General Faculty Bylaws Amended and
Approved by the Faculty, February 22, 1999
Approved by the UT Board of Trustees, June, 1999
Amended by the Faculty January 22, 2001
Amended by the Faculty July 22, 2002
Amended by the Faculty September 26, 2005
Amended by the Faculty July 27, 2009
Amended by Faculty November 28, 2011
Amended by Faculty June 24, 2013
Amended by Faculty October 28, 2013
Approved by Faculty May 19, 2014
Approved by Faculty November 24, 2014
Approved by Faculty May 11, 2015
PREAMBLE

The faculty of the college of nursing recognizes that the Board of Trustees, appointed by the Governor, is the governing body of the University of Tennessee and as such has full and complete control over its organization, administration and financial affairs. The President, chief executive officer, exercises authority over the institutions comprising the University of Tennessee System while being subject to the direction and control of the Board of Trustees. The Chancellor at the University of Tennessee Health Science Center (UTHSC) serves in a dual role as chief executive officer for the UTHSC and its statewide programs and is responsible, as vice president for health affairs, for coordinating the education, training, research, and service of the health professions across the state.

The College of Nursing is an autonomous unit of UT Health Science Center with a history dating back to 1898. The Baccalaureate degree in Nursing was first offered in 1950. In 1972, a Master of Science degree with nursing majors was initiated. In 1980, the degree was changed to a Master of Science in Nursing. In 1988, the PhD with a major in Nursing was begun by a joint effort between the Colleges of Nursing in Memphis and Knoxville and their respective Graduate Colleges. The Baccalaureate degree in Nursing was placed in abeyance in 1998 and reinstituted in 2005. The Baccalaureate degree in Nursing was placed in abeyance in 2009 and reinstituted in 2013. The entry into professional practice Master of Science in Nursing for a Clinical Nurse Leader was initiated in 2010. The Doctor of Nursing Science was begun in 1999 with the degree designation changed to Doctor of Nursing Practice in 2004. The combined Doctor of Philosophy/Doctor of Nursing Practice was approved in 2005. The BSN to DNP began in 2008 for all advanced practice option except the Nurse Anesthesia option, which begin 2009. The University of Tennessee Health Science Center, College of Nursing is an agent of social change with the mission: “To prepare nurse leaders and to advance science to meet the health needs of the people of Tennessee, the Mid-South, and the nation through education, research, clinical care and service.”

The University of Tennessee Health Science Center College of Nursing is a community of scholars devoted to promoting the discipline and profession of nursing through education, scholarship practice, and public service. The College of Nursing is organized and administered
within the framework of the University with the Dean in a direct reporting relationship to the Chancellor. The Dean has executive authority and responsibility for the affairs of the College and all its sub-units. The University of Tennessee Health Science Center, College of Nursing is a community devoted to learning and promoting the profession of nursing. All who join the College of Nursing community gain important rights and privileges and accept equally important responsibilities, and to serve the mission of the College of Nursing and the University. The faculty has a special obligation to serve the public interest through education, research, clinical care and public service. The faculty recognizes the duty to participate fully in the academic governance of the college fully outlined in Article III in the College of Nursing Bylaws. The faculty undertakes peer evaluation and makes recommendations for the appointment, promotion, and tenure of faculty members in order to maintain quality and excellence. All regular faculty (as defined in Article V, Section 1) in the College are members of the Faculty Organization with voting privileges. All other faculty of the College are considered part of the Faculty Organization without voting privileges. This group is responsible for issues of a general nature and all matters of the educational programs.
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GENERAL FACULTY BYLAWS

ARTICLE I
NAME

The name of this organization is the Faculty Organization of the College of Nursing (CON), University of Tennessee Health Science Center.

ARTICLE II
PURPOSE

The purposes of the College of Nursing Faculty Organization include, but are not limited to, the following:
A. Serve as the common ground and means by which faculty function as a community of scholars and act in shared governance;
B. Promote and facilitate communication among the members of the Faculty, the elected faculty leadership and the appointed faculty leadership of the college;
C. Afford faculty members opportunities to propose, review, and discuss policies and programs of the College;
D. Foster development of an environment that will enhance faculty participation in academic governance of the College such as but not limited to admission requirements and student selection recommendations; prescribe and define courses of studies; recommendation of degree requirements; and recommend and enact policies for guidance of studies; and
E. Provide for committee structure to carry out these responsibilities including electing members of standing committees of the College of Nursing and acting on their report(s) and recommendation(s).

ARTICLE III
DUTIES and POWERS

Subject to general jurisdiction of the University and/or overall educational, research and patient care matters concerning more than one College, the Faculty has the following duties and powers.

A. To recommend to the appropriate University officers requirements for admission, course of study, conditions of graduation, and nature of degrees conferred for nursing students;
B. To evaluate process and procedures of curriculum, practice, public service and scholarship/research matters, and measure the effectiveness of these programs;
C. To fulfill practice, public service, and the scholarship/research missions appropriate to the College and the community it serves;
D. To propose new or revised academic policies in the curricula;
E. To decide matters involving scholarship including polices and their application related to progression of students or dismissal for unsatisfactory performance;
F. To recommend to the University President, through appropriate channels as entrusted by the Board of Trustees, candidates for degrees offered through the College of Nursing programs of study;
G. To recommend candidates for honors, awards, and scholarships;
H. To report through appropriate channels cases of misconduct requiring investigation; and
I. To provide for peer review and recommendation for appointment, promotion and tenure of faculty.

ARTICLE IV
OFFICERS OF THE FACULTY ORGANIZATION

A. The Chairperson
1. Typically, the Chairperson shall be a tenured College of Nursing faculty member with a position of associate professor or higher elected by faculty with voting privileges at the annual meeting for a 2-year term. In the event the elected chairperson is unable to fulfill the 2-year term another election will be held to fill the position.
2. The functions of the Chairperson are to:
   a. Preside over faculty meetings;
   b. Prepare an agenda with the assistance of the Secretary of the College of Nursing faculty for faculty meetings;
   c. Serve as an ex-officio, non-voting member of all committees;
   d. Serve as a voting member of the Executive Committee of the College of Nursing;
   e. Provide voice, representation and consultation on items of faculty concerns, governance, and rights;
   f. Work with the College of Nursing Faculty Organization’s Secretary in preparing the minutes for each faculty meeting; and
   g. Designate a faculty member to serve as an Acting Chairperson in the temporary absence of the Chairperson.

B. The Secretary
1. The Secretary shall be a College of Nursing faculty member elected by the voting membership of the faculty at the annual meeting for a 2-year term.
2. The functions of the Secretary are to:
   a. Assure the accuracy and coverage of the minutes by working with the staff assigned to the faculty meeting, and assures that records are kept in an accessible, central location for periods of accreditation;
b. Oversee the electronic balloting process when instructed by the Faculty Chairperson;
c. Assist in the creation of the agenda and all communication to faculty; and
d. Verify presence of a quorum.

ARTICLE V
MEMBERSHIP

Section 1. Faculty Definition

All persons with a regular appointment to the College of Nursing faculty are members of the Faculty Organization, who contribute to the duties of faculty members as described in the preamble. A full-time faculty member is defined as 0.75 full-time equivalents (FTE) whose major employment is with the College of Nursing whose primary assignment is in keeping with the University of Tennessee Health Science Center’s mission.

Section 2. Voting Privileges

Voting privileges are extended to all regular faculty holding full time (as defined in Article V, Section 1), tenured, tenure track, or nontenure track positions in the College of Nursing.

ARTICLE VI
MEETINGS

Section 1. Regular Meetings

Meetings shall be held on a regular monthly schedule but no less than twice a year, except as provided under Section 2. An agenda must be available for all members three (3) business days prior to meetings. The last meeting of the academic year shall be the annual meeting.

Section 2. Special Meetings

Special meeting may be called by the Dean, the Chair of the Faculty Organization, or on petition of ten (10) percent of the voting members. All members with voting privileges must be notified three (3) business days prior to the meeting with a written agenda. Specific recommendations requiring a vote must be distributed in writing three (3) business days prior to the meetings.
Section 3. Quorum

A simple majority of all regular faculty members with voting privileges shall constitute a quorum. A quorum must be declared in order to conduct the business of the College of Nursing and the Faculty Organization.

Section 4. Voting

Decisions on items of business shall require a simple majority vote of the constituted quorum of voting members. Decisions related to the amendments of Bylaws shall require two-thirds (2/3) vote of the constituted quorum.

Methods of voting may include voice vote, show of hands, use of electronic clickers, and/or other technology for voting remotely, face-to-face, or in person.

Electronic voting may be used to decide a time sensitive issue at the discretion of the chairperson of the College of Nursing faculty and/or Chairperson of standing committees may request electronic voting. The Secretary of the College of Nursing Faculty Organization will develop, implement, monitor and tabulate the electronic vote to faculty using email. The results of the electronic vote will be placed in the minutes of the College of Nursing faculty meeting.

The electronic ballot will be sent to all regular faculty with voting privileges, giving them three (3) business days to vote. The votes will be tabulated and results sent to the College of Nursing faculty by the Faculty Chair within three (3) business days after voting has ended.

The electronic ballot will have the choices of approve, disapprove, or wish to discuss. If a majority of faculty vote “wish to discuss” at the end of the voting period, the Secretary of the College of Nursing Faculty Organization will provide an electronic site for faculty discussion for a period of three (3) business days. All faculty will be provided with a notice of the discussion and a link to the discussion site. As a result of the discussion, the Secretary of the College of Nursing Faculty Organization will send a second electronic ballot to all members with voting privileges, giving them three (3) business days to vote. The second electronic ballot will have the choices of approve or disapprove. If disapproved, the item brought forth may be considered for future meetings. The votes will be tabulated and results sent by the Faculty Chair to the College of Nursing Faculty Organization within three (3) business days after voting has ended.

Section 5. Timeline for Routing of Business

Proposals for faculty consideration requiring a vote must be submitted in writing to the Chair of the Faculty Organization no later than five (5) business days prior to the meeting and should be
accompanied by reports or statements deemed necessary for understanding of the proposed business.

Section 6. College of Nursing Academic Governance Process

All committee members are elected by regular faculty with voting privileges as defined in Article V, Sections 1 and 2 unless otherwise stated in the College of Nursing’s Bylaws. All committee decisions are presented to the Faculty Organization for discussion. Following Robert’s Rules (current edition), all faculty members with voting privileges may participate in the voting when required.

The curriculum may be changed with approval of the College of Nursing regular faculty with voting privileges (see Article V, Section 2). In accordance with the Charter and Bylaws of the University, the Dean has the authority, delegated by the President and Chancellor, to make decisions on other collegiate academic matters in consultation with the College of Nursing’s Faculty Organization.

A. New or revised academic policies may be proposed by the College of Nursing Faculty Organization, the Dean, the Executive Committee or any individual faculty member;
B. Such proposed academic policies will be reviewed and discussed by the Faculty Organization; and
C. The regular faculty with voting privileges will vote on proposed academic policies.
D. Such proposals should be reviewed by the faculty and provisions made for voting by the faculty.
E. Following faculty vote, the Dean will deliberate about the proposed academic policies. To keep faculty informed, the Dean will notify the Chair of the Bylaws Committee regarding the status of the bylaws recommendations prior to each faculty meeting
F. The Bylaws shall be published and made available to every full time faculty member in the College of Nursing (CON) after approval by the Dean, the UTHSC Chief Academic Officer and the Chancellor.
G. In the event of a disagreement between the Dean and the faculty, both parties will make every effort to reach a consensus before a final decision is made. If the Dean’s decision is to accept the policy and the policy require further approval (i.e., at the University of Tennessee Health Science Center, University of Tennessee system and/or University of Tennessee Board of Trustees’ level), usual University of Tennessee Health Science Center policies and procedures will be followed. For definition of Academic Governance see Section 2 of the University of Tennessee Health Science Center’s Faculty Handbook.
Section 7. Rules of Order

*Robert’s Rules of Order* (current edition) governs procedures in meeting except as they may conflict with special rules adopted by the faculty.

ARTICLE VII
ACADEMIC RIGHTS AND RESPONSIBILITIES

The faculty supports the University of Tennessee Health Science Center statement of Rights and Responsibilities of the Faculty as appearing in the Faculty Handbook.

ARTICLE VIII
AMENDMENTS

These Bylaws may be amended by two-thirds (2/3) vote of the regular faculty with voting privileges.

A. New or revised amendments and/or changes to the Bylaws may be proposed by the College of Nursing Faculty Organization, a standing committee of the Faculty Organization, the Dean, or any individual faculty member through a submission in writing to the Chairman of the Bylaws committee;

B. The Chair of the Bylaws committee shall convene the Bylaws committee at least annually to consider submitted proposals and/or provide an annual review; and

C. Proposed amendments and/or changes as approved by the Bylaws committee must be distributed to the faculty no less than five (5) business days prior to the next regular faculty meeting.

D. Following faculty vote, the Dean will deliberate about the proposed bylaws changes. In cases where deliberations are lengthy, the Dean will notify the Chair of the Bylaws Committee for the routine committee report.

E. The Bylaws shall be published and made available to every full time faculty member in the College of Nursing (CON) after approval by the Dean, the UTHSC Chief Academic Officer and the Chancellor.

F. However, in the event of a disagreement between the Dean and the faculty, the Dean will make every effort to reach a consensus before a decision is made. If the Dean’s decision is to accept the policy and the policy require further approval (i.e., at the University of Tennessee Health Science Center, University of Tennessee system and/or University of Tennessee Board of Trustees’ level), usual University of Tennessee Health Science Center policies and procedures will be followed. For definition of Academic Governance see Section 2.1 (2.1 is the “definition of Academic Governance.” Section 2 is the
complete detail of “Academic Governance”) of the University of Tennessee Health Science Center’s Faculty Handbook.

ARTICLE IX
STANDING COMMITTEES

Section 1. Collegiate, Appointment, Promotion and Tenure Committee

The College of Nursing tenured faculty serves as the Collegiate, Appointment, Promotion and Tenure (CAPT) committee and makes recommendations to the Chairs and to the Dean with regard to faculty appointment, promotion, award of tenure, and termination for adequate cause. Non-tenured faculty are eligible to serve on the CAPT committee in manners of promotion for non-tenured faculty.

Any tenured faculty member who is under a Plan for Remediation as outlined in the University of Tennessee Health Science Center Faculty Handbook or who is being terminated for adequate cause in ineligible to participate in these activities.

A. Purpose of this Committee is to serve as an advisory committee to the Dean to review, recommend and uphold standards for faculty appointment, promotion, tenure, and termination for adequate cause.

B. The functions of this Committee are to:
   1. Annually review and recommend policies and procedures in the area of appointment, promotion and tenure for College of Nursing faculty to the Dean;
   2. Review and recommend to the Dean action on initial nominations for appointment;
   3. Review and recommend to the Dean action on all promotions and award of tenure;
   4. Review and recommend to the Dean action on all instances of whether termination proceedings should be initiated; and
   5. Conduct the Interim Probationary Review for each tenure track faculty member whose probationary period is four (4) or more years and evaluate and recommend as to the faculty member’s progress toward the attainment of tenure.

C. The Committee shall be comprised of:
   1. All tenured faculty in the College of Nursing who will serve as Faculty Peer Reviewers for appointment, promotion, and tenure;
   2. All non-tenured faculty in the College of Nursing at the rank of associate professor or higher will serve as Faculty Peer Reviewers for promotion for non-tenured faculty
3. Only Faculty Peer Reviewers that hold the rank equal or superior to that rank for which the candidate is under review for promotion are eligible to review and vote;

4. The Dean will appoint the Chairperson who serves with voting privileges. The Chair may not hold an administrative role, which is defined as Department Chair or above in the College of Nursing; and

5. The Chair will receive all relevant materials and distribute these to the committee members at least ten (10) business days prior to a scheduled meeting.

D. Provisions for Voting for Appointment, Promotion, Tenure and Mandatory Reviews:

1. A simple majority of those members eligible to vote on a specific candidate will constitute a quorum for voting on the candidate.

2. All members eligible to vote will be given an opportunity to vote in writing during the committee meeting. Alternatively, an anonymous electronic voting option will be provided to all members eligible to vote after the discussion of each candidate but before the committee meeting is adjourned. Committee members who are unable to attend the meeting in person or by telephone conference call will be given the opportunity to submit an anonymous electronic vote prior to the committee meeting. The Chair will poll eligible voting members to determine, prior to the committee meeting, if an anonymous electronic vote will be the sole method used for voting.

3. A formal vote is recorded and a written recommendation prepared for the Dean. The report will contain a list of the members voting on the recommendation; the majority and minority views, if relevant; and the summary vote.

4. All recommendations are advisory to the Dean.

Section 2. Curriculum Committees

The Curriculum Committees oversee the curriculum development and management of the College of Nursing Academic Programs.

A. BSN/MSN Program Curriculum Committee

1. The purpose of the College of Nursing BSN/MSN Curriculum Committee is to develop, review, and make recommendations in educational offerings in accordance with the mission, goals and expected outcomes of the College of Nursing. These offerings reflect established, national professional nursing standards, guidelines and aspirations as well as the needs and expectations of the community of interest. The committee maintains the College of Nursing’s curricula for the BSN/MSN program’s integrity.

2. The functions of this Committee are to:

   a. Develop, review, and make recommendations for major changes in the College of Nursing’s BSN/MSN academic programs. These include:
i. Program proposals;
ii. Program revisions;
iii. Curriculum proposals;
iv. Curriculum revisions;
v. Course proposals;
vi. Substantive course changes; and
vii. Other matters relative to the educational programs of the College of Nursing.
b. Review evaluation data and make recommendations for change;
c. Ensure that the curricula reflect the philosophy, purpose, and preferred outcomes of the College of Nursing and University;
d. Assess professional and educational trends and their relevance for curricula; and
e. Forward recommendations for revisions and additions to the Faculty Organization for approval.

3. The Committee shall be composed of:
   a. A minimum of five (5) elected regular faculty members none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing; four (4) faculty representatives with voting privileges from the BSN/MSN program and one (1) faculty representative with voting privileges from the Advanced Practice and Doctoral Studies program;
   b. One (1) student from the BSN/MSN program without voting privileges appointed annually by the Associate Dean of Academic and Student Affairs;
   c. The BSN/MSN Program Director without voting privileges; and
   d. The Associate Dean of Academic and Student Affairs without voting privileges.
   e. The Associate Dean of Evaluation and Institutional Effectiveness without voting privileges.

4. The BSN/MSN Program Director shall serve as chair of the committee. The function of the Chair is to:
   a. Preside over curriculum meetings;
   b. Prepare an agenda;
   c. Work with the BSN/MSN’s Program Coordinator of the College of Nursing in preparing the minutes for each faculty meeting; and
   d. Provide guidance and consultation regarding national nursing trends and accreditation standards for the curriculum.

5. Committee members will serve two (2) year staggered terms and may be re-elected.
B. Advanced Practice and Doctoral Studies Program Curriculum Committee

The Advanced Practice and Doctoral Studies Curriculum Committee oversees the curriculum development and management of the College of Nursing’s Advanced Practice and Doctoral Studies Academic Programs.

1. The purpose of the College of Nursing Advanced Practice and Doctoral Studies Curriculum Committee is to develop, review, and make recommendations in educational offerings in accordance with the mission, goals, and expected outcomes of the College of Nursing. These offerings reflect established, National professional nursing standards, guidelines and aspirations as well as the needs and expectation of the community of interest. The committee maintains the College of Nursing’s Advanced Practice and Doctoral Studies curricular integrity.

2. The functions of this Committee are to:
   a. Develop, review, and make recommendations for major changes in the College of Nursing’s DNP academic programs. These include:
      i. Program proposals;
      ii. Program revisions;
      iii. Curriculum proposals;
      iv. Curriculum revisions;
      v. Course proposals;
      vi. Substantive course changes; and
      vii. Other matters relative to the educational programs of the College of Nursing.
   b. Review evaluation data and make recommendations for change;
   c. Ensure that the curricula reflect the philosophy, purpose, and preferred outcomes of the College of Nursing and the University;
   d. Assess professional and educational trends and their relevance for curricula; and
   e. Forward recommendations for revisions and addition to the Faculty Organization for approval.

3. The Committee shall be composed of:
   a. A minimum of four (4) elected regular faculty members with voting privileges none of whom holds an administrative position which is defined as Department Chair or above in the College of Nursing; three (3) faculty representatives with voting privileges from the Advanced Practice and Doctoral Studies Program, one (1) DNP Program Director, and one (1) faculty representative with voting privileges from the BSN/MSN Program;
   b. One (1) student from the Advanced Practice and Doctoral Studies programs without voting privileges appointed annually by the Associate Dean of Academic Affairs;
   c. The DNP Program Director without voting privileges; and
d. The Associate Dean of Academic and Student Affairs without voting privileges.

e. The Associate Dean of Evaluation and Institutional Effectiveness without voting privileges.

4. The DNP Program Director shall serve as chair of the committee. The function of the Chair is to:
   a. Preside over curriculum meetings;
   b. Prepare an agenda;
   c. Work with the DNP Program Coordinator of the College of Nursing in preparing the minutes for each faculty meeting; and
   d. Provide guidance and consultation regarding national nursing trends and accreditation standards for the curriculum.

5. Committee members will serve two (2) year staggered terms and may be re-elected.

**Section 3. Admission Committee**

A. The purposes of this Committee are to:
   1. Establish criteria for College of Nursing admissions;
   2. Review and recommend policies related to the College of Nursing admissions;
   3. Review and evaluate applicants for the College of Nursing educational programs benchmarked with established criteria; and
   4. Recommend students for admission into the College of Nursing’s educational programs.

B. The functions of this Committee are to:
   1. Develop and annually review policies concerning admission and readmission of students;
   2. Forward recommendations regarding admission and readmission of student to the Faculty Organization and the Associate Dean of Academic and Student Affairs; and
   3. Recommend candidates to the Dean for admission to the College of Nursing’s educational programs.

C. The Committee shall be composed of:
   1. A minimum of two (2) elected regular faculty members with voting privileges none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing from each of the following Programs: the BSN/MSN and the Advanced Practice and Doctoral Studies;
2. Three (3) students respectively from the BSN/MSN, DNP and Nursing PhD programs appointed annually by the Associate Dean of Academic and Student Affairs without voting privileges;
3. The Director for Student Affairs shall serve as Chairperson, without vote except in the case of a tie;
4. The Associate Dean of Academic and Student Affairs shall serve as an ex-officio member without a vote; and
5. Members will serve a two (2) year staggered term and may be re-elected to additional terms.

Section 4. Progression Committee

A. The purposes of this Committee are to:
   1. Serve as an advisory committee to the Dean;
   2. Review and recommend policies related to students to the Faculty Organization and Dean; and
   3. Review and recommend progression of students to the Dean.

B. The functions of this Committee are to:
   1. Annually review policies and forward recommendations to the Faculty Organization and the Dean concerning promotion, retention and graduation of students;
   2. Develop policies and forward recommendations to the Faculty Organization and the Associate Dean of Academic and Student Affairs concerning promotion, retention and graduation of College of Nursing’s Educational programs’ students; and
   3. The Associate Dean of Academic and Student Affairs shall present committee recommendations to the Dean.

C. The Committee shall be composed of:
   1. A minimum of two (2) elected regular faculty members with voting privileges from each of the following Programs: the BSN/MSN, the Advanced Practice and Doctoral Studies, none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing;
   2. Three (3) students who represent the following Programs: BSN/MSN, DNP and Nursing PhD programs appointed annually by the Associate Dean of Academic and Student Affairs without voting privileges;
   3. The Director for Student Affairs shall serve as Chairperson without a vote except in the case of a tie; and
   4. Members will serve two (2) year staggered terms and may be reappointed to additional terms.
Section 5. **Executive Committee**

A. The purposes of this Committee are to:
   1. Facilitate communication among the College of Nursing administrators and Faculty Organization;
   2. Coordinate the activities of the College of Nursing; and
   3. Serve as an Advisory Committee to the Dean.

B. The functions of this Committee are to:
   1. Review and approve the calendar for the College of Nursing;
   2. Lead strategic planning efforts of the College of Nursing and monitor implementation of the strategic plan;
   3. Coordinate and plan for accreditation activities;
   4. Make recommendations regarding needs/resources for the College of Nursing and the faculty; and
   5. Review and monitor the annual budget and make recommendations.

C. The Committee shall be composed of:
   1. Dean as Chairperson;
   2. Associate Dean(s);
   3. Assistant Dean(s);
   4. Assistant to the Dean;
   5. Program Directors;
   6. Chairperson of the College of Nursing Faculty Organization (or Faculty Designate); and
   7. Other individuals as designated by the Dean.

Section 6. **Evaluation Committee**

A. The purposes of this Committee are to:
   1. Develop and monitor ongoing systematic evaluation plan; and
   2. Present summarized evaluation data to appropriate committees, individuals or groups.

B. The functions of this Committee are to:
   1. Develop strategies for implementation of the evaluation plan for the College consistent with accreditation standards;
   2. Present recommendations for evaluation to the College of Nursing faculty for approval; and
   3. Provide summarized evaluation data and recommendations for change to appropriate Committee(s), individuals or groups.

C. The Committee shall be composed of:
1. A minimum of one (1) elected regular faculty member with voting privileges who does not hold an administrative position which is defined as CON Chair or above in the College of Nursing from each of the following Programs: the BSN/MSN, Doctor of Nursing Practice (DNP) and Doctor of Philosophy in Nursing Sciences (Nursing PhD);

2. Associate Dean for Academic and Student Affairs shall serve as a non-voting member; and

3. The Associate Dean of Evaluation and Institutional Effectiveness will serve as chair without voting privileges.

Section 7. **Awards and Honors Committee**

A. The purposes of this Committee are to:
   1. Periodically review eligibility criteria for awards and honors; and
   2. Recommend students for awards and honors.

B. The functions of this Committee are to:
   1. Establish honors for students in the College of Nursing’s educational programs; and
   2. Select students for awards and forward recommendations to the faculty and to the Dean for final approval.

C. The Committee shall be composed of:
   1. Three (3) elected regular faculty members who do not hold an administrative position which is defined as CON Chair or above in the College of Nursing with one (1) elected regular faculty member with voting privileges from each of the following Programs: the BSN/MSN, the Doctor of Nursing Practice (DNP) and the Doctor of Philosophy in Nursing Sciences (Nursing PhD);
   2. Director for Student Affairs shall serve as Chairperson without vote except in case of a tie;
   3. Each member is to serve a two (2) year staggered term and may be reelected to additional terms; and
   4. Ad hoc student/alumni as appropriate to the award/honor.

Section 8. **Practice Committee**

A. The purpose of this committee is to serve in an advisory capacity to the Dean in the College of Nursing. This committee will be activated at the direction of the Dean.

B. The functions of this committee are to:
   1. Participate in the development of faculty practice activities, policies and protocols that articulate the integration of research, teaching, practice and service;
   2. Identify and review appropriate faculty practice enterprises and propose a strategic plan for faculty practice initiatives;
3. Provide advice for the faculty practice credentialing, risk management and performance improvement policies;
4. Provide guidance to faculty and administration on the fiscal and/or operational matters in the faculty enterprises;
5. Assist with the annual report for the Dean.

C. The Committee shall be composed of:
   1. A minimum of three (3) regular faculty members with voting privileges none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing who are actively involved in the College of Nursing’s faculty practice enterprise;
   2. Members will serve two (2) year staggered terms;
   3. An individual may serve more than one term; and
   4. The Dean’s designee shall serve as Chairperson.

Section 9. Bylaws Committee

A. The purpose of this Committee is to assure that the College of Nursing’s Bylaws are consistent with the University of Tennessee Health Science Center’s Faculty Handbook and the goals of the University of Tennessee Health Science Center’s Faculty Senate. When inconsistences exist between CON Bylaws and the UTHSC faculty handbook, the UTHSC faculty handbook supersedes the CON Bylaws.

B. The functions of the Committee are to:
   1. Review the College of Nursing’s Bylaws annually for consistency with the University of Tennessee Health Science Center’s Faculty Handbook, University of Tennessee Health Science Center’s Faculty Evaluation Manual, other University of Tennessee Health Science Center and University of Tennessee Board of Trustees’ policies;
   2. Make recommendations for amendments/changes to the College of Nursing’s Faculty Bylaws to the Faculty Organization; and
   3. Provide advice, guidance and interpretation of Bylaws to the Faculty Organization and members of the faculty.

C. The Committee shall be composed of:
   1. A minimum of five (5) regular faculty members with voting privileges none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing; 4 to be elected with 2 representatives from the following Programs: BSN/MSN and Advanced Practice and Doctoral Studies (see Article V, Section 2);
   2. Typically the immediate past Chair of the College of Nursing’s Faculty Organization shall serve as the chairperson; if an immediate past Chair of the CON Faculty Organization is not available the chair will be elected from the committee members.
3. Committee members will serve two (2) year staggered terms and may be reelected.

Section 10. Nominating Committee

A. The purpose of this Committee is to provide qualified candidates to fill positions in the standing College of Nursing committees.

B. The function is to
   1. Prepare a list of open positions for which election/appointment is required utilizing the standards for committee membership and terms of service as defined in the CON Bylaws.
   2. Seek willing and qualified candidates from among the CON regular full-time faculty who, after consultation with their CON Chair, have affirmed their availability to serve as described in the CON Bylaws.
   3. Propose candidates to the Faculty Organization at the annual meeting of the Faculty Organization and/or to fill vacancies on Standing Committees throughout the academic year.

C. The Committee shall be composed of:
   1. A minimum of three (3) elected regular faculty member with voting privileges, none of whom holds an administrative position which is defined as Department Chair or above in the College of Nursing, one (1) representative from each of the following programs: the BSN/MSN, Doctor of Nursing Practice (DNP) and Doctor of Philosophy in Nursing Sciences (Nursing PhD).

Section 11. Portfolio Committee

A. The Portfolio Committee oversees the development and management of the student portfolios for the College of Nursing.

B. 1. The purpose of the Portfolio Committee is to develop, review, maintain, and make recommendations for the effective use of portfolios in documenting student learning outcomes. The portfolio committee will insure that national professional nursing standards and guidelines as well as the needs and expectations of the community of interest are met.

C. The functions of this Committee are to:
   1. To evaluate and recommend electronic platforms for the delivery of student portfolios
   2. In conjunction with course faculty, will identify portfolio deliverables

D. The Committee shall be composed of:
   1. A minimum of four (4) elected regular faculty members with voting privileges none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing; two (2) faculty representatives with voting privileges from
the Advanced Practice and Doctoral Studies Program, and two (2) faculty representatives with voting privileges from the BSN/MSN program. In addition, an educational technology specialist will participate.

2. Committee members will serve two (2) year staggered terms and may be re-elected

3. The Portfolio chair will be elected from the committee members.

E. The function of the Chair is to:
   1. Preside over portfolio committee meetings;
   2. Prepare an agenda;
   3. Prepare the minutes for each meeting.

Section 12. Educational Technology Committee

A. The Educational Technology Committee serves to advise and assist faculty in identification, implementation, and use of educational technology in the classroom.

B. 1. The purpose of the Committee is to develop, review, maintain, and make recommendations for the effective use of educational technology.

C. The functions of this Committee are to:
   1. To evaluate and recommend electronic resources for education delivery.
   2. In conjunction with course faculty, will identify best practices for education delivery through the use of technology.
   3. Develop and present ongoing education in the use of education technology.

D. The Committee shall be composed of:
   1. A minimum of three (3) elected regular faculty members with voting privileges none of whom holds an administrative position which is defined as CON Chair or above in the College of Nursing; at least one member must be from each program (BSN/MSN and DNP), an educational technology specialist who serves as chair (with no voting privileges), and one student (non-voting)
   2. Committee members, with the exception of the educational specialist, will serve two (2) year staggered terms and may be re-elected

E. The function of the Chair is to:
   1. Preside over educational technology committee meetings;
   2. Prepare an agenda;
   3. Prepare the minutes for each meeting.

ARTICLE X
SPECIAL COMMITTEES (AD HOC)

The Dean or the Faculty Organization may create special committees to perform specific tasks of limited nature and duration. In the creation of a special committee, methods of nomination, function, term of existence, form of report, and the convener designates pro tem chairperson. The
committee ceases to exist when it has completed its final report and submitted it to the Faculty Organization.

**Ad Hoc Cumulative Performance Review Committee (CPR)**
This Committee will follow the University of Tennessee Health Science Center’s Faculty Handbook/Evaluation Manual on Final Probationary Review.

**ARTICLE XI**
**PROCEDURES for INITIATION of**
**APPOINTMENT to the FACULTY**

1. Recommendation for initial appointment is ordinarily initiated by a director or chair of search committee, to the Dean. Appointments may be made at any time during the calendar year.

2. The chair shall consult with the CAPT Committee as well as departmental faculty before nominations are forwarded.

3. The following documents should also be submitted with the recommendation:
   a. Certified copies of the documentation of degree work; professional licensure and certification.
   b. A current curriculum vitae.
   c. Two supporting letters of recommendation are required. For potential new faculty members who have previously held faculty or traineeship positions at UT or affiliated institutions, the letters may be internal. For potential new faculty members who join UT Health Science Center from another institution, the letters should be from that institution, or other sources outside UT Health Science Center, or both. For potential faculty members who are being considered for their first faculty appointment or who have completed their highest degree within the past three years, one of the letters of recommendation should ordinarily be from the major professor supervising the award of the degree.
   d. For faculty whose native language is not English, a completed “Certification of Effective Communication in English” is required. Determination of the ability to communicate effectively with students in English is typically made through individual or small group discussions and presentations with/to faculty members, students and college administrators.
   e. Any written comments or evaluations from faculty.

4. The original appointment of an individual to specific faculty rank must be based on credentials. Candidates will be evaluated with respect to performance in academic and scholarly activities appropriate to their fields of expertise. Although credentials are the prime factor, contributions to the overall development and goals of the institution and the CON will be considered.
ARTICLE XII
CRITERIA for ACADEMIC RANKS

Each faculty position in the College of Nursing has its own distinctive requirements which will be outlined in the appointment letter, but the following are basic guidelines for all College of Nursing faculty. Deficiencies in some aspect(s) may be counterbalanced by superiority in others. Academic ranks with or without modifiers for faculty appointment and promotion include Instructor, Assistant Professor, Associate Professor and Professor. Academic rank and the award of tenure are separate at The University of Tennessee Health Science Center. For further clarification of faculty appointments see the Faculty Handbook Section 6.2–6.4.

Requirements for appointment in or promotion to the faculty are as follows:

Section 1. Instructor

Depending on the distinctive requirements contained in the letter of appointment, a faculty member with the rank of Instructor is expected to:

1. Hold an earned doctorate or hold a master’s degree in a specialty and experience appropriate to the particular appointment.
2. Hold a current license in the state of practice if a member of a health profession requiring professional licensure.
3. Hold the appropriate certification if practicing in a health profession that provides certification as a practice credential.
4. Exhibit a commitment to the University’s mission.
5. Demonstrate evidence of ability to relate effectively to students and/or professional colleagues.

The rank of instructor is considered transient for tenure track faculty. If the credentials of the individual are not yet adequate to judge whether he/she will merit a more permanent faculty appointment in this institution, then a critical decision on retention and promotion of an instructor should be made no later than three (3) years after the initial appointment.

Section 2. Assistant Professor

The rank of Assistant Professor may be granted to tenure track or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment, a faculty member with the rank of Assistant Professor is expected to:

1. Hold the doctorate or other terminal degree of the discipline or equivalent training and
2. Experience appropriate to the particular appointment;
3. Demonstrate potential for excellence in teaching;
4. Demonstrate potential for excellence in research/creative and/or scholarly activity;
5. Demonstrate potential for excellence in service;
6. Have demonstrated ability to relate effectively to students or professional colleagues;
7. Demonstrate potential for excellence in patient care when applicable; and
8. Hold licensure in the state of practice and/or board certification in his/her discipline when applicable.

The rank of Assistant Professor ordinarily encompasses the years immediately following the completion of doctoral education, during which the faculty members are expected to develop expertise in their chosen field of endeavor. No later than the third year of appointment, the individuals are expected to demonstrate that they have a commitment to scholarship in an area of research or advanced practice.

**Section 3. Associate Professor**

The rank of Associate Professor may be granted to tenure track or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment (Section 4.7.2), a faculty member with the rank of Associate Professor is expected to:

1. Hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment;
2. Demonstrate significant contributions as a teacher and a strong likelihood of continuing effectiveness.
3. Demonstrate significant contributions as a researcher and/or scholarly or professional attainment, and a strong likelihood of continuing effectiveness;
4. Demonstrate significant contributions to service and a strong likelihood of continuing effectiveness;
5. Have demonstrated ability to relate effectively to students and professional colleagues;
6. Participate actively in professional associations;
7. Have held the rank of Assistant Professor at UTHSC or other reputable academic institutions for at least four (4) years (earlier promotions may be recommended in exceptional cases, however);
8. Demonstrate significant contributions to patient care when applicable; and hold licensure in the state of practice and/or board certification in his/her discipline when applicable.

**Section 4. Professor**

The rank of Professor may be granted to tenure track or nontenure track faculty.
Depending on the distinctive requirements contained in the letter of appointment (Section 4.7.2), a faculty member with the rank of Professor is expected to:

1. Hold the doctorate or other terminal degree of the discipline or have equivalent training and experience appropriate to the particular appointment;
2. Demonstrate a clear and convincing record of a high level of sustained effectiveness as a teacher;
3. Demonstrate a clear and convincing record of a high level of sustained effectiveness in research and/or scholarly activity;
4. Demonstrate a clear and convincing record of a high level of sustained effectiveness in service;
5. Demonstrate the ability to relate effectively to students and professional colleagues;
6. Have a national or international reputation in the discipline;
7. Have held the rank of Associate Professor at UTHSC or other reputable academic institutions for at least five (5) years (earlier promotion may be recommended in exceptional cases);
8. Demonstrate a clear and convincing record of high level of sustained effectiveness in patient care when applicable; and
9. Hold licensure in the state of practice and/or board certification in his/her discipline when applicable.

ARTICLE XIII
PROCESS for EFFECTING PROMOTIONS

The process to be followed for promotion is similar to that for tenure in regard to the nomination, preparation of the dossier by the candidate, letters of evaluation, and review and vote by the College of Nursing Appointment, Promotion, and Tenure Committee. The review for promotion is directed at the criteria for the specific rank.

Minimum Scholarship Requirements for Promotion:

The dossier of a candidate for promotion who is tenured or on tenure track must include at least the following items that are relevant to the period of time related to this promotion:

1. Current Curriculum Vitae, in the form required by UTHSC;
2. Annual accomplishments and goals, written by the candidate, that are relevant to the period related to this promotion (a period generally not longer than five years);
3. Summaries of Annual Performance and Planning Reviews, written by the Chair and the faculty member’s responses, if any, that correspond to the annual accomplishments and goals of item 2 above;
4. Documentation of final percent effort assigned to each of the missions for each of the years since the last promotion (or since initial appointment); and
5. External letters of evaluation.

External letters of evaluation from at least three individuals outside UTHSC who are qualified to assess the candidate’s contributions in his/her field during the period of review should be solicited. External reviewers should be objective individuals of senior, established status who, in the past three years, were not mentors, students, collaborators, or co-investigators. It is expected that letters of evaluation from at least two external reviewers will be included in the dossier. Typically the Chair and the candidate will collaborate on selecting appropriate individuals to provide external letters of evaluation. The Chair normally solicits the external letters.

The dossier may also contain additional documents relevant to the period of time related to this promotion, including:

1. Sample publications;
2. Summaries of student teaching evaluations, as well as other indicators of teaching performance; and

Up to three peer evaluations from individuals within UTHSC may also be included in the dossier. Individuals within UTHSC who provide peer evaluations should be at the rank to which the candidate is seeking to be promoted. UTHSC faculty who provide peer evaluations should, if possible, not have a clear conflict of interest, such as faculty who are members of the candidate’s department.

The tenured faculty of the College of Nursing, who hold an equal to or higher rank than that to which the candidate is seeking promotion, will be notified by the Associate Dean of Academic Affairs of the meeting of the CAPT Committee and the availability of the dossier for review. Notification of the meeting must be at least 10 working days prior to the time scheduled.

Members of the CAPT Committee will review the candidate’s dossier and derive a numerical evaluation score on the performance metrics document. This evaluation is based on the minimum criteria for rank and the level of accomplishment of the accomplishments and goals since the time of appointment or last promotion. While no promotion should be made solely based on points, the point system of the performance metrics defines a minimum level of accomplishment. The expectations for promotion follow.

a. For promotion to Assistant Professor, the candidate should normally receive a total score of 3.5 points if he/she does not have a clinical practice and 4.0 points if he/she has clinical care responsibilities.

b. For promotion to Associate Professor, the candidate should normally receive a minimum of 6 points from activities since appointment or last promotion.
c. For promotion to Professor, the candidate should normally receive a minimum of 7.5 points from activities since appointment or last promotion.

After review of the dossier and discussion, a formal vote is recorded. A written report is prepared for the Dean consisting of the list of faculty members in attendance, the majority and minority views, if relevant, and the summary vote. A simple majority of those eligible to vote is necessary for a positive recommendation. A positive or negative vote is recorded on each candidate, and this written report and all supporting documents are forwarded to the Dean. In case of a split vote that cannot be reconciled, the vote and supporting documents will be forwarded to the Dean for review and decision.

The Dean will make a decision on each recommendation based on the advice of the CAPT Committee, and on the basis of other circumstances, including personal knowledge of the individuals. In the case of a positive decision by the Dean the recommendation and any required supporting documents are forwarded to the UT Health Science Center Chief Academic Officer. In the case of any negative decision by the Dean, he/she will provide the individual with written notice of the decision, stating that the faculty member may appeal a negative decision through the Faculty Senate in accordance with the Faculty Handbook.

ARTICLE XIV
CRITERIA for the AWARD of TENURE and CAREER DEVELOPMENT of TENURE TRACK FACULTY

Promotion in academic rank and the award of tenure are separate issues at The University of Tennessee. A tenure track faculty member must serve a probationary period prior to being considered for tenure. The maximum number of years in the probationary period is specified at the initial appointment. Generally the probationary period is no less than one and no more than seven academic years. The original appointment letter states the length of the probationary period and the academic year in which he/she must be considered for tenure if the minimum eligibility requirements for consideration have been met. There are special circumstances in which the probationary period may be suspended. See the UT Health Science Center Faculty Handbook for more details about the tenure process.

The career development and evaluation process for regular full-time faculty members in the probationary period is a series of meetings, involving the faculty member and the Dean or designee. The purposes of these meetings are to mutually establish academic goals for the faculty member, to evaluate the faculty member’s performance in achieving these previously established goals, and to provide the faculty member with a routine opportunity to seek and receive advice and guidance from the Dean and the tenured faculty of the college. The career development and evaluation process includes (1) an initial meeting with the Dean or Designee, (2) Annual Performance-and-Planning Reviews, (3) an Interim Probationary Review, and (4) a Final
Probationary Review. These processes are in keeping with and are fully described in the UT Health Science Center Handbook. Tenured faculty from the college participates in the Interim and Final Probationary Reviews.

Section 1. Criteria for Tenure Recommendation

The minimum criteria for a positive recommendation for the award of tenure at UTHSC and the College of Nursing are:

A. Fulfilling the distinctive requirements established in writing by the College of Nursing for the faculty position. The relative weighting is determined at the time of the initial appointment but may be changed during the probationary period by the Dean and the faculty member during the Annual Performance-and-Planning Reviews.

B. Possessing a record of academic achievement at UTHSC that strongly indicates that his/her performance as a regular full-time faculty member will meet the expectations and goals of the College of Nursing throughout his/her future academic career.

C. Demonstrating teaching effectiveness and evidence of scholarship in research, service, or patient care are additional criteria for the College of Nursing.

Section 2. Career Development and Evaluation Process for Tenure Track Faculty Members

The career development of a tenure track faculty member begins with appointment and an appointment letter that clearly outlines the distinctive requirements for the faculty member. This is followed by an initial meeting with the Dean or designee within the first 30 days of arriving at UTHSC. Annual Performance-and-Planning Reviews provide an opportunity for the faculty member and Dean or designee to review his/her performance in achieving previously established goals, plan for the next year, and discuss the faculty member’s progress toward tenure.

A. Interim Probationary Review:

For each tenure track faculty member whose probationary period is four or more years, an interim tenure review shall be conducted at the midpoint. If the probationary period is four years, the Interim Review occurs in the second year. If the probationary period is five, six or seven years, the Interim Review occurs during the third year. The two-part review will be conducted by the CAPT Committee and the Dean or designee at the same time as the Annual Performance-and-Planning Review or upon request. The Department Chair will request the tenure track-faculty member prepare a dossier.
The dossier must include the following items:

1. A current curriculum vitae constructed according to the form required by UTHSC.
2. The initial appointment letter and annual reappointment letters with all salary figures obscured.
3. Annual accomplishments and goals, written by the candidate, since accepting a tenure track faculty appointment at UTHSC.
4. Summaries of Annual Performance-and-Planning Reviews, written by the Dean or designee and the faculty member’s responses, if any, that correspond to the annual accomplishments and goals of item 3 above.

The dossier may also contain additional documents relevant to the period of time related to this time period, including:

1. Sample publications;
2. Summaries of student teaching evaluations, as well as other indicators of teaching performance; and
3. Letters of evaluation, which contain a subjective peer-evaluation of a candidate’s accomplishments and professional standing.

The Associate Dean for Academic Programs will notify the CAPT Committee of the availability of the dossier for review and the scheduled time for a CAPT Committee meeting. After review of the supporting materials and discussion of the candidate, a formal vote is recorded by the CAPT Committee. A written report to the Dean will contain a list of the tenured faculty members who voted, all suggestions; the majority and minority views, if relevant; and the summary vote. The Dean or designee will meet with the tenure track faculty member to discuss the recommendations. The Dean shall certify in the annual performance assessment that the review has been completed and note the results thereof. Summary copies of these Interim Review documents are given to the faculty member and placed in his/her personnel file. The purpose of the Interim Review is to establish a mutual understanding between the faculty member and the college leadership regarding his/her progress towards attainment of tenure. A negative Interim Review does not preclude the award of tenure but should place the candidate on notice of deficiencies, which must be corrected before tenure could be recommended. A negative review should be accompanied by a definite plan whereby the faculty member can meet the collegiate expectations that would allow a favorable recommendation at the end of the probationary period. Alternatively, an unfavorable review may lead to a notice of non-reappointment of the faculty member. This will be undertaken in keeping with the UTHSC Faculty Handbook. A favorable Interim Review does not commit the college to a subsequent recommendation for tenure.
B. Final Probationary Review

1. A recommendation for the award of tenure to a faculty member of the College of Nursing is ordinarily initiated by the Department Chair. An individual faculty member also has the privilege of requesting his/her consideration for award of tenure; such a request should conform to the relevant stipulations of this document and should be directed ordinarily to the Department Chair. The CAPT Committee can also initiate the Final Probationary Review process. Award of tenure is recommended by the Dean of the College of Nursing, with additional approvals at the campus, system and UT Board of Trustees as described in the UTHSC Faculty Handbook.

a. The faculty member candidate will prepare a dossier, containing the documents required for this review by the CAPT committee. The CAPT Committee can provide consultation to the candidate regarding the preparation of materials. The dossier must include the following items:

1. A current curriculum vitae constructed according to the form required by UTHSC.
2. The initial appointment letter and annual reappointment letters with all salary figures obscured.
3. Annual accomplishments and goals, written by the candidate, since accepting a tenure track faculty appointment at UTHSC.
4. Summaries of Annual Performance-and-Planning Reviews, written by the Dean or designee and the faculty member’s responses, if any, that correspond to the annual accomplishments and goals of item C above.
5. At least two letters of evaluation must be submitted from faculty members at the Associate Professor rank or above, at UTHSC or at other institutions. All letters of evaluation must describe the relationship (current and previous) between the individual writing the letter of endorsement and the nominee for the award of tenure. A letter of evaluation contains a subjective peer-evaluation of a candidate’s accomplishments and professional standing. If local expertise does not exist for adequate peer-evaluation of the candidate’s teaching, research, and/or practice, evaluation outside of the College or UTHSC must be requested. Additional letters of evaluation may be submitted but the maximum allowed is six.
6. Sample publications.
7. Indicators of teaching performance.
2. The CAPT Committee will be notified by the Associate Dean for Academic Programs of the availability of the dossier for review and of a meeting time for discussion and deliberation of all the candidates for tenure. Notification of the meeting must be at least 10 working days prior to the time scheduled. After review of the dossier and a discussion of the candidate are conducted, a formal vote is recorded. The CAPT Committee prepares a written report containing a list of tenured faculty members in attendance, the majority and minority views, if relevant, and the summary vote for the Dean. A positive recommendation for tenure will be a simple majority of those eligible to vote. All tenured faculty members will have the opportunity to review and vote on recommendation to award tenure.

3. If the vote of the CAPT committee is split and agreement is not possible, the vote will be recorded and forwarded to the Dean for review and a decision.

4. All recommendations whether positive or negative on each candidate and supporting documents are forwarded to the Dean for review.

5. The Dean will make a decision on each recommendation based on the advice of the CAPT committee, as well as on the basis of other circumstances, including personal knowledge of individuals and the needs of the college. In case of any negative decision by the Dean, the Dean will provide the individual faculty member with written notice of the decision, describing what steps remain, and stating that the faculty member may appeal a negative decision through the Faculty Senate in accordance with provision in the UTHSC Faculty Handbook. The Dean’s recommendations whether positive or negative with all supporting documents will then be forwarded to the Academic Affairs Officer in the Chancellor's Office for further processing.

ARTICLE XV

PLAN for REMEDIATION of UNSATISFACTORY ANNUAL PERFORMANCE-AND-PLANNING REVIEWS

The Board’s policy on tenure states that a rigorous and thorough review shall be made of any faculty member whose performance is rated as 1) Unsatisfactory in any two of five consecutive years; or 2) a faculty member whose annual review is any combination of Unsatisfactory or Needs Improvement in any three of five consecutive years. “. The Dean will convene a Review Committee within 30 days of the second negative review. The Review Committee will be chaired by the College of Nursing’s Associate Dean for Academic Affairs and composed of members of the CAPT Committee and at least one tenured full professor from another University of Tennessee Health Science Center college. The reviewer from outside the college will be
appointed by the Dean of the College of Nursing based on the relevance of that faculty member’s expertise to that of the reviewed faculty member (i.e. teaching, practice, or research).

The Review Committee will review all relevant materials and evaluate the faculty member. According to the Board of Trustees policy, if the faculty member is evaluated by the Review Committee as “unsatisfactory”, the Dean, University of Tennessee Health Science Center’s Chief Academic Officer, and Faculty Senate President shall reach consensus on one of two actions:

1. Recommend that the Chancellor initiate proceedings to terminate the faculty member for adequate cause.
2. Develop with the affected faculty member a written Remediation Plan (e.g., skill-development leave of absence, intensive mentoring, curtailment of outside services, change in load/responsibilities) normally of up to one calendar year and a means of their assessing its efficacy.

ARTICLE XVI

PROCEDURE for COLLEGIATE APPOINTMENT, PROMOTION, and TENURE COMMITTEE INVOLVEMENT in TERMINATION of TENURED FACULTY WITH ADEQUATE CAUSE

The department Chair of the faculty member under review for termination with adequate cause will notify the Chair of the College of Nursing Collegiate Appointment, Promotion, and Tenure (CAPT) Committee of the potential action. The CAPT Chair will call a meeting of the committee to review the tenured faculty member’s performance in teaching, research, and service and vote on the question of whether termination proceedings should be initiated. Committee members shall receive at least a 5-day notice of the planned meeting. Materials will be distributed to the committee at least three days prior to the meeting to allow ample time for review. Accommodations will be made to allow members to attend the meeting by telephone conference call in the event some members cannot attend the meeting in person. A simple majority of all tenured faculty constitutes a quorum. The CAPT Committee Chair will notify members during the meeting to avoid making public statements or releasing information about the case until the proceedings have been completed, which occurs after consideration by the Board of Trustees. The CAPT Committee will review and make a recommendation based upon the following written materials: faculty member’s three most recent annual performance reviews, most recent curriculum vitae, and other pertinent documents reflecting the faculty member’s performance,
such as student evaluations and relevant communications between the faculty member and Chair. In addition, the CAPT Committee will review the written development plan and interim progress report(s) for the most recent annual-performance-and-planning review period(s) preceding the termination action. The faculty member’s department Chair is responsible for providing relevant documents to the Chair of the CAPT Committee, who will distribute materials to committee members. CAPT Committee members will vote after review and discussion of the relevant documents. The faculty member may present additional pertinent information for the committee to review. Members will vote at the meeting either by individual paper ballot or electronic voting on a secure university approved website. The College of Nursing CAPT Committee Chair will submit a written report to the faculty members’ Chair documenting the committee’s recommendation. The committee’s recommendations will indicate if termination proceedings should be initiated and include the names of tenured faculty in attendance, a summary of the majority and minority views if relevant, and the summary vote. The committee’s vote shall be advisory to the faculty member’s Chair.
APPENDIX A
Ph.D. in NURSING SCIENCES FACULTY COMMITTEE

A. The purposes of this Committee are to:
1. Serve as a link between the College of Graduate Health Sciences (CGHS) and the College of Nursing’s Ph.D. in Nursing Sciences (Program).
2. Approve applicants for admission to the Program
3. Evaluate the Program’s curriculum and make recommendations for revision to the CGHS Curriculum Committee and Graduate Studies Council.

B. The functions of this Committee are to:
1. Follow the CGHS’ Bylaws and Policies
2. Respond to and make recommendations to the CGHS Graduate Studies Council.
The Director of the Program is a member of the Graduate Studies Council.
3. Forward to the Dean of the CGHS the names of applicants recommended for admission in the Program.
4. Monitor student progress and make recommendations for student progression and retention in the Program.
5. Evaluate and recommend changes in the curriculum in the context of relevant trends in nursing sciences, education and research.
6. Forward recommendations for curricular or course changes to the CGHS Curriculum Committee and Graduate Studies Council.

C. The Committee shall be composed of:
1. Full-time or part-time College of Nursing faculty members who have been approved by the CGHS to serve on student committees or serve on student committee and direct dissertations.
2. Voting privileges are extended to full-time faculty members who have been approved by the CGHS to serve on student committees or serve on student committees and direct dissertation.
3. The Chairperson of this Committee is the Director of the Program.
Appendix B

University of Tennessee Health Science Center
College of Nursing

PROCEDURE for REVIEWING and RECOMMENDING to the DEAN ACTION ON INITIAL NOMINATIONS for APPOINTMENT AS TO RANK

The Collegiate Appointment, Promotion, and Tenure (CAPT) Committee reviews and recommends to the Dean action on initial nominations for appointment as to rank. The Chair of the faculty applicant will submit to the Chair of the CAPT Committee (hereafter referred to as Committee Chair) a letter specifying his/her recommendation relative to the potential rank of the faculty applicant along with a copy of the faculty applicant’s Curriculum Vitae (CV). The Committee Chair will distribute electronically the recommendation letter and faculty candidate’s CV to members of the CAPT committee prior to the faculty applicant’s interview. Concurrent with the electronic distribution of these materials the CAPT committee members will be polled to determine if a meeting is needed to discuss the faculty applicant. Committee members who cannot attend the meeting in person will be given the opportunity to attend via telephone conference and to vote electronically prior to the meeting. During the meeting the CAPT Committee will deliberate and vote on the faculty candidate via anonymous electronic ballot prior to adjourning the meeting. Minutes of the meeting will be recorded to document views about the faculty candidate. If the CAPT committee elects to forgo a meeting to discuss the faculty candidate, the Committee Chair will report to the committee the final vote. The final vote and recommendation will be provided to the Dean in writing by the committee Chair.