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**Bylaws of the Tan Chingfen Graduate School of Nursing at  
UMass Chan Medical School**

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**BYLAWS OF THE TAN CHINGFEN  
GRADUATE SCHOOL OF NURSING AT  
UMASS CHAN MEDICAL SCHOOL**

**ARTICLE I: INTRODUCTION**

The Tan Chingfen Graduate School of Nursing at UMass Chan Medical School has responsibility for conferring Master and Doctoral degrees in nursing and Certificates of Completion to its graduates as described herein.

Governance of UMass Chan (including the Tan Chingfen Graduate School of Nursing) is administered according to the University of Massachusetts Worcester (UMW) Governance Document (Doc. T03-035, as amended).

The purpose of these bylaws is to set forth the operating procedures and administration particular to the Tan Chingfen Graduate School of Nursing not otherwise contained in the UMW Governance Document (Doc. T03-035, as amended). These bylaws also set forth Tan Chingfen Graduate School of Nursing's representative body (Tan Chingfen Graduate School of Nursing Faculty Assembly) which represents the concept of shared governance throughout the UMass Chan campus.

Any conflict between these Bylaws and other policies is resolved in the following order: these Bylaws, the UMW Governance Document, and any applicable University policies. For the purposes of this document, all general terms (i.e., Dean, Chair, Faculty, Tan Chingfen Graduate School of Nursing Faculty Assembly, Governing Bodies, etc.) refer specifically to the Tan Chingfen Graduate School of Nursing unless otherwise specified. Notwithstanding the above, all Tan Chingfen Graduate School of Nursing policies must be in accord with federal, state, and local laws. In case of conflict between the Governance Document and this document, the Governance Document shall take precedence.

Tan Chingfen Graduate School of Nursing Faculty membership can only be conferred upon the recommendation of the School Personnel Action Committee and approved by the Dean, using processes described in the Academic Personnel Policy of the University of Massachusetts Medical School (T95-022, as amended) (APP). There are no departments in the Tan Chingfen Graduate School of Nursing.

**ARTICLE II: TAN CHINGFEN GRADUATION SCHOOL OF NURSING DEGREE AND CERTIFICATE PROGRAMS**

The Tan Chingfen Graduate School of Nursing offers and awards the following degrees and certificates of completion:

**A. Degree Programs**

**Master's Degrees**

- Master of Science (MS)

**Doctoral Degrees**

- Doctor of Nursing Practice (DNP)
- Doctor of Philosophy in Nursing (PhD)

The Master of Science and Doctor of Nursing Practice degrees are accredited through the Commission on Collegiate Nursing Education (CCNE).

The Doctor of Philosophy in Nursing degree program is reviewed every five years as part of the Academic Quality Assessment and Development (AQAD) process, overseen by the Provost and delegated to the Office of Faculty Affairs.

The development and approval of new degrees or the termination of degrees within the Tan Chingfen Graduate School of Nursing must follow procedures outlined by the UMass Chan Medical School Procedures for University Approval of New Academic Degree Programs, Program Changes, and Program Termination (Doc. T92-012, as amended).

Degree programs are reviewed in accordance and compliance with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended), and Guidelines on Academic Quality Assessment and Development.

## **B. Certificates of Completion**

### **Graduate Entry Pathway Certification of Completion**

The Graduate Entry Pathway is approved through the Massachusetts Board of Registration- in Nursing and accredited through the CCNE.

#### **Post-Master Certificates**

1. Adult Gerontology Acute Care Nurse Practitioner Post Graduate Certificate
2. Adult-Gerontology Primary Care Nurse Practitioner Post Graduate Certificate
3. Psychiatric/Mental Health Nurse Practitioner Post Graduate Certificate

The Post-Master Certificate Programs are accredited through the CCNE.

Certificate programs are reviewed by the CCNE through the accreditation process and in conjunction with University of Massachusetts Board of Trustees Performance Management System (Doc. T97-111, as amended), and Guidelines on Academic Quality Assessment and Development as part of the Degree Program reviews. Post-Master certificate programs are accredited through the CCNE.

The development and approval of new certificate programs or the termination of certificate programs within the Tan Chingfen Graduate School of Nursing follow procedures related to academic program approvals, public institutions outlined by the Massachusetts Board of Higher Education.

## **ARTICLE III: ADMINISTRATION**

### **A. Dean**

#### **1. Activities**

The Dean, upon authority delegated by the Provost, is responsible for the operation of the Tan Chingfen Graduate School of Nursing in accordance with the University of Massachusetts Worcester Governance Document (Doc. T03-035, as amended). The activities of the Dean include, but are not limited to, the following:

- a. Appoint, review, evaluate, and, if necessary, terminate Assistant Deans, Associate Deans, and Directors of Programs of Study.
- b. Approve candidates for the award of Tan Chingfen Graduate School of Nursing degrees and certificates on recommendation of Faculty Assembly.
- c. Annually appoint members of Tan Chingfen Graduate School of Nursing Standing Committees.
- d. Respond to recommendations approved by the Faculty Assembly within 20 working days with approval, request for reconsideration or disapproval, consistent with the Board of Trustees Statement on University Governance (Doc. T73-098, as amended).

## **2. Appointment**

The Dean is appointed pursuant to and in compliance with the UMW Governance Document Massachusetts Worcester (Doc.T03-035, as amended) and the Board of Trustee Statement on University Governance (Doc.T73-098, as amended).

## **3. Review and Evaluation**

The Chancellor will conduct a review and evaluation of the Dean in accordance with the UMW Governance Document (Doc. T03-035, as amended) and the University Guidelines on the Review and Evaluation of Senior Administrators (Doc. T93-080, as amended). The Chancellor may at their discretion delegate the authority for evaluating the Dean to the Provost.

## **B. Assistant and Associate Deans**

### **1. Activities**

Assistant and Associate Deans, upon authority delegated by the Dean, are responsible for oversight of specific activities and functions within the Tan Chingfen Graduate School of Nursing.

### **2. Appointment**

The Dean appoints Assistant and Associate Deans, with prior consent from the Provost or designee.

### **3. Review and Evaluation**

Assistant and Associate Deans serve at the discretion of the Dean. The Dean will conduct an annual review and evaluation of each Assistant and Associate Dean. The Dean may place an Assistant or Associate Dean on probation or summary suspension at any time, if in their view such action is in the best interest of the Tan Chingfen Graduate School of Nursing. Such action applies only to the administrative position of the Assistant and Associate Dean. If the individual is aggrieved by the action, they may request the action be reviewed by the Provost, whose decision is final.

Beyond the administrative position, an Assistant or Associate Dean may be terminated consistent with the terms and conditions outlined in the APP (Doc. T95-022, as amended).

## **C. Directors of Programs**

### **1. Activities**

Each Director, upon authority delegated by the Dean, shall:

- a. Maintain responsibility for the operation of a Program both with regard to its internal organization and its relationship with the School, and for maintaining standards of excellence in each of the mission areas, as appropriate.
- b. Chair a Program of Study Committee and submit reports of program progress and outcomes to Faculty Assembly at a minimum 2 times annually.
- c. Ensure the course offerings are of high quality and sufficient to achieve Program of Study requirements and objectives.
- d. Recommend candidates for the award of the Tan Chingfen Graduate School of Nursing degree or certificate for approval by Faculty Assembly and the Dean.
- e. Represent the Program of Study at Faculty Assembly meetings.
- f. Facilitate ongoing review and quality improvement of teaching/learning in conjunction with the Curriculum Committee.
- g. Prepare a self-study report consistent with Program Evaluation Plan and respond to the report of the Program of Study review.

The PhD Program Director shall also:

- a. Review and confirm outcomes of the PhD Comprehensive Exam.
- b. Review the selection of Dissertation Committee members and recommend to the Dean for approval.

### **2. Appointment**

The Dean appoints Program Directors.

### **3. Review and Evaluation**

Directors serve at the discretion of the Dean. The Dean will review the Annual Performance Review and Faculty Workload document of each Director after it has been completed by their direct supervisor. The Dean may place a Director on probation or summary suspension at any time, if in their view such action is in the best interest of the Tan Chingfen Graduate School of Nursing. Such action applies only to the administrative position of the Director. If the individual is aggrieved by the action, they may request the action be reviewed by the Provost, whose decision is final.

Beyond the administrative position, a Director may be terminated consistent with the terms and conditions outlined in the APP (Doc. T95-022, as amended).

## **ARTICLE IV: GOVERNANCE**

As a general practice, all matters of the Tan Chingfen Graduate School of Nursing should be brought first to the Tan Chingfen Graduate School of Nursing Faculty Assembly. If the Tan Chingfen Graduate School of Nursing Faculty Assembly does not take up the matter for consideration, the petitioner may seek to petition for a general faculty meeting.

### **A. Tan Chingfen Graduate School of Nursing Faculty Assembly**

The Tan Chingfen Graduate School of Nursing recognizes the concept of shared governance, recognizing that the Tan Chingfen Graduate School of Nursing Faculty has the right, responsibility, and privilege of advising on policies affecting the Tan Chingfen Graduate School of Nursing. The Tan Chingfen Graduate School of Nursing Faculty Assembly is the representative body for the Tan Chingfen Graduate School of Nursing.

#### **1. Activities**

- a. Develop, implement, and evaluate programs in nursing consistent with the mission and goals of the Tan Chingfen Graduate School of Nursing, as well as the mission of UMass Chan Medical School.
- b. Provide recommendations to the Dean on matters of importance regarding the administration, educational process, and strategic planning of the Tan Chingfen Graduate School of Nursing including all matters affecting the Faculty and faculty life.
- c. Nominate and vote on students for awards and assist in the recommendation and selection of honorary award recipients.
- d. Prior to each graduation date, approve the list of graduates for degree conferral and submit the list to the Dean.
- e. Consult with and provide advice to UMass Chan Medical School Governing Bodies on matters related to the Tan Chingfen Graduate School of Nursing.
- f. Receive informational reports from, and provide input to, all Tan Chingfen Graduate School of Nursing Program and standing committees; act on recommendations forwarded by those committees as appropriate.
- g. Recommend, nominate, and vote on representatives to serve on campus-wide standing committees and other committees as requested and appropriate.
- h. Organize specialized subcommittees as needed and as defined in the Faculty Assembly bylaws.
- i. Forward recommendations approved by the Faculty Assembly to the Dean, who, must respond within 20 working days with approval, request for reconsideration or disapproval, consistent with the Board of Trustees Statement on University Governance (Doc. T73-098, as amended).



## 2. Membership

- a. Voting members of the Tan Chingfen Graduate School of Nursing Faculty Assembly consists of all employed (i.e., non-voluntary) Tan Chingfen Graduate School of Nursing Faculty with an FTE equal or greater than 0.50 in the Tan Chingfen Graduate School of Nursing.
- b. Non-voting members of the Tan Chingfen Graduate School of Nursing Faculty Assembly consist of the following:
  - i. The Tan Chingfen Graduate School of Nursing Dean, Assistant Dean for Academic Affairs and Enrollment Management, Graduate Student Nursing Organization (GSNO) President or designee and one at-large student.
  - ii. All other employed and voluntary Tan Chingfen Graduate School of Nursing Faculty not otherwise eligible to vote as defined above.
  - iii. Other representatives or administrative officials may be designated annually by majority vote of the Tan Chingfen Graduate School of Nursing Faculty Assembly.

## 3. Officers

The officers of the Faculty Assembly shall be “voting members” and elected or appointed as follows:

- a. Chair, elected annually for up to 3 consecutive years, will:
  - i. Preside at all Faculty Assembly Meetings.
  - ii. Serve as Chair of the Rules Committee of the Faculty Assembly.
  - iii. Serve as a member of the UMass Chan Medical School Faculty Council.
- b. Vice-Chair, also the Associate Dean of Academic Affairs, will
  - i. Preside at all meetings in absence of the Chair.
  - ii. Serve as a member of the Rules Committee.
- c. Secretary, elected annually for up to 3 consecutive years, will:
  - i. Serve as a member of the Rules Committee.
  - ii. Notify all members of forthcoming meetings and distribute and publish the agenda and related materials, such as committee reports, proposed policy changes at least three working days in advance of all regularly scheduled meetings.
  - iii. Assure distribution of minutes to the faculty.
- d. Parliamentarian, as elected annually, for up to 3 consecutive years, will ensure all meetings are conducted according to *Robert's Rules of Order* (current edition).

## 4. Meetings

- a. The schedule of all meetings for a given academic year will be published at least five days prior to the first meeting of the academic year; any subsequent changes in those dates will require notification at least five days in advance of the meeting.
- b. The Tan Chingfen Graduate School of Nursing Faculty Assembly will meet at least quarterly, with one meeting to be held at the beginning of the academic year.

- c. The Chair, or in their absence, the Vice Chair, shall call such special meetings as they deem necessary or at the request of the President, Chancellor, Provost, Dean, any five (5) members of the Faculty Assembly, or upon petition, by any 10 members of the faculty or 20 students of the Tan Chingfen Graduate School of Nursing. Any such special meeting and the agenda shall be published at least twenty-four (24) hours in advance thereof.
- d. Meetings will be conducted in general accordance with Robert's Rules of Order.
- e. One half of the voting members shall constitute a quorum. Members may attend (be "present") and votes may be established by members participating in-person and/or by technology that allows full participation.
- f. Recommendations of the Tan Chingfen Graduate School of Nursing Faculty Assembly shall be considered as follows:
  - i. Curriculum revisions shall require a two-thirds affirmative vote of all voting members present, provided a quorum is present. Proxy voting is not permitted.
  - ii. All other decisions require a simple majority of voting members present, provided a quorum is present. Proxy voting is not permitted.

## **5. Rules Committee**

The Rules Committee of the Tan Chingfen Graduate School of Nursing Faculty Assembly is comprised of the Chair, Vice Chair, Secretary, and one additional voting member of the Tan Chingfen Graduate School of Nursing Faculty Assembly appointed by the Tan Chingfen Graduate School of Nursing Faculty Assembly. Its activities include:

- a. Preparation of the agenda of the Tan Chingfen Graduate School of Nursing Faculty Assembly. The Rules Committee shall review all proposed agenda items submitted by the administration or membership. If the proposed agenda item is within the Tan Chingfen Graduate School of Nursing Faculty Assembly's stated activities, it shall be placed on the agenda of the meeting date requested, or if that request cannot be accommodated, on the agenda of the earliest next meeting date.
- b. Resolution of procedural matters in consultation with the Parliamentarian.
- c. Preparation of a list of representatives or administrative officials to be considered for non-voting membership on an annual basis.
- d. Other activities as assigned by the Tan Chingfen Graduate School of Nursing Faculty Assembly or the Dean.

## **ARTICLE V: STANDING COMMITTEES**

Standing Committees, unless otherwise stated, shall adhere to Article VI of the UMW Governance Document (Doc. T03-035, as amended). Any specific Bylaws for a Tan Chingfen Graduate School of Nursing Standing Committee shall be reviewed and approved by the Tan Chingfen Graduate School of Nursing Faculty Assembly and Dean.

Standing Committees within the Tan Chingfen Graduate School of Nursing function in an advisory capacity to the Tan Chingfen Graduate School of Nursing Faculty Assembly and Dean. The Dean appoints standing committee members and serves as a non-voting member on all Standing Committees. Voting members of Standing Committees shall hold a 0.50 or greater FTE academic position in the Tan Chingfen Graduate School of Nursing. Appointments are for one year. If a vacancy arises, the Dean may appoint to fill the vacancy at any time. Members may be appointed to successive terms.

Voting members of a Standing Committee shall elect a Chair during their first meeting of the academic year. A faculty member may serve in the role of Chair up to 3 consecutive years. If the committee fails to decide, the Dean will appoint a chair. Each Chair shall:

1. Convene meetings.
2. Designate a member to serve in their absence.
3. Appoint subcommittees from among members as necessary to enable the committee to conduct its required activities.
4. Assure submission of committee reports and meeting minutes to the Tan Chingfen Graduate School of Nursing Faculty Assembly

Standing Committees meet periodically during the academic year. Members may attend (be “present”) and votes may be established by members participating in-person and/or by any technology that allows full participation. Standing Committee meetings will be conducted in accordance with Robert’s Rules of Order. Recommendations shall require a simple majority of voting members present provided a quorum is present. A quorum is one half of the voting members.

### **A. Academic Standards Committee**

#### **1. Activities**

- a. Develop, review, and make recommendations regarding issues relevant to the progression, retention, and graduation standards and policies of the Tan Chingfen Graduate School of Nursing.
- b. Review annually and make recommendations regarding changes in academic policies and standards for matriculated students as they occur to be reflected in the Tan Chingfen Graduate School of Nursing handbook.
- c. Provide an annual report to the Tan Chingfen Graduate School of Nursing Faculty Assembly regarding new, revised and deleted academic standards and policies of the Tan Chingfen Graduate School of Nursing.

## **2. Advising and Reporting**

- a. The Academic Standards Committee shall advise and consult with the Tan Chingfen Graduate School of Nursing Faculty Assembly.
- b. The Dean shall consult with the Academic Standards Committee on matters related to academic standards.
- c. The Academic Standards Committee shall report to the Tan Chingfen Graduate School of Nursing Faculty Assembly.

## **3. Membership**

- a. Voting membership of the Academic Standards Committee shall consist of five faculty voting members with broad representation from the programs of study to be appointed annually by the Dean. Terms are for one (1) year and voting members may be appointed to successive terms.
- b. Non-voting membership shall consist of the following:
  - i. Tan Chingfen Graduate School of Assistant Dean for Student Affairs and Enrollment Management.
  - ii. One nursing student, as selected by the GSNO.

## **B. Admissions Committee**

### **1. Activities**

- a. Develop, review, and make recommendations regarding issues relevant to the admissions standards and policies of the Tan Graduate School of Nursing.
- b. Meet annually with the Dean or designee to review targets for admission to each track/program.
- c. Pursue appropriate activities related to the recruitment of students and the dissemination of admissions information.
- d. Review and make recommendations regarding the standards and qualifications of applicants, the application procedure, and the process for applicant review for each Tan Chingfen Graduate School of Nursing program.
- e. Consider recommendations for acceptance of applicants to Tan Chingfen Graduate School of Nursing programs and make final decisions based upon admission criteria and policies related to the selection process for each program.
- f. Provide an annual report to the Tan Chingfen Graduate School of Nursing Faculty Assembly regarding admissions and applicants to all programs of the school. The report will include aggregate admission characteristics of applicant pool and

suggestions for future student recruitment efforts. Consideration will be given to recruitment of applicants from groups under-represented in nursing and consistent with Trustee Policy on Affirmative Action (T92- 034, as amended).

## **2. Advising and Reporting**

- a. The Admissions Committee shall advise and consult with the Tan Chingfen Graduate School of Nursing Faculty Assembly.
- b. The Dean shall consult with the Admission Committee on matters related to admissions.
- c. The Admissions Committee shall report to the Tan Chingfen Graduate School of Nursing Faculty Assembly.

## **3. Membership**

- a. Voting membership of the Admissions Committee shall consist of a minimum of seven voting faculty with broad representation of the Tan Chingfen Graduate School of Nursing Programs to be appointed annually by the Dean. Terms are for one (1) year and voting members may be appointed to successive terms.
- b. Non-voting membership shall consist of the following:
  - i.* Tan Chingfen Graduate School of Nursing Admissions Manager.
  - ii.* Tan Chingfen Graduate School of Assistant Dean for Student Affairs and Enrollment Management.
  - iii.* One nursing student, as selected by the GSNO.

## **C. Bylaws Committee**

The Bylaws Committee shall consist of three (3) members of the voting members of the Tan Chingfen Graduate School of Nursing Faculty Assembly.

### **1. Activities**

- a. Provides consultation to the Dean and Tan Chingfen Graduate School of Nursing faculty regarding school bylaws.
- b. Assures that at least every five (5) years, or upon request by the Dean or the Tan Chingfen Graduate School of Nursing Faculty Assembly, the Bylaws Committee:
  - i.* Evaluates the Tan Chingfen Graduate School of Nursing Bylaws document.
  - ii.* Develops recommendations for Tan Chingfen Graduate School of Nursing Faculty Assembly based on request or evaluation.
  - iii.* Brings any proposed changes to Tan Chingfen Graduate School of Nursing Faculty Assembly for review.
  - iv.* Proposed changes will be handled in accordance with Article II, Section A.1.a of the UMW Governance Document (Doc. T03-035, as amended).

- c. Assures the current document is posted in electronic form and is available to all faculty.
- d. Performs other responsibilities as determined by the Tan Chingfen Graduate School of Nursing Faculty Assembly.
- e. Meets at least once during the academic year and schedules additional meetings as needed, providing notification at least five days in advance of the meeting.

## **2. Advising and Reporting**

- a. The Bylaws Committee will advise and consult with the Dean and the Tan Chingfen Graduate School of Nursing Faculty Assembly.
- b. The Dean will consult with the Bylaws Committee on matters related to the operating procedures and administration of the Tan Chingfen Graduate School of Nursing and not otherwise contained in the UMW Governance Document (Doc. T03-035, as amended).
- c. The Bylaws Committee shall report to the Tan Chingfen Graduate School of Nursing Faculty Assembly.

## **3. Membership**

The Dean shall appoint three (3) members from the voting members of the Tan Chingfen Graduate School of Nursing Faculty Assembly. Terms are for one (1) year, and members may be appointed to successive terms.

## **D. Curriculum Committee**

### **1. Activities**

- a. Review courses proposed for Tan Chingfen Graduate School of Nursing programs and submit recommendations to the Tan Chingfen Graduate School of Nursing Faculty Assembly.
- b. Assure that courses offered are in keeping with the stated mission, goals, and outcomes of the Tan Chingfen Graduate School of Nursing.
- c. Annually review and evaluate the curriculum related to the philosophy and objectives of the Tan Chingfen Graduate School of Nursing and their relationship to the UMass Chan Medical School.
- d. Facilitate regular quality monitoring of select courses each year within each program of study for ongoing quality improvement.

## **2. Advising and Reporting**

- a. The Curriculum Committee shall advise and consult with the Tan Chingfen Graduate School of Nursing Faculty Assembly.
- b. The Dean shall consult with the Curriculum Committee on matters related to the curriculum and program evaluation.
- c. The Curriculum Committee shall report to the Tan Chingfen Graduate School of Nursing Faculty Assembly.

## **3. Membership**

- a. Voting membership of the Curriculum Committee shall consist of a minimum of seven voting faculty with broad representation of the Tan Chingfen Graduate School of Nursing Programs to be appointed annually by the Dean. Terms are for one (1) year and voting members may be appointed to successive terms.
- b. Non-voting membership shall consist of the following:
  - i. One nursing student, as selected by the GSNO.
  - ii. One member of the Tan Chingfen Graduate School of Nursing alumni selected by the Dean.

## **E. Graduate Student Nursing Organization (GSNO)**

### **1. Activities**

The GSNO purpose is to foster communication, coordination, and continuity among graduate students and the administration and faculty of the UMass Chan Medical School, the Tan Chingfen Graduate School of Nursing, and the University community. As a unified body that represents the Tan Chingfen Graduate School of Nursing students, the GSNO is a vehicle for change and innovation, adapting to the needs and climate of its student body through participation in student committees at the Tan Chingfen Graduate School of Nursing and the UMass Chan Medical School. The GSNO bylaws govern its membership and meetings.

### **2. Advising and Reporting**

- a. The GSNO shall advise and consult with the Tan Chingfen Graduate School of Nursing Faculty Assembly, the Student Government Alliance, Tan Chingfen Graduate School of Nursing Office of Student Affairs & Admissions, the Office of Student Life and the Assistant Dean for Student Affairs and Enrollment Management.
- b. The Tan Chingfen Graduate School of Nursing Office of Student Affairs & Admissions shall consult with the GSNO on significant issues affecting the student body.
- c. The GSNO shall report to the Dean or their designee.

## **F. Personnel Action Committee**

### **1. Activities**

The Personnel Action Committee (PAC) shall consider faculty personnel actions as described in, and governed by, the APP (Doc. T95-022, as amended).

### **2. Advising and Reporting**

- a. The PAC shall advise and consult with the Dean and the Provost's designee for faculty affairs.
- b. The Dean and Provost's designee for faculty affairs shall consult with the PAC on matters related to appointment, reappointment, and promotion.
- c. The PAC shall report to the Dean.

### **3. Membership**

- a. Voting membership of the PAC shall consist of three Tan Chingfen Graduate School of Nursing faculty members holding the rank of Associate Professor or Professor.
- b. Non-voting membership shall consist of the Provost's designee for faculty affairs, and/or their designee.

## **G. Tenure Committee**

### **1. Activities**

The Tenure Committee shall consider the credentials for tenure and other related matters. Tenure procedures are governed by, and activities of the Tenure Committee are stated in, the APP (Doc. T95-022, as amended).

### **2. Advising and Reporting**

- a. The Tenure Committee shall advise and consult with the Dean and the Provost's designee for faculty affairs.
- b. The Dean and Provost's designee for faculty affairs shall consult with the Tenure Committee on matters related to tenure.
- c. The Tenure Committee shall report to the Dean or their designee.

### **3. Membership**

The members of the Tenure Committee will consist of all tenured faculty members who hold an active, primary academic appointment within the Tan Chingfen Graduate School of Nursing. Faculty members with significant administrative responsibilities (i.e., Vice Chancellors, Vice Provosts, Deans) are not eligible for full time membership on this committee although they may serve as ad-hoc members of the committee.



In the event there are an insufficient number of tenured faculty within the Tan Chingfen Graduate School of Nursing to conduct a review, up to three (3) ad-hoc members of the Tenure Committee will be selected by the Provost and Provost's designee for faculty affairs in consultation with the Dean to comprise a committee of three (3).

## **ARTICLE VI: MEETINGS OF TAN CHINGFEN GRADUATE SCHOOL OF NURSING FACULTY**

Meetings of the Tan Chingfen Graduate School of Nursing Faculty (i.e., members of the Faculty Assembly and all other Tan Chingfen Graduate School of Nursing faculty) may occur from time-to-time to discuss any matter pertaining to the Tan Chingfen Graduate School of Nursing. Such meetings may be called at any time by the President, Chancellor, Provost, Dean, Chair of the Executive Council, Chair of the Tan Chingfen Graduate School of Nursing Faculty Assembly, or upon petition, by any 10 members of the Tan Chingfen Graduate School of Nursing faculty or by 20 students in the Tan Chingfen Graduate School of Nursing.

- A.** All faculty members shall receive written notification of the time, place, and agenda of all Faculty meetings from the Secretary of the Tan Chingfen Graduate School of Nursing Faculty Assembly at least five (5) working days in advance thereof.
- B.** The Rules Committee of the Tan Chingfen Graduate School of Nursing Faculty Assembly shall prepare the agenda, which shall include the items submitted by those calling the meeting, providing notification at least five days in advance of the meeting.
  - 1. Only those items on the agenda may be discussed and voted on.
  - 2. Any item concerning a matter of jurisdiction with any UMass Chan Medical School or Tan Chingfen Graduate School of Nursing Standing Committee shall be forwarded to the Committee via the Chair(s) for input. The Committee(s) may report their position on the matter at the meeting of the Tan Chingfen Graduate School of Nursing Faculty.
- C.** The Chair of the Tan Chingfen Graduate School of Nursing Faculty Assembly shall preside.
- D.** Non-binding resolutions for further consideration arising out of such faculty meetings shall require a majority vote of those present at the meeting and assuring a quorum is present. Any such approved non-binding resolutions may be forwarded either to:
  - 1. the Tan Chingfen Graduate School of Nursing Faculty Assembly for additional consideration consistent with this Document.
  - 2. the faculty-at-large for a vote administered by the Office of Faculty Affairs. In this case, only those resolutions that receive a minimum of twenty-five percent (25%) favorable vote of the faculty-at-large shall be forwarded to the Dean for review and consideration.
- E.** In the event the Tan Chingfen Graduate School of Nursing Faculty Assembly fails to vote on the non-binding resolution within 90 days, the non-binding resolution shall be forwarded to the Dean.

## **ARTICLE VII: AMENDMENT**

The Tan Chingfen Graduate School of Nursing Faculty Assembly shall review the foregoing bylaws at a minimum of every five years. Any individual within the Tan Chingfen Graduate School of Nursing may propose an amendment. The proposed amendment shall be handled in accordance with Article II, Section A.1.a of the UMW Governance Document (Doc. T03-035 as amended).

The Board of Trustees reserves the right to alter, amend, or revoke the foregoing document in part or in whole at any time.