

RUTGERS SCHOOL OF NURSING FACULTY BYLAWS

Updated: April, 2021 (approved by Chancellor March, 2022), May 18, 2018 (approved by Chancellor), April 22, 2018; February 15, 2018; November 16, 2016; October 5, 2016; September 16, 2016; November 24, 2014

ARTICLE I: PURPOSE

The purpose of these Bylaws is to establish guidelines and procedures for the organization and governance of the School of Nursing (“School”) and to delineate the authority, responsibilities and duties of the faculty with respect to education, research, service, patient care and administration.

ARTICLE II: THE SCHOOL

The School of Nursing is one of the academic units of the Rutgers Biomedical and Health Sciences (RBHS) of Rutgers, The State University of New Jersey (“the University” or “Rutgers”). The School shall be organized as described in these Bylaws. The duties, privileges and responsibilities of the faculty of the School, as stated or implied herein, shall be exercised in accordance with the rules, policies and procedures of Rutgers Biomedical and Health Sciences and Rutgers University. Nothing in these Bylaws shall contravene any provision of any applicable policy or procedure governing RBHS and/or Rutgers, its collectively-negotiated agreements, or laws and regulations. These Bylaws are constructed to recognize and implement the principle of shared governance of the School. They shall apply to all faculty of the School.

Vision: The Rutgers School of Nursing will be a national and global leader in nursing education, research and scholarship, and clinical care contributing to the improvement of health.

Mission: To educate students; advance the discipline of nursing through research, scholarship and practice; provide service responsive to the health care needs of diverse populations; and demonstrate local, national and international leadership.

ARTICLE III: THE FACULTY

Voting members shall consist of all individuals appointed to the School as faculty, who are tenured, tenure-track, non-tenure track faculty, instructors or lecturers, including academic year appointees and calendar year appointees. Faculty employed as Dean, Executive Vice Dean, Vice President or Executive Dean may participate in faculty meetings and committees but without vote. Unless specifically stated otherwise in these Bylaws regarding the faculty, councils or committees, ex officio members have voice but not vote, except in the event of a tie; a majority of membership eligible to vote shall constitute a quorum, which will be required for all binding decisions of the faculty; and all actions shall be by simple majority vote of members casting ballots. Faculty have responsibility for matters related to the curriculum in accordance with University policy and procedure. Faculty participate in decision making matters related to the students including but not limited to admissions, academic progression and approval of the slate of candidates for graduation.

ARTICLE IV: ORGANIZATION OF THE SCHOOL

1. The Dean

1.1 Under the Chancellor and the President, the Dean shall be the chief academic and administrative officer of the School with primary responsibility for implementing the mission of the School. The Dean’s duties and powers shall include the following:

- 1.1.1 primary responsibility for the school's educational, research, health care and service programs, for the development of teaching and research affiliations, for administration of the school, for promotion of the school's development and effectiveness, and for maintaining accreditation with appropriate groups or agencies;

- 1.1.2 endorsement of curricula;
 - 1.1.3 supervision of the members of the academic and non-academic staff of the school;
 - 1.1.4 recommendation to the Chancellor, the President and the Board of Governors of appointment, reappointment and promotion of and conferral of tenure upon qualified individuals to serve as faculty of the school, consistent with all University Policies and applicable collective negotiations agreements;
 - 1.1.5 implementation of the University's processes for review of the performance of individual faculty members;
 - 1.1.6 development and implementation of career development plans and actions for individual faculty members;
 - 1.1.7 recommendation to the Chancellor and the President where necessary, of appointment, reappointment and promotion of qualified individuals to serve as administrators of the School;
 - 1.1.8 preparation and recommendation of the annual budget;
 - 1.1.9 review and approval of the expenditure of funds allocated to the school;
 - 1.1.10 assignment of space within the school;
 - 1.1.11 development of liaisons and mechanisms to foster consultation and discussion with appropriate community and other external constituent groups;
 - 1.1.12 submission of reports and recommendations to the Chancellor and the Board of Governors concerning the operation, plans and development of the school, as required
- 1.2 When the position of Dean becomes vacant, a search committee shall be formed. The School of Nursing faculty will provide a list of potential individuals (elected by faculty) to the Chancellor to serve on the Dean's search committee. The Dean's search committee is appointed by the Chancellor. The Dean shall be selected by the Chancellor and serve at the pleasure of the Chancellor.
- 1.3 There may be a periodic review of the School and the stewardship of the Dean at least once every five (5) years. The findings of each review shall be reported to the Chancellor and the faculty.

2. Administrators

- 2.1 The Dean may appoint an Executive Vice Dean, Associate and/or Assistant Deans who shall provide the academic and administrative leadership for the educational, clinical, research and service programs for each respective Division, under the direction of the Dean.
- 2.2 The Dean may delegate authority and/or responsibility to these officers as may be deemed necessary for effective administration. These administrators shall serve at the pleasure of the Dean.
- 2.3 There may be a periodic review of each administrative officer and the stewardship of its Vice/Associate/Assistant Dean at least once every five (5) years.

3. The Faculty Council

The Faculty Council (n=10) shall be composed of the Officers of the faculty (Chair, Vice-Chair, Secretary), the immediate Past-Chair of the Faculty and two members from each of the three Divisions elected by and from each of the Divisions of the School. The Dean shall serve as an ex-officio member of the Faculty Council.

The Faculty Council shall be chaired by the Chair of the Faculty and ordinarily shall meet no less than quarterly to consider all matters brought before it in accordance with the Faculty Council's rules for submission of agenda items, by any of its members, the Dean, or Committees

of the School. The Faculty Council will appoint members of all faculty standing and ad hoc committees, unless otherwise specified in the Bylaws. Special meetings of the Faculty Council may be called by its Chair, at the Chair's discretion, or by written request to the Chair by five of its members. A quorum of the Faculty Council shall consist of a majority of its members or designated alternates.

ARTICLE V. Officers of the Faculty Council

1. The Chair

The Chair of the faculty shall have served as the Vice Chair in the preceding two-year term. In the event that the preceding Vice-Chair is unable or unwilling to serve as Chair, a new Chair shall be elected by the Faculty. He/she shall preside at all meetings of the Faculty Council. The Chair shall serve for a term of two years. If the Chair is unable to complete the term, the Vice Chair shall assume the office and remain in that office for the subsequent term. The Chair shall preside at meetings of the Faculty Council.

2. The Vice Chair

The Vice-Chair of the Faculty shall be elected by the faculty and shall preside at meetings of the Faculty Council in the Chair's absence. The Vice Chair shall serve for a term of two years and automatically succeed to the office of Chair. A vacancy in the office of Vice Chair shall be filled through a special election held within ninety days of the vacancy. The Vice Chair shall serve as the Chairperson of the Nominations and Bylaws Committee.

3. The Secretary

The Secretary shall be elected by the faculty and will review the minutes of all meetings of the faculty and the Faculty Council, conduct correspondence, and keep the records of the faculty and Faculty Council. Supported by administrative staff from the Office of the Dean, the Secretary 1) shall notify the faculty of each faculty meeting and Faculty Council members of each Faculty Council meeting and give all notices required by these Bylaws or by the Faculty Council; 2) shall solicit items for the agendas of Faculty and Faculty Council meetings, prepare the agendas for these meetings in consultation with the Chair, and distribute the agendas prior to these meetings; and 3) shall determine whether a quorum is present and supervise voting and other administrative procedures at all meetings of the faculty and Faculty Council. In the absence of the Chair and Vice Chair, the Secretary shall preside at meetings of the Faculty Council. The Secretary shall serve for a term of two years and may be reelected in the same office. A vacancy in the office of Secretary shall be filled through a special election held within ninety days of the vacancy.

ARTICLE VI: THE FACULTY COUNCIL

1. Function

The Faculty Council shall function as a representative body of the Faculty. The Faculty Council shall consider any appropriate matter brought before it by its members, the Faculty, or the Administration of the School, and shall make recommendations on the matters brought before it to the faculty for their consideration and vote as appropriate. It shall solicit items from all faculty committees and place them on the agenda for the faculty meeting. It shall receive reports from the Dean's office, committees of the School, Senate representatives, RBHS Council Representative, and shall report regularly to the faculty regarding activities of the administration, the Faculty Councils, committees of the School or other matters, as deemed appropriate.

2. Executive Committee of the Faculty Council

Officers of the Faculty and the immediate Past-Chair of the Faculty shall comprise the Executive Committee (n=4) of the Faculty Council. The Executive Committee shall be empowered to act on behalf of the Faculty Council during the interval between Faculty Council meetings and shall report such actions at the next subsequent meeting of the Faculty Council. The Faculty Council Chair shall provide a report of the activities of the Faculty Council to the faculty at each faculty meeting.

3. Divisional Representatives

The faculty shall elect two persons from each Division to represent it on the Faculty Council (n=6). Elected members shall be referred to as "Divisional Representatives." A Divisional Representative shall serve a term of two years and may not serve for more than two consecutive terms. Their terms shall be staggered. Divisional Representatives, if unable to attend a Faculty Council meeting, including by electronic conference, shall designate alternate faculty members to attend the meeting in their absence and vote on their behalf. If Divisional Representatives, themselves, are not present at three consecutive Faculty Council meetings, they shall be required to provide reasonable explanation to the Executive Committee, which in such cases may remove the Divisional Representative by majority vote. If a Divisional Representative is unable to complete his or her term of office, the Division shall elect a replacement Divisional Representative within thirty days of the date of the vacancy. Representatives elected in such cases shall complete the term of the individual they are replacing and be eligible for re-election.

ARTICLE VII: ELECTIONS

1. Officers of the Faculty Council

The faculty shall elect every year a Vice Chair and every year a Secretary as officers of the faculty. Officers of the faculty shall be members of the faculty. Divisional Representatives (permanent or interim) or other administrative faculty such as Deans and Vice Deans, including those with modifiers such as Executive, Assistant or Associate, may not serve as Faculty Officers. Each member of the voting faculty shall be entitled to vote for the Officers of the faculty.

Not less than 30 days before the election of the faculty officers, the Nominations and Bylaws Committee/Faculty Council Vice Chair in collaboration with the Nominations and Bylaws Committee shall create a list of candidates for the offices to be filled. Further, not less than 30 days before the election, any member of the faculty may place the name of any eligible and willing faculty member in nomination for office. Prior to the election the Nominations and Bylaws Committee chair will obtain all nominees' consent to be placed on the ballot.

The Nominations and Bylaws Committee/Faculty Council Vice Chair shall inform the faculty in writing of all candidates not less than thirty days before the election by distributing an electronic ballot. Ballots shall be tabulated by the Nominations and Bylaws Committee. The Faculty Council Chair will resolve tie votes by a toss of a coin witnessed by the Faculty Council Vice-Chair. The Nominations and Bylaws Committee/Faculty Council Vice Chair shall inform the faculty of the outcome of the election within one week, if possible, but no later than the date of the next faculty meeting.

2. Divisional Representatives

Not less than 30 days prior to the election of faculty officers, the Nominations and Bylaws Committee/Faculty Council Vice Chair shall request nominations from the faculty in each Division for Divisional Representatives whose terms on the Faculty Council are due to expire within the year. Not less than 30 days prior to the election, the names of candidates to be placed in nomination for Divisional Representative shall be submitted to the Nominations and Bylaws Committee/Faculty Council Vice Chair in writing. These nominations shall be confirmed by the faculty member whose name is being placed in nomination, indicating his or her consent.

The names of candidates to serve as Divisional Representatives will be placed on the ballot sent to each faculty member not less than 30 days before the election to each faculty member. The Faculty Council Chair will resolve tie votes by a toss of a coin witnessed by the Faculty Council Vice-Chair. The Nominations and Bylaws Committee/Faculty Council Vice Chair shall inform the faculty of the outcome of the election during the faculty meeting.

ARTICLE VIII: FACULTY COMMITTEES

1. General

Each standing committee shall consist of no less than one faculty member from each Division and such other members as set forth in these Bylaws. Faculty committees shall gather information appropriate to their charge and shall forward their recommendations concerning School policies to the Faculty Council for presentation to the faculty for a vote if appropriate. Faculty committees may request that agenda items be placed on a faculty meeting agenda without the approval of the Faculty Council or its Executive Committee. Terms of committee members are for two years. Faculty Committees may appoint sub-committees to assist them in their duties. Sub-committees shall report to the Committee which appointed them. Chairs of sub-committees shall be selected by the appointing committee from among its members, unless otherwise specified herein. Members of faculty committees shall elect a chairperson at the beginning of each academic year for a two-year term.

Each faculty committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance and actions taken. Copies of such minutes shall be transmitted within 15 days to the Office of the Dean and the Faculty Secretary. All Committees shall prepare Annual Reports of their activities which shall be submitted to the Dean, Faculty Council, and all faculty members. Reports, minutes and operating procedures of faculty committees shall be maintained in the Office of the Dean and shall be available for review by all faculty members.

The faculty curriculum committee work at the Divisional levels shall move to the committee on Curriculum and Evaluation, and where appropriate to full faculty for vote.

2. Nominations and Bylaws Committee

The Nominations and Bylaws Committee shall have responsibility in preparing candidate slates for all faculty standing committees, tabulating the vote, and all communication with the faculty. The Faculty Vice-Chair will serve as the Chairperson of the Nominations and Bylaws Committee. Committee Chairpersons shall send the list of open positions to the Nominations and Bylaws Committee. This committee shall also be responsible for reviewing and proposing updates to the Bylaws at a minimum of every 5 years. Membership of Nominations and Bylaws committee shall consist of the chairperson (Faculty Council Vice-Chairperson), and at a minimum one representative from each SON division, and one ex officio member appointed by the Dean (n=4).

More specifically, the duties and responsibilities of this committee are to:

1. Annually solicit from all faculty amendments to the Bylaws of the faculty, discuss and propose recommended changes, if any, to the Bylaws for the faculty's consideration and vote.
2. Prepare a slate of nominees for election to all standing committees, including the Academic Committee and other Committees of the Rutgers University Senate as well as School Committees, based upon a call for nominations to all faculty to be voted by the faculty at the faculty meeting or electronically.
3. In collaboration with Student Services Coordinators, designate students for standing committees, based upon the recommendations of the elected student government members in the spring semester of each year.

3. Committee on Entry to Baccalaureate Practice Programs

The Committee on Entry to Baccalaureate Practice Programs shall have responsibilities for assisting the faculty in implementing policies and achieving the missions of the School regarding Baccalaureate programs, curricula, student issues not otherwise addressed by University policy, admission, retention and graduation. The Committee shall be composed of a minimum of four faculty members of the Baccalaureate Division, one faculty member from outside that Division, and one undergraduate student

(n=6). The Dean or designee shall serve ex officio on this committee.

More specifically, the duties and responsibilities of this committee are to:

1. Oversee systematic program reviews for all Baccalaureate programs in keeping with the Evaluation Plan of the School.
2. Assure that Baccalaureate curricular components are consistent with the School's mission, philosophy, and curricula terminal objectives.
3. Review and approve course content and resources for program currency and integrity, assuring compliance with professional nursing standards and accreditation guidelines.
4. Recommend curriculum revisions to the Committee on Curriculum and Evaluation for presentation to the faculty for a vote.
5. Monitor, formulate and recommend policies governing Baccalaureate programs.
6. Collaborate with the Committee on Curriculum and Evaluation in the development, maintenance and implementation of the curriculum Evaluation Plan for the School.
7. Determine, recommend, and review the criteria by which applicants are admitted.
8. Review and approve applications to Baccalaureate programs.
9. Set bench-marking goals for student outcomes and monitor achievement of the goals.

4. Committee on Advanced Nursing Practice Programs

The Committee on Advance Nursing Practice Programs has responsibilities for assisting the faculty with implementing policies and achieving the missions of the School regarding Advanced Nursing Practice programs, curricula, student issues not otherwise addressed by University policy, admission, retention and graduation. The Committee shall be composed of a minimum of four faculty members of the Advanced Nursing Practice Division, one faculty member from outside that Division, and one MS or DNP student (n=6). The Dean or designee will serve as ex officio on this committee.

More specifically, the duties and responsibilities of this committee are to:

1. Oversee systematic program reviews for all Advanced Nursing Practice programs in keeping with the Evaluation Plan of the School.
2. Assure that Advanced Nursing Practice curricular components are consistent with the School's mission, philosophy, and curricula terminal objectives.
3. Review and approve course content and resources for program currency and integrity, assuring compliance with professional nursing standards and guidelines.
4. Recommend curriculum revisions to the Committee on Curriculum and Evaluation for presentation to the faculty for a vote.
5. Monitor, formulate and recommend policies governing Advanced Nursing Practice programs.
6. Collaborate with the Committee on Curriculum and Evaluation in the development, maintenance and implementation of the Evaluation Plan for the School.
7. Determine, recommend, and review the criteria by which applicants are admitted.
8. Review and approve applications to Advance Nursing Practice programs in consultation with the Specialty Directors.
9. Set bench-marking goals for student outcomes and monitor achievement of the goals.

5. Committee on Nursing Science Programs

The Committee on Nursing Science Programs shall have responsibilities for assisting the faculty with implementing policies and achieving the missions of the School regarding the Nursing Science programs, curricula, student issues not otherwise addressed by University policy, admission, retention and graduation. The Committee shall be composed of four members of that Division, one faculty member from outside that Division, and one PhD student (n=6). The Dean or designee will serve ex officio on this committee.

More specifically, the duties and responsibilities of this committee are to:

1. Oversee systematic program reviews for all Nursing Science programs in keeping with the Evaluation Plan of the School.
2. Assure that Nursing Science curricular components are consistent with the School's mission, philosophy, and curricula terminal objectives.
3. Review and approve course content and resources for program currency and integrity, assuring compliance with professional nursing standards and guidelines.
4. Recommend curriculum revisions to the Committee on Curriculum and Evaluation for presentation to Faculty for a vote.
5. Monitor, formulate and recommend policies governing Nursing Science programs.
6. Collaborate with the Committee on Curriculum and Evaluation in the development, maintenance and implementation of the Evaluation Plan for the School.
7. Determine, recommend, and review the criteria by which applicants are admitted.
8. Review and approve applications to Nursing Science programs.
9. Conduct interviews with candidates for admission, as appropriate, and recommend a match with faculty advisors.
10. Set bench-marking goals for student outcomes and monitor achievement of the goals.

6. Committee on Curriculum and Evaluation

The Committee on Curriculum and Evaluation consists of the Chairs of the three program committees: Baccalaureate Programs, Advanced Nursing Practice Programs, and Nursing Science Programs, one additional representative from each Division, one student, and the Dean's designee, who serves ex officio (n=7).

More specifically, the duties and responsibilities of this committee are to:

1. Review and coordinate recommendations by Divisional Committees on Curriculum, providing a School-wide perspective.
2. Prepare a summary document of all proposed curriculum changes and place this document on the agenda of the faculty meeting as a consent calendar for faculty approval.
3. Assure that all School curricula are in compliance with applicable accreditation standards.
4. Develop and maintain a dynamic evaluation plan ("Evaluation Plan") for the School that is consistent with the University and School's missions and goals, and addresses student, faculty, curriculum, administration, resources and accreditation requirements.
5. Conduct or supervise surveys or studies, analyze data and make recommendations or provide reports as needed or requested by the Dean or components of the School.
6. Facilitate the utilization of evaluation data in decision-making within the School.

7. Committee on Research & Scholarship

The Committee on Research & Scholarship will have responsibilities for the stewardship of the scholarship agenda for the School. The Committee is responsible for responding to changes that may impact research or scholarship in the School, as well as aiding in the development of policies that promote and facilitate a productive research/scholarship environment that encompasses research/scholarship infrastructure, process and outcomes. The Committee shall consist of two faculty and one student from each Division (n=9). The Dean or designate serves ex officio.

More specifically, the duties and responsibilities of this committee are to:

1. Facilitate and make recommendations concerning the research and scholarship infrastructure in the School.
2. Participate as appropriate as a panel member for the review of grant applications awarded internally by the School and make recommendations concerning such applications to the Dean or designee.
3. Participate in the development and maintenance of the Evaluation Plan of the School in matters pertaining to research/scholarship and resource allocation.
4. Encourage and facilitate the mentorship of scholarship/research of faculty and students within the School and with interdisciplinary partners.
5. When requested by the Dean, review, clarify and recommend School-level participation or non- participation in intramural and extramural research proposals.
6. Plan educational research and scholarship forums and programs for faculty development.

8. Committees on Appointment, Reappointment, Promotion and Tenure

Appointment, reappointment, promotion and tenure policies and procedures shall be handled in accordance with applicable University policy and/or applicable collective negotiations agreements.

9. Committee on Faculty Mentorship

The Committee on Faculty Mentoring (n=6) will establish a mentorship program for faculty in the School. Members shall be elected by the annual ballot with at least one person representing each Division. The mentoring program will facilitate relationships among senior and junior faculty members that might not occur naturally on their own. Based on the recommendations of this committee, guidelines and parameters for mentoring will be formalized, and key institutional stakeholders will be committed to mentoring, and a supportive mentoring program, including mentors, mentees, and administration, will be created. The Mentorship program will focus upon all aspects of academic life.

More specifically, the duties and responsibilities of this committee are to:

1. Establish and define a mentorship program.
2. Conduct mentor training
3. Secure senior faculty willing to serve as mentors
4. Coordinate school-wide mentoring activities; e.g., seminars and workshops, such as grantsmanship, writing for publication, balancing family life and academic career, and building teams for effective research and scholarship.
5. Evaluate, review, and track the mentoring program, in collaboration with the school data analyst and the faculty mentoring committee.

6. Recommend a mentor for each new faculty member hired to the appropriate Divisional Associate Dean.
7. Consistent with University policy, monitor issues related to diversity of students, faculty, and staff.

10. Committee on Student Grade Appeals

The Grievance Committee will have the responsibility to carry out the grade grievance process consistent with university policy. Membership of Grade Appeals committee shall consist of the chairperson (elected by the Divisional Representatives), and at a minimum one representative from each SON division (n=4). The Committee may add other faculty as needed for a particular situation.

11. Committee on Faculty Recognition and Awards

The Faculty Awards Committee shall have the responsibility for overseeing and disseminating the many requests and opportunities presented to the school to award faculty for their teaching, research, scholarship, and/or service. These awards may be within and outside of Rutgers University. When requests for nominees have been received, the Committee will seek and may determine award nominees within the School of Nursing. They will also recognize faculty accomplishments throughout the year.

Membership of Faculty Recognition and Awards committee shall consist of the chairperson (elected by the Divisional Representatives), and at a minimum of two representative from each SON division and an ex officio member appointed by the Dean (n=7).

Responsibilities

1. Publicize faculty award criteria and deadlines.
1. Maintain a centralized repository regarding award information as a resource for faculty.
2. Act as a resource for the School of Nursing for those preparing nominations.
4. Collect nominations and required materials from nominees or their nominators.
5. Review candidates' award portfolio and recommend nominees for award in instances where only one nominee per award category from the SON is sought.
6. Publicly recognize faculty achievements and awards throughout the year.
7. Coordinate with the Dean's office when a letter of support is required from the Dean of the SON.

12. Committee on Faculty Practice

The Committee on Faculty Practice shall consist of two members from each division and the Associate Dean for Clinical Partnerships, who serves as ex officio (n=7). Where possible, one faculty member from each division who is participating in a faculty practice shall be a part of this committee.

The Committee is responsible for addressing all faculty practice issues in the School, including:

1. Facilitate faculty participation in the faculty practice plan;
2. Advise the dean or designee on the desirability of a particular faculty practice plan, ensuring that it conforms to the mission of the School.
3. Periodically review the financial statements related to the faculty practice plan and make recommendations for the allocation of such funds. Periodically review the aggregate, de-identified financial statements related to faculty practice and make recommendations for the allocation of such funds.
4. Maintain a repository for data related to all faculty practice issues in the School of Nursing.
5. Serve as a resource for faculty to develop a faculty practice.
6. Provide liaison to Rutgers Health.

13. Ad Hoc Committees or Task Forces

Members of Divisions, the Faculty Council and the faculty as a whole, may request the formation of Ad Hoc Committees or a Task Forces at the Divisional or School level as needed.

ARTICLE IX: UNIVERSITY AND RUTGERS BIOMEDICAL AND HEALTH SCIENCES COMMITTEES

Faculty of the School shall elect members to serve on the University and RBHS Committees as invited.

ARTICLE X: FACULTY MEETINGS

1. Meetings

The Dean will call the first meeting of the academic year. The Dean, if possible, will provide not less than ten calendar days before the meeting, written/electronic notice of such meeting that shall include the time and place of the meeting and a tentative agenda. The Dean, or Dean's designee, shall be the presiding officer at the meetings of the Faculty. The Faculty Council Chair will be invited to provide a report to faculty at each faculty meeting. When possible, faculty will receive materials that will require a vote at least five calendar days before the scheduled faculty meeting. The faculty may at any time, by simple majority vote, move to schedule a closed meeting that will be open only to voting members of the faculty. The Faculty Council Chair will preside over all closed faculty meetings.

Divisional meetings will be called by the respective Associate Dean for that Division. These Divisional meetings will address issues related to the core mission of each respective Division, including but not limited to curricular issues, student and faculty recruitment and other topics as deemed appropriate. The Divisional Associate Dean, if possible, will provide not less than ten calendar days before the meeting, written/electronic notice of such meeting that shall include the time and place of the meeting and a tentative agenda. The Divisional Associate Dean, or designee, shall be the presiding officer at the meetings of the Divisional Faculty.

2. Quorum

Fifty percent plus one of the faculty with voting rights shall constitute a quorum for voting at a Meeting of the faculty. A faculty meeting can proceed without voting if quorum is not established.

ARTICLE XII: RULES OF ORDER

Robert's Rules of Order, most recently revised, shall prevail at the meetings of the faculty, the Faculty Council, and the Committees of the School, unless otherwise stated in these Bylaws. The Chair of the Faculty Council may appoint a Parliamentarian for the Faculty meetings.

ARTICLE XIII: AMENDMENTS

Proposals to amend these Bylaws shall be brought to the Nominations and Bylaws Committee. A proposed amendment to the Bylaws must be approved by a majority vote of the faculty responding to an electronic ballot or voting at a duly called meeting of the Faculty where quorum is confirmed by the Secretary of the faculty. Amendments to any portion of these bylaws are subject to endorsement by the Dean and Chancellor. The Bylaws shall automatically stand amended as necessary to comply with the rules, policies and procedures of the University, Rutgers Biomedical Health Sciences (RBHS), the Board of Governors and the State of New Jersey.