

The logo for the University of Tennessee Medical Center (UTMB) is a solid red square containing the lowercase letters "utmb" in a white, italicized, sans-serif font.

utmb

Health

Nursing PhD Program

Nursing PhD Program
Bylaws

**BYLAWS
NURSING PHD PROGRAM
THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
THE UNIVERSITY OF TEXAS MEDICAL BRANCH**

PREAMBLE

The faculty of the Nursing Ph.D. Program has adopted the following Bylaws to assist in the orderly conduct of its affairs and to facilitate the performance of its duties and obligations in accordance with the administrative policies of the University of Texas Medical Branch (UTMB) Graduate School of Biomedical Sciences (GSBS) and the Rules and Regulations of the Board of Regents of the University of Texas system.

ARTICLE I. NAME AND FUNCTIONS

SECTION A. NAME

The organization shall be known as the Nursing PhD Program at The University of Texas Medical Branch GSBS. It will be henceforth be referred to in these Bylaws as the Nursing PhD Program.

SECTION B. OBJECTIVE

The objective of the Nursing PhD Program is to encourage, promote and offer doctoral education in the discipline of nursing. As such, it is responsible for the Nursing PhD Program through the Director of the Doctoral Program in Nursing, the Dean of the GSBS and the Dean of the School of Nursing.

ARTICLE II. AFFILIATION AND AUTHORIZATION

The Nursing PhD Program is an approved graduate program and operates under, and in association with, the GSBS, a school within the University of Texas Medical Branch at Galveston. As such it operates within not only the GSBS policies and the UTMB policies, but also within the policies and guidelines of the University of Texas System and the State of Texas. Within the above mentioned authorization, the Nursing PhD Program operates with the advice and consent of the members of its Program Faculty according to these Bylaws.

ARTICLE III. ADOPTION OF BYLAWS AND AMENDMENTS

A. Adoption

These Bylaws, having been published not less than 15 days prior to a regular or special meeting of the Program Faculty shall be adopted by a majority vote of the Program Faculty present and voting at said meeting and shall take effect upon approval.

B. Repeal of Prior Rules

Adoption and approval of these Bylaws as provided in ARTICLE III, Part A, shall repeal and set aside all prior rules and regulations that shall have governed conduct of business and organization of the Program Faculty.

C. Amendments to Bylaws

Amendment of these Bylaws requires that the proposed changes be sent in writing by the Director to each voting member of the Program Faculty not less than 15 days prior to a properly called and convened Regular or Special meeting of the Program Faculty. The meeting shall be convened for debate and vote on the proposed changes. Bylaws may be amended by a two-thirds majority vote of the voting members present and voting. A simple majority vote of the Nursing PhD Program Faculty attending said meeting can authorize a mail ballot. The Bylaws may then be amended by a two-thirds majority of the Program Faculty voting by said mail ballot. A current copy of these Bylaws and all amendments shall be kept in the Office of the Director and a copy shall be made available to the Program Faculty.

Changes will become effective when the Director certifies the results of the Program Faculty vote and will apply at that time to Program Faculty and administration, to prospective students and to students already enrolled. Such certification shall take the form of a written notification to the Program Faculty and the Dean of the GSBS. On petition to and approval by the Nursing PhD Program Faculty, any student shall have the option of following the rules and regulations of the Bylaws and Academic Policies that were in force at the time of the student's initial enrollment as a regular student in the Program.

ARTICLE IV. MEETINGS

Meetings of the Program Faculty are required for the conduct of business and formal discussion of issues relating to the Program. Regular Meetings shall be held every two months each year in January, March, May, July, September and November. The Director shall publish the schedule of meeting dates during the first month of each academic year. Special Meetings shall be called by the Director as deemed necessary or upon written petition of 10 Members and/or Associate Members of the Program Faculty.

A notification and agenda for each meeting shall be sent by the Director to each member of the Program Faculty 10 days prior to the meeting. Cancellation of a Regular meeting shall require written notice. All Regular and Special meetings of the Program Faculty and all committee meetings shall be conducted in accordance with *Roberts Rules of Order, Newly Revised*, except as otherwise provided in these Bylaws. A quorum of the Program Faculty is one third of the Members and Associate Members of the Program Faculty; however, unless a call for a quorum is made by a Member or Associate Member of the Program Faculty, any number may conduct the business of the Faculty at a regular or duly called Special Meeting of the Program Faculty.

Minutes of Regular and Special meetings shall be prepared, published and distributed to each member of the Program Faculty within two weeks of the conclusion of each meeting.

ARTICLE V. MEMBERSHIP APPOINTMENT AND RESPONSIBILITIES

In accordance with the Bylaws of the GSBS there shall be Members, Associate Members and Special Members of the Program Faculty. They will be appointed to the respective membership categories according to the following processes. Members, Associate Members and Special Members must meet the membership requirements of the GSBS Bylaws and the Program Faculty Membership Policy. The Director shall maintain a current listing of all members of the Program Faculty, including the category of membership and dates of appointment. Appointment to any level of participation is based upon a review to be carried out by the Program Faculty, the Program Director, the GSBS Credentials Committee and others as noted in the Bylaws. The Dean of the GSBS considers and acts on the recommendations for membership as appropriate and will notify the proposed Program Faculty member, whether Member or Associate Member or Special Member.

I. Membership

- A. A **Member** shall be qualified to supervise the research activities of a doctoral student. In addition, a Member must participate continuously in classroom teaching, research supervision and administration of the Nursing PhD Program. Although most Members will seek to maintain a balance between these three activities, individuals may emphasize different aspects of the program. Research supervision is not limited to serving in the capacity of a mentor for a doctoral student. Other levels of participation in research supervision may include service on research supervision and examination committees as well as informal advisory interactions with graduate students. It is assumed that all course work offered as part of the Nursing PhD Program is for the purpose of teaching the graduate students to assimilate, evaluate and interpret data. Therefore, an individual who consistently functions in the capacity of a primary instructor in elective courses or an individual who serves as the director of a core course should be understood to be involved in research supervision. The primary teaching commitment of each Member will be to students in the Nursing PhD Program. The Bylaws of the Nursing PhD Program require that each Member serve on one or more of the standing committees that administer the program.

- B. An **Associate Member** must be fully qualified to supervise a doctoral student in one or more areas of emphasis of the Nursing PhD Program. An Associate Member will not be required to participate in the Nursing PhD Program to the same extent as a Member, although a degree of participation on a regular basis is expected. For example, an Associate Member should be involved in either teaching or administrative aspects of the program and might be involved in research supervision, but would not be expected to be continuously involved in all three aspects of the program.

- C. A Special **Member** is appointed for a specified period of time to serve a defined purpose. For example, a special member could be appointed to serve on a research supervisory committee for a period not to exceed the tenure of the graduate student. The duties of the Special Member with respect to the Nursing PhD Program will be defined by the terms of the appointment.

II. **Criteria for Appointment**

In all considerations, the faculty will be guided by the principle that the Nursing PhD Program exists to serve the students. Therefore, admission to the Program Faculty, at any level, should be predicated upon a premise that such admission will provide some tangible benefit to the students. Each candidate for admission to the Program Faculty must provide evidence that such benefit will result from that individual's appointment. If such evidence is not provided then admission will be declined until the candidate can provide a compelling case. General guidelines for admission to each of the three levels are given below.

A. Admission as a Member:

Members must be qualified to educate Ph.D. Nursing students. Applicants for appointment will be evaluated for the quality of their research program and scholarly and creative activities. In the case of senior applicants (Associate or Full Professors), a record of sustained productivity should be evident. The quality of the published research scholarship should be evaluated as well as the relevance of the research and scholarship topics to the program mission. Senior applicants may also demonstrate that resources sufficient for training are available. A newly hired Assistant Professor may be considered for membership in the program faculty if the following two criteria are met: 1) holds a recently earned Ph.D. in Nursing or a related discipline, and 2) is prepared to undertake a full-time commitment to the program. It is desirable if such Assistant Professor also meet the criteria of: 1) having recently completed post-doctoral training, and 2) having supervised a doctoral student.

Members must be committed to doctoral education. Commitment to doctoral education is most easily demonstrated by the extent to which the candidate has been involved in doctoral education in the past. As a general rule, faculty should not be admitted as Members unless they can demonstrate sustained and effective prior involvement in doctoral education. In the case of newly hired individuals who were previously associated with institutions where they were not involved in doctoral education or where they did not have doctoral programs, it is appropriate to evaluate the individual on the basis of recent experiences supervising graduate students.

Members must plan to assume a full-time role in the Program. The most important component of the evaluation should be the candidate's written plans for contribution to the program. The review of each application should **take into** account the fact that Members are expected to commit full-time to all aspects of the program including formal teaching, research supervision, and committee work associated with the

administration of the Program. Each of these activities should be addressed in the candidate's application for membership.

B. Admission as an Associate Member

An **Associate Member** must be fully qualified to supervise a doctoral candidate in the program. It is required that Associate Members will maintain some involvement in teaching or administrative activities within the program, although it is not expected that Associate Members be prepared to commit full-time to the program. For example, an Associate Member may have limited classroom teaching duties but no research supervisory role. Alternatively, an Associate Member may be involved in research supervision while maintaining a secondary role in teaching or administration of the Program. Associate Member status is also appropriate for individuals who may have limited experience in supervising doctoral students. The interests of the student are to be considered most important.

C. Admission as a Special Member

A **Special Member** is appointed for a specific purpose and for a defined period of time. Evaluation of candidates should address the purpose for which the candidate desires admission as well as the length of the appointment. Appointment as a Special Member terminates upon completion of the stated objective.

III. Rights and Privileges Associated with Program Participation

- A. A **Member** of the program will have full rights as defined in the Bylaws of the Program. These rights include, but are not limited to membership in the Nursing PhD Program active participation in and leadership of standing committees, vote in matters of policy, election of the Nursing PhD Program Director, access to program resources and the ability to recruit and train doctoral students to the limits of the Member's resources, ability, and inclination.
- B. An Associate **Member** has all the rights of a Member with the following exceptions. An Associate Member may not serve as the Program Director. An Associate Member may serve as primary instructor of an elective course and may vote on all matters of policy. An Associate Member may serve as chairperson of a research supervision committee appointed for a program doctoral student. No more than two students may be supervised by an Associate Member at any time.
- C. The rights of a **Special Member** are associated with the specific objective for which the individual was appointed to the program. Special Members are entitled to participate in the deliberations of the Program Faculty but are not voting members of the Program Faculty and may not serve as chairperson of any committee associated with the program or serve as a member of the Nursing PhD Faculty. Special Members may serve as voting members of the student examination and research supervisory committees

- D. Membership status will be reviewed annually by the Director and the Nursing PhD Faculty. The Director will provide notification of changes in status of all Members, Associate Members, and Special Members of the program faculty.

ARTICLE VI. ACADEMIC POLICIES

Academic Policies (Policies) constitute the guidelines for the operation of the Program. These Policies are in addition to those stated in the Academic Policies of the GSBS at Galveston and in no way are they intended to conflict with the GSBS Academic Policies. These Policies include but are not limited to:

1. specific criteria for Program Faculty membership;
2. descriptions of the Standard Curriculum of the Program;
3. descriptions relating to the Core Curriculum;
4. procedures relating to the Core Curriculum;
5. procedures, related documents and requirements for preliminary examinations, qualifying examinations, dissertations, and graduation; and
6. requirements and deadlines common for all students.

Academic Policies may be amended by a simple majority of the Members and Associate Members present and voting at a properly called and convened Regular or Special meeting of the Program Faculty, with a ten day written notice of the proposed changes.

Changes will become effective when the Director certifies the results of the Program Faculty vote and will apply to Program Faculty, to prospective students and to students already enrolled. Such certification shall take the form of a written notification to the Program Faculty and the Dean of the GSBS. On petition to and approval by the Nursing PhD Faculty any student shall have the option of following the rules and regulations of the academic policies that were in force at the time of the student's initial enrollment as a regular student in the Program.

The Director shall maintain a current copy of the approved Policies of the Program.

ARTICLE VII. NURSING PHD PROGRAM DIRECTOR (DIRECTOR)

The Director shall, according to the Bylaws and Policies of the GSBS, administer the Program, and as such shall be responsible to the Dean of the GSBS. The Director shall be elected by the Members of the Program through an election process administered by the Office of the Graduate Dean and shall serve a two-year term beginning in an odd numbered year and may be reelected. The Director shall serve on the GSBS Executive Committee representing the Program.

The Director has primary responsibility for coordinating all facets of the Nursing PhD Program. To achieve such coordination, the Director is guided by the recommendations and policies of the Nursing PhD Program Faculty and works collaboratively with School of Nursing Program Directors and Deans.

The responsibilities of the Director include, but are not limited to:

1. administering the Nursing PhD Program, including ex officio membership on all Doctoral Program committees.
2. facilitating Program Faculty decision-making through the use of existing and/or new committee structures.
3. chairing the Nursing PhD Program Faculty meeting.
4. facilitating the orderly and timely conduct of business on all Nursing PhD Program committees.
5. assuring compliance with GSBS and UTMB policies and procedures.
6. monitoring the program to assure quality performance in meeting UTMB, GSBS and School of Nursing criteria and expectations.
7. administering a Nursing PhD Program Office for archival storage of files and assistance with Doctoral Program operations.
8. assuring that Nursing PhD Program documents, including but not limited to the Bylaws, policies and catalogues are kept current and available through the Nursing PhD Program Office.
9. making available through the Nursing PhD Program archival records of student performance.
10. designing and implementing mechanisms for student recruitment and needed financial aid.
11. advising prospective applicants to the program, including financial aid.
12. organizing and conducting an annual orientation for new students each year.
13. overseeing all matters pertaining to the advising of students in the Nursing PhD Program.
14. monitoring the grades and progress of each student.
15. advising the Dean of the GSBS as to the composition of the individual student supervisory committees.
16. assuring that written course evaluations by students are distributed as appropriate.
17. monitoring courses of the Nursing PhD Program to assure consistency and quality.
18. designing and monitoring mechanisms for on-going program management and evaluation.
19. conducting elections of members to the Nursing PhD Program committees as appropriate or needed.
20. reviewing annual evaluations of all Program Faculty and making recommendations to the Nursing PhD Program Faculty regarding member status.
21. making annual recommendations to the Dean of the GSBS on Program Faculty membership.
22. developing and maintaining collaborative relationships with other UTMB departments and with relevant professional, agency, civic and community groups.
23. providing leadership and acting as a spokesperson for the program as appropriate.
24. preparing and submitting to the Program Faculty an annual report of the status and activities of the program at the beginning of each academic year.

In the absence or incapacity of the Director, an Acting Director will be appointed by the Dean of the GSBS.

ARTICLE VIII. NURSING PhD PROGRAM

SECTION A. PURPOSE

The purpose of the Nursing PhD Program and its subcommittees is to assist the Director in the administration and implementation of the Program. The Nursing PhD Program Faculty shall advise on matters pertaining to the curriculum, the Program Faculty and the students' admission and progress. The Nursing PhD Program Faculty provides the Director with advice and counsel as well as conducts business as outlined in these Bylaws.

SECTION B. FUNCTIONS

The Nursing PhD Program and its standing subcommittees shall:

1. make program recommendations through the Program Director to the Dean of the GSBS regarding:
 - a) recruitment admissions, progression, retention, and dismissal of doctoral students.
 - b) policies and procedures for doctoral students.
 - c) candidates for receipt of degrees.
 - d) changes in program and/or in description of courses.
 - e) future program planning.
2. review ongoing faculty and student concerns about the program.
3. coordinate the Nursing PhD Program with other nursing programs and other GSBS graduate programs.
4. make recommendations to the Faculty of the School of Nursing concerning doctoral education.
5. evaluate the Nursing PhD Program.
6. represent the Nursing PhD Program in professional and national doctoral nursing activities.
7. make recommendations to the Director concerning the appointment and membership status of faculty.

SECTION C. MEMBERS

The Nursing PhD Program shall consist of all faculty designated Members of the program.

SECTION D. MEETINGS

The Nursing PhD Program shall meet every two months. The Director shall serve as the Chairperson of the Nursing PhD Program meetings and convene and preside over the meetings of the Nursing PhD Program. During the meetings of the Nursing PhD Program

each Program Faculty Member, other than the Director, will cast a single vote. The Director shall vote only in the event of a tie vote. All recommendations of Nursing PhD Program Faculty Standing Subcommittees will be acted upon by the Nursing PhD Program Faculty.

SECTION E. STANDING COMMITTEES

The business of the Nursing PhD Program Faculty shall be facilitated through committees composed of Program Faculty Members, Associate Members and students. The Nursing PhD Faculty shall have the following standing committees:

1. Curriculum Committee
2. Recruitment, Admission and Progression Committee
3. Evaluation Committee
4. Bylaws
5. Nominating

Recommendations for action come to the Nursing PhD Program Faculty from individual committees. Matters of concern may be referred to the committees by the Director, Program Faculty or students. Committees will meet at least once each semester; additional meetings may be called as necessary.

The Chairperson for each standing committee shall be elected by the Nursing PhD Program Faculty from among its membership and shall be responsible to the Nursing PhD Program Faculty and serve as a liaison with this body. A simple majority of voting members constitutes a quorum. The term of office for the Chairperson and for faculty is two years and for students is one year, both terms being renewable. Faculty Members are elected by Program Faculty. The student member shall be excused from all discussions affecting individual students or the Program Faculty.

SECTION F. CURRICULUM COMMITTEE

1. Membership

The Curriculum Committee is composed of the Chairperson and two Member or Associate Member Faculty and one student; the Director serves in an ex officio capacity.

2. Functions

The functions of the Curriculum Committee are to:

- a) oversee the teaching and content of the program core courses;
- b) evaluate and make recommendations for all standard program offerings;
- c) evaluate and make recommendations for all proposed courses and course changes;
- d) review and evaluate all program courses and the overall curricula annually;
- e) recommend program policies concerning individual program of study plans;

- f) evaluate and make recommendations concerning program examination procedures and policies;
- g) review requests for acceptance of courses for credit from other university programs.

SECTION G. RECRUITMENT, ADMISSION AND PROGRESSION COMMITTEE

1. Membership

The Recruitment, Admission and Progression Committee is composed of the Chairperson and two Member or Associate Member Program Faculty and one student; the Director serves in an ex-officio capacity.

2. Functions

The functions of the Recruitment Admission and Progression Committee are to:

- a) recommend admissions to the Program Director who recommends to the Dean of the GSBS.
- b) review admission and progression policies and recommend changes to the Nursing PhD Program.
- c) review students' progress to identify those in jeopardy of non progression based on input from the Director.
- d) review students' requests for progression out of sequence and recommend action to the Director.
- e) recommend students to the Nursing PhD Program for certification for graduation.
- f) make recommendations on financial assistance for students.
- g) recommend initial faculty advisors for students.
- h) solicit and receive a written status report from each student's advisor annually during the first week in June.

SECTION H. EVALUATION COMMITTEE

1. Membership

The Evaluation Committee is composed of the Chairperson and one Member or Associate Member Program Faculty; the Director serves in an ex officio capacity.

2. Functions

- a) provide oversight of overall program evaluation.
- b) solicit evaluative data from faculty, students, and graduates as appropriate.
- c) make evaluation data based proposals for program change.
- d) conduct an annual evaluation of the Director and provide recommendations.
- e) make annual evaluation report to the Nursing PhD Faculty.

SECTION I. BYLAWS

- 1) Membership
- 2) The Bylaws Committee is composed of the Chairperson and two Member or Associate Member Program Faculty; the Director serves in an ex officio capacity.
 - Functions
 - (a) Review the bylaws biennially in even numbered years.
 - (b) Make recommendations for revision or amendment to the Nursing PhD Faculty.

SECTION J. NOMINATING COMMITTEE

- 1) Membership
The Nominating Committee is composed of the Chairperson and one other Member or Associate Member Program Faculty.
- 2) Functions
 - (a) Place a call for committee membership annually.
 - (b) Prepare a ballot for vote
 - (c) Report results to Program Director
 - (d) Track the term of membership on standing committees.

SECTION K. AD HOC COMMITTEES

Ad Hoc Committees shall be elected or appointed by the Nursing PhD Program Faculty or Director as necessary to consider and make recommendations to the appropriate entity and/or facilitate special projects.

DISCLAIMER

This informational document is not intended as a formal publication of the University of Texas Medical Branch - Galveston (UTMB). It is for the Nursing PhD Program use only and, as such, should not be relied upon as the sole source of information regarding the Nursing PhD Program.

While every effort has been made to ensure the accuracy and currency of this document, the UTMB at Galveston is not responsible for any misrepresentation which might arise through error in its preparation or through failure to give notice of changes in requirements, policies, and other matters affecting faculty, students or applicants.

UTMB reserves the right to withdraw courses at any time, to change fees and tuition, academic calendars, curricula, degree requirements, graduate procedures and any other requirements affecting students or faculty. Changes will become effective whenever the proper authorities so determine and will apply both to prospective students and to those already enrolled.

Approved by Doctoral Coordinating Council, 9/30/97
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