



**UNIVERSITY OF
SASKATCHEWAN**

College of Nursing

**University of Saskatchewan
College of Nursing
Faculty Council Bylaws**

October 9, 2024

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Contents

PART ONE: FACULTY COUNCIL REGULATIONS.....	3
A. Constitutional Powers and Duties.....	3
B. Membership of Faculty Council	5
C. Appointment and Election of Members.....	6
D. Duties, Terms of Office, and Election of Officers.....	6
E. Procedures for Election of Chair and Vice-Chair.....	7
F. Meetings	8
G. Procedures and Voting.....	9
H. Committees.....	11
I. Records	14
J. Conflict of Interest.....	14
K. Amendments to Bylaws.....	15
PART TWO: STANDING COMMITTEES' TERMS OF REFERENCE	16
A. The Bylaws and Governance Committee	17
B. The Nominations Committee.....	18
C. The Planning & Priorities Committee	19
D. The Research and Scholarship Committee	20
E. The Globalization Committee.....	22
F. The Undergraduate Education Committee (UEC).....	23
G. The Undergraduate Scholarships and Awards Committee	25
H. The Undergraduate Academic Integrity Committee.....	26
I. The Graduate Education and Post-Doctoral Committee (GEPDC).....	26
J. The Patient Safety Committee	28
PART THREE: COLLEGE SUB-COMMITTEES INDIRECTLY ACCOUNTABLE TO FACULTY COUNCIL	30
A. Undergraduate Education Committee (UEC): Curriculum Subcommittee	30
B. Undergraduate Education Committee (UEC): Undergraduate Program Year Subcommittees	31
C. Graduate Education and Postdoctoral Committee (GEPDC): Nurse Practitioner Programs Sub- Committee	32

COLLEGE OF NURSING BYLAW INTRODUCTION

PREAMBLE

These bylaws describe and set forth procedures relating to the governance of the Faculty Council of the College of Nursing and are subject to the bylaws, policies, and regulations of the University Council, which establishes the Faculty Council. To the extent that any previous resolution of the Faculty Council or its predecessors or any committee of that council is inconsistent with this bylaw, this bylaw has precedence.

In this document “Faculty Council” refers to the College of Nursing Faculty Council, whereas University Council refers to the University of Saskatchewan Council.

The bylaws are not intended to supplant understandings recorded in the most recent collective agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association (USFA).

PART ONE: FACULTY COUNCIL REGULATIONS

A. Constitutional Powers and Duties

The College of Nursing Faculty Council is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by the University of Saskatchewan Act 1995.

Under Part Three of the University Council’s Bylaws, the College of Nursing Faculty Council, subject to the provisions of the University Act, the Bylaws of the University Council and the general control of the University Council, shall have charge over matters of scholarship and discipline. The duties delegated by University Council to the Faculty Council of each college or school are laid out in Part Three, Section V, Subsection 2 of the University Council Bylaws. The following is the excerpt from Part Three, Section V, Subsection 2 Roles and Responsibilities of the Faculty Councils, in the University Council Bylaws (p. 44, April 15, 1999, Revised November 2021).

Roles and Responsibilities of the Faculty Councils

The Faculty Council of each college or school, subject to the provisions of the Act, the Bylaws of University Council and the general control of University Council, shall have charge of matters of scholarship and discipline. Among the duties delegated by University Council to the faculty councils are the following:

- a) To make recommendations to University Council concerning the requirements for admission to programs offered by the college or school;
- b) To establish and report to University Council on the number of students who may be admitted to a college or program of study and to report to University Council on the number of students admitted each year;
- c) To make recommendations to University Council concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- d) To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- e) Subject to University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the college or the school;
- f) To make decisions concerning progression of students and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the faculty council, and to hear appeals of such decisions;
- g) To approve candidates for degrees, diplomas and certificates;
- h) To approve candidates for scholarships, prizes, and other awards and honours;
- i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under University Council's regulations governing academic misconduct;
- j) To consider appeals from students in accordance with University Council's regulations governing student appeals in academic matters.
- k) In addition to these statutory powers and duties, Faculty Council serves as a forum for the participation and engagement of members of Faculty Council in discussions of policies, plans, and decisions by the college administration, that directly affect those areas for which Faculty Council has responsibility.

B. Membership of Faculty Council

1. The membership of the College of Nursing Faculty Council shall be in accordance with the University Council Bylaws, Part Three, Section V, Subsection 1. At the time of approval of these bylaws, membership is specified as follows:

- a. The President of the University*
- b. The Provost and Vice-President, Academic* or designate
- c. The Vice-President, Research*
- d. The Vice-President, Finance and Resources*
- e. The Vice-President, University Relations*
- f. The Vice-Provost, Teaching, Learning, and Student Experience*
- g. The Vice-Provost, Indigenous Engagement*
- h. Chief Information Officer and Associate Vice-President Information and Communications Technology*
- i. The Dean of the College of Nursing (ex officio)
- j. The Dean of the College of Graduate and Postdoctoral Studies or designate (ex officio)
- k. The Dean of the University Library or designate*
- l. The University Secretary or designate*
- m. The University Registrar or designate*
- n. Such other persons as University Council may, from time to time, appoint in a voting or non-voting capacity;
- o. Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity*
- p. Those Professors, Associate Professors, Assistant Professors, Lecturers, Instructors, and Special Lecturers who for administrative purposes, are assigned to the Dean of the College of Nursing;
- q. Associate Deans of the College of Nursing (ex officio)
- r. Up to 4 undergraduate students
- s. Up to 4 graduate students
- t. One postdoctoral student (as available)

*Non-voting members

2. Members on leave retain their right to participate in meetings and are counted in quorum if they exercise this right and notify the Chair that they be retained on the roster of voting members for the period of their absence.

3. In accordance with a duly approved motion of the Faculty Council with 2/3 majority vote, Faculty Council may recommend changes in its membership to the University Council.

C. Appointment and Election of Members

For those members of the Faculty Council who are not members by virtue of their position as administrators or as members of the Faculty of the College of Nursing:

1. The undergraduate students shall be appointed by the College of Nursing Undergraduate Student Association and shall hold membership for a period of 1 academic year.
2. The graduate and postdoctoral students shall be appointed through consultation with the Associate Dean Research and/or Graduate Chair. The graduate students and postdoctoral fellow shall hold office for a period of 1 academic year.

An ex-officio member who is entitled under Council Bylaws to delegate his or her membership may designate an individual to serve on the Faculty Council with the same powers as the designator. Such designations will last for a 12-month period and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in his or her place. To initiate the designation, the ex-officio member will inform the Chair of Faculty Council. During the period of designation, the ex-officio member who initiated the designation may attend meetings of the Faculty Council with a voice but no vote.

D. Duties, Terms of Office, and Election of Officers

1. The officers of the Faculty Council are the Chair and the Vice-Chair. The Recorder and Coordinator are designated from the Dean's office.
2. The Chair of the Faculty Council (or the Vice-Chair if the Chair is incapacitated) shall be responsible:
 - a. To preside at all meetings of the Faculty Council, to preserve order and decorum and, subject to appeal, to decide all questions of order and other questions as provided in these bylaws.
 - b. Prepare a draft agenda for each meeting of the Faculty Council and to present it for approval at the meeting.
 - c. In accordance with the University Council's Bylaws, to transmit to the University Council for consideration and review all matters that belong to the care of the University Council or from which the nature of the concern involves more than one college or school.
 - d. To ensure the maintenance of an archive of the proceedings and all approved minutes of Faculty Council meetings.
 - e. As the spokesperson for Faculty Council, to explain the decisions, activities, and procedures of Faculty Council.

3. The Chair may seek the guidance and assistance of the Governance Committee of University Council with respect to matters of procedure.
4. In the Chair's absence or disability, the Vice-Chair shall have all the powers and perform all the duties of the Chair. The Vice-Chair also will preside at meetings in place of the Chair if the Chair declares a conflict of interest in any matter.
5. The Recorder acts as the delegate of the University Secretary under University Council's Bylaws Part Three, Section V.1.C. Under the general direction of the Chair, the Recorder shall be responsible:
 - a. To assist the Chair in the preparation of agendas and minutes.
 - b. To arrange for the distribution of notice of meetings, agendas, and minutes to all members of the Faculty Council.
 - c. To record attendance at all meetings and confirm quorum.
 - d. To record all motions, resolutions, and other decisions taken at meetings.
 - e. To arrange for and carry out elections in accordance with these bylaws and provide the result to the Chair.
6. The Coordinator acts as the delegate of the University Secretary under University Council's Bylaws Part Three, Section V.1.C. Under the general direction of the Chair, the Coordinator shall be responsible to assist the Chair.

E. Procedures for Election of Chair and Vice-Chair

1. The Chair and Vice-Chair will be elected by members of Faculty Council for a two (2)-year term. These positions will typically be elected in alternating years, providing overlap in experience.
2. A minimum twenty (20) calendar days prior to the conclusion of the term of the current Chair or Vice-Chair of the Faculty Council, the Nominations Committee shall inform all members of the Faculty Council that nominations for the position of Chair or Vice-Chair are being requested and shall provide a nomination form for this purpose.
3. A Faculty Council member shall be nominated for the position of Chair or Vice-Chair when the nomination form referred to above containing consent of the nominee is endorsed by three (3) members of the Faculty Council and returned to the Nominations Committee on or before the date specified by the Committee. The nomination form will contain a brief description of the nominee's qualifications for Chair or Vice-Chair.

4. A minimum five (5) days prior to the date of the election, the Nominations Committee shall provide to all members of Faculty Council a ballot setting out the names and qualifications of the nominees for the Chair or Vice-Chair role. Information accompanying the ballot shall indicate that the ballot is to be returned/submitted on or before the specified date.
5. The results of the balloting shall be reported by the Chair of the Nominations Committee to the next meeting of the Faculty Council. The Chair of the Nominations Committee shall rule on any election irregularities. The Chair's decision shall be final.
6. In the event that two or more nominees with the most votes receive the same number of votes, the Chair of the Nominations Committee shall elect the incoming Chair or Vice-Chair by lot.
7. In the event that no nominations are received by the deadlines for nominations, a second call for nominations shall be sent. If the second call for nominations does not elicit a nomination, the Nominations Committee, in consultation with the Dean, shall nominate a member of Faculty Council to serve as Chair or Vice-Chair for a 1-year term, and call a nomination for the position the following year.
8. The Chair and Vice-Chair shall normally hold office for a period of two (2) years, renewable for another term of two (2) years, unless removed by a vote of 2/3 of the members of the Faculty Council. A Chair or Vice-Chair shall be eligible for re-election to this position in the third year following a second term.

F. Meetings

1. Regular meetings of the Faculty Council will be held four (4) or more times a year, typically two (2) times per term, during the period of September to June.
2. Notice of regular meetings will be sent by email and will be provided to all members no less than thirty (30) calendar days in advance of the meeting.
3. A special meeting of the Faculty Council may be held at any time upon the call of the Chair, or in the Chair's absence, of the Vice-Chair or upon the written petition of not fewer than 20% of voting members. Where a Special Meeting is called, the business to be transacted must be specified in the notification of the meeting. Special meetings require written notice to all members no less than seven (7) calendar days in advance.

4. Minutes shall be circulated to all members of the Faculty Council at least seven (7) calendar days in advance of the next meeting with the agenda material and will be presented for adoption at that meeting.
5. The quorum for regular and special meetings will be 40% who hold full-time faculty positions as full professors, associate professors, assistant professors, lecturers, or instructors in the College of Nursing.
6. Any regular meeting may be postponed or cancelled at the call of the Chair.
7. Regular Faculty Council meetings will be open to the members of the university community and may, at the discretion of the Chair, be open to the general public. Non-members may speak at the discretion of the Chair but, unless they are voting members of the Faculty Council, are not entitled to vote.
8. The Chair may call for any meeting or portion of a meeting to be closed.

G. Procedures and Voting

1. Where procedures and rules are not covered in these bylaws, meetings of the Faculty Council and its committees shall be conducted in accordance with the rules of procedure adopted by University Council. At the time of adoption of these bylaws, those procedures are the 3rd edition of Kerr and King's *Procedures for Meetings and Organizations*
2. Regular meetings of Faculty Council are normally held with faculty attending in-person and synchronously through online web conferencing software.
3. Meeting shall be presided over by the Chair or, in the absence of the Chair, of the elected Vice-Chair; or, in the absence of both, by any other member of the Faculty Council as agreed to by the majority of members at the meeting.
4. The agenda will be approved at the beginning of each meeting. Notice of any substantive motions to be voted upon by the Faculty Council will be included in advance in the agenda material. A 'substantive motion' refers to any motion dealing with a substantive matter which requires consideration by members of the Faculty Council prior to the meeting at which the motion is presented. Whether or not a motion falls within this definition will be determined by the Chair. This requirement may be suspended upon vote of 2/3 of the members present and voting at a meeting.

5. The convocation lists of degrees, certificates, honours, and distinctions and the recommendations of convocation awards need not be included in advance in the agenda material but may be circulated at the meeting at which these items are considered.
6. Except as provided elsewhere in these bylaws, all questions legitimately before Faculty Council shall be decided by a simple majority of votes of the members present. The Chair shall not vote on a motion before Faculty Council except to break a tie when there is an equal number of voting members supporting and opposing the motion.
7. Student members will be considered to be in a conflict of interest and excluded from consideration of those matters where the performance of students is under review or consideration.
8. Only the members of the College of Graduate and Postgraduate Studies (CGPS) have the privileges to vote on matters related to graduate programs, graduate admission, graduate curriculum, and any other College of Graduate and Postgraduate business. As per the College of Graduate and Postdoctoral Studies' Article 19.2.1, a quorum of 50% + 1 faculty members of the CGPS shall vote.
9. Voting will normally be by electronic vote. A procedural motion to require a vote must be seconded and approved by a single majority of the votes of the members present.
10. All votes cast on agenda items are considered confidential. The Council Recorder will maintain an accounting of the vote, including the determination of quorum, and results of the vote. At no time will the results of a vote, that identifies a member of Faculty Council, be available to any member of the Faculty Council, College Administration, or the greater University Council, unless a member in attendance at a Faculty Council meeting requests to have their vote be recorded in the minutes.
11. The number voting for or against a motion shall be recorded in the minutes at the call of any one (1) member.
12. In rare matters requiring an urgent decision, and at the call of the Chair, a motion may be put to the members by email, outside of regular Faculty Council meeting. Such a motion by voting members of the Faculty Council will be deemed to have the same force and effect as a motion adopted by a vote of the members at a meeting duly convened and will be recorded under business arising in the minutes of the next regular meeting of the Faculty Council.

13. When using electronic voting outside of a regular Faculty Council meeting, an email will be sent to all voting members of Faculty Council providing a concise description of the urgent issue to be debated/decided along with such rationale and supporting materials as are necessary to allow council to come to an informed decision. Included in the rationale will be reasons outlining the urgency of the matter and why the matter has been referred to an electronic vote rather than waiting for the next scheduled Faculty Council meeting.
14. All motions put forward for an urgent decision by electronic vote will be open for an online debate for five (5) calendar days. If during the five (5) day deliberation period, five or more of the council members request that the matter be held over and referred to an in-person meeting the matter will be put to an electronic vote to determine if the majority of faculty members agree that the matter should be dealt with at a formal council meeting, and then the matter shall be so referred. Matters specific to approving the list of graduates for convocation will not be deferred.
15. Quorum for an urgent electronic decision will be 40% of faculty holding positions as full professors, associate professors, assistant professors, lecturers, or instructors in the College of Nursing.

H. Committees

The Standing Committees of the College of Nursing Faculty Council are:

- The Bylaws & Governance Committee
- The Nominations Committee
- The Planning and Priorities Committee
- The Research and Scholarship Committee
- The Globalization Committee
- The Undergraduate Education Committee (UEC)
- The Undergraduate Scholarships and Awards Committee
- The Undergraduate Academic Integrity Committee
- The Graduate Education and Post-Doctoral Committee (GEPDC)
- The Patient Safety Committee

1. Faculty Council may establish standing and ad hoc committees to facilitate its work and, subject to the approval of University Council and without jeopardizing Council's authority, may delegate decisions to its standing committees.

2. Unless a motion of Faculty Council passed in accordance with a delegation by University Council specifically provides otherwise, **all recommendations of committees will be brought to Faculty Council for consideration and approval.**
3. Standing committees may create subcommittees, including subcommittees composed of persons who are not members of Faculty Council.
4. There is no requirement that standing committees be composed entirely of Faculty Council members.
5. All standing and ad hoc committees will have written terms of reference outlining their composition and accountabilities. Each committee should regularly review its own terms of reference and may recommend changes to the Bylaws and Governance Committee as required. The membership and terms of reference of standing committees of the Faculty Council as well as other committees of the College of Nursing are specified in Part Two of these bylaws.
6. The term of office for the Chair and members of standing committees is as outlined in the respective Terms of Reference.
7. Term of office for Chairs and members of standing committees will begin July 1st, unless otherwise determined by the Dean or the Nominations Committee. The term of student members will normally begin on the first Faculty Council meeting of the academic year.
8. A vacancy will be declared in the case of a committee member who will be absent from the campus or otherwise unavailable to attend meetings for a period of six (6) consecutive months or more.
9. A committee member on sabbatical leave, who wishes to retain their membership and participation on a committee during their leave, should notify the Nominations Committee of this intent. If such a member is absent from two consecutive committee meetings during their leave, a vacancy will be called, and the position filled for the remainder of the leave to support fulfillment of committee business and quorum.
10. In the case of a vacancy, the Nominations Committee will fill the vacancy in accordance with membership requirements of the committee and the Nominations Committee's terms of reference. If no volunteers come forward after two (2) calls from the Nominations Committee, the Dean may appoint a person to fill the vacancy.

11. The members of the Nominations Committee cannot nominate themselves and as such shall be nominated by the Bylaws and Governance Committee.
12. The Dean of the College of Nursing and Chair of the College of Nursing Faculty Council are ex-officio voting members of all standing committees, subcommittees, and ad hoc committees.
13. An ex-officio member of a committee may designate an individual to serve in her or his place with the same powers as the designator. Such designations shall last for a 12-month period and are subject to renewal. In the event that the individual is unable to complete the full term, another individual may be designated in their place. To initiate the designation, the ex-officio member will inform the Chair of the Faculty Council and the Chair of the committee involved. During the period of designation, the ex-officio member who initiated the designation may attend meetings with a voice but no vote.
14. Standing and ad hoc committees may appoint a Vice-Chair. In the absence of the Chair, and where a Vice-Chair has been appointed, the Vice-Chair will preside. In the absence of both the Chair and Vice-Chair, the committee may appoint a member to chair the meeting.
15. Responsibility for calling committee meetings rests with the Chair or Vice-Chair of the committee.
16. The quorum for all standing committees is 50% + 1 of the total number of voting committee members listed in the committee terms of reference. Decisions will be made by consensus or by a simple majority vote in the case that consensus cannot be achieved. In the event of a tie vote, the Chair will vote to break the tie.
17. Committee Chairs shall ensure that minutes are taken at meetings. Minutes of all meetings should be recorded and kept on an electronic file/server that is accessible to faculty members. All information deemed confidential in nature shall be handled and sorted in a secure file. These minutes shall be made available through the internal SharePoint college site to all members of the Faculty Council.
18. Committees will provide an annual written report to the Faculty Council. This report will typically be provided for the last Faculty Council meeting of the academic year.
19. The Dean of Faculty Council Chair may seek the advice or assistance of a committee of Faculty Council with respect to particular items of business. The

advice and assistance shall not contradict or conflict with policies of the Faculty Council, and the committee shall report to Faculty Council on the general nature of the advice given.

I. Records

1. Council Bylaws require that “each Faculty Council shall keep a record of its proceedings and this record shall be open to any member of the Faculty Council. A copy of the proceedings shall, upon request, be furnished by its Coordinator to the Chair of the University Council and/or to the president of the university.”
2. Wherever practical, draft minutes, including a record of members present and regrets, member voting rights, all motions and resolutions, from all regular and special meetings shall be circulated to all members with the agenda material for the next meeting, and will be presented for adoption at that meeting.
3. The record of all general and special meetings shall, once adopted, be signed by the presiding Chair and the recording Coordinator of the meeting and kept on an electronic file/server where it shall be available for inspection by any member of the Faculty Council.
4. Records of motions from closed sessions may be deemed confidential by the Chair and the related portion of the minutes may remain confidential at the discretion of the Chair. In such cases, the non-confidential portion of the minutes will reflect the fact that a confidential section has been removed. Both the non-confidential and the confidential portion of the minutes are considered to constitute the official record of the meeting and will be preserved for the official archive.

J. Conflict of Interest

1. Members of the Faculty Council and its committees will have, as their principal concern, the welfare of the college and of the university. They will exercise independent judgment and may not act as agents of any person or organization. [taken from University of Saskatchewan Council Bylaws, Part One, Section V]
2. There are no restrictions on the right of a member of the Faculty Council to participate in debate and to vote on any matter that comes before the Faculty Council. If a member of the Faculty Council has a conflict of interest in any matter under consideration, the member shall disclose his or her interest when speaking on the matter in the Faculty Council proceedings.

3. A member of a standing or ad hoc committee member of Council will conduct themselves so as to avoid conflict of interest or the appearance of conflict of interest. They will disclose and identify any conflict of interest or perceived conflict of interest and abstain from voting in committee proceedings on matters on which they have a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter [taken from University of Saskatchewan Council Bylaws, Part One, Section V.2].
4. The Chair or a member of a committee is entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee, and to ask such a member to withdraw from the deliberations of the committee and/or to refrain from voting on a matter before the committee. If a request to withdraw from deliberations of the committee or refrain from voting on a matter before the committee is denied by the member to whom the request was directed, the fact that the request was made and was denied will be recorded in that portion of the committee's report relating to the matter.

K. Amendments to Bylaws

1. A motion to amend the bylaws will be preceded by a notice of motion presented in writing to the members not less than thirty (30) calendar days prior to the date of the meeting at which the motion is to be considered and will require a 2/3 majority vote of those present and voting.

PART TWO: STANDING COMMITTEES' TERMS OF REFERENCE

Standing Committees of the College of Nursing Faculty Council

The standing committees of the College of Nursing Faculty Council are:

- A. [The Bylaws & Governance Committee](#)
- B. [The Nominations Committee](#)
- C. [The Planning and Priorities Committee](#)
- D. [The Research and Scholarship Committee](#)
- E. [The Globalization Committee](#)
- F. [The Undergraduate Education Committee \(UEC\)](#)
- G. [The Undergraduate Scholarships and Awards Committee](#)
- H. [The Undergraduate Academic Integrity Committee](#)
- I. [The Graduate Education and Post-Doctoral Committee \(GEPDC\)](#)
- J. [The Patient Safety Committee](#)

Changes to standing committee terms of reference and membership are conducted once a year at the last spring meeting of Faculty Council unless a significant reason for the review is presented to the Chair and put to Faculty Council for a vote. All changes to committee terms of reference shall be submitted to the Chair of the Bylaws & Governance Committee. Minutes for Standing Committees of Faculty Council will be taken according to the rules of University Council.

A. The Bylaws and Governance Committee

The Bylaws and Governance Committee is a standing committee of the College of Nursing. The Bylaws and Governance Committee reviews and updates the College of Nursing's bylaws and the terms of reference of standing committees.

Membership

Membership on the Bylaws and Governance Committee will be a 3-year commitment. The committee will select a Chair and Vice-Chair annually from the faculty members of the committee.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Faculty Council Vice-Chair
- Three (3) tenured or tenure-track members of Faculty Council
- Administrative support provided by the dean's office*

*Non-voting members

Terms of Reference

1. Develops and regularly review the terms of reference for the Bylaws and Governance Committee.
2. Reviews and updates the College of Nursing Faculty Council Bylaws and submits updates and changes to University Council.
3. Coordinates the development and updating of the terms of reference for standing committees of Faculty Council and recommend revisions as needed.
4. Regularly review the Faculty Council governance structure and bylaws and recommends revisions as needed. Non-substantive changes such as a change in the title of an administrative officer will not require a motion at Faculty Council.

Meetings

The committee will meet as required but no less than twice per year. Additional meetings may be called upon special request of the Chair.

B. The Nominations Committee

The Nominations Committee is a standing committee of the College of Nursing. The Nominations Committee determines faculty and staff interest in membership on College of Nursing's committees. The Nominations Committee takes into consideration the abilities and experience of the volunteers, career goals (e.g., tenure and promotion requirements), and the needs of geographic sites when populating standing committees of the College of Nursing's Faculty Council. This committee will work closely with the Dean's office.

Membership

Members of the Nominations Committee are nominated for a period of 3-years. Members of the Nominations Committee will be nominated by the Bylaws and Governance Committee and elected by members of the College of Nursing Faculty Council through an independent vote. The committee will select a Chair annually from one of the three faculty members of the committee.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Three (3) tenured or tenure-track faculty members
- Administrative support provided by the dean's office*

*Non-voting members

Terms of Reference

1. Determines faculty and staff interest in membership on College of Nursing committees.
2. Facilitates the naming of faculty and staff to special or external committees when requested by the Dean.
3. Facilitates and assists the college process for naming faculty and staff to vacancies within college committees.
4. Facilitates and assists the appointment of students to college standing committees through contacts with undergraduate and graduate student societies.
5. Makes call for volunteers to populate the Salary Review Committee related to the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association.

6. Makes call for volunteers with the goal of selecting the College of Nursing's representatives to serve on Associate Deans' or Dean of Nursing's Search Committees based on the Board of Governors' rules and procedures for appointment of senior administrators. The members of the Nominations Committee will take into consideration the abilities and experience of the volunteers.

Meetings

The Nominations Committee will meet as required when the need to fulfill vacancies arise on Standing Committees and to populate the Salary Review Committee, the Dean's and Associate Deans' Search Committees, the nomination of Instructors, and the nomination of the Postdoctoral fellow (if available). The Associate Dean Research and/ or Graduate Chair will be consulted for the selection of the Postdoctoral fellow (if available).

C. The Planning & Priorities Committee

The Planning and Priorities Committee is a standing committee of the College of Nursing Faculty Council. The committee is responsible for setting strategic priorities, monitoring achievement, and providing recommendations on any changes to the strategic directions. The ongoing review and revision of each section of the strategic plan will be co-led by a faculty member and a member of the leadership group.

Membership

Membership on the Planning and Priorities Committee will be a 3-year commitment for tenured faculty members and a 1- year commitment for students. The committee will select a Vice-Chair annually from the faculty members of the committee.

- Dean (ex officio) or Dean's designate (Chair)
- Faculty Council Chair (ex-officio) or designate
- Associate Deans (ex officio)
- Assistant Deans (ex officio)
- Four (4) faculty members – two (2) members representative of Indigenous and Racialized Groups to respect Equity, Diversity, and Inclusion (Vice-Chair selected by the Committee from among these faculty members)
- Two (2) students – One (1) undergraduate student and one (1) graduate student
- Director of Operations and Strategic Planning*
- Marketing and Communications Specialist*
- Administrative Support*

- Others invited as required*

* Non-voting members

Terms of Reference

1. Guides the development, implementation, evaluation, and dissemination of the College of Nursing strategic plan.
2. Updates and refines the strategic plan throughout the planning lifecycle.
3. Align and advance the College of Nursing's planning and priorities with the University of Saskatchewan's strategy and aspirations, the Indigenous Strategy for the University of Saskatchewan (), and the University of Saskatchewan's health sciences' strategy.
4. Balance strategic ambitions with fiscal realities in forming recommendations.
5. Facilitate timely and accountable communications (activities and impacts) – internally within the College and externally with various College of Nursing stakeholders.
6. Assists with identifying priorities to diversify revenue sources to achieve priorities within the strategic plan.

Meetings

The Planning and Priorities Committee will meet quarterly, or by call of the Chair as required.

D. The Research and Scholarship Committee

The Research and Scholarship Committee is a standing committee of the College of Nursing. This committee is responsible for promoting a culture of scholarship, support research ideas and collaboration, and exchange nursing and health knowledge that informs and promotes health.

Membership

Membership on the Research and Scholarship Committee will be a 3-year commitment for faculty members and a 1-year commitment for the students. The committee will select a Vice-Chair annually from the three faculty members of the committee.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Associate Dean Research and Graduate Studies (Chair)
- Other Associate/Assistant Deans (Ex Officio)*
- Four (4) tenured or tenure-track faculty members
- College Research Chair(s)
- Three (3) or more nursing students, including both undergraduate and graduate students. An effort will be made to include students across all sites. (preference for active involvement in research)*
- Research Facilitator(s)*
- Research Coordinator(s)*
- Administrative Support*
- Others invited as required*

*Non-voting members

Terms of Reference

1. Develop, implement, oversee, evaluate, and refine an inclusive research and scholarship strategy to guide the College of Nursing in expanding research and scholarly productivity including defining and tracking indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success and outcomes of the research strategy and research investments.
2. Contribute to the College of Nursing's research and scholarship mandate by liaising with the Office of the Vice-President Research. Communicate USask, provincial and national and international research priorities within the College of Nursing to support research and scholarly work.
3. Develop research processes and policies that contribute to the research and scholarly mandate of the College of Nursing. Under this provision, the Committee implements processes to monitor studies conducted with nursing students and assess request to access nursing students as research participants.
4. Engage research Chair(s), faculty, research support staff, undergraduate and graduate students, and post-doctoral fellows in developing and sustaining a strong, supportive culture of research in the College of Nursing.
5. Determine the adjudication and/or peer-review processes for all internal College of Nursing research-related funding competitions and monitor the progression of funds and metrics.

6. Support research communications through knowledge translation activities – internally within the College and externally with various College of Nursing Stakeholders.
7. Facilitate inclusion of Indigenous informed approaches to knowledge and practices within our research methodologies. Advise College Senior Leadership regarding the resource needs of the College of Nursing Research and Scholarship portfolio.

Meetings

The Research and Scholarship Committee will meet at least four times per academic year or by call of the Chair. The members of the Research and Scholarship Committee can invite faculty or others to attend meetings as guests.

E. The Globalization Committee

The Globalization Committee is a standing committee of the College of Nursing. The committee is responsible for the development, prioritization, implementation and evaluation of the College of Nursing's globalization strategy, policies and activities.

Membership

Membership on the Globalization Committee will be a 3-year commitment for faculty and a 1-year renewable commitment for students. The Chair and Vice-Chair will be selected from the faculty members of the committee.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Associate Deans (ex-officio) or designate
- Four (4) faculty members with consideration to rank and location.
- Two (2) students – one graduate and one undergraduate
- Marketing and Communications Specialist*
- Administrative Support*
- Others invited as required* (for example, International Student and Study Abroad Centre representative)

* Non-voting members

Terms of Reference

1. Develop, implement, and evaluate the College of Nursing's globalization vision, in partnership with students, faculty, staff, and other stakeholders.

2. Align the College of Nursing's globalization vision with the College of Nursing's and the University of Saskatchewan's strategic planning priorities regarding globalization and discovery.
3. Engage students, faculty, staff, and other stakeholders in developing and sustaining an inclusive culture of global citizenship in the College of Nursing which fosters a culture that sustain service-learning opportunities for students to engage in global and SDG-related projects.
4. Recommend and support opportunities and innovations in global collaborations and partnerships to advance student and faculty mobility and linkages.
5. Advise Senior Leadership regarding resource needs and potentials of globalization efforts.
6. Creates an inventory of measurables and indicators and evaluates success to drive ongoing globalization efforts in the College of Nursing.
7. Co-create of a teaching-learning environment that is inclusive of globalization for undergraduate and graduate students, staff, faculty, and communities of practice.

Meetings

The Globalization Committee will meet a minimum of 4 times per academic year or by call of the Chair as required.

F. The Undergraduate Education Committee (UEC)

The Undergraduate Education Committee (UEC) is a standing committee of the College of Nursing. The Undergraduate Education Committee provides leadership and advocacy on matters relating to the implementation, management, and evaluation of undergraduate program(s) and the experiences of undergraduate students within the College of Nursing. The UEC recommends changes concerning curriculum, policy, and programs to Faculty Council.

Membership

Membership on UEC will be a 3-year commitment for each Chair and Vice Chair of each year committee and a 1- year renewable commitment for students. The Dean will select

the UEC Chair, and the Vice-Chair will be selected annually from the faculty members on the committee.

- Dean of College of Nursing (ex-officio) or Dean's Designate
- Associate Dean, Academic
- Other Associate Dean(s) (ex-officio) or designate
- Undergraduate Academic Leads (2)
- Chair or Vice-Chair of Faculty Council (ex-officio)
- Chair of each Year Committee (or designate)
- Vice-Chair of each Year Committee (or designate)
- Two (2) undergraduate student representatives (must be in good academic standing and should include Indigenous student representation if possible)
- Manager of Clinical Placement Coordination *
- Manager of Academic Advising and Student Support *
- UCAN Advisor *
- Director of Operations and Strategic Planning *
- Health Sciences Liaison Librarian *
- Curriculum Specialist *
- Provincial Lab Manager *
- Administrative Support *
- Others invited as required *

*Non-voting member

Terms of Reference

1. Provides oversight of curriculum development, implementation, revisions, and evaluations.
2. Ensures consistent implementation of the identified pedagogical/andragogical approaches to support student centeredness in the curriculum, with specific attention to distributed learning.
3. Develops, implements, and evaluates policies related to undergraduate program(s).
4. Ensures congruence of College of Nursing Undergraduate student policies with University of Saskatchewan student policies.
5. Coordinates issues among years of undergraduate programs across all sites.
6. Advises College Senior Leadership regarding the resource needs of the undergraduate program(s).

7. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success of undergraduate students and outcomes of the undergraduate programs.

Meetings

This Committee will meet a minimum of 8 times per year.

G. The Undergraduate Scholarships and Awards Committee

The Undergraduate Scholarships and Awards Committee is a standing committee of the College of Nursing. The committee is responsible for implementing procedures related to awarding scholarships, prizes and other awards.

Membership

Membership on the Undergraduate Scholarships and Awards Committee will be a 3-year commitment for faculty members. The committee will select a Chair and Vice-Chair annually from the faculty members on the committee.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Associate/Assistant Deans (ex officio)*
- One (1) faculty member representing the Year 2 Committee
- One (1) faculty member representing the Year 3 Committee
- One (1) faculty member representing the Year 4 Committee
- One (1) faculty member representing the Post Degree BSN
- Administrative support*

*Non-voting members

Terms of Reference

1. Reviews the applications and selects the candidates for scholarships, prizes, and other awards.
2. Reviews processes and makes recommendations to monitor and approve processes related to awarding scholarships, prizes, and other awards.

Meetings

The Undergraduate Scholarships and Awards Committee shall meet throughout the year as needed.

H. The Undergraduate Academic Integrity Committee

The Undergraduate Academic Integrity Committee is a standing committee of the College of Nursing. This committee is responsible for dealing with formal allegations of academic misconduct related to students in all undergraduate programs.

Membership

Membership on the Undergraduate Academic Integrity Committee will be a 3-year commitment for faculty members and a 1-year renewable commitment for students.

The Chair and Vice-Chair will be selected annually by the members of the committee. The Vice-Chair acts with full authority as Chair in the Chair's absence.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Associate/Assistant Deans (ex officio)*
- Six (6) faculty members who are members of Council including the Chair and the Vice-Chair
- One (1) undergraduate student member
- Administrative Support* (appointed by the Dean)

*Non-voting members

Terms of Reference

Following the procedures outlined in the current Regulations on Student Academic Misconduct of University Council, this committee will investigate allegations of academic misconduct as reported to the Dean or other academic administrator.

Meetings

The committee will meet as required by the call of the Chair or at the request of the Dean.

I. The Graduate Education and Post-Doctoral Committee (GEPDC)

The Graduate Education and Postdoctoral Committee is a standing committee of the College of Nursing Faculty Council. The committee is responsible for envisioning, managing, and providing the foundation for future growth and development in graduate education and postdoctoral excellence for the College of Nursing.

Membership

Membership on the Graduate Education and Postdoctoral Committee will be a 3-year commitment for faculty, and a 1- year renewable commitment for students. The committee will select a Vice-Chair annually from the faculty members of the committee.

- Dean of the College of Nursing (Ex officio) or Dean's designate
- Faculty Council Chair (Ex-officio) or designate
- Associate Dean Research and Graduate Studies (Chair)
- Other Associate/Assistant Deans (Ex-officio)*
- Eight (8) tenured or tenure-track faculty who are members of CGPS
- Nurse Practitioner program Academic Lead and 1-other Nurse Practitioner program faculty member
- Up to four (4) graduate student representatives
- NP Professional Academic Advisor/Clinical Coordinator*
- Graduate Program Coordinator*
- Administrative Support*
- Others invited as required*

*Non-voting members

Terms of Reference

1. Develop, implement, and evaluate a graduate education and postdoctoral strategy to guide the College of Nursing.
2. Align the College of Nursing's graduate education and postdoctoral strategy with the University of Saskatchewan's policies for graduate and postdoctoral studies.
3. Develop, implement, evaluate, and revise graduate programming.
4. Develop graduate education and postdoctoral studies processes and policies.
5. Review and recommend graduate applicants for admission and graduate students for awards and scholarships.
6. Develop processes and policies for MN, PhD and PDF supervision, programs of studies and advisory committees.
7. Provide oversight, facilitation, and support for graduate student progression activities.

8. Ensure timely and accountable graduate education and postdoctoral communications.
9. Make recommendations regarding the use of technologies that may facilitate the College of Nursing graduate education and postdoctoral programs.
10. Advise College Senior Leadership regarding the resource needs of the College of Nursing Graduate Education and Postdoctoral programs.
11. Define, track, and share indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success and outcomes of the College of Nursing Graduate Education and Postdoctoral programs.

Meetings

The Graduate Education and Postdoctoral Committee will meet at least four times per academic year or by call of the Chair as required. The members of the Graduate Education and Postdoctoral Committee can invite faculty or others to attend meetings. A Faculty Forum will be held for items that require a larger committee discussion.

J. [The Patient Safety Committee](#)

The College of Nursing Patient Safety Committee assesses and analyzes Patient Safety Incident reports and makes recommendations to minimize risks and potential injuries to patients/clients/residents and students. College of Nursing Incident Management includes recommendations for actions and processes required at the College level to conduct the immediate and ongoing activities following an incident. Incident Analysis is a structured process that aims to identify risks and solutions to reduce recurrence of incidents.

Membership

Membership on the Patient Safety Committee will be a 3-year commitment for faculty. The committee will select a Chair and Vice-Chair annually from the faculty members of the committee.

- Dean (ex officio) or Dean's designate
- Faculty Council Chair (Ex-officio) or designate
- Associate Dean, Academic
- Undergraduate Academic Leads
- NP Faculty Member
- Two (2) tenured or tenure-track faculty from the UG programs

- Two (2) instructors from the UG programs
- Curriculum Specialist*
- Manager of Academic Advising and Student Support*
- Manager of Clinical Placement Coordination*
- Guest as required - SHA representative*
- Administrative support provided by the dean's office*

*Non-voting members

Terms of Reference

1. Develops and regularly review the Patient Safety Incident Policy.
2. Reviews and updates the Patient Safety Incident reporting form.
3. Review the submission of incident forms and ensures the policy is followed in the management and reporting of incident in the clinical setting.
4. Compiles and provides analysis on incident reports for each term, academic program year and annual summary; and forwards recommendation to the chair of UEC, UEC year chairs and the NP Subcommittee (to review and bring forward to the Graduate Studies Committee).
5. Presents an aggregate review on patterns of incidents and recommends changes to college processes and curriculum to minimize risks and potential injuries to patients/clients/residents, students, and faculty.

Meetings

The committee will meet once per academic term. Additional meetings may be called upon special request of the Chair.

PART THREE: COLLEGE SUB-COMMITTEES INDIRECTLY ACCOUNTABLE TO FACULTY COUNCIL

- A. [Undergraduate Education Committee \(UEC\): Curriculum Subcommittee](#)
- B. [Undergraduate Education Committee \(UEC\): Undergraduate Program Year Subcommittees](#)
- C. [Graduate Education and Post-Doctoral Committee \(GEPDC\): Nurse Practitioner Programs Sub-Committee](#)

A. Undergraduate Education Committee (UEC): Curriculum Subcommittee

As a subcommittee of the Undergraduate Education Committee (UEC), this subcommittee provides oversight of the undergraduate curriculum to ensure that it is current and relevant and facilitates achievement of graduate expectations.

Membership

Membership on the Curriculum Subcommittee of UEC will be a 3-year commitment for faculty. The committee will select a Chair and Vice-Chair annually from the faculty members of the committee.

- Dean, College of Nursing (ex officio)
- Faculty Council Chair (Ex-officio) or designate
- Associate Dean responsible for Undergraduate Education
- Four (4) faculty members
- Administrative Support*
- Others invited as required*

* Non-voting members

Terms of Reference

1. Provides curricular oversight and recommends changes to UEC.
2. Maintains documentation of approved changes to the curriculum.
3. Evaluates recommendations and their anticipated impact on the curriculum.
4. Evaluates the implementation and outcome of changes to the curriculum.
5. Recommends changes based on reviews of internal documents including course reports, year reports, and course syllabi.

6. Recommends changes based on reviews of external documents including NCLEX, Next Generation - NCLEX achievement, approval and accreditation reports, and employer opinion survey.
7. Reviews student achievement, progress, and feedback about the curriculum.
8. Develops processes and procedures for recommendations for curricular change.

Meetings

This Committee will meet a minimum of 8 times per year.

B. Undergraduate Education Committee (UEC): Undergraduate Program Year Subcommittees

The Undergraduate Program Year Subcommittees are standing committees of the College of Nursing Undergraduate Education Committee (UEC). The year committees (Year 2 Subcommittee, Year 3 Subcommittee & Year 4 Subcommittee) provide leadership and advocacy on matters relating to the implementation, management, and evaluation of outcomes related to the undergraduate program(s) course content and delivery; and the experiences of undergraduate students within the College of Nursing. The UG program year committees make recommendations to UEC regarding changes to the curriculum for each year in the program.

Membership

Membership on the Undergraduate Program Year Subcommittees is open to all faculty and instructors teaching a course in the academic year of the program. The committee will select a Chair and Vice-Chair from the faculty members on each year committee who will serve for a 3-year commitment and represent the committee on the UEC.

- Dean of College of Nursing (ex-officio) or Dean's Designate
- Faculty Council Chair (ex-officio) or designate
- Associate Dean – Academic (ex-officio)
- Other Associate/Assistant Deans (ex-officio) or designate*
- Chair of UEC
- All faculty and instructors teaching a course in the academic year of the program
- Part time contract teachers*

*Non-voting member

Terms of Reference

1. Facilitate the implementation of the curriculum in a specific year of the UG curriculum of the BSN and Post-BSN programs (Year 2, 3, or 4).
2. Review course syllabi with a focus on a balanced student assignment and examination workload.
3. Monitor the sequencing and leveling of core curricular concepts and experiences across courses within the academic year.
4. Provide updates and year end committee report to UEC.
5. Provide a forum to discuss year specific student issues.
6. Make program curricular recommendations to UEC.

Meetings

This Committee will meet a minimum of 6 times per year.

C. Graduate Education and Postdoctoral Committee (GEPDC): Nurse Practitioner Programs Sub-Committee

The Nurse Practitioner Programs Sub-Committee is a sub-committee of the Graduate Education and Postdoctoral Committee. The Nurse Practitioner Programs Sub-Committee provides leadership and advocacy on matters pertaining to the Nurse Practitioner graduate programs and students' experiences within the College of Nursing.

Membership

Membership on the Nurse Practitioner Programs Sub-Committee is an ongoing commitment for NP faculty members. The committee will select a Vice-Chair annually from the faculty members on the committee.

- Dean (ex-officio) or the Dean's designate
- Faculty Council Chair (ex-officio) or designate
- Associate Dean Research and Graduate Studies (ex-officio)
- Nurse Practitioner Program Academic Lead (Chair)
- All nurse practitioner faculty members
- Up to Six (6) contract nurse practitioner instructor(s)
- One (1) faculty member teaching nurse practitioner graduate level nursing research or statistics.
- NP Professional Academic Advisor/Clinical Coordinator*

- Administrative Support*
- Others invited as required*

*Non-voting members

Terms of Reference

1. Develops, implements, oversees, evaluates, and refines a graduate nurse practitioner education strategy to guide the College of Nursing in expanding graduate level advanced nursing practice education.
2. Aligns the College of Nursing's graduate level advanced nursing practice education with the University of Saskatchewan's policies for graduate and postdoctoral studies and the CRNS regulatory nurse practitioner program approval framework and CASN accreditation.
3. Develops, implements, evaluates, and revises graduate nurse practitioner program curricula.
4. Develops graduate level advanced nursing practice education processes and policies that contribute to the mandate of the College of Nursing.
5. Reviews and recommends graduate students for admission to the nurse practitioner programs.
6. Develops an advisory committee policy, process, and best-practice guidelines for nurse practitioner student supervision, programs of studies, and student academic and non-academic concerns.
7. Communicates (activities and impacts) – internally with the College and externally with various College of Nursing – nurse practitioner program stakeholders.
8. Makes recommendations regarding the use of technology that may facilitate the College of Nursing nurse practitioner program graduate education.
9. Advises College Senior Leadership regarding the resource needs of the College of Nursing Advance Nursing Practice and Graduate Nurse Practitioner Education.
10. Defines and tracks indicators, metrics, and benchmarks to monitor and evaluate the ongoing and relative success and outcomes of the nurse practitioner programs.
11. Collaborates and engages with the Nurse Practitioner Program Advisory Committee members and provides an annual orientation to new members as needed.

12. Develops the CRNS program annual update and the CRNS regulatory program review self-assessment documents, program review schedule of activities, and communication with the CRNS.

Meetings

The Nurse Practitioner Programs Sub-Committee meets at least six times during the academic year or by call of the Chair as required. The committee can invite faculty or others to attend meetings. There will be an annual retreat for the committee each academic year.

Reporting

The NP Programs Academic Lead (Chair) will report at each meeting of the Graduate and Postdoctoral Education Committee and bring forward policy, program changes, and other program related concerns for discussion and recommendation to the Council for a decision.

The Chair or Vice-Chair of the Nurse Practitioner Programs Sub-Committee will provide a written report to the Graduate and Postdoctoral Education Committee for inclusion in the Graduate and Postdoctoral Education Committee annual report to Faculty Council at the last Faculty Council meeting at the end of the academic year. Minutes of all meetings should be recorded and kept on an electronic file/server that is accessible to faculty members. All information deemed to be confidential in nature shall be handled and stored in a secure file.

Change log					
Version #	Change(s)	Approved at Faculty Council	Reason for change	Update made on	Updated by
1.0	Initial approval	June 16, 2020			
2.0	Graduate Education and Postdoctoral Committee TOR	November 12, 2020	Committee TOR updates approved at Faculty Council	November 10, 2021	Crystal Maslin
	Research and Scholarship Committee TOR	March 11, 2021			
	Globalization Committee TOR	June 10, 2021			
3.0	College of Nursing Faculty Bylaws Revision	April 13, 2023	Reflect Updates	February 23, 2023	Bylaws Committee
4.0	Undergraduate Scholarship & Awards Committee TOR	August 28, 2023	Committee TOR updates approved at Faculty Council		
	Graduate Education and Postdoctoral Committee TOR				
	Undergraduate Education Committee TOR	August 31, 2023			
	Patient Safety Committee TOR				
	Undergraduate Academic Integrity Committee	June 17, 2024			