who submits the policy and procedures to the Administrative Team and President for approval prior to submission to the Board of Directors. The Dean of Nursing and President reserves the right to veto.

Section 2. Functions of the Members

The specific functions related to the Faculty Organization are to:

1. Develop, implement, evaluate, and revise the nursing education programs in accordance with the philosophy, objectives, and conceptual framework of the Faculty Organization.
2. Develop, implement, and evaluate Faculty Organization policies upon approval of the Dean of Nursing and President.
3. Recommend action through administrative or academic channels on those matters requiring approval or support.
4. Promote personal and professional development of faculty.
5. Generate short and long-term goals for the Faculty Organization and evaluate attainment of them.
6. Recruit and select individuals who have the potential for successful completion of the nursing program.
7. Provide faculty liaison /representation within the College, community, nursing profession, and educational/ clinical affiliations.
8. Implement the College Assessment Plan (CAP).

Section 3. Academic Freedom

The common good of the individual faculty member and the Faculty Organization depends upon the free search for truth and its free expression. Academic freedom is essential to these purposes and applies to both teaching and research.

Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and the student to freedom in learning. Freedom carries with it responsibilities as well as rights. Just as the faculty member should guard their right of free inquiry against limitation by others, so they should guard it against limitation or compromise on their own part. In the exercise of their own freedom, they should be devoted to the purpose for which academic freedom exists.

Section 4. Continuing Education

The Faculty Organization, with the support and assistance of the Dean of Nursing, is responsible for achieving and maintaining a high level of performance. To this end, the Faculty Organization should assess their overall role and functions on a continuing basis and take steps necessary to strengthen its capabilities and performance.

ARTICLE III FACULTY ORGANIZATION MEETINGS

Section 1. Regular Meeting

The faculty shall meet regularly at a stated time. Dates for meetings will be established at the end of the spring semester for the upcoming academic year.

Section 2. Special Meetings

Special meetings may be called at any time by the Dean of Nursing or upon a petition of a majority of the members of the faculty filed with the Faculty Chair, provided notice of not less than three days be given.

Section 3. Attendance

Faculty meetings and In-service meetings are mandatory for all full-time faculties unless they are teaching a class/clinical. Full-time faculty duties include mandatory attendance at faculty/committee meetings scheduled during the academic year. For each unexcused absence, the employee will be docked a full day's pay.

Temporary full-time faculty: Each full-time employee with a temporary contract, who has maintained that status for one academic year, regularly attends eight (8) faculty meetings in one academic year, and is an active member on a committee will be considered a regular member of the organization and extended voting privileges.

It is recommended that adjunct and part-time faculty attend faculty meetings and in-services.

Members of the Board of Directors, President, and staff may be invited to attend the meetings of the faculty as nonvoting guests. The Student Government Association President from each campus or designees are invited to attend all meetings of the faculty, provide a report and then be excused.

Section 4. Quorum

A quorum shall consist of a simple majority of the voting members of the faculty.

Section 5. Manner of Acting

ROBERT'S RULES OF ORDER shall be followed in all meetings. Motions for changes in the conduct of business of the Faculty Organization must be presented to the members in proper form for incorporation into the published regulations. The proposed motion should specifically mention any previous regulations which are to be amended or voided. All proposals concerning revision of regulations shall be presented in writing to the members at least three days before action is to be taken. The act of a majority of the voting members of the Faculty Organization present at a meeting at which a quorum is present shall be the act of the Faculty Organization, except where otherwise provided by law or these bylaws.

Abstentions will be counted as a non-vote.

Section 6. Meetings by Conference Telephone or Video Conference

Faculty members may participate in and act at any meeting of the Faculty Organization or any committee of the Faculty Organization by means of conference telephone, video conference or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in such a manner shall constitute attendance and presence in person at such meeting by the person or persons so participating.

Section 7. Compensation

Faculty shall receive no compensation for serving as a member of the Faculty Organization. Faculty Organizational Chair, Professional Development Committee Chair, and Curriculum Committee Chair will receive one (1) contact hour each during the fall and spring semester.

ARTICLE IV **FACULTY ORGANIZATION OFFICERS**

Section 1. Officers

The officer of the Faculty Organization shall be the Chair.

Section 2. Chair

The designated Chair shall preside at all meetings of the Faculty Organization. If the Chair is unable to attend a meeting, the Chair will designate a faculty member who will preside over the meeting. The Chair will vote at all meetings. The Chair shall meet with the Dean to prepare the Faculty Organization agenda before each meeting. The Chair will be elected in April by majority vote of the entire faculty organization and will serve a 2-year term starting in August of the new academic year. The Chair will aid in organizing agendas, meeting notes, organizing annual goals for the committee, developing a summation of achievements at the close of the year, writing goals for continued progress, and development of new goals for the following term. The Chair will move back into the Faculty Organization Committee at the end of a two (2) -year term unless re-elected.

The minutes shall be distributed to each member of the faculty with the agenda no later than three (3) working days prior to the next meeting. Additional written information to be discussed must be received not later than one (1) working days preceding the meeting. The Dean of Nursing will also distribute other information to faculty as needed or appropriate. The faculty shall not take final action on any item not on the agenda except by a majority vote. When new business not originally on the agenda is presented, it will be distributed a minimum of one (1) day preceding the meeting, the Chair will ask for a vote to allow it onto the agenda, with a majority vote the item will be placed on that meeting's agenda. If majority vote is not achieved, the new item will be placed on the agenda for the following meeting and wait until next faculty organization meeting for consideration and vote.

Section 4. Secretary

The Faculty Organization shall keep minutes of all its' meetings. The administrative assistant to the Dean of Nursing will record the meeting minutes and maintain the records of all minutes.

ARTICLE V
STANDING COMMITTEES

Section 1. Designation

The Faculty Organization, may, by resolution, create standing committees as needed. These committees may include persons other than members of the Faculty Organization.

Section 2. Appointment of Committees

Except as otherwise provided, the Dean of Nursing shall appoint the membership of all standing committees, one of the members so appointed shall be designated the Chair of each committee by the members. Membership of each committee shall last no less than two years Reappointment of half the committee will be made yearly by the Dean. A Chair will serve a 2-year term, in which at the end of the two-year term, the Chair will then move into the Committee member role.

The Chair of a committee may create, as needed, task-specific or "ad hoc" committees to work within the official committee to complete tasks and meet the annual goals of said committee. Such ad hoc committees may recruit additional members according to needs. Ad hoc committee tasks, membership, and activities shall be reported to the committee in which the ad-hoc originated. The Chair of that committee will then report to all faculty during the faculty organization meeting. All ad-hoc committee work will be included in the originating standing committee meeting minutes.

Section 3. Committee Meetings

A simple majority of the committee membership shall constitute a quorum for the transaction of any business at any meeting of the standing committee.

The act of a majority of the Committee members present at a meeting of which a quorum is present shall be the act of the committee.

Abstentions will be counted as a non-vote.

There may be established standing committees with identified powers and duties. The Dean of Nursing may assign additional powers and duties to standing committees and has the authority to establish such special committees as the Dean of Nursing may, from time to time, see fit. All standing committees, unless specifically stated otherwise, shall be responsible to the faculty, and their action reviewed by the faculty.

Each committee shall keep minutes of its proceedings and file them with the Dean's Administrative Assistant. Minutes of standing committees shall include: a report of the date when meetings were held, faculty members present and absent, a summary of topics discussed, a listing of actions taken, specific recommendations for action, and notification of the time and place for the next meeting. Minutes shall be submitted to the Dean's administrative assistant within ten working days of the committee meeting.

A representative of each committee shall make a brief report at each meeting. These reports shall highlight particularly important portions of the meeting minutes and shall include the making of motions for action.

The Student Government Association President(s) or designees may be invited to attend committee meetings of the faculty (except when topic of discussion is of a confidential nature) and have the privilege of the floor but are not eligible to vote.

Meetings may be called by the Chair of the standing committee or a majority of the committee's voting members. Each committee shall meet as often as is necessary to perform its duties. At least three (3) days before every committee meeting, a copy of the agenda for that meeting shall be sent to every faculty member. The individual who will conduct the meeting shall prepare this agenda. The faculty shall not take final action on any item not on the agenda except by a simple majority vote when a quorum is present.

Section 4. Creation and Combination of Committees

The creation of standing committees named in these bylaws is discretionary with the Faculty Organization. If the Faculty Organization determines that any one or more such committees shall not exist, it shall assign the functions of such committee to a new or existing committee or to the Faculty Organization acting as a committee of the whole.

Section 5. Curriculum Committee

The Curriculum Committee is a standing committee that is composed of a Chair, and at least one faculty representative from each level of nursing courses from both campuses, plus a Student Government Association member. Each curriculum level must be represented. The Dean of Nursing serves as an ex-officio member.

Review curricular concerns and recommend changes in the curriculum:

1. Review new course proposals and course revisions submitted by Nursing Faculty to determine need and contribution to the achievement of curriculum outcomes, and forwards recommendations to the Faculty Organization for action.
2. Evaluate instructional technology (software, books, videos, CD's) and make recommendations for improvement, deletion, or purchase of new material.
3. Evaluate off-campus instructional facilities (i.e.: adequacy of clinical facilities to achieve course objectives, review of clinical contracts) using input from students, clinical faculty, and course coordinators.
4. Review course instructional materials to determine alignment with course objectives and program outcomes.
5. Examine the effectiveness of course assessment methods in evaluating course student learning outcomes.
6. Implement evaluation of the criteria under curriculum of the College Assessment Plan.
7. Review of end of the semester course evaluations submitted by faculty to the Director of Assessment.
8. Review of student evaluations of clinical sites.
9. Monitor the adequacy of clinical sites in consultation with the Faculty.
10. Review the effectiveness of academic policies (i.e., grading scale, dismissal, probationary status, testing, and criteria for acceleration of the program) and make recommendations for change when needed.
11. Submit an annual report summarizing achievements and goal attainment, writing recommended future goals and activities to the Dean of Nursing, Director of Assessment, and President.

Section 6. Professional Development Committee

The Professional Development Committee is a standing committee and is composed of the Chair, three faculty members from both campuses, and one student representative from each campus. The function of this committee is to:

1. Develop, coordinate, and evaluate continuing education offerings.
2. Maintain liaison with other continuing education agencies.
3. Assess faculty needs for professional development resources.
4. Develop and coordinate faculty development opportunities and resources.
5. Establish faculty and staff social/recognition events.
6. Revise faculty handbook annually.
7. Assist faculty members in preparing for promotion.
8. Review request for promotion and portfolio in order to make a recommendation regarding the request to the Dean
9. Implement evaluative criteria as identified in the College Assessment Plan.
10. Establish guidelines for orientation of faculty members, recommend faculty mentors, and distribute necessary faculty orientation materials.
11. Review the evaluation tool utilized for faculty member's performance evaluation annually.
12. Implement a Research day each semester with required attendance (as per faculty handbook) of both students and faculty.
13. Submit an annual report summarizing achievements and goal attainment, writing recommended future goals and activities to the Dean of Nursing, Director of Assessment, and President.

Human Subjects Ad-Hoc Committee – (members from the Professional Development Committee selected as needed by the Dean of Nursing.)

1. Review all funded and unfunded research by faculty, staff, or students that involves the use of human subjects, prior to the beginning of the research.
2. Determine the type of review (exempt, expedited, or full) the research requires.
3. Disapprove, modify, or approve research protocols based upon consideration of the protection of human subjects.
4. Suspend or terminate a research project if it violates the federal policies for the protection of humans or if it does not follow the protocols and agreement in the submitted petition to the committee

Section 8. The Admissions Committee

The Admission Committee is a standing committee that is composed of the Director of Enrollment/Registrar who acts as Chair (ex-officio), Dean of Nursing (ex-officio), and five faculty representatives.

1. Develop and recommend policies related to admission, progression, and graduation to the Faculty Organization for approval.
2. Review students for admission, re-admission, progression, and graduation and refer to the Faculty Organization for action.
3. Review and update admissions material.
4. Review statistics provided by the Director of Enrollment/Registrar on the number of students entering, graduating, length of time in the program, withdrawals, and at-risk students to determine the ability of students to meet course and curriculum outcomes.
5. Submit a written annual report summarizing achievements and recommendations for future activities to the President, Dean of Nursing, and Director of Assessment

ARTICLE VI
AMENDMENT PROCEDURE

These bylaws may be altered, amended, or repealed, or new bylaws may be adopted, at any meeting of the Faculty Organization by a vote of a majority of the members of the committee present, after a three (3) day written notice is given of the intention to alter, amend, or repeal, or to adopt new bylaws at such meeting. All Faculty Organization Bylaw changes will be sent to the Board of Directors, after appropriate paperwork is filed with Administration, for approval prior to final adoption of changes by the faculty.

ARTICLE VII
DUALITY OF INTEREST

Section 1. Duality of Interest

Any administrator or faculty member having an interest in a contract or other transaction presented to the Board of Directors or a committee thereof for authorization, approval, or ratification shall make a prompt and full disclosure of their interest to the Board or committee prior to its executing such contract or transaction. Such disclosure shall include any relevant and material facts, known to such person, about the contract or transaction, which might reasonably be construed to be averse to the College's interest.

The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use their personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such contract or transaction while it is under discussion or is being voted upon.

For the purposes of this section, a person shall be deemed to have an "interest" in a contract or other transaction if they are contracting or dealing with the College, or has a significant financial or influential interest in the entity contracting or dealing with the College.

The foregoing Faculty Organization Bylaws were adopted by the faculty on October 4, 1999.

Revised: December 2003
 April, 2007
 Feb, 2009
 March 30, 2012
 April 27, 2012
 January 10, 2014
 February 10, 2014 (addendum to Professional Development)
 February 23, 2018
 November 15, 2019

Approved by the Board of Directors on February 21, 2014.