

**BYLAWS\***

**BYRDINE F. LEWIS SCHOOL OF NURSING AND HEALTH PROFESSIONS**

**GEORGIA STATE UNIVERSITY**

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Approved by the faculty of Georgia State University, Byrdine F. Lewis School of Nursing and Health Professions:

April 4, 2013;  
updated April 28, 2016

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ARTICLE I  
PURPOSE

Section 1. To provide the essential framework governing the composition, organization, and functions of the faculty of the Byrdine F. Lewis School of Nursing and Health Professions (Lewis School) that is composed of the School of Nursing, Departments of Nutrition, Occupational Therapy, Physical Therapy, Respiratory Therapy, and the Health Informatics program as established July 1, 2011.

Section 2. To enable the faculty of the Lewis School to implement the authority granted to it by Article IX, Sections 1, 2, 3, 4 and 5 as contained in the Statutes of Georgia State University.

Section 3. These bylaws and amendments thereto hereafter adopted are subordinate to the Policies of the Board of Regents and the Statutes of Georgia State University.

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ARTICLE II  
MEMBERSHIP

Section 1. Faculty of the Lewis School are those persons who have been designated as such by the Board of Regents of the University System of Georgia. When all voting faculty members of the Lewis School meet together to conduct the business of the School, they should be referred to as the Faculty.

Section 2. Voting faculty are defined as personnel of Georgia State University in the Lewis School who have been appointed to faculty rank at 0.38 EFT (equivalent full time) or greater by the Board of Regents. Individuals holding adjunct, visiting, or part-time instructor rank shall be entitled to be present at faculty meetings and shall have the right to be heard, but shall not have voting privileges.

89 ARTICLE III

90 AUTHORITY OF THE FACULTY

91 Section 1. Subject to the Statutes of Georgia State University and the Bylaws of the Lewis  
92 School the faculty shall legislate the educational policies and internal affairs of  
93 the Lewis School.

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95 Section 2. The faculty shall function through departments and committees. Faculty  
96 members may refer issues concerning educational policies and internal affairs to  
97 the appropriate unit head, or to a member of the responsible committee,  
98 whichever process is appropriate.

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100 Section 3. The voting faculty may, within their jurisdiction:  
101 A. adopt and amend the bylaws of The Lewis School;  
102 B. elect the members for standing committees and other committees of the  
103 Faculty;  
104 C. elect a parliamentarian who shall serve at all Faculty and Staff meetings;  
105 D. vote on issues presented to the faculty for action; and  
106 E. present pertinent issues to the Faculty of The Lewis School.

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108 Section 4. In any election a majority of the votes cast, provided a quorum is present, shall  
109 be required for election. When urgent business of the Lewis School requires a  
110 faculty or staff vote and a Faculty meeting is not scheduled, on-line voting can be  
111 conducted. *Urgent School* business is an issue that requires action before the  
112 next scheduled Lewis School faculty meeting. The committee chair or unit head  
113 who needs to conduct a vote should contact the Dean who will determine if the

114 action is urgent. The Dean will contact the School's website coordinator with a  
115 one (1) business day lead time and she/he can set up a secure, anonymous  
116 survey. The survey will be sent to faculty via email with a secure link for voting.  
117 Faculty and/or staff will have three (3) business days to cast their vote. It will be  
118 assumed that a quorum is present as the survey will go to all faculty for the  
119 desired vote. A simple majority is required for most issues to pass. Bylaws  
120 changes require a two-thirds majority.

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122 Section 5. In matters coming within the jurisdiction of faculty governance, the Lewis School  
123 shall follow a committee review procedure. Unless the faculty by a two-thirds  
124 majority votes to suspend committee review of a specific matter and act as a  
125 committee of the whole, all matters of substance shall be submitted for  
126 committee study, recommendations, and/or action prior to definitive action by the  
127 Faculty. Standing committee business may be initiated by each committee, by  
128 the Dean, by the faculty of a unit within the School, an individual member of the  
129 School faculty, or by a vote of the Faculty.

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131 Section 6. Until such time as the faculty suspends this pattern, the committees listed in  
132 Article V. of the bylaws shall constitute the standing Faculty governance system  
133 of the School.

134 ARTICLE IV

135 FACULTY OFFICERS AND CONDUCT OF MEETINGS

136 Section 1. Officers of the Faculty

137 A. Chairperson. In accordance with University Statutes, Article VIII,  
138 Section 3.C., the presiding officer of all Faculty meetings shall be the  
139 Dean. In the absence of the Chairperson, a designee of the Chairperson  
140 shall preside.

141 B. Secretary. The Secretary of the faculty will be appointed annually  
142 by the Dean and will assume the responsibilities of the office at the end of  
143 the spring term. The Secretary of the faculty will serve for one year. The  
144 Secretary of the Faculty will be supported administratively by the Dean's  
145 Office. The Secretary shall notify the faculty in writing of the date, time,  
146 place and agenda of all School faculty meetings in accordance with  
147 Article IV. Section 3.A. of these bylaws. The Secretary shall prepare and  
148 send copies of minutes of the Faculty meetings to each faculty member  
149 and administrative officers of The Lewis School in accordance with Article  
150 IV. Section 3.E. of these bylaws.

151 C. A parliamentarian, appointed by the Dean, shall be present at all  
152 faculty /staff meetings to advise on questions of parliamentary law and  
153 procedure and shall advise the presiding officer prior to rulings on  
154 controversial questions. The Parliamentarian will also document whether  
155 or not a quorum is present at all meetings; this will be noted in the  
156 minutes of all faculty meetings. The most recent edition of Robert's Rule  
157 of Orders will be used by the Parliamentarian to ensure meetings are  
158 conducted appropriately.

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Section 2. Frequency of Faculty Meetings. The faculty of The Lewis School shall hold at least one regular meeting during each semester of the academic year. The meeting dates for each academic year shall be proposed and established by the Dean. Special meetings may be called by initiative of the Dean and must be called when at least twenty (20) percent of the faculty members eligible to vote petition the Chairperson for a meeting. The petition shall specify the purpose of the meeting.

Section 3. Order and Conduct of Meetings.

A. All members of the faculty shall be informed by the Secretary of the faculty of all regularly scheduled meetings by written communication at least five (5) working days prior to the scheduled meeting time. Faculty shall receive written notification of special meetings at least twenty-four (24) hours prior to the scheduled meeting time. Notification of all meetings shall specify the time, date, and place of these meetings and the agenda for the meeting.

B. The text of any motions or resolutions that are to be proposed by committees at a Faculty meeting shall be provided to the Dean as Chairperson of the faculty meeting ten (10) working days before the meeting and shall be forwarded to faculty members at least five (5) working days prior to the meeting, as attachments to the agenda. Similarly, persons requiring presentation time and/or a vote at regular faculty meetings, or those wishing to make reports to the Faculty, shall submit items with supporting documents as needed to the Chairperson

184 ten (10) working days before the meeting, for attachment to the agenda.  
185 The purpose of special meetings shall be stated in the notice to the  
186 faculty; materials to be discussed and/or voted upon at special meetings  
187 shall be distributed at least twenty-four (24) hours prior to said meetings  
188 as attachments to the agenda.

189 C. The order of business at faculty meetings shall be in accordance  
190 with the agenda. All meetings shall be conducted according to the latest  
191 edition of Robert's Rules of Order, revised.

192 D. Faculty shall receive a copy of the minutes of any meeting within  
193 fifteen (15) working days following the meeting, with a copy  
194 simultaneously being kept on file with the in the Dean's Office.

195 Section 4. Quorum. A quorum is defined as a simple majority of the voting members of the  
196 faculty employed for the current semester. The Parliamentarian will publish the  
197 number of voting members and the number required for a quorum in the minutes  
198 of the fall faculty meeting.

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ARTICLE V

STANDING AND SPECIAL COMMITTEES

Section 1. The Standing Committees composed of Faculty of the Lewis School shall be:

- Academic Affairs Committee
- Bylaws Committee
- Faculty Advisory Committee
- Faculty Appeals Committee
- Faculty Promotions and Tenure Committee
- Graduate Faculty Committee
- International Services Committee
- Research Committee
- Student Appeals Committee
- Student Services Committee

Section 2. Membership of Standing Committees.

- A. It is the desire to have at least one faculty member from Nursing and at least one member from the health profession disciplines on each committee. Members for each of the following standing committees shall be elected by the Faculty at the last meeting of the academic year or by the end of Spring Semester: Academic Affairs, Bylaws, Faculty Appeals, Faculty Advisory, Graduate Faculty, International, Research, Student Appeals, and Student Services. An alternate member is elected to each of these committees to fill vacancies that may occur during the academic year. The Faculty Promotions and Tenure Committees members shall be elected in the manner described in Section 4.E. All persons elected to committees other than the Faculty Promotions and Tenure Committees shall assume their responsibilities at the beginning of the following Fall semester and serve for two years. Members of the Faculty Promotions and Tenure Committees shall begin their service at the beginning of the Spring semester of the academic year for which they are elected. To

241 provide continuity of membership in constituting new committees or  
242 reconstituting existing committees, the committee shall be initially divided  
243 in two groups. Lots will be drawn so that approximately half the members  
244 of the committee serve one-year terms and the remainder of the  
245 members serves two-year terms so that not all terms of office expire at  
246 the same time.

247 B. The Office of the Dean shall maintain a record of the members of each  
248 standing committee to include the sequence of elections and the  
249 respective terms of those elected.

250 C. Students who serve on committees will be nominated by the academic  
251 units. Student representatives will be distributed across the academic  
252 units to provide opportunities for each discipline be represented.  
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256 (1) Student representation on the Student Services Committee  
257 shall be determined as follows: By September 15th, each  
258 student organization faculty advisor nominates one or  
259 more officers to serve on the Committee.

260 (2) The faculty members of the Student Services Committee  
261 will review the nominations and appoint student committee  
262 members to serve for the academic year.

263 D. The Dean, Associate Deans, Assistant Deans and Department Heads are  
264 Not eligible to serve on the Faculty Promotions and Tenure Committee,  
265 Services Committee, Research Committee, Academic Affairs Committee,  
266 Graduate Faculty Committee, and the Committee for Review of  
267 Candidates to Rank of Professor.

268 E. At the end of each Spring semester, the out-going chair shall  
269 deposit committee materials and official records in the Office of the Dean.  
270 For storage purposes, the outgoing chair shall inform the Office of the  
271 Dean whether or not the materials involve confidential data.

272 F. To facilitate committee work, each outgoing committee chair will meet  
273 with the incoming committee members prior to the end of the spring  
274 semester to orient the committee on unresolved actions and any other  
275 matters. This will allow the committee to work with the dean over the  
276 summer to create their action items for the upcoming academic year.  
277 The out-going committee chair is responsible for providing an orientation  
278 on any outstanding committee items requiring action in the upcoming  
279 year.

280 G. At its first meeting of the academic year, each committee shall:  
281 (1) elect a chairperson from among its membership,  
282 (2) determine how to cover secretarial duties,  
283 (3) review the policies and procedures of the committee, and  
284 (4) provide a membership orientation to the functions of the  
285 committee.

286 The names of the elected officers of committees shall be reported to the  
287 Office of the Dean who will keep the information on file, as well as  
288 distribute it to the appropriate individuals. This should be done within 5  
289 business days after the first organization meeting occurs.

290 H. Faculty vacancies that occur during an elected term of office shall be filled  
291 by the alternate member of that committee as follows:  
292 1) The chair of the committee shall notify the alternate member of the

293 committee of the need for his/her services.

294 2) If the vacancy extends beyond one academic semester, the  
295 alternate member shall serve the remainder of the term on the  
296 standing committee.

297 Section 3. Standing Committee Meetings.

298 A. Each committee shall determine the frequency and schedule of its  
299 meetings but shall have at least one meeting at the beginning of its term  
300 of service each academic year. Meetings may be called by the  
301 chairperson or by a majority of the membership of the committee.

302 Meetings shall be conducted according to according to accepted business  
303 practices listed in section 3B. A committee quorum shall consist of a  
304 majority of its members.

305 B. Standing committees shall keep minutes of all meetings, including a list of  
306 members present and members absent. The minutes shall include  
307 attachments or otherwise the text of any actions taken by the committee  
308 that propose or implement changes in committee or School policy or  
309 procedure. It shall be the responsibility of the Office of the Dean to  
310 maintain the official copies of all such policy or procedure documents, and  
311 to have the current version of each posted on the School's web site.

312 Each committee's chair shall deposit the minutes of the committee  
313 meetings with the Dean's Office within five (5) working days following the  
314 date of their approval. Faculty/Staff meeting agendas will include a time  
315 for all approved standing committee reports. Minutes shall be kept on  
316 permanent file in the Dean's office and shall be accessible to all  
317 members of the faculty, unless specifically designated as confidential

318 and closed in accordance with University policy.

319 Section 4. Standing Committees.

320 **A. Academic Affairs Committee**

321 i. Purpose: The Academic Affairs Committee (AAC) provides oversight of  
322 all curriculum issues, including modification to the existing curriculum, the  
323 introduction of new courses, changes within specialty tracks, thesis and  
324 dissertation requirements and guidelines, and other academic related  
325 issues.  
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331 ii. Membership: The AAC shall consist of six (6) faculty members – one (1)  
332 from the SON and one each from Health Informatics, Nutrition,  
333 Occupational Therapy, Physical Therapy and Respiratory Therapy, one  
334 (1) student, either undergraduate or graduate, and the Director of the  
335 Office of Academic Assistance of the Lewis School Student  
336 representatives shall serve for one year. One alternate is elected to fill  
337 any vacancy that may occur during the academic year. All members of  
338 the committee are to be voting members.

339 iii. Duties and Functions

340 The committee shall:

- 341 a. receive and review proposals for addition, deletion or substantive  
342 modification of courses, curricula, and programs in The Lewis  
343 School and make recommendations to the Faculty;
- 344 b. assist, if requested, in course, curricula and program development  
345 and evaluation;
- 346 c. review both undergraduate and graduate, college-level, academic  
347 issues and recommend to the faculty academic policies for both

348 undergraduate and graduate education; develop and submit for  
349 approval by the Faculty of the Lewis School policies and  
350 procedures necessary for conducting the committee's duties and  
351 functions.

352 **B. Bylaws Committee**

353 i Purpose: It is the responsibility of this committee to review the Bylaws  
354 for the purpose of considering any additions and/or revisions which may  
355 be deemed necessary and advisable by the Dean and Faculty. The  
356 committee is charged with preparing and revising the Bylaws which shall  
357 provide the Faculty members with a detailed guideline for the  
358 accomplishment of their responsibilities and standard operating  
359 procedures.

360 ii. Membership: The Bylaws Committee shall consist of six (6) faculty  
361 members-one (1) from SON, one each from Health Informatics,  
362 Nutrition, Occupational Therapy, Physical Therapy and Respiratory  
363 Therapy, and one alternate. Three (3) members shall be elected  
364 annually.

365 iii. Duties and Functions

366 The committee shall:

- 367 a. consider any proposals for amendments to the bylaws  
368 necessitated by changes in the Georgia State University Statutes  
369 or submitted by The Lewis School committees or faculty, and draft  
370 appropriate amendments to submit to the Faculty for  
371 consideration;
- 372 b. advise on questions of interpretation of the bylaws;

373 c. review the bylaws at least annually and recommend to the faculty  
374 amendments, as the committee deems necessary.

375 **C. Faculty Advisory Committee**

376 i. Purpose: The Faculty Advisory Committee (FAC) is an advisory  
377 body to the dean on a range of matters relating to the administration of the  
378 college. The FAC is also charged with a number of specific responsibilities  
379 that include; making nominations, which can be supplemented by  
380 nominations from the floor of a School faculty meeting, for each vacant  
381 position on standing committees of the faculty; and making such  
382 recommendations to the faculty as it deems appropriate.  
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384 ii. Membership: The Faculty Advisory Committee shall consist of six (6)  
385 members - either tenure track or non-tenure track from each unit and  
386 program. To be eligible to serve, faculty members must have at least two  
387 (2) years of faculty service at Georgia State University as of the time they  
388 would take office and must at that time be employed as full-time faculty  
389 members.

390 iii. Duties and Functions

391 The committee shall:

- 392 a. serve as an advisory committee of the faculty to the Dean  
393 b. provide a channel through which faculty issues and policies  
394 may be addressed;  
395 c. receive nominations from divisions/school for student on  
396 committees and select students for the various committees at  
397 the beginning of Fall semester;  
398 d. by the end of Fall Semester, elect two (2) members from the

399 existing Faculty Advisory Committee to serve as a nominations  
400 subcommittee with responsibility for soliciting nominations from  
401 the Lewis School **faculty** by February 10 for each vacant faculty  
402 position on the Bylaws, Faculty Advisory, Faculty Appeals,  
403 Graduate Faculty, Research, Student Appeals, and Student  
404 Services Committees and preparing a slate of candidates for  
405 faculty vote at the Spring faculty meeting. Voting will be by secret  
406 ballot and results will be sent electronically to faculty within 48  
407 hours of the faculty meeting.

#### 408 **D. Faculty Appeals Committee**

409 i.. Purpose: The Faculty Appeals is for the establishment of a fair and  
410 impartial hearing panel and for the handling of faculty complaints related  
411 to matters other than removal of a faculty member for cause or non-  
412 renewal of faculty contract.

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414 ii. Membership: The Faculty Appeals Committee shall consist of six (6)  
415 faculty members. At least one member from each unit and one must be  
416 a tenured full professor. A faculty member elected to serve on the  
417 Faculty Promotions and Tenure Committee shall not be eligible to serve  
418 simultaneously on the Faculty Appeals Committee.

419 iii. Duties and Functions

420 The committee shall:

421 a. provide an impartial hearing to any member of the faculty who  
422 lodges a complaint with the Dean on any matter concerning that  
423 faculty member's employment relationship, other than matters  
424 involving removal of a faculty member for cause, or renewal of a  
425 faculty employment contract. When a faculty member has lodged



- 426 a complaint with the Dean and is not satisfied with the decision  
427 thereon, such faculty member shall, on written request to the  
428 Faculty Appeals Committee, have the right to a fair and impartial  
429 hearing before the committee;
- 430 b. conduct the hearings in accordance with Article XI, Section 25 of  
431 the Statutes of Georgia State University;
- 432 c. engage in annual perusal of the appeals procedure and the  
433 Hearing Committee procedure for necessary revision and/or  
434 appropriate dissemination of information to the faculty.

#### 435 **E. Faculty Promotion and Tenure Committee**

436 Purpose: to make recommendations for tenure and/or promotion and  
437 advises the Dean on tenure and promotion decisions, and on other  
438 related matters as required.

##### 439 (a) Promotion to Professor

440 i. Membership: The Faculty Promotion and Tenure Committee for  
441 Professor shall be elected by the faculty to review candidates applying for  
442 promotion and/or tenure to the rank of professor during the Fall semester  
443 with the term of office beginning no later than March of the following  
444 semester. With the exception of the Dean, all tenured faculty with the  
445 rank of professor are eligible to serve on this committee. If the  
446 candidate's chair is a member of this committee, that chair is ineligible to  
447 serve for the purpose of review of that candidate. If there are eligible  
448 professors (a minimum of three) at the unit level, then the candidate for  
449 promotion to professor can be reviewed at that level. However, if there  
450 are not enough eligible professors at the unit level, there will be no unit

451 level faculty review and the candidate will be reviewed by the Committee  
452 for Promotion to Professor. This committee shall consist of three (3)  
453 members, elected by the Faculty, who shall serve one (1)-year terms.

454 ii. Duties and Functions

455 The committee shall:

- 456 a. recommend to the Faculty criteria and procedures for  
457 promotion in academic rank of faculty to professor and the  
458 awarding of tenure to faculty being promoted to professor. This  
459 committee will also perform post-tenure review for professors;
- 460 b. serve as an advisory committee to the Dean in matters of  
461 promotion and tenure related to the rank of professor;
- 462 c. receive applications for promotion to the rank of professor and  
463 make recommendations for promotion and tenure as outlined in  
464 the Lewis School Promotion and Tenure Manual;
- 465 d. be responsible for the selection and procurement of external  
466 reviewers for all candidates seeking promotion to professor as  
467 described in the Lewis School Promotion and Tenure Manual;
- 468 e. review School policy documents for consistency with University  
469 and Regents policy on promotion to the rank of professor and  
470 tenure;
- 471 f. review annually the duties of, functions of, and procedures for  
472 the Faculty Committee for Promotion to Professor and the criteria  
473 for promotion and tenure to professor.

474 (b). Promotion and Tenure Committee (P & T)

- 475 i. Membership: The P & T Committee (TT and NTT) shall consist of five

476 (5) faculty members who shall be elected for 2 year-terms; two (2)  
477 members from the SON, one being tenure track and one being non-  
478 tenure track; and two (2) members from the health professions  
479 disciplines, one being -tenure track and one (1) being non-tenure track.  
480 Representatives shall be elected during the Fall semester and shall take  
481 office at the beginning of Spring Semester. All Members must hold the  
482 academic rank of associate professor or professor and must be tenured,  
483 excluding as noted above.

484 ii. Duties and Functions:

485 The committee shall:

- 486 a. recommend to the Faculty criteria and procedures for both  
487 promotion in academic rank of faculty of tenure-track (TT)  
488 (associate professor) and Non-tenure-track (NTT) faculty, and the  
489 awarding of tenure to faculty being promoted to associate  
490 professor and recommend to the Faculty criteria and procedures  
491 for promotion of non-tenure track faculty;
- 492 b. serve as an advisory committee to the Dean in matters of  
493 promotion and and/or tenure of faculty members ;
- 494 c. receive applications for promotion to the rank of associate  
495 professor and of non-tenure track faculty and make  
496 recommendations for promotion and tenure as outlined in the  
497 appropriate Lewis School Promotion and Tenure Manual;
- 498 d. review School policy documents for consistency with University  
499 and Regents policy on promotion and / or tenure;
- 500 e. review annually the duties of, functions of, and procedures for the

501 Promotions and Tenure Committee (TT and NTT).

502 **F. Graduate Faculty Committee**

503 i. Purpose: The Graduate Faculty Committee reviews  
504 applications for Graduate Faculty Status, and, to recommend approval of  
505 new members of the Graduate Faculty to the Dean.  
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507 ii. Membership: The Graduate Faculty Committee shall consist of five (5)  
508 faculty members. One nursing, one from each health professions  
509 discipline, and one alternate member. Only faculty who currently hold  
510 Graduate Research or Graduate Professional Faculty status are eligible  
511 to serve on the committee.  
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513 iii. Duties and Functions

514 The committee shall:

515 a. annually review criteria for membership on the School's Graduate  
516 Faculty to ensure consistency with the current Georgia State  
517 University Faculty Handbook, Section 306.07;

518 b. establish and publish fall and spring semester deadlines for  
519 submission of materials for committee review;

520 c. provide results of reviews to the Dean in the form of a written letter  
521 from the committee chair to:

522 1. notify faculty of committee recommendations to the Dean,  
523 which will be forwarded to the Provost/Vice President for  
524 Academic Affairs as described in the Georgia State  
525 University Handbook;

526 2. provide recommendations for future submissions when  
527 recommending that a faculty member not receive graduate  
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529 faculty status.

530 **G. International Services Committee**

531 i. Purpose: This committee will advise the Dean on the growth of  
532 relationships with international universities with similar programs. The  
533 committee will assist the dean in identifying goals and metrics for  
534 successful international services partnerships. The committee will assist  
535 the dean in attainment of the identified benchmark for success in  
536 achieving the strategic goal.

537 ii. Membership: The International Services Committee shall consist of five  
538 (5) faculty members elected by the faculty at-large. The Associate Dean  
539 for Academic Affairs will be an ex officio member.

540 iii. Duties and Functions

541 The committee shall:

- 542 a. Review Study Abroad programs and make suggestions for  
543 revision in current programs and suggest alternate opportunities.
- 544 b. Track and review all current international agreements and make  
545 recommendations to the Dean about ending or expanding an  
546 agreement.

547 **H. Research Committee**

548 i. Purpose: The Research Committee is to encourage and actively  
549 support research in the Lewis School. This entails the specific role of  
550 reviewing all Lewis School internal research proposals and making  
551 recommendations of these proposals for funding to the dean.

552 ii. Membership: The Research Committee shall consist of five (5) faculty  
553 members-at-large and the Associate Dean for Research who shall serve  
554 in an advisory capacity rather than as a voting member. Members of the  
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556 Research Committee shall have an active program of research and  
557 experience in submitting grants for internal and/or external funding.

558 iii. Duties and Functions

559 The Committee shall:

- 560 a. review internal and external grant proposals and provide written  
561 feedback to principal investigators;
- 562 b. act as a liaison between the faculty and the Associate Dean for  
563 Research;
- 564 c. advise the Associate Dean for Research regarding faculty  
565 development and research support needs;
- 566 d. organize School-wide activities to promote faculty programs of  
567 research to develop or enhance faculty research skills and  
568 knowledge.

569 **I. Student Appeals Committee**

570 i. Purpose: The Student Appeals Committee is to uphold the academic  
571 standards of the Lewis School. If exceptions to academic rules and  
572 regulations are to be made, this body will adjudicate the case.  
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576 ii. Membership: The Student Appeals Committee shall consist of six (6)  
577 faculty Members, one alternate, and one student from Nursing and one  
578 student from the health professions disciplines.

579 iii. Duties and Functions

580 The committee shall:

- 581 a. review annually student appeals procedures in the Lewis School  
582 for compliance with University policy and for necessary revision  
583 and/or appropriate dissemination of information to students and

- 584 faculty;
- 585 b. at the request of the Dean, identify three (3) of its faculty members
- 586 and one (1) student to serve as an advisory panel to the Dean in
- 587 grade appeal cases where the Dean wishes to have such an
- 588 advisory panel. For any hearings that are called, the student
- 589 appointed must not be in the discipline of the student who filed the
- 590 appeal or from the same discipline as the student who is charged
- 591 with academic dishonesty. A quorum must be present for an
- 592 appeal case to be heard;
- 593 c. In cases of academic dishonesty, the hearing panel members will
- 594 be convened on a case-by-case basis in accordance with the
- 595 University Student Appeals and Policy and Procedures.

596 **J. Student Services Committee**

- 597 I. Purpose: The Student Services Committee is responsible for bridging
- 598 the gap between the student services provided by the University and
- 599 students in The Lewis School. This committee also serves to increase
- 600 publicity for the services and utilization of student fees, and serve as the
- 601 voice of students for the future of these student services.
- 602 ii. Membership: The Student Services Committee shall consist of seven
- 603 (7) members as follows: the Associate Dean for Academic Affairs; one (1)
- 604 faculty member elected from each department or program; two (2)
- 605 undergraduate and two (2) graduate students from The Lewis School;
- 606 and two (2) student alternates, one undergraduate and one graduate.
- 607 Students shall serve one (1) year terms, with no term limit. The student
- 608 alternates shall be selected to serve as substitute members for student

609 members who are unable to attend. When possible, at least one of the  
610 faculty members shall be a member of the Senate Student Life and  
611 Development Committee and also, when possible, one or more of the  
612 students shall be members of the Student Government Association. The  
613 Associate Dean for Academic Affairs shall serve as presiding officer of  
614 meetings and convener of the committee, but is a non-voting member.  
615 Student alternates may attend all meetings, but vote only as designated  
616 by the Chair. A quorum for all votes of the Committee shall consist of four  
617 (4) voting members. Tie votes are to be treated as failed-to-pass.

618 iii. Duties and Functions

619 The committee shall:

- 620 a. identify and review student concerns and issues and make  
621 recommendations to the Faculty;
- 622 b. serve as the Student Activity Fee Committee in The Lewis School  
623 by fulfilling the responsibilities of making recommendations to the  
624 Dean about how to use the student activity fee allocation to  
625 support student activities, clubs, programming, etc. within the  
626 School and developing, implementing and enforcing policies and  
627 procedures regarding the student activity fee allocation to insure  
628 compliance with applicable University, and Board of Regents  
629 policies and State and Federal laws.
- 630 c. Serve as the Student Technology Fee Committee for the Lewis  
631 School by fulfilling the responsibilities of making recommendations  
632 to the Dean about how to use the student technology fee  
633 allocation to support student activities, clubs, programming, etc.



634 within the School and developing, implementing and enforcing  
635 policies and procedures regarding the student technology fee  
636 allocation to insure compliance with applicable University, and  
637 Board of Regents policies and State and Federal laws.

638 d. Provides names of students recommended to serve on faculty  
639 committees to the respective chair of each committee at the  
640 beginning of the academic year.

641 Section 5. Special Committees. The Faculty or the Dean may establish special  
642 committees and appoint and/or elect members to such committees.

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ARTICLE VI

UNITS OF THE SCHOOL

Section 1.

Schools

- A. In accordance with Article VIII, Section 1, of the Statutes of Georgia State University, a School may be developed within a college. The Byrdine F. Lewis School of Nursing and Health Professions consists of the School of Nursing, the Department of Nutrition, the Department of Occupational Therapy, the Department of Physical Therapy, the Department of Respiratory Therapy and the Health Informatics program,.
- B. The individual who is responsible for the School shall be the Dean.

Section 2.

Departments

- A. In accordance with Article X, Section 1, of the Statutes of Georgia State University, a department is an administrative subdivision of a college or school established for the purpose of conducting programs of instruction, research and service. The following subdivisions are departments The Lewis School:
  - School of Nursing
  - Department of Nutrition
  - Department of Occupational Therapy
  - Department of Physical Therapy
  - Department of Respiratory Therapy
- B. The Secretary of the faculty shall add the names of additional divisions to this list as they are established The following subdivisions are programs of the Lewis School:
  - Health Informatics
- C. The individual who is responsible for a school, department shall be the Unit Head, whose responsibilities and authority are described in Article X, Section 2,

673 of the Statutes of Georgia State University.

674 Section 3. Schools, Departments, and Institutes

675 A. In accordance with the Statutes of Georgia State University and subject to  
676 direction of the faculty of the School, the Lewis School shall develop and  
677 implement policies and procedures concerning their selection of students and  
678 their educational programs, and shall handle matters of internal administration.

679 B. The Faculty of the Lewis School shall meet at least once each semester during  
680 the academic year. Minutes shall be maintained and copies transmitted formally  
681 to the Dean of the School.

ARTICLE VII

RATIFICATION AND AMENDMENTS

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Section 1. Amendments to these bylaws shall be in effect upon approval by two-thirds of the faculty of the Lewis School present who are eligible to vote, providing a quorum is present.

Section 2. Any voting faculty member or committee may propose amendments to the Bylaws Committee for its consideration.