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MISSION, GOVERNANCE, AND ORGANIZATION
Angelo State University

MISSION STATEMENT

The mission statement of ASU is: “Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.”

MASTER GOALS OF VISION 2020-THE STRATEGIC PLAN FOR ANGELO STATE UNIVERSITY

1. The University recruits, retains, and recognizes diverse, high-quality faculty and staff.
2. The University provides and maintains facilities and services appropriate for the University’s academic and co-curricular programs.
3. The University recruits, retains and graduates, in numbers consistent with increased goals for enrollment and retention, an academically qualified student body reflecting the diversity of the region, the state, and the nation.
4. The University offers undergraduate and graduate curricula and co-curricula to support students’ intellectual and personal growth, to address issues relevant to society, and to meet the demands of State of Texas initiatives and the marketplace.
5. The University maintains a supportive, helpful environment for students, faculty, staff, community and alumni.
6. The University develops and enhances external partnerships, collaborations, and funding opportunities.
7. The University regularly assesses and evaluates all institutional (departmental) functions and programs within an integrated planning and resource allocation model to assure continuous improvement and to maximize efficiencies.

College of Health and Human Services

MISSION STATEMENT

The mission of the College is to educate a diverse student body from various backgrounds in the health and human service professions through rigorous curricular activities that prepare students to take leadership roles in a competitive, technological, culturally diverse and global environment, engage students and faculty in the discovery of knowledge through education, research, service, and co-curricular experiences, and extend the boundaries of Angelo State University to enrich the quality of lives, especially for individuals in underserved and vulnerable populations, through interprofessional and community collaborations.

VISION STATEMENT

The College will be a regional leader in the preparation of health and human service professionals. Such leadership will be distinguished by its interdisciplinary emphasis and role in defining and promoting evidence-based practice, enriching our communities through model outreach activities, and advancing science that informs policy and practice.
COLLEGE UNDERGRADUATE GOALS

1. Liberal Knowledge and Skills of Inquiry, Critical Thinking and Synthesis
   - Students will acquire knowledge as health and human service professionals. Students will develop their abilities to practice higher-level critical thinking.

2. Core Skills
   - Students will become proficient in reading, writing, speaking, and listening. Students will also develop quantitative literacy and technological fluency.

3. Specialized Knowledge
   - Students will gain knowledge and skills appropriate both for their fields of study and to enter into the professional sector and/or graduate school.

4. Social Responsibility
   - Students will understand their responsibility as citizens in a complex, changing society.

5. Cultural Identity
   - Students will gain insight into the ways cultural identities and experiences shape individual perspectives of the world.

COLLEGE GRADUATE GOALS

1. Master Knowledge and Skills
   Students will:
   - Demonstrate advanced knowledge, skills, and values appropriate to the discipline.
   - Demonstrate the ability to be critical consumers of the literature as appropriate to the discipline.
   - Demonstrate the ability to work in collaboration with other professionals.
   - Demonstrate the ability to be creative, critical thinkers with the ability to apply new technologies as appropriate to the discipline.

2. Master Communication and Dissemination
   Students will:
   - Be required to demonstrate advanced oral and written communication skills, as appropriate, to the discipline.
   - Demonstrate global perspectives appropriate to the discipline.

3. Master Leadership and Social Responsibility
   Students will:
   - Comprehend and practice the ethical principles appropriate to the discipline.
   - Understand and value individual differences and have the skills for working effectively in a diverse, changing world.
Department of Nursing

MISSION STATEMENT

“The Nursing Department supports the overall mission of Angelo State University by offering graduate and undergraduate nursing programs that produce professionals committed to improving the health of individuals, groups and communities both locally and globally. As practitioners and educators, our graduates effectively lead and advocate for safe, high-quality healthcare that respects diversity and is responsive to a dynamic and technologically complex society.”

VISION STATEMENT

We will be recognized as visionary leaders committed to delivering innovative nursing education that promotes optimal patient outcomes.

DEPARTMENT OF NURSING PHILOSOPHY

We believe nursing is a unique, caring, scientific and practice discipline built upon a solid foundation of knowledge in the liberal arts and sciences. Each level of nursing education expands upon prior knowledge and competency through the integration of research-based evidence. Our programs produce compassionate and skilled nurses prepared to meet the healthcare needs of a global society.

We believe the nurse delivers person-centered care as a member of the interprofessional team utilizing therapeutic partnerships and patient advocacy that emphasizes health promotion, health restoration and disease prevention.

We believe in student-centered, adult learning principles and provide a supportive, engaging educational environment facilitating personal and professional growth for leadership and lifelong learning.

We believe lifelong learning is nurtured in an environment of mutual respect and shared responsibility for the development of clinical reasoning, ethical conduct and personal accountability.

BSN PROGRAM PURPOSE AND OUTCOMES

*The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of Colleges of Nursing (AACN), 2008) provides the framework for the BSN program purpose and outcomes.

The purpose of the Bachelor of Science in Nursing Program at Angelo State University is to prepare the graduate to practice nursing within a generalist role providing both direct and indirect care for patients. Bachelor’s education prepares nurses with essential knowledge to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Bachelor’s prepared nurses receive instruction in clinical experiences to prepare students to care for a variety of patients across the lifespan and across the continuum of care. The BSN program outcomes are met by a combination of didactic and clinical learning focused on developing and refining knowledge and skills necessary to manage care as part of an interprofessional team. A precepted clinical immersion experience provides opportunities for building clinical reasoning, management, and evaluation skills.
BSN Program Outcomes

Upon program completion, the BSN graduate will be prepared to:

1. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
2. Engage leadership concepts, skills, and decision-making in the planning and/or implementation of patient safety and quality improvement initiatives.
3. Identify and appraise best research evidence to improve and promote quality patient outcomes.
4. Utilize technology to access information; evaluate patient data, and/or document care.
5. Participate in political/legislative processes to influence healthcare policy.
6. Engage in effective collaboration and communication within interdisciplinary teams.
7. Design and/or implement health promotion and disease prevention strategies for culturally competent care.
8. Demonstrate standards of professional, ethical and legal conduct.
9. Practice and/or coordinate, at the level of the baccalaureate prepared nurse to plan, and/or implement patient centered care.

MSN PROGRAM PURPOSE AND OUTCOMES

The Essentials of Master’s Education in Nursing (AACN, 2011) provides the framework for the MSN program purpose and outcomes.

The purpose of the Master of Nursing program is to prepare graduates to practice nursing within an expanded role. Master’s education prepares nurses with essential knowledge in professional leadership, patient-centered care, and advanced nursing practice. These objectives are met by a combination of online course delivery, on-campus orientation, skills lab and assessment and precepted practicum experiences.

MSN Program Outcomes

Upon program completion, the MSN graduate will be prepared to:

1. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.
2. Apply organizational and systems leadership skills.
3. Design and implement quality improvement initiatives.
4. Integrate best research evidence to improve health outcomes.
5. Utilize informatics, healthcare technology and information systems.
6. Advocate through system level policy development.
7. Employ effective communication in inter-professional teams.
8. Synthesize the impact of health determinants for provision of culturally relevant health promotion/disease prevention strategies.
9. Practice at the level of a Master’s prepared nurse.
In addition to achieving general MSN program outcomes, students completing the FNP track/Post-Master’s certificate will possess the nine (9) nurse practitioner core competencies identified by the National Organization of Nurse Practitioner Faculties (NONPF) amended in 2012. These competencies include:

1. Scientific Foundation Competencies
2. Leadership Competencies
3. Quality Competencies
4. Practice Inquiry Competencies
5. Technology and Information Literacy Competencies
6. Policy Competencies
7. Health Delivery System Competencies
8. Ethics Competencies
9. Independent Practice Competencies

Students completing the Nurse Educator track/Post-Master’s certificate will possess the eight (8) core competencies identified in the National League for Nursing Certification Commission’s *The Scope of Practice for Academic Nurse Educators* (2012). These competencies include:

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent and Leader
6. Pursue Continuous Quality Improvement in the Nurse Educator Role
7. Engage in Scholarship
8. Function Within the Educational Environment

The nursing program utilizes the following professional nursing standards and guidelines:

- *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008)
- *The Essentials of Master’s Education in Nursing* (AACN, 2011)
  [http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf](http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf)
- *Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2012)
- *The Scope of Practice for Academic Nurse Educators* (NLN, 2012 revision)
- *Differentiated Essential Competencies of Graduates of Texas Nursing Programs* (Texas BON, 2011)

In addition, the nursing program subscribes to education rules of the Texas Board of Nursing.
[www.bne.state.tx.us/education_guidelines.asp](http://www.bne.state.tx.us/education_guidelines.asp)
Revised: 8/14
Nursing Department Organization 2014-2015

Board of Regents
Texas Tech University System

President
Dr. Brian J. May
Angelo State University

Provost & Vice President
Dr. Nancy Allen (Interim)
Academic Affairs

Dean
Dr. Leslie M. Mayrand
Health and Human Services

Chair
Dr. Wrennah Gabbert
Department of Nursing

Coordinator
Mimi Baugh
Clinical—BSN

Coordinator
Dr. Susan Wilkinson
BSN Level

Track Coordinator
Ms. Jennifer Braziel
Generic Bachelor of Science in Nursing (BSN)

BSN Faculty

Track Coordinator
Ms. Maria Solano
RN-BSN

Coordinator
Dr. Molly Walker
MSN Level

Track Coordinator
Dr. Avis Johnson-Smith
Family Nurse Practitioner (FNP)

MSN Faculty

Track Coordinator
Dr. Molly Walker
Nurse Educator

Coordinator
Mr. Paul Osmanski
Learning Resources & Simulation

Laboratory Staff

Created 7/15/14
Nursing Faculty Organization Bylaws

ARTICLE I: NAME

The name of this organization shall be the Nursing Faculty Organization of Angelo State University, hereinafter referred to as the Faculty Organization.

ARTICLE II: PURPOSES

The purposes of the Faculty Organization shall be to:

A. Coordinate faculty/student/administrative efforts for the achievement of the missions of Angelo State University and the Nursing Department.
B. Coordinate undergraduate and graduate program faculty/student/administrative efforts for periodic review and evaluation of the Nursing Department.
C. Coordinate faculty/student/administrative efforts in identifying and obtaining the personnel and material resources essential for multi-level operations of the Nursing Department.
D. Develop and maintain an organizational structure, including policies and procedures, and faculty/student handbooks to facilitate achievement of the purposes and objectives of the undergraduate, and graduate programs.
E. Develop and maintain relationships between the Nursing Department, the College of Health and Human Services, and the University along with other organizations to further the interests of the Department of Nursing.
F. Establish committees to promote the welfare of the faculty/student/administrative and supporting staff, in so far as this welfare need has departmental-wide implications.
G. Promote and coordinate the nursing programs with the community of health care professionals and consumers to facilitate the programs in providing quality nursing education at various academic levels.
H. Facilitate and promote the undergraduate and graduate program efforts to support and improve the profession of nursing.

ARTICLE III: MEMBERSHIP

Section 1. Designation:

Regular membership in the Faculty Organization with full voting rights shall be conferred upon:

A. The Nursing Department Chair who will have a vote in case of a tie vote and would retain the right for veto power over program decisions in the event the decision could have a negative effect on the program.
B. Those holding regular full-time and part-time faculty appointments in the undergraduate and graduate programs.
C. Associate membership with voice, but no vote, shall be conferred upon the students representing their respective nursing programs. Students who serve on committees will be volunteers. Students serve on the Student Affairs and Curriculum committees.
Section 2. Selection:

A. All faculty shall automatically become members upon assumption of full-time or part-time appointment to a faculty position.
B. Each year volunteer student representatives who are able shall be solicited and invited to attend committee meetings with the approval of the Nursing Department Chair.

ARTICLE IV: OFFICERS

Section 1. Designation:

Officers for the Faculty Organization shall be:

A. Chairperson

Section 2. Selection:

A. Chairperson will be the Nursing Department Chair.
B. A delegate will be appointed by the Nursing Program Chair in the event of the Nursing Department Chair’s absence.
C. The Chairperson will be an ex-officio member on all committees.

Section 3. Duties:

A. The Chairperson shall:
   1. Prepare the agenda for regular and special total faculty meetings using input from faculty and student representatives. The agenda shall be available prior to the meeting.
   2. Preside over regular and special meetings.
   3. Maintain a permanent copy of meetings’ minutes on file in the Nursing Department office.
   4. Provide for distribution of the minutes to the faculty and others as designated by the membership.

ARTICLE V: MEETINGS

Section 1. Regular Meetings:

A. These shall be held during the regular academic semesters at a time and place set by the Chairperson in consultation with the membership
B. The time and place for meetings shall be established at the beginning of each semester and this information distributed to all members.
C. Usual order of business shall be:
   1. Call to order
   2. Approval of previous meeting minutes
   3. Old or Continuing Business
   4. New Business
   5. Committee Reports
   6. Other Reports
7. Announcements
8. Adjournment

Section 2. Special Meetings:

A. Special meetings may be called by the Chairperson.
B. Unless circumstances warrant otherwise, at least 48 hours written notice shall be given to members.
C. Business shall be limited to the subject for which the meeting was called.

Section 3. Quorum:

A. The quorum for regular and special meetings shall be a simple majority of the voting members.

ARTICLE VI: STANDING COMMITTEES

Section 1. Designation and Membership:

A. There shall be five standing committees as follows:
1. Undergraduate Curriculum Committee
2. Graduate Curriculum Committee
3. Departmental Faculty Affairs
4. Departmental Student Affairs
5. Departmental Evaluation and Instructional Design Committee
B. Membership shall be determined according to the following criteria:
1. Committee assignments for faculty shall be determined by the Nursing Department Chair at the beginning of each fall semester. All full-time faculty members, with the exception of full-time faculty in the first year of service, will be assigned to one standing committee.
2. The committee Chairperson shall be appointed by the Nursing Department Chair. If possible, there will be representation from both undergraduate and graduate faculty.
3. Each committee shall have the right to invite appropriate individuals in the university or community to participate in the work of the committee. Each committee shall have the right to establish sub-committees to accomplish the work of the committee.

Section 2. Meetings and Reports:

A. Committees shall meet at a time and place as designated by the chairperson in consultation with membership.
B. Additional meetings may be scheduled by the committee Chairperson or at the request of any two members of the committee. The committee Chairperson will preside.
C. Reports:
1. Each committee shall keep written minutes of its meetings. These minutes shall be distributed to committee members, the Program Chair, and a copy filed in the Department of Nursing office.
2. Each committee shall prepare a brief annual report of its activities. This report shall be summarized into the last Faculty Organization minutes of the academic year.
Section 3. General Purposes of Standing Committees:

The purposes of the standing committees shall be to:

A. Identify committee objectives for the coming academic year and organize its activities for the achievement of those objectives.
B. Develop, evaluate and revise, as necessary, policies and procedures relevant to the committee's responsibility, and make appropriate recommendations for approval and/or action to the Faculty Organization.

Section 4. Specific Functions of Standing Committees:

A. The Graduate and Undergraduate Curriculum Committees shall:
   1. Provide for periodic review and evaluation of program philosophy, objectives, and academic offerings and organizing framework of the Nursing Department.
   2. Provide for periodic review and evaluation of all affiliating agencies and recommend development of relationships with new agencies, as necessary.
   3. Provide for periodic review and evaluation of supplies and equipment within the Learning Resources Laboratory and make recommendations and/or deletions, as necessary.
   4. Provide for periodic review and evaluation of nursing curricula, and student assessment and progression of the three programs levels.
   5. Review the Systematic Plan of Evaluation each fall semester to plan committee tasks according to specific criteria noted in the plan.
   6. Ongoing updates of the Systematic Plan of Evaluation with documentation of changes resulting from the committees' evaluative processes.
   7. Conduct such other business as is relevant to the purposes of the committee.

B. The Departmental Faculty Affairs Committee shall:
   1. Provide for periodic review and evaluation of policies and procedures relevant to recruitment, appointment, non-reappointment, orientation, promotion, and tenure, and work load of faculty.
   2. Provide liaison with university and other groups working on matters relevant to faculty welfare as needed.
   3. Collaborate with the Nursing Department Chair in developing policies and procedures for faculty recruitment, screening of candidates, and orientation of new faculty as needed.
   4. Assemble ad hoc faculty search committees as needed.
   5. Provide for periodic review and evaluation of opportunities for faculty development, scholarly activity, community service, and continuing education.
   6. Review, implement, and evaluate policies and procedures relevant to faculty performance evaluation and peer review.
   7. Review, implement, and evaluate policies and procedures relevant to faculty activities in research, scholarship, and development.
   8. Review, implement, and evaluate all evaluation forms used by faculty to evaluate student performance.
   9. Review and evaluate the Nursing Department Faculty Handbook for currency.
   10. Through the Promotion and Tenure subcommittee, assess promotion and tenure criteria for congruency with the University.
11. Review appropriateness of resources allocated to the Nursing Department and Library.
12. Conduct such other business as is relevant to the purpose of the committee.

C. The Departmental Student Affairs Committee shall:
   1. Provide for periodic review and evaluation of data relevant to scholarships, recruitment, retention, orientation, advisement, admission, progression, graduation, employment, and student and alumni satisfaction, and make appropriate recommendations as needed.
   2. Review catalog for currency in admission, progression, and graduation policies and make necessary changes or additions.
   3. Review and evaluate periodically the policies and procedures relevant to student advisement and orientation, and make appropriate.
   4. Serve as an advisory body to students involved in grievance procedures.
   5. Encourage participation of students in program affairs.
   6. Review and evaluate periodically the Nursing Student Handbook and make appropriate changes.
   7. Review the Systematic Plan of Evaluation each fall semester to plan committee tasks according to specific criteria noted in the plan.
   8. Ongoing updates of the Systematic Plan of Evaluation with documentation of changes resulting from the committee’s evaluative processes.
   9. Conduct other business as is relevant to the purposes of the committee.

D. The Departmental Evaluation and Instructional Design Committee shall:
   1. Provide for periodic review and evaluation of the data collection process and make appropriate recommendations.
   2. Review all evaluation data collected during the year and make appropriate recommendations.
   3. Review the Systematic Plan of Evaluation each fall semester to plan committee tasks according to specific criteria noted in the plan.
   4. Generate appropriate recommended changes to the Systematic Plan of Evaluation with documentation of need resulting from the committee’s evaluative processes.
   5. Conduct other business as is relevant to the purposes of the committee.
   6. Provide for periodic review of equipment and software necessary to accomplish the mission of the department and make necessary recommendations for improvement.
   7. Provide opportunities for training of faculty and staff related to technological issues.
   8. Generate appropriate recommended changes the Systematic Plan of Evaluation with documentation of need resulting from the committee’s evaluative processes.
   9. Conduct other business as is relevant to the purposes of the committee.

**ARTICLE VII: AD HOC COMMITTEES**

**Section 1.** Ad hoc committees may be appointed, as needed, to achieve special purposes.

**Section 2.** Such committees may be appointed by the Nursing Department Chair or someone delegated to do so by the Nursing Department Chair or by standing committee chairpersons to accomplish special tasks relevant to the work of the program or the specific task.
Section 3. Ad hoc committees shall automatically dissolve upon completion of the assigned task and filing of a final report.

Section 4. Individuals may be invited to participate in the work of committees based upon their possession of knowledge and/or skills required by the committee to achieve its task.

ARTICLE VIII: PARLIAMENTARY AUTHORITY


Section 2. If these By-Laws conflict with Robert's Rules of Order, the bylaws shall take preference.

ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended by a simple majority of voting members at any regular meeting.
Peer Review Policy

Purpose

The purpose of the peer review committee is to evaluate facts and decide whether or not to confidentially report a registered nurse to the Texas Board of Nursing (BON) for unnecessarily exposing a patient or other person to a risk of harm. This can be from unprofessional conduct, failure to care adequately for a patient, failure to conform to minimum standards of acceptable professional nursing practice, or impaired status. All statutes and rules referred to are available on the BON web site http://www.bon.state.tx.us/.

Reportable Conduct

Observed behaviors that are to be reported to the Peer Review Committee (PRC) are described in the Texas Nurse Practice Act (NPA). Reports may be submitted on the Alternate Reporting Form: http://ou.ttuhs.edu/hsc/op/op70/op7040d.pdf. Minor incidents need not be reported to BON or peer review. The Department of Nursing Chair is responsible for appropriately tracking and reporting minor incidents as outlined by in Texas BON Rule 217.16.

Peer Review Committee Membership

The committee members will be registered nurses (RNs) who are members of the Faculty Affairs Committee. If feasible, at least one member should have a working familiarity with the area of practice of the nurse being reviewed. Other members from specialty areas of practice will be appointed and will be used to have a nurse on the committee with a working familiarity with the area of practice of the nurse being reviewed if needed. Standing members of the committee shall sign a Confidentiality Guidelines Form: http://www.uth.tmc.edu/uth_orgs/hcpc/procedures/alpha/nur/forms/conf_guide_nur_peer_review.pdf

A committee chairman shall be appointed from the faculty by the Department Chair. They shall serve as committee chair for the duration of their employment with the Department of Nursing at Angelo State University, or until replaced by the Department of Nursing Chair.

Committee Process

- The PRC will convene within one month of being notified of the incident.
- All proceedings are confidential and may not be discussed outside the duties of the committee.
- The involved nurse will provide a written statement to the committee regarding the incident.
- The committee will review the facts and decide whether the incident is reportable to the BON.
- In the event that additional information is needed, the committee will obtain the needed information (witness statements, chart documentation, etc.) and re-convene in order to make a decision.
- All confidential records will be kept locked in the office of the Chairperson. After completion of the committee process, confidential records will be kept in a locked file in the office of the Department of Nursing Chair. If any records require disposal, they will be shredded by the Chairperson.
Suggested Meeting Agenda

- Opening statement by chair on purpose, process, confidentiality, etc.
- Statement by involved nurse (if present)
- Presentation of evidence
- Documentary evidence
- Witnesses (Live or written statements/summaries only)
- Response by involved nurse
- Committee member questions
- Closing statement by nurse
- Statement by chair on what committee will decide, when decision made, confidentiality, etc.

Involved Nurse’s Participation in Meeting

The involved nurse may be present throughout the meeting and will be given an opportunity to make a statement to the committee, ask questions of the committee, respond to questions of the committee and submit a written statement prior to the meeting. The nurse may not question a witness directly but may submit written questions to the chair to ask of witnesses. The nurse will be given a report of the committee’s findings, with only confidential information omitted.

Involvement of Attorneys

Both the involved nurse and facility have the right to consult with an attorney. The nurse’s attorney shall have the right to review documents relating to the incident under review as provided above. Attorneys will not be allowed to be present at the committee’s meeting.

Rebuttal Statement

The involved nurse shall have the right to submit a rebuttal statement responding to the committee’s findings (use the Rebuttal Statement Form: [http://www.ttuhs.edu/HSC/OP/op70/op7040k.pdf](http://www.ttuhs.edu/HSC/OP/op70/op7040k.pdf)). The committee chair or designee shall review the rebuttal statement and delete any patient identifying information. The nurse’s rebuttal statement will be made a permanent part of the committee’s findings and included whenever the committee’s findings are disclosed.

Reporting of Involved Nurse to BON

RNs found to have engaged in reportable conduct will be reported to the BON using the Committee Report to BON Form: [http://ou.ttuhs.edu/hsc/op/op70/op7040p.pdf](http://ou.ttuhs.edu/hsc/op/op70/op7040p.pdf)

The committee’s report will include a description of any corrective action taken and the committee’s recommendation as to whether the BON should take formal disciplinary action against the RN. The report will include the Summary of the Committee’s Findings and the nurse’s Rebuttal Statement, if applicable.
**Reporting of Findings to Facility**

The committee’s findings and the nurse’s rebuttal statement will be reported to the Department of Nursing Chair.

**Nurses Experiencing Problems with Chemical Dependency**

If there is a reason to suspect the involved nurse’s conduct results from mental illness or chemical dependency, the nurse will be referred to the Texas Peer Assistance Program for Nurses and peer review will be suspended or terminated.

**References**


Reviewed 10/04, 5/06, 10/06, 11/08, 11/10, 12/11, 7/13, 8/14
GENERAL DEPARTMENT INFORMATION
General Department Information

Conference Hours

All nursing faculty are required to maintain posted office hours. All faculty members should post a minimum of 10 hours per week. A minimum of 5 hours per week required if a faculty member is assigned two clinical groups. Distant online faculty maintains a virtual office via electronic means.

Professional Licensure and Liability Insurance

All nursing faculty are required to maintain and present proof of a valid license to practice professional nursing in Texas. Faculty are covered under the University student professional liability insurance policy when they are in the clinical area supervising nursing students.

Travel Authorization Requests

Request forms for travel during the academic year are submitted by the Office Coordinator using the information provided by faculty on the Travel Planning Worksheet (located on the Faculty Resources page of the Nursing website). Completed Travel Planning Worksheet should be submitted to Office Coordinator for processing and administrative approval prior to travel. The Texas Hotel Occupancy Tax Exemption form must be submitted to all Texas hotels/motels and can be found online (http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf).

Office and Building Keys

Appropriate keys are issued to employees upon employment. Key Authorization Card is issued by the Office Coordinator and must be presented to the Key Shop by the employee to receive keys. The employee is responsible for these keys. Employee will surrender keys upon termination of employment. Employees will be charged for replacement of lost keys.

Desk Copies of Required Textbooks

These are the property of the Nursing Department. They are not to be sold to used book representative or anyone else. Desk copies currently in use are to be left in the office when a faculty member terminates employment.

Department/Secretarial Services

All materials for word processing should be submitted in a reasonable amount of time to allow typing, proofing, and printing (check with Secretary concerning time needed). Material should be clearly readable. General office supplies are available in the Nursing Department office. Outgoing campus and US mail should be placed in the in-box in the workroom. Individual faculty member mailboxes are in the workroom and should be checked daily.

Telephone and Fax

To make fax and phone calls in San Angelo: press 9 and then the number. To access a toll free 800 # dial 9, 1, 800 area code (800, 866, 877, etc.) and number. For fax and phone calls out of San Angelo: press 8, area code and number. To make phone calls for campus offices not in this building: press the 4 digit extension number.
Archive: Course Materials and Minutes of Meetings

Notebooks containing course materials and meeting minutes are located in the workroom. The following should be included in the course notebook by the end of the semester (summary idea will be added when available from research):

- Course Evaluation
  - Course summary form
- Course Syllabus
  - Course outline
- Exam
  - Exam Test plan
  - Copies of each exam with a key
  - Statistical analysis of exam questions
- Course Meeting Minutes (optional)
- Student Work
  - Sample of students’ written work
- Handouts
  - Copies of anything added to Blackboard for students on disc or paper
- Practicum/Clinical information-if applicable
  - Number of days in clinical facility, number of days in simulation and on campus clinical

Separate notebooks are maintained for agenda/minutes of all committee meetings. The chairperson of each committee is responsible for ensuring that copies of the meeting agenda/minutes are placed in the appropriate notebook.

Reviewed: 11/08, 11/10, 12/11
Revised: 5/06, 7/13, 8/14
Angelo State University Nursing Department
Clinical Day Inclement Weather Policy

In the event of adverse weather conditions, the policies and procedures of the University are the main guide for the Department of Nursing. Information about the University's operating status may be obtained by:

- Campus alert email notification (angelo.edu email)
- ASU Website
- Ramport
- ASU Facebook
- ASU Twitter
- Local news media

If the University is open, class, lab and clinical schedules will be followed to the extent possible. Individual faculty and students are in the best position to determine whether they can travel safely to campus or a clinical site. Individual judgments about personal circumstances must be made so that no one jeopardizes their safety and health.

University Police will issue a weather warning via ASU Alert in the event of a tornado or other adverse weather that threatens the safety or welfare of students and employees. Adverse conditions such as a power outage, chemical/gas leak, bomb threat or similar situation would also result in closing the campus.

If clinical is canceled, essential learning experiences still need to be met. Faculty may do this in a variety of ways such as adding small blocks of time to future classes or developing alternate student learning activities.

What the clinical faculty will do:

The announcement of cancellation of a clinical rotation or delay in the start time of a clinical rotation will be made by the faculty member responsible for the clinical. Any cancellation or delay will be based on a University announcement.

1. Faculty will communicate with students the status of the clinical by creating an Announcement posting in Blackboard (which also automatically sends an email to students).

2. The clinical faculty is also responsible for notifying the following individuals:
   A. Clinical coordinator
   B. GBSN lead

3. The clinical faculty will be responsible for notifying students of alternative clinical assignment(s).
What the clinical student will do:

1. It is the student’s responsibility to check angelo.edu email for announcement from the clinical instructor for any communication regarding cancellation of clinical or a late start to clinical.

2. Notify clinical instructor if they are unable to travel safely to the clinical site, even if there has not been an announcement of clinical cancellation or late start.

Revised: 8/14
Faculty/Staff Leave Request

In order to assure that department quality is maintained, all affected by an individual’s leave need to be aware of plans to meet the faculty member’s responsibilities during any faculty leave. All faculty voluntary leave time, whether for approved travel, family obligations, or non-paid leave must be approved in advance to assure that all regular responsibilities are met during the faculty member’s absence. Approval is required from the Department Chair and is granted only after acknowledgment has been indicated by the Level Coordinator affected by the absence. All non-voluntary faculty leave time, sick leave, jury leave, funeral leave, or emergency leave must also be documented and submitted in accordance to the Department Chair in collaboration with Human Resources to fulfill University and State requirements.

All faculty/staff in the Department of Nursing are expected to fill out and submit to the Department Chair a Departmental Leave Request Form [http://www.angelo.edu/content/files/16781-departmental-leave-request-form-112011pdf](http://www.angelo.edu/content/files/16781-departmental-leave-request-form-112011pdf) at least 1 week (minimum) prior to voluntary leave and as soon as feasible for non-voluntary leave time.

Non-adherence to university policy and Nursing Department guidelines will be documented and reflected on the faculty member’s annual evaluation with repeated policy violations resulting in disciplinary action and/or faculty contract non-renewal.

**Departmental and Committee Participation**

All full-time faculty members in the Department of Nursing are to adhere to ASU OP 06.14: Faculty Roles and Responsibilities [https://www.angelo.edu/content/files/14167-op-0614-faculty-responsibilities-and-duty](https://www.angelo.edu/content/files/14167-op-0614-faculty-responsibilities-and-duty).

As stated in the operating policy, 06.14 “As a teacher, the faculty member has responsibilities to students, to a discipline, to a profession, to the university and to society at large...A faculty member has a responsibility to participate in the various activities, programs, and functions related to the enhancement of the department, college, and university such as serving on committees and taking part in other assignments and meetings as required. All full time permanent faculty must attend Convocation and Commencement unless specifically excused by the PVPPAA through the dean.”

All full time faculty members are expected to carry out their assigned departmental duties and responsibilities. In performance of their departmental duties they are expected to attend all scheduled program, course and committee meetings. Full-time faculty living in close proximity to the campus (within 50 miles) are expected to be physically present for all scheduled meetings. Full-time faculty at a distance (greater than 50 miles) from campus are expected to attend all scheduled meetings by the use of technology (telephone or connecting online). The appropriate administrative designee for the meeting (i.e., Department Chair, Level or Track Coordinator, or Committee Chair) is responsible for scheduling meeting rooms and technology needed for faculty at a distance, and providing faculty with the meeting details (date, time, meeting arrangements (telephone #’s to call or online connection instructions). In the event of called meetings (for extreme or emergency issues) the appropriate administrative designee for the meeting will give the faculty team member as much notice as possible.
Faculty will be provided with advance notice, if at all possible, when meeting schedules must be changed or modified.

Non-adherence to university policy and Nursing Department guidelines will be documented and reflected on the faculty member’s annual evaluation with repeated policy violations resulting in disciplinary action and/or faculty contract non-renewal.

**Contact Information**

All faculty must maintain current contact and schedule information with the Department Chair through the Office Coordinator so they may be contacted in the event of emergencies or work issues/questions arise during the regular work day (Monday through Friday) when classes are in session. Faculty should be available via phone between the hours of 8:00 am to 5:00 pm. It is the faculty’s responsibility to maintain accurate and up-to-date information regarding work location and hours. The faculty will maintain this up-to-date information for the purposes of departmental communication and Worker’s Compensation liability.

Non-adherence to university policy and Nursing Department guidelines will be documented and reflected on the faculty member’s annual evaluation with repeated policy violations resulting in disciplinary action and/or faculty contract non-renewal.
Angelo State University Nursing Department  
Faculty Dress Code Guidelines for Clinical Practicums

Angelo State University, Department of Nursing expects faculty to reflect professionalism and maintain the highest standards of appearance and grooming in the clinical setting.

This policy applies to all clinical nursing faculty or staff, graduate students assisting faculty and teaching assistants.

1. Nametag with photo identification must be worn and in plain view at all times

2. Nursing scrubs or business attire may be worn.
   a. Scrubs should be solid, conservative colors with matching top and bottom
   b. If business attire is worn, a white lab coat must also be worn
   c. Lab coats are optional if scrubs are worn

3. Shoes must be appropriate to be worn in a hospital setting and also meet the clinical facility standards

4. Expectations for other personal appearance items (hair, fingernails, perfume, jewelry, piercings, tattoos, etc.), faculty will abide by the same guidelines set forth in the Undergraduate Nursing Student Handbook as follows:

<table>
<thead>
<tr>
<th>PERSONAL APPEARANCE</th>
<th>ACCEPTABLE</th>
<th>NOT ACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Clothing</td>
<td>ASU uniform and/or ASU lab coat must be clean, neatly pressed, in good repair and appropriate size</td>
<td>Soiled, wrinkled, torn, noticeably worn, too tight or too loose fitting. The color of undergarments must not be visible through the uniform.</td>
</tr>
<tr>
<td>Hair</td>
<td>Neat, clean, professional appearance. Must not hang freely in the face or down the back. Men: Beards, mustaches, and sideburns must be neat and trimmed.</td>
<td>Extreme styles and/or hair color, unnatural appearance, extreme hair accessories. Men: unkempt facial hair.</td>
</tr>
<tr>
<td>Fingernails</td>
<td>Clean and trimmed nails</td>
<td>No nail polish or artificial nails of any kind may be worn.</td>
</tr>
<tr>
<td>Perfume, Cologne, Deodorant, and Hygiene</td>
<td>Good hygiene required and use of deodorant recommended. The use of makeup is at personal discretion.</td>
<td>No excessive perfume, cologne or after-shave. Must not have the smell of tobacco products, smoke or other strong odors on body or clothing. No excessive use of makeup.</td>
</tr>
<tr>
<td>Jewelry</td>
<td>None of any kind is to be worn except for wedding bands and engagement rings.</td>
<td>No facial jewelry (including tongue jewelry) allowed.</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Body Piercing, Tattoos</td>
<td>If ears are pierced, one pair of small, stud earrings (one in each ear only)</td>
<td>Visible body piercings or tattoos</td>
</tr>
<tr>
<td>Shoes</td>
<td>Shoes must be white, either “nurse shoes” or tennis shoes (sneakers). Shoes must be clean and must cover the toes. White socks should be worn.</td>
<td>Dirty, unpolished shoes. No shoes other than “nurse shoes” or all white tennis shoes.</td>
</tr>
<tr>
<td>Hosiery, Socks</td>
<td>White hosiery or socks must be worn</td>
<td>Dirty, torn or any color except white</td>
</tr>
<tr>
<td>Dresses, Blouses, Shirts</td>
<td>Professional</td>
<td>Spaghetti straps, open backs, strapless</td>
</tr>
<tr>
<td>Dress, Skirt Length</td>
<td>Must be professional in length</td>
<td>Anything less than 3-4 inches above the knee</td>
</tr>
<tr>
<td>Slacks, Pants</td>
<td>Professional</td>
<td>Denim jeans (soiled, wrinkles, torn, noticeably worn, too tight/loose fitting)</td>
</tr>
</tbody>
</table>

Revised 8/14
Outside Employment of Nursing Faculty

Full-time faculty members in the Department of Nursing are to adhere to ASU OP 0617: Other Employment, Faculty Consulting, and Public Offices:  [http://www.angelo.edu/content/files/14169-op-0617-other-employment-faculty-consulting-and](http://www.angelo.edu/content/files/14169-op-0617-other-employment-faculty-consulting-and)

As stated in the operating policy, “Faculty shall not engage in outside employment that will interfere with university assignments, including teaching, research, office hours, consulting with students and/or faculty, committee assignments, or other duties designated by the vice president, dean or department chair. Outside employment is considered an overload, must be pursued outside of the regular workday, and must not exceed 20% of the individual’s 40 hour workweek obligation to the university.”

The above does not apply to faculty holidays, time periods when the University is not in session (e.g. time between semesters and summer sessions) or during the summer if a faculty member does not have a summer teaching load.

Faculty must submit the “Request for Approval of Outside Employment” [http://www.angelo.edu/forms/pdf/Request_Outside_Employment.pdf](http://www.angelo.edu/forms/pdf/Request_Outside_Employment.pdf) to the Department Chair AND must schedule a meeting (via telephone, email or in person) with the Department Chair to obtain APPROVAL of other employment arrangements no later than two weeks after the beginning of each semester, or if a change occurs during the semester. Faculty whose “faculty practice opportunities” cannot be completed outside of regular workweek hours (e.g., faculty who hold advanced practice certification and must maintain the certification to teach advanced practice students) must include their request for one “practice day” on their “Request for Approval of Outside Employment” document. Non-adherence to university policy and Department of Nursing guidelines will be documented and reflected on the faculty member’s annual evaluation. Repeated policy violations may result in disciplinary action and/or faculty contract non-renewal.

Updated: 8/14
Angelo State University
Operating Policy and Procedure

OP 06.17: Other Employment, Faculty Consulting, and Public Offices

ORIGIN DATE: Upon Approval

LAST REVIEW: November 28, 2011

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish the university policy regarding other employment, faculty consulting, and the holding of public offices by university employees.

REVIEW: This OP will be reviewed in November of odd-numbered years by the vice provost for academic affairs and Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December 1 of the same year.

POLICY/PROCEDURE

1. Outside Employment
   Section 03.07, Regents’ Rules

   Outside employment is defined to be any compensated service or employment by any entity, other than the university, of a university employee.

   a. The primary responsibility of university employees is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills. Outside employment must be compatible with the interests of the university and of such a nature that it will not detract from the effectiveness and performance of the employee.

   b. Faculty shall not engage in outside employment that will interfere with university assignments, including teaching, research, office hours, consulting with students and/or faculty, committee assignments, or other duties designated by the vice president, dean, or department head. Outside employment is considered an overload, must be pursued outside of the regular workday, and must not exceed 20% of the individual's 40-hour workweek obligation to the university.

   c. Before a faculty member may engage in any form of outside employment, prior written approval of the dean of the college through normal administrative channels is required. The Request for Approval of Outside Employment (See Attachment) form is to be used for this purpose. If the
proposed outside employment involves dual office holding as defined by V.T.C.A., Government Code Chapter 574 or multiple employment as defined by Government Code Chapter 666, the employment also requires the prior written approval of the president. Requests for approval should clearly describe the nature of the employment and the time required. Whenever outside employment continues for an extended period of time, approval for such employment must be obtained annually.

d. Regular outside employment by faculty is discouraged and may be pursued only in exceptional cases with the prior written approval of the president.

e. With the prior written approval of the PVPAA, a special exception to this 20% limit may be authorized on a temporary basis not to exceed 30 calendar days during which the overload may be up to 30% of the normal workweek. This temporary overload is intended to allow appropriate short-term intensive consulting where completion of the consulting work in a short time period is essential. Not more than one such exception to the 20% overload policy shall be granted for an employee during any fiscal year.

f. The dean of the college shall file, with the Office of the President through normal administrative channels, for inclusion in the employee's personnel file a copy of the written approval for all outside employment.

2. Public Offices
In accordance with Article 16, § 40 (c), The Texas Constitution, and Chapter 574, Texas Government Code

a. Non-Elective Offices

An employee may hold other non-elective offices or positions of honor, trust, or profit with the state of Texas or the United States, if holding other offices or positions is of benefit to the state of Texas or is required by state or federal law, and if there is no conflict between holding the office or position and holding the original office or position for which the employee receives salary or compensation.

Before an employee may accept an offer to serve in other non-elective offices or positions of honor, trust, or profit with the state of Texas or the United States, the employee must obtain from the appropriate administrative officials and the Board of Regents a finding that the requirements of this section have been fulfilled, including expected additional compensation to be received from such service. The finding of the Board of Regents shall be recorded in the official minutes of the meeting of the Board at which approval was granted.

An employee desiring to accept an offer to serve in other non-elective offices or in a position of honor, trust, or profit with the state of Texas or the United States should submit a letter of request through administrative channels for Board of Regents consideration.

b. Elective Offices

Employees may hold non-salaried public elective offices providing they meet their primary responsibilities to the university. An employee who is elected or appointed to another position that pays a salary and the two positions are such that they cannot be held at one time by the same person, qualification and acceptance for the second position will automatically be considered as a resignation of employment with Angelo State University.
3. **Other University Employment**

An individual in non-faculty status may be employed part time by two or more university departments provided the combined total of normally assigned hours of work does not exceed 40 hours per week (100 percent time) and all other conditions of employment are met. A full-time employee employed to work in excess of 40 hours per week (100 percent time) must be compensated in accordance with normal overtime or additional compensation policies.

4. **Faculty Consulting**

It is desirable that the faculty be composed of persons with such competence in their fields that their service in a professional capacity will be sought outside the university. Hence, with prior approval of administrative authorities, a staff member may do outside work for pay during the months of regular employment. However, such work must not interfere with normal duties, including those extra responsibilities expected of all faculty members. Therefore, the amount of time involved and absence from the campus while rendering outside services are of primary concern. This ordinarily should not exceed eight hours per week.

Before a faculty member may engage in outside consulting for pay, prior written approval of the dean of the college through normal administrative channels is required. The *Request for Approval of Outside Employment* (See Attachment) form is to be used for this purpose.

5. **Procedure**

Each administrative officer shall be responsible for devising procedures and/or other appropriate methods for enforcement of this policy within individual areas of responsibility.

Attachment: *Request for Approval of Outside Employment*  
(See example of form on the following page)
ANGELO STATE UNIVERSITY
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

Name ___________________________ Department ___________________________

1. Date of Outside Employment: Beginning ___________________ Ending ____________
   Nature of Outside Employment:________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   During this period, how many hours in the average month will you be involved in this outside employment?
   ____________________________________________________________
   When will this work typically be done (e.g., weekends, evenings, etc.)?
   ____________________________________________________________

2. Date of Outside Employment: Beginning ___________________ Ending ____________
   Nature of Outside Employment:________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   During this period, how many hours in the average month will you be involved in this outside employment?
   ____________________________________________________________
   When will this work typically be done (e.g., weekends, evenings, etc.)?
   ____________________________________________________________

IF NECESSARY, ATTACH ADDITIONAL SHEET(S) DESCRIBING OTHER OUTSIDE EMPLOYMENT

I certify that the outside employment described in this request is in full compliance with the guidelines outlined in the Angelo State University Operating Policy and Procedure 06.17.

__________________________________________  __________________________
Signature of Faculty Member Making Request    Date

The information you have supplied on this form is maintained by the University. You have the right to review and correct this information by contacting the Office of Academic Affairs.

__________________________________________  __________________________
Department Head  Date  □ Approval Recommended  □ Disapproval Recommended
Comment:

__________________________________________  __________________________
Dean or Administrative Head  Date  □ Approved  □ Disapproved
Comment:

Prepare original only:
(Copies will be distributed by Dean or Administrative Head)
Original - Dean or Administrative Head
1 Copy - President
1 Copy - Vice President
1 Copy - Department
1 Copy - Employee

Revised 04/19
Suggested Format for Agenda/Minutes

(Name) Committee Agenda/Minutes
Date

Present:
Guests:
Absent:
Presiding:
I. Approval of minutes of (date)
II. Old or continuing business
   A. (Topic)
      1. Discussion
      2. Decision
      3. Person(s) responsible
III. New business
    A. (Topic)
       1. Discussion
       2. Decision
       3. Person(s) responsible
IV. Curriculum issues
   A. (Topic)
      1. Discussion
      2. Decision
      3. Person(s) responsible
V. Evaluation Data/Program Impact
   A. (Topic)
      1. Discussion
      2. Decision
      3. Person(s) responsible
VI. Committee Reports
    (Narrative entries unless decisions are made, then use same format as above)
VII. Other
VIII. Adjournment
Signature(s)
   Recorder
   Committee Chairperson

(Note: Recorder will get original signatures for minutes. Minutes and accompanying agenda will be given to secretary for filing.)

Reviewed: 5/06, 11/08, 11/10, 12/11, 8/14
Standard Syllabus Items

ANGELO STATE UNIVERSITY

XXXX in NURSING

NUR XXXX
NAME OF COURSE
SEMESTER 201X
FACULTY NAME, CREDENTIALS

ANGELO STATE UNIVERSITY
Department of Nursing
COURSE NUMBER
NUR XXXX

COURSE TITLE
XXXX

CREDITS
DEPENDS ON THE COURSE
For Example:
Three Semester Credit Hours (3-0-0)
Online Class: Meets completely online using Blackboard

PREREQUISITE COURSES
LIST IF APPLICABLE

CO-REQUISITES
LIST IF APPLICABLE

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are an expectation of on-line course delivery. Collaborative management programs such as PBwiki may be used for group projects. Computer access requirements are further delineated in the Graduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Graduate Nursing Handbook should be reviewed before taking this course.
https://www.angelo.edu/dept/nursing/student_resources/grad_info.php

COURSE DELIVERY
This is an online course offering. http://blackboard.angelo.edu
For online classes, the level of academic rigor is parallel to that of a face-to-face section of the same course and is aligned with departmental standards. Students are advised to approach this course with the same commitment they would make to a face-to-face course.

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://blackboard.angelo.edu) Select “Test your Browser” option.

Please see technical requirements for MSN classes at this link:
https://www.angelo.edu/dept/nursing/msn.php
FACULTY
FACULTY NAME, CREDENTIALS
Office: VIN XXX
Phone: (325) 486-XXXX
Fax: (325) 942-2236
XXXX@angelo.edu

OFFICE HOURS
Face-to-face
LIST
Virtual Office Hours
LIST

COURSE DESCRIPTION
COPY AND PAST OR TYPE IN COURSE DESCRIPTION

COURSE OVERVIEW
TYPE A COURSE OVERVIEW IF DESIRED. IF NO DESCRIPTION IS OFFERED THEN DELETE THIS PART

MSN PROGRAM OUTCOMES
Upon program completion, the graduate will be prepared to:
1. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations.
2. Apply organizational and systems leadership skills.
3. Design and implement quality improvement initiatives
4. Integrate best research evidence to improve health outcomes.
5. Utilize informatics, healthcare technology and information systems.
6. Advocate through system level policy development.
7. Employ effective communication in inter-professional teams
8. Synthesize the impact of health determinants for provision of culturally relevant health promotion/disease prevention strategies.
9. Practice at the level of a Master’s prepared nurse.

STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assessment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to MSN Program Outcomes</th>
<th>Mapping to AACN Essentials</th>
<th>Mapping to NONPF Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>By completing all course requirements, students will be able to:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. 

5. 

6. 

7. **ADD MORE ROWS AS NEEDED**

---

**REQUIRED TEXTS AND MATERIALS**

**LIST AND REQUIRED TEXTS AND MATERIALS**

**OTHER REQUIRED MATERIALS**

- Computer with MAC or Windows Operating System
- High Speed Internet Access
- Webcam (Logitech highly recommended)
- Video recording capability (MAC or Windows Movie Maker, or camcorder)
- Audio recording device such as computer MP3 capability
- Logitech USB microphone headset
- Refer to Angelo State University’s Distance Education website for further technology requirements: [http://www.angelo.edu/distance_education/](http://www.angelo.edu/distance_education/)

**RECOMMENDED TEXTS**

**LIST ANY RECOMMENDED TEXTS**

**TOPIC OUTLINE**

**INCLUDE YOUR TOPICAL OUTLINE HERE OR MAKE NOTE IT IS AT THE END OF THE SYLLABUS**

**GRADING SYSTEM**

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for didactic courses:

- **A** = 90-100 percent
- **B** = 80-89 percent
- **C** = 70-79 percent
- **F** = <70 percent

The following grading scale is in use for NP practicum courses:

- **Pass / Fail**
Failure to turn in all required clinical paperwork by the listed due date constitutes a failure in the clinical portion of the course. You must pass both the clinical and didactic portions of this course to pass the course.

EVALUATION AND GRADES
Graded activities and percent of the overall course grade:
DETERMINE ASSIGNMENTS BASED ON MSN ESSENTIALS MATRIX AND PERCENTAGES

TEACHING STRATEGIES
- LIST ONES USED IN THE COURSE
- Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers. A Discussion Board is provided in Blackboard specifically for students (“Student Lounge”) to share websites, articles, apps, and clinical experiences relevant to the course topics.

ASSIGNMENT DESCRIPTIONS
*Please note: Rubrics for all assessments are located at the end of this syllabus.
Describe each assignment. Here are two examples.

Discussion Board Activities:
Discussion Boards provide an avenue for synthesis of material / information. A Discussion Board is provided in this course as a way to help students’ process course materials, express thoughts, and engage others opinions and ideas in a healthy and productive learning environment. Students are expected to respond to all discussion board assessments using the “Online Discussion Rubric” to support individual answers to the assigned questions throughout this course.

Instructional Design (ID) Assignments
There are two instructional design assignments students will complete during this course. One will be expected for the Didactic component and the other for the Clinical component. For these assignments each of you will use a commonly employed instructional design framework i.e. the ADDIE Model, to design and develop all aspects of a learning module for that particular component. Students are encouraged to use course facilitators as a resource for feedback on ideas and plans prior to enacting those plans. These ID assignments will be submitted in blackboard for evaluation.

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in the following documents:
- Angelo State Student Handbook located on the ASU website
  https://www.angelo.edu/student-handbook/
- ASU Graduate Catalog located on the ASU website https://www.angelo.edu/catalogs/ and
- University Graduate Nursing Handbook, located on the Nursing website
  https://www.angelo.edu/content/files/18423-graduate-student-handbook-fall-2014
- Preceptor/Student Orientation Handbook https://www.angelo.edu/dept/nursing/student_resources/grad_info.php
IMPORTANT UNIVERSITY DATES
ADJUST BASED ON SEMESTER
January  First Day of Class
January 16  Last day to register or make changes
January 20  Holiday
March 10-14  Spring Break
March 27  Last day to drop a class or withdraw from the University for this Semester
April 18  Spring Holiday
May 5th  Final Exams Week
May 9th  Spring Semester ends
May 10th  Spring Commencement

STUDENT RESPONSIBILITY & ATTENDANCE
This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings that you will have to complete to be able to adequately participate in individual and group assessments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The expectation is that students will make substantive contributions that reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.
Please note: students from other institutions, taking a one-time ASU course, are bound by ASU policies in this course.

COMMUNICATION
Please put your course policy here regarding communication time frames and preferred method. Here is an example:

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.
*Written communication via Blackboard*: It is an expectation of this class that you use formal writing skills giving appropriate credit to the source for your ideas. Follow APA (2010) 6th edition (2nd Printing or higher only) guidelines for referencing.
*Written communication via email*: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes.
*Virtual communication*: Office hours and/or advising may be done with the assistance of the telephone, Skype, Join.me, Google Hangouts, etc.

**Use Good "Netiquette"**:
- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else's messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(The above "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

ASSESSMENT SUBMISSION
FACULTY CHOICE: this is one example
In this class, all assessments need to be submitted through the Assessments link in the Blackboard course site. This is for grading purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assessment submission, email me at XXXXXXXX@angelo.edu and attach a copy of what you are trying to submit. This lets your faculty know you completed the assessment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assessment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

LATE WORK OR MISSED ASSESSMENTS POLICY
Please put your course policy here. Here are two examples other faculty have used. The policy is the decision of the faculty member teaching the course.

POLICY ON LATE OR MISSED ASSESSMENTS
Due dates and times for assessments are posted. Failure to submit your assessments on the assigned date will result in a five percent deduction for each day after the posted deadline. No papers or postings will be accepted more than one week past the assigned due date.

OR

LATE WORK POLICY
The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

ACADEMIC HONESTY
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Nursing Department adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/forms/pdf/Honor_Code.pdf. The University “faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of
academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

PLAGIARISM
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept-writing_center/academic_honesty.php.

STUDENTS WITH DISABILITIES
1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”
2. “Student Contact: The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Student Life Office, Room 112 University Center, at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by email at Student.Life@angelo.edu to begin the process.”
Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
1. “A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes.
by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

**CLINICAL REQUIREMENTS:**
Information regarding preceptor agreements and profiles, clinical evaluations, tally sheets and the student-preceptor handbook as well as information on current clinical agencies and immunizations requirements is available on the nursing website:
http://www.angelo.edu/dept/nursing/student_resources/grad_info.php

In addition, you have been sent an email regarding access to our clinical tracking program NPST. Students in clinical courses are required to input data on EVERY PATIENT seen each day spent at the clinic. This data input is part of the required clinical paperwork for this course. Tutorials on using this software are available on the site once you sign in. Instructions for contacting Typhon regarding technical issues with the software are also provided. The log in page is: https://www2.typhongroup.net/np/index.asp?facility=7412

**WEBLINKS:**
Board of Nursing for the State of Texas http://www.bne.state.tx.us/
MSN Graduate Student Resources
http://www.angelo.edu/dept/nursing/student_resources/grad_info.php
ADD MORE IF DESIRED

**COURSE EVALUATION**
Students are provided the opportunity, and are strongly encouraged to participate in a course evaluation at the end of the semester. Areas on the IDEA evaluation include:

**SELECT THE ONES YOU USE**
1. Gaining factual knowledge (terminology, classifications, methods, trends)
2. Learning fundamental principles, generalizations, or theories
3. Learning to apply course material (to improve thinking, problem solving, and decisions)
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5. Acquiring skills in working with others as a member of a team
6. Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
7. Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)
8. Developing skill in expressing oneself orally or in writing
9. Learning how to find and use resources for answering questions or solving problems
10. Developing a clearer understanding of, and commitment to, personal values
11. Learning to analyze and critically evaluate ideas, arguments, and points of view
12. Acquiring an interest in learning more by asking questions and seeking answers

**RUBRICS FOR ASSESSMENTS**
ADD RUBRICS HERE
End of syllabus.

Reviewed 11/08, 11/10, 12/11, 8/14
Orientation Plan for New Faculty

A. Welcome, Introductions – Nursing Department Chair

B. Meeting with Personnel Director

   1. Payroll
   2. Retirement Benefits
   3. Insurance

A. General Orientation to Department – Track coordinator to which faculty member is assigned and assigned mentor

   1. Review of ASU Catalog
   2. Review of ASU Policies and Procedures
   3. Review of Program Structure
      i. Committees
      ii. Advisement
      iii. Evaluation forms

B. Tour of Campus

   1. Administration
      i. ASU One Card

   2. University Police
      i. Campus security
      ii. Vehicle registration
      iii. Traffic & parking regulations

   3. Facilities Management
      i. Take Key Authorization Card from Office Coordinator to Key Shop
      ii. Sign for all necessary keys

   4. Porter Henderson Library
      i. General information
         1. Library tour/orientation usually Wednesday prior to first day of classes – call for schedule or during orientation
      ii. Cochrane Library
      iii. Procedures
         1. Reserve textbooks for semester
         2. ILL
         3. ordering library books
      iv. Library Tutorial
         1. http://www.angelo.edu/services/library/handouts/
5. Information Technology
   i. Locate MCS, Help Desk, and E-Learning
   ii. Meet with College of Health & Human Services’ Instructional Designer and Multimedia Systems Support Specialist
   iii. Tutorial/information
      1. http://www.angelo.edu/dept/citr/

C. Nursing Department
   i. Secretarial services
   ii. Office supplies
   iii. Mail boxes
   iv. Posting office hours
   v. Course books/desk copies of textbooks
   vi. Book rep information and how to contact
   vii. Use of equipment in workroom
   viii. Learning Lab/computer assisted learning
   ix. Procedure for classroom speakers
   x. Telephone usage
   xi. Email account
   xii. Blackboard
   xiii. Computer courses

D. Orientation to Assigned Course - Team Leader or Track Coordinator
   1. Review of Course Syllabus
   2. Guidelines for Clinical if teaching clinical courses
      i. Pre- and Post- Conferences
      ii. Rotation schedules
      iii. Instructor dress code
      iv. Evaluation of student performance
   3. Procedure for testing
      i. Blueprints
      ii. Grading
      iii. Posting grades

G. Total Faculty Meeting at beginning of Fall Semester

H. Orientation to Clinical Facilities by Track Coordinator or Clinical Coordinator if applicable

Reviewed: 5/06, 11/08, 11/10, 8/14
## Faculty Orientation Checklist

<table>
<thead>
<tr>
<th>Topic</th>
<th>Resource</th>
<th>Comments</th>
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<tbody>
<tr>
<td>University</td>
<td></td>
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<tr>
<td>1. Mission/Philosophy</td>
<td>ASU Catalog</td>
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<tr>
<td>2. Organizational Structure</td>
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<tr>
<td>Facilities</td>
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<tr>
<td>University tour</td>
<td>University Human Resources</td>
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<tr>
<td>Benefits/Insurance/Retirement/Salary (W-2’s)</td>
<td>Department Orientation</td>
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<tr>
<td>Library – Location, Orientation, use, contact resource</td>
<td>University Human Resources</td>
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<tr>
<td>Nursing Department</td>
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<td></td>
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<tr>
<td>1. Mission/Philosophy</td>
<td>Current ASU Catalog</td>
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<tr>
<td>2. Organizational Structure</td>
<td>Nursing Faculty Handbook</td>
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<tr>
<td>3. Department Goals</td>
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<tr>
<td>4. Department Policies</td>
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<tr>
<td>5. Evaluation &amp; Promotion Procedures</td>
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<tr>
<td>6. Faculty and Staff Roles (Faculty, Lab Staff members, Secretaries; BSN, MSN Programs and Level Coordinators)</td>
<td>University Operating Policies and Procedures</td>
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</tr>
<tr>
<td>Faculty Mentor</td>
<td>Appointed by</td>
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<tr>
<td>Name:</td>
<td>Department Chair</td>
<td></td>
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<tr>
<td>Contact Information:</td>
<td>Mentor</td>
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<tr>
<td>Nursing Program Tour</td>
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<tr>
<td>Office Assignment:</td>
<td>Department Chair</td>
<td></td>
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<tr>
<td>Office Keys</td>
<td>Location/Process of getting –</td>
<td></td>
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<tr>
<td>Parking Permit (Hang tags)</td>
<td>Nursing Department</td>
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<tr>
<td>Faculty ID: Location &amp; process to acquire</td>
<td>Office Coordinator</td>
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<tr>
<td>Office Supplies; Copying machine location, procedure for acquiring and using</td>
<td>Mentor &amp; Department Secretarial staff</td>
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<tr>
<td>Office computer – orientation, use &amp; contact, web for faculty; recording grades</td>
<td>Mentor &amp; Multimedia Systems Support Specialist</td>
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<tr>
<td>Office telephone – orientation, use &amp; contact</td>
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<tr>
<td>Textbooks – procedure for ordering desk copies &amp; course textbooks; contact information</td>
<td>Mentor &amp; Department Secretarial staff</td>
<td></td>
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<tr>
<td>Classrooms – For student classes &amp; faculty meetings, location &amp; procedure for reserving</td>
<td>Mentor &amp; Department Office Coordinator</td>
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<tr>
<td>Topic</td>
<td>Resource</td>
<td>Comments</td>
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<tr>
<td>Didactic Teaching Assignments – equipment; orientation</td>
<td>Department Chair,</td>
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<tr>
<td>Clinical Teaching Assignments – Review of how assignments are made</td>
<td>Level Coordinator &amp; Course Team Leader Team</td>
<td></td>
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<tr>
<td>based on course credit and Board of Nurse Examiner requirements</td>
<td>Leader &amp; agency contacts:</td>
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<tr>
<td>Course Documentation</td>
<td>Mentor &amp; Course Team Leader</td>
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<tr>
<td>1. Course Calendar – how it is made</td>
<td>Nursing Faculty Handbook</td>
<td></td>
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<tr>
<td>2. Course Syllabus – format</td>
<td></td>
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<tr>
<td>Nursing Learning Resource Lab – Staff members:</td>
<td>Mentor &amp; Learning Resource staff members</td>
<td></td>
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<tr>
<td>Location, Resources available</td>
<td></td>
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<tr>
<td>University Computer Laboratories – Location, use, how to sign on</td>
<td>Mentor &amp; IT Department (ext. 2911)</td>
<td></td>
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<tr>
<td>Nursing Department Committee Assignments</td>
<td>Department Chair</td>
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<tr>
<td>Student Services: Location, availability, contact</td>
<td>Mentor</td>
<td>ASU Catalog</td>
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<tr>
<td>1. Counseling &amp; Guidance</td>
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<td>2. Student Health Clinic &amp; Services</td>
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<tr>
<td>3. Campus student activities</td>
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<tr>
<td>4. Student Grades</td>
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<tr>
<td>5. ASU Ram OneCard – Student ID card</td>
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</tbody>
</table>

Date completed: ___________________________

Signature of New Faculty: ____________________________

Signature of Faculty Mentor: ____________________________

Submit to Department Chair upon completion.

Reviewed: 5/06, 11/08, 11/10, 12/11
Revised: 10/04, 8/14
EXPECTED FACULTY OUTCOMES, EVALUATION, AND PROMOTION & TENURE
Faculty Responsibilities and Duties

University faculty responsibilities and duties are outlined in ASU OP 06.14: Faculty Responsibilities and Duties [http://www.angelo.edu/content/files/14167-op-0614-faculty-responsibilities-and-duties/]. The policy states, “Responsibility is assumed for performing several essential functions: teaching, scholarly activity/creative endeavor, and service.” Expected faculty outcomes for faculty in the Department of Nursing are congruent with the university in addressing the same essential functions of teaching, scholarly activity/creative endeavor and service. However, due to the nature of nursing education, university faculty outcomes are expanded upon to reflect outcomes specific to a “practice” discipline and are indicated in red below.

DEPARTMENT OF NURSING EXPECTED FACULTY OUTCOMES

1. Teaching

a. As a teacher, the faculty member has responsibilities to students, to faculty colleagues and other members of the community of interest, to the discipline and profession of nursing, and to the university and society at large. These responsibilities entail facilitating the intellectual and emotional growth of students, encouraging free inquiry in the classroom, clinical setting, and on-line environments, and striving to create and maintain a climate of mutual respect that will enhance the free interplay of ideas. A faculty member has a responsibility to make every effort to assure that evaluation of a student's work reflects the student's level of achievement. The faculty member as a teacher also has the responsibility to uphold the highest scholarly standards and encourage respect for such standards in the classroom, clinical setting, and on-line environments.

b. Teaching responsibilities may include regular conduct of classes and labs at scheduled periods, facilitating on-line courses, directly supervising students in clinical settings, or overseeing precepted clinical experiences. There is also the responsibility to engage in a continual and critical study of the subject matter of one's area of expertise to ensure that class/clinical presentations contain the most current and useful knowledge and that the course being taught is consistent with the course of study outlined by the Department of Nursing. It is incumbent on faculty providing direct or indirect supervision of students in the clinical area, to maintain clinical competency in their area of expertise. This may include, but is not limited to, attending formal and informal educational offerings, internship opportunities, and participating in clinical practice.

Faculty are also expected to complete a comprehensive course evaluation for each course taught during the semester. These evaluations which must be completed within 30 days after the end of the semester, should include, but are not limited to, number of students, grade distribution, student evaluations, and a summary of course strengths and course weaknesses. Course recommendations should be forwarded to the appropriate nursing curriculum committee for review. Nursing faculty may not make substantive changes to a course, including but not limited to, course description, student outcomes, and course requirements.

c. The faculty member should recognize the responsibilities of a teacher as a mentor and devote a reasonable portion of time to aiding, guiding, and counseling students outside the classroom and/or within on-line environments. Availability of the faculty member, which must be approved by the department, will be provided on the course syllabus.
d. Under no circumstances should a faculty member charge a fee for tutoring students enrolled in the faculty member's classes.

e. The faculty member has a responsibility to strive to maintain those skills and values that ensure the continuation of free and open inquiry. Specifically, within the first week of the semester, faculty members must provide access to a course syllabus that includes:

1. The course outline, including each major assignment and examination
2. Any required or recommended reading
3. The expected learning outcomes from the course
4. The methods of assessing those outcomes
5. The criteria for grade determination
6. The date and time of the final examination
7. Office hours and/or hours of outside-of-class contact (physical and/or virtual)
8. Additional information that should be included in nursing course syllabi and clinical course syllabi are outlined in the Department of Nursing Faculty/Staff Handbook.

Additionally, the faculty member should:

1. Include in the course syllabus statements on university policy concerning academic honesty (Student Handbook), reasonable accommodations for students with disabilities (OP 10.15 http://www.angelo.edu/content/files/14216-op-1015-providing-accommodations-for-students-with ), and student absence for observance of a religious holy day (OP 10.19 http://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of )
2. Provide regular feedback to students on their progress especially before the last day to withdraw from class
3. Verify attendance/participation for the first two weeks of class so that students not listed on the roll may complete their registration
4. Submit grades to the registrar on or before the due date.

2. Scholarly Activity/Creative Endeavor

a. Through scholarly activity/creative endeavor, a faculty member grows intellectually/artistically, stimulates student learning, and adds to the accumulated knowledge of a discipline. A faculty member should strive constantly to contribute to the growth and understanding in one's particular field through research, scholarship, and/or creative activity. Nursing faculty may demonstrate the successful contribution to scholarship by providing evidence from multiple sources that may include, but are not limited to: 1) collaborate in interdisciplinary research; 2) serve as a professional consultant; 3) supervise undergraduate or graduate research, including community engagement activities; and 4) managing, organizing, chairing academic conference or other event.

b. The faculty member has a responsibility to share the results of study by disseminating it, as appropriate.
3. Service

In the case of both professional and community service, the faculty member should exercise discretion in distinguishing between acts carried out or statements made as an individual or a professional and those carried out or made as a representative of the university.

a. University

1. A faculty member has a responsibility to participate in the various activities, programs, and functions related to the enhancement of the department, college, and university such as serving on committees and taking part in other assignments and meetings as required. Full-time faculty members in the Department of Nursing are expected to provide evidence of active participation in assigned committee work as well as in their respective faculty organization (undergraduate/graduate).
2. All full-time permanent faculty must attend Convocation and Commencement unless specifically excused by the PVPAA.

b. Professional

Within one's discipline, and as time and resources permit, the faculty member has a responsibility to respond to requests for advice and aid and to participate in the activities of one’s profession. The faculty member should exercise care to avoid infringement upon obligations and responsibilities to the university.

c. Community

As a member of a community, the faculty member has the same obligations and responsibilities as those incumbent upon other members of the community. Such service should be consistent with regulations of the university and the state.

ANNUAL PERFORMANCE EVALUATION FOR FACULTY

The Annual Performance Evaluation for Faculty is detailed in OP 06.28. A complete copy of the policy with evaluation forms is also included in The Department of Nursing Faculty/Staff Handbook.

1. Description and Purpose

The annual faculty performance evaluation is a requirement for all tenured, tenure-track, and non-tenure eligible faculty members, excluding teaching assistants, seeking continuance/reappointment. The purpose of the evaluation is two-fold:

a. To offer departments guidance in the professional growth of faculty members in order to encourage and support faculty development, and

b. To meet the requirement for recommendations for employment continuance/reappointment.
2. Criteria

The responsibilities of the university dictate the responsibilities of the individual faculty member. Tenured and tenure-track faculty members, therefore, are responsible for teaching, scholarly/creative endeavor, and service. Performance in these three areas of responsibility will provide the basis for the evaluation of these faculty members. Responsibilities of non-tenure-eligible faculty should be consistent with the faculty member’s primary job assignment. These criteria should be established by the department upon appointment of the faculty member and clearly communicated to all those involved in the review process.

3. Procedures

The following are standardized procedures to be followed by each undergraduate college:

a. Faculty Member

1. No later than the third Friday of the fall semester, each faculty member shall provide, on the appropriate Faculty Evaluation form (see Attachment A for tenured or tenure track faculty and Attachment B for non-tenure eligible faculty), a bulleted list of achievements for the year immediately past to the Department Peer Review Committee.

2. In addition to the annual report, the faculty member shall provide the IDEA Diagnostic Form Report for classes taught during the previous fall and spring semesters; a current vita, not to exceed 15 pages; and other materials requested by the Department Peer Review Committee or Department Chair.

3. No later than the sixth Friday of the fall semester, the Department Peer Review Committee chair, or a designated representative, submits the completed Department Peer Evaluation form and other required materials to the department chair.

b. Department Chair

1. After reviewing all materials submitted by the Department Peer Review Committee, the department chair adds an evaluation of the faculty member’s performance on the Department Peer Evaluation form and indicates agreement or disagreement with the Department Peer Review Committee’s review and rating. On the Faculty Evaluation form, the Department Chair provides ratings (Satisfactory; Satisfactory, Improvement Needed; Unsatisfactory) for each category and marks the recommendation for continuance for tenured faculty or reappointment for tenure-track faculty.

2. When a rating of “Satisfactory, Improvement Needed” or “Unsatisfactory” is marked, the Department Chair and faculty member are required to prepare a written development plan and schedule. The chair should endeavor to make sure that any remarks added to the Faculty Evaluation form are wholly consistent at all times with the rating selected. The Department Chair and faculty member will meet according to the prescribed schedule to review progress on the development activities. The Department Peer Review Committee reviews progress on the
development plan during the next annual faculty performance evaluation and provides appropriate commentary on the Department Peer Evaluation form.

3. After completing the department evaluation, the Department Chair meets with each faculty member to discuss the Department Peer Evaluation form and ratings provided on the Faculty Evaluation form. The faculty member may add comments, signs the form to indicate that she/he has seen the document, and receives copies of both forms for her/his personal records.

4. No later than the ninth Friday of the fall semester, the department chair forwards originals of the following materials to the dean: Faculty Evaluation form; Department Peer Evaluation form; IDEA Diagnostic Form Reports; and faculty development plan, if required. Copies of these forms and other materials are retained in the department.

4. Reconciliation
At each level of review, an opportunity exists for reconciliation of disagreement. In cases when the Department Peer Review Committee disagrees with the faculty member, reconciliation is left to the Department Chair. When the findings of the Department Peer Review Committee differ from those of the Department Chair, the dean of the college resolves the conflict. When the dean’s report is in conflict with that of the department chair, the PVPAA is responsible for resolving the disagreement. If the disagreement cannot be resolved through this process, the faculty member may initiate a formal grievance as outlined in OP 06.11.

Attachment A: Faculty Evaluation Form (Tenured and Tenure-Track)
https://www.angelo.edu/content/files/21589-facultyactrpevaluationformtenuretenure-trackattach
Attachment B: Faculty Evaluation Form (Non-Tenure-Eligible)
https://www.angelo.edu/content/files/21592-facultyactrpevaluationformnon-tenureattachbpdf
Attachment C: Department Peer Evaluation (Tenured and Tenure-Track)
https://www.angelo.edu/content/files/21590-deptpeerevaluationformtenuretenure-trackattachcpdf
Attachment D: Department Peer Evaluation (Non-Tenure-Eligible)
https://www.angelo.edu/content/files/21591-deptpeerevaluatioformnon-tenureattachdpdf

TENURE AND PROMOTION

Guidelines and procedures for applying for tenure and promotion may be found in OP 06.23 Tenure and Promotion Standards and procedures http://www.angelo.edu/content/files/14151-op-0623-tenure-and-promotion-standards-and . This document describes the general assumptions underlying the qualifications for tenure and promotion at Angelo State University (ASU) and outlines basic guidelines and procedures for applying for tenure and promotion. It establishes a sequential review process for evaluating tenure and promotion applicants, describes the process whereby documents are to be submitted to the appropriate faculty committees and administrative officials involved in the evaluation of candidates, and specifies procedures for notifying applicants.
General Guidelines for Appointment and Promotion in Rank

a. Initial appointment for tenured or tenure-track faculty members are made at one of three ranks.

1. **Assistant Professor**: Appointment to the rank of Assistant Professor requires that individuals hold the terminal degree or its equivalent appropriate to their discipline. Appointment to this rank is made on the judgment that the individual has the potential for an award of tenure within the maximum six-year probationary period. Evidence of potential for excellence in teaching, scholarly activity/creative endeavor and leadership/service is required. The recommendation for the tenure of an Assistant Professor will be concurrent with the recommendation for promotion to Associate Professor.

2. **Associate Professor**: Appointment or promotion to the rank of Associate Professor is recognition that the faculty member has a clearly defined record of strong teaching, scholarly activity/creative endeavor, and leadership/service with a commitment to continued growth in each of these areas.

3. **Professor**: Appointment or promotion to the rank of Professor is recognition of demonstrated achievement and distinction over the span of a faculty member’s academic career in teaching, scholarly activity/creative endeavor, and leadership/service. The faculty member must also have participated in professional service and been actively involved in department, college, and university affairs. After completing a minimum of four years at the rank of Associate Professor at ASU, a faculty member may apply for promotion to the rank of Professor.

b. Those faculty members who serve administrative or special functions in addition to their faculty duties are expected to meet the same general standards of performance, but decisions on promotion in academic rank should take into account the contributions and accomplishments associated with the administrative appointment or special function.

General Guidelines for Tenure and Promotion

Primary responsibility for evaluation of the academic qualifications of candidates for tenure and promotion rests with the faculty.

a. Five sequential levels exist in the tenure and promotion review process.

1. Evaluation at the department level, which includes a vote by the tenured faculty for tenure and promotion decisions and a recommendation by the department chair;

2. Evaluation at the college level, which includes a recommendation by the dean and a vote by the College Committee on Tenure and Promotion;

3. Review by the PVPASA, which includes a recommendation to the president;

4. Review by the president, who makes recommendations for tenure and promotion to the Board of Regents.

5. Approval by the Board of Regents.
b. Under the direction of their respective deans, faculty in individual colleges will develop their own tenure and promotion standards and procedures in accordance with the policies and procedures set forth in the Rules and Regulations of the Board of Regents of the Texas Tech University System (Regents’ Rules) and ASU operating policies and procedures.

Attachment A: Tenure/Promotion Portfolio Requirements
http://www.angelo.edu/forms/pdf/Tenure_Promotion_Portfolio_Requirements.pdf
Attachment B: Form 1, Candidate Eligibility http://www.angelo.edu/forms/pdf/Candidate_Eligibility.pdf
Attachment C: Form 2, Department Recommendation
http://www.angelo.edu/forms/pdf/Department_Recommendation.pdf
Attachment D: Form 3, College Committee on Tenure and Promotion Recommendation
http://www.angelo.edu/forms/pdf/College_Recommendation.pdf
Attachment E: IDEA Course Summary Report
http://www.angelo.edu/forms/pdf/Tenure_E_IDEA_Course_Summary_Report.pdf

College of Health and Human Services Tenure and Promotion Standards
https://www.angelo.edu/content/files/16870-tenure-and-promotion-standards

The evaluation of a candidate’s performance shall be based on the individual’s contributions to teaching; scholarly activity; and service, leadership and community engagement. Table I-C.4 summarizes the criteria for evaluation of each of these three major areas as well as providing examples of evidence of meeting criteria. A complete copy of the CHHS Tenure and Promotion Standards may be located at https://www.angelo.edu/content/files/16870-tenure-and-promotion-standards as well as in the Department of Nursing Faculty/Staff Handbook.

CLINICAL FACULTY
As reflected in OP 06.25: Non-Tenure-Eligible Titles, the College of Health and Human Services supports numerous professional programs in health and social sciences that prepare students to become clinicians at the baccalaureate, master’s, and doctoral levels. This level of professional preparation requires that some faculty be excellent clinicians and educators with a significant responsibility to both roles. The clinical track designation may be used for faculty who are primarily engaged in clinical teaching, clinical practice, and/or clinical supervision of students. Scholarship and service are expected commensurate with appointment rank. Development of an independent research program is not essential; however, most scholarship activities are expected to contribute to professional issues or program development.

Clinical faculty members are not eligible for tenure. However, full-time clinical track faculty who hold academic or calendar year contracts, and maintain favorable departmental yearly reviews, have an expectation of continuing employment.

a. Initial appointments for clinical tract faculty members are made at one of four ranks.

1. Clinical Instructor
   Appointment to the rank of Clinical Instructor requires that individuals hold a minimum of a Master’s degree and licensure/certification appropriate to their discipline. Additionally, a minimum of two years of clinical/professional practice in the discipline is expected.
2. Clinical Assistant Professor
Appointment or promotion to the rank of Clinical Assistant Professor requires evidence of the candidate’s potential for excellence in teaching, scholarly activity, clinical practice, and leadership/service. Effective fall 2013, appointment to the rank of Clinical Assistant Professor requires that individuals hold a doctorate in a field related to the clinical specialty and licensure/certification in the discipline, and a minimum of four years of clinical/professional practice in the discipline is expected. Candidates applying for promotion to the rank are expected to have a minimum of two years full-time experience in college teaching prior to application.

3. Clinical Associate Professor
Appointment or promotion to the rank of Clinical Associate Professor is recognition that the faculty member has a clearly defined record of strong teaching, clinical expertise, scholarly activity, and leadership/service with a commitment to continued growth in each of these areas. Appointment or promotion to the rank requires completion of a doctorate in a field related to the clinical specialty and licensure/certification in the discipline. Appointment to the rank requires a minimum of five years of clinical/professional practice as well as a minimum of four years full-time experience in college teaching. Promotion to the rank carries the expectation that the faculty member will have completed a minimum of four years at the rank of Assistant Clinical Professor prior to application.

4. Clinical Professor
Appointment or promotion to the rank of Clinical Professor is recognition of demonstrated achievement and distinction over the span of a clinical faculty member’s academic career in teaching, clinical/professional practice, scholarly activity, and leadership/service.

### Table I-C.4 College of Health and Human Services Tenure and Promotion Standards

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence</th>
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<tbody>
<tr>
<td><strong>TEACHING</strong>: The following criteria apply to evaluation of contributions by faculty:</td>
<td>Faculty demonstrates quality of teaching by providing evidence from multiple sources that may include, but are not limited to:</td>
</tr>
<tr>
<td>1. Effective delivery of instruction to and the stimulation of learning by students, and/or clients in the community.</td>
<td>• IDEA form summaries</td>
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<tr>
<td>2. Continuous improvement of courses or instructional programs.</td>
<td>• Receipt of awards or special recognition for teaching</td>
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<tr>
<td>3. Effective advising and mentoring of undergraduate and/or graduate students.</td>
<td>• Evidence of sound organization through selections of vetted course syllabi</td>
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<tr>
<td>4. Professional practice related to the area of teaching.</td>
<td>• Evidence of participation in instructional community engagement</td>
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<td></td>
<td>• Contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods</td>
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<td></td>
<td>• Grants submitted and/or received for instruction or improving instruction</td>
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<td></td>
<td>• Direction of an international education program</td>
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<td></td>
<td>• Delivery of interdisciplinary courses</td>
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<td></td>
<td>• Mentoring junior faculty</td>
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<td></td>
<td>• Maintaining a clinical practice</td>
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<td></td>
<td>• Integrating teaching, service and/or research</td>
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<td></td>
<td>• Receipt of awards or special recognition for clinical practice</td>
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<td></td>
<td>• Dissemination of best practices in teaching and/or clinical practices</td>
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<td></td>
<td>• Evidence of student mentoring, such as supervising independent study and other student projects</td>
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<td></td>
<td>• Service as a reviewer for education or practice journal</td>
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<td></td>
<td>• Writing test items for a national professional examination</td>
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<td></td>
<td>• Serving as a site visitor or consultant</td>
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<tr>
<td>SCHOLARLY &amp; CREATIVE ACTIVITIES</td>
<td>EVIDENCE</td>
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<tr>
<td>The following criterion applies to the evaluation of contributions by faculty</td>
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<tr>
<td>1. Contributions to knowledge, either by discovery or application, resulting from the faculty’s research or other plausible works</td>
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<tr>
<td>1. Willingness to teach at unusual times and/or sites in a variety of formats</td>
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<tr>
<td>2. Team and interdisciplinary teaching</td>
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<td>3. Participation in accreditation efforts above and beyond expectations of a regular factory member</td>
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<tr>
<td>4. Attendance at state and nationally recognized teaching seminars and conferences</td>
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<td>5. Evidence of invitations to speak or provide workshops related to instruction to other colleges or universities, or other evidence of reputation for good teaching outside of Angelo State University</td>
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<td>6. Other evidence that the faculty member may wish the committee/Department Chair to consider</td>
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<tr>
<td>Faculty demonstrates the successful completion of scholarly activities and/or creative activities by providing evidence from multiple sources that may include, but are not limited to:</td>
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<tr>
<td>1. Receive awards or special recognition for research</td>
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<td>2. Mentor junior faculty in research</td>
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<tr>
<td>3. Collaborate in interdisciplinary research</td>
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<td>4. Supervise undergraduate or graduate research, including community engagement activities</td>
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<td>5. Present scholarly or professional papers/posters, and publish books or articles</td>
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<td>6. Submit or obtain a research grant or other competitive award</td>
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<td>7. Give juried or invited presentations</td>
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<td>8. Development and public release of new products or varieties, research techniques, copyrights and patents or other intellectual property</td>
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<tr>
<td>9. Provide peer evaluation of research by colleagues from an individual’s discipline or area of expertise</td>
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<td>10. Serve as professional consultant</td>
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<td>11. Serve as a grant reviewer</td>
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<tr>
<td>12. Serve on a national review committee</td>
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<td>13. Develop evidence-based guidelines</td>
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<td>14. Managing, organizing, chairing academic conference or events</td>
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<td>15. Writing, design, arranging, editing, producing, scholarly or technical works</td>
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<td>16. Web publications of a scholarly nature</td>
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<tr>
<td>17. Other evidence that the faculty member may wish the Committee/Department Chair to consider</td>
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<table>
<thead>
<tr>
<th>SERVICE, LEADERSHIP AND COMMUNITY ENGAGEMENT</th>
<th>EVIDENCE</th>
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<tbody>
<tr>
<td>The following criterion applies to the evaluation of contributions by faculty:</td>
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<tr>
<td>1. Contributions to the welfare of the Nursing Department, College, University or Nursing Profession.</td>
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<tr>
<td>2. Contributions to San Angelo, Texas community or service area</td>
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<tr>
<td>3. Contributions to any “community” that makes use of the faculty member’s academic or professional experience</td>
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<tr>
<td>Faculty demonstrated completion in the areas of service, leadership and community engagement, the following criteria apply to the faculty’s evaluation:</td>
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<tr>
<td>1. Receipt of awards or special recognition for service</td>
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<tr>
<td>2. Evaluation of an individual’s service contributions by peers, administrators, and constituents</td>
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<tr>
<td>3. Effective management or improvement of administrative procedures or programs</td>
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<tr>
<td>4. Student recruitment beyond departmental expectations</td>
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<tr>
<td>5. Active participation in and leadership in university governance and programs at the department, university, college and system levels</td>
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<tr>
<td>6. Active participation in and leadership of groups or societies which have as their primary objective the furtherance of scholarly or professional interests or achievements</td>
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<tr>
<td>7. Active participation in and leadership of groups or societies which have as their primary objective the furtherance of the community, state, or society</td>
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<tr>
<td>8. Delivery of community or continuing education programs to the public or community agencies</td>
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<td>9. Participation in policy development</td>
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<tr>
<td>10. Contributions to knowledge as editors of scholarly publications or through service on editorial boards, juries, or panels</td>
<td></td>
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<tr>
<td>11. Contributions to the operations of state or federal agencies</td>
<td></td>
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</tbody>
</table>
After completing a minimum of four years at the rank of Clinical Associate Professor at ASU, a faculty member may apply for promotion to Clinical Professor.

b. Clinical track faculty members who serve administrative or special functions in addition to their faculty duties are expected to meet the same general standards of performance, but decisions on promotion in academic rank should take into account the contributions and accomplishments associated with the administrative appointment or special function.

**PROMOTION OF CLINICAL FACULTY**

Currently, clinical faculty applying for promotion utilize the same criteria, and provide evidence of meeting these criteria, as do tenured and tenure-track faculty seeking promotion.
Angelo State University
Operating Policy and Procedure

OP 06.23: Tenure and Promotion Standards and Procedures

DATE: October 23, 2009, effective March 1, 2010

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to publish the Angelo State University Tenure & Promotion Standards & Procedures and to ensure understanding of both standards and procedures concerning tenure and promotion.

REVIEW: The OP will be reviewed in September every three years or as needed by a Select Faculty Committee elected by ballot of the faculty, with recommendations forwarded through the Provost and Vice President for Academic and Student Affairs (PVPASA) to the President of the university by December 1 of the review year. This policy may be amended only by action of the Board of Regents of the Texas Tech University System.

POLICY/PROCEDURE

This document describes the general assumptions underlying the qualifications for tenure and promotion at Angelo State University (ASU) and outlines basic guidelines and procedures for applying for tenure and promotion. It establishes a sequential review process for evaluating tenure and promotion applicants, describes the process whereby documents are to be submitted to the appropriate faculty committees and administrative officials involved in the evaluation of candidates, and specifies procedures for notifying applicants. The attachments provide standard forms for reporting findings throughout the tenure and promotion review process.

1. Concept of Tenure

a. Academic tenure exists to ensure that ASU may have the benefit of the competent and honest judgment of its faculty. It affirms the professional status of university faculty and guarantees that a tenured faculty member’s employment may be terminated only for adequate cause.

b. Tenure is normally obtained only after a period of probationary service. This probationary period is essential to determining whether a faculty member will be able to sustain a continuous record of effective teaching, significant scholarly activity/creative endeavor, and leadership/service to the university and the profession. The university, therefore, will not recommend candidates for tenure and promotion to Associate Professor prior to their sixth year of service in a tenure-track position unless a compelling case for doing so can be made. Tenure may not be awarded at the Assistant Professor level. After tenure is granted, the burden of proof rests upon the university when it wishes to dismiss a tenured faculty member.
2. Purpose of Tenure

Tenure is designed to accomplish the following purposes:

a. To assure the faculty that they are free to teach, conduct research, express opinions, and participate fully as citizens in the community without interference so long as they maintain professional and ethical standards of conduct;

b. To provide procedures that guarantee due process, adequate notice, and a fair hearing to establish justification for possible termination of tenured faculty;

c. To assist the university by encouraging sound standards for the original selection of faculty; and

d. To result in the retention, encouragement, and promotion of the ablest and most promising faculty.

3. Discrimination

All academic appointment and tenure judgments and recommendations rest upon objective requirements that consider the faculty member’s ability to perform teaching, scholarly activity/creative endeavor, and leadership/service responsibilities. Such judgments and recommendations must be made without regard to race, religion, gender, age, national origin, marital status, or physical disabilities that do not obstruct professional performance.

4. General Guidelines for Tenure and Promotion

Primary responsibility for evaluation of the academic qualifications of candidates for tenure and promotion rests with the faculty.

a. Five sequential levels exist in the tenure and promotion review process.

   (1) Evaluation at the department level, which includes a vote by the tenured faculty for tenure and promotion decisions and a recommendation by the department head;

   (2) Evaluation at the college level, which includes a recommendation by the dean and a vote by the College Committee on Tenure and Promotion;

   (3) Review by the PVPASA, which includes a recommendation to the president;

   (4) Review by the president, who makes recommendations for tenure and promotion to the Board of Regents.

   (5) Approval by the Board of Regents.

b. Under the direction of their respective deans, faculty in individual colleges will develop their own tenure and promotion standards and procedures in accordance with the policies and procedures set forth in the Rules and Regulations of the Board of Regents of the Texas Tech University System (Regents’ Rules) and ASU operating policies and procedures. Each College Tenure and Promotion Criteria Development and Review Committee will review such standards and procedures once every three years or as
needed. Revisions will be submitted to the Deans’ Council for its approval and recommendation to the PVPASA, who in turn will recommend revisions to the president for approval.

5. General Guidelines for Appointment and Promotion in Rank

a. Initial appointment for tenured or tenure-track faculty members are made at one of three ranks.

   (1) **Assistant Professor**: Appointment to the rank of Assistant Professor requires that individuals hold the terminal degree or its equivalent appropriate to their discipline. Appointment to this rank is made on the judgment that the individual has the potential for an award of tenure within the maximum six-year probationary period. Evidence of potential for excellence in teaching, scholarly activity/creative endeavor, and leadership/service is required. The recommendation for the tenure of an Assistant Professor will be concurrent with the recommendation for promotion to Associate Professor.

   (2) **Associate Professor**: Appointment or promotion to the rank of Associate Professor is recognition that the faculty member has a clearly defined record of strong teaching, scholarly activity/creative endeavor, and leadership/service with a commitment to continued growth in each of these areas.

   (3) **Professor**: Appointment or promotion to the rank of Professor is recognition of demonstrated achievement and distinction over the span of a faculty member’s academic career in teaching, scholarly activity/creative endeavor, and leadership/service. The faculty member must also have participated in professional service and been actively involved in department, college, and university affairs. After completing a minimum of four years at the rank of Associate Professor at ASU, a faculty member may apply for promotion to the rank of Professor.

b. Those faculty members who serve administrative or special functions in addition to their faculty duties are expected to meet the same general standards of performance, but decisions on promotion in academic rank should take into account the contributions and accomplishments associated with the administrative appointment or special function.

6. Admission to Tenure

Tenure denotes an entitlement to continuing appointment as a member of the faculty at ASU. Faculty in departments and colleges, in consultation with the dean, will develop more specific guidelines to help faculty meet the criteria to achieve tenure. Those criteria must conform to guidelines set forth in the Regents’ Rules and ASU operating policies and procedures.

a. Probationary appointments that may lead to tenure are:

   (1) Assistant Professor;

   (2) Associate Professor;

   (3) Professor.
b. The terms and conditions of appointment, including any credit toward tenure status, will be stated in writing before the appointment is finalized. A copy of the terms and conditions is available to the faculty member and should be retained in the individual's permanent file. Probationary faculty should review the established standards and procedures for consideration for tenure and promotion.

c. For faculty members who serve in administrative or special functions in addition to their faculty duties, decisions on tenure will be determined on the basis of academic credentials and achievements as well as the performance of administrative and special functions.

d. A candidate for tenure must hold the terminal degree or its equivalent appropriate to his or her discipline.

e. The only ranks in which a faculty member may hold tenure are Professor and Associate Professor.

f. The candidate must possess sufficient years of service in academia to warrant a prudent judgment by peers of the faculty member's proficiency in teaching, scholarly activity/creative endeavor, and leadership/service. The maximum period of probationary faculty service in non-tenured status is six years of full-time academic service in a tenure-track position. The probationary period is not reduced by previous non-tenure-track service at ASU. Periods during which a faculty member is on leave of absence may not be counted toward fulfilling the probationary requirement; if a faculty member is appointed to a tenure-track position after the beginning of an academic year, the period of service from the time of appointment to the beginning of the next academic year does not count toward fulfilling the probationary requirement.

g. Up to three years of prior service, normally in tenure-track positions at other academic institutions, may be credited toward fulfillment of the required probationary service upon recommendation by the dean and the PVPASA with written approval of the president at the time of the initial appointment. University activities included in the probationary years spent at other universities and conducted in the academic community at large may count toward ASU's tenure requirements.

h. A faculty member who is serving the sixth academic year of probationary service will, upon completion of evaluation procedures for tenure decision, either be awarded tenure, which becomes effective at the beginning of the seventh year, or be notified that the seventh year will be the terminal year of appointment.

i. In exceptional circumstances, tenure may be awarded prior to completion of the full probationary term. A request to apply for early consideration of tenure must be approved by the department head, dean of the college, Deans' Council, and PVPASA. Denial of a request for early consideration will not prejudice subsequent requests.

7. Evaluation of Candidate for Tenure and Promotion

The weight of the decision to grant tenure rests on a pattern of performance indicative of a lifetime of continued accomplishment and productivity; the decision to promote a faculty member from one rank to the next is recognition of the faculty member's accomplishments to date and ability to function productively at the higher faculty rank with its commensurate
standards of performance. Evidence of teaching, scholarly activity/creative endeavor, and leadership/service is expected of all faculty members. Because the needs and goals of each program vary widely, specific criteria for promotion and tenure will be established at the college level in accordance with the Regents' Rules and ASU operating policies and procedures.

a. Upon implementation of this OP, faculty of each undergraduate college will form a Tenure and Promotion Criteria Development and Review Committee to formulate written criteria and procedures for its respective college in accordance with the Regents' Rules and ASU operating policies and procedures.

(1) The committee will consist of two tenured or tenure-track representatives from each department in the college, elected by the tenured and tenure-track members of the department. The dean of the college will prepare and distribute the ballot of eligible candidates.

(2) The dean will call the initial committee meeting, at which time the committee will elect a chair to preside over the remainder of the meetings and to initiate the process by soliciting suggestions and proposals from the various department peer review committees within the college.

(3) The criteria and procedures developed by the Tenure and Promotion Criteria Development and Review Committee must be approved by a majority vote of the tenured and tenure-track faculty, including the department heads, in the respective college and by the dean of the college. If the faculty deliberations result in a tie vote, the Tenure and Promotion Criteria Development Review Committee will forward the criteria and procedures directly to the Dean. If the Dean does not approve the criteria and procedures, they will be returned for reconsideration until a consensus agreement is reached. The approval process cannot exceed two weeks.

(4) The approved college criteria and procedures will be submitted to the Deans' Council for amendment and approval to ensure that standards are reasonably consistent given variations among the colleges. The Deans' Council in turn recommends to the PVPASA who may amend the criteria and make recommendations to the president, who has final approval.

b. Upon approval of the college criteria and procedures, the faculty of each undergraduate college will form a College Committee on Tenure and Promotion to conduct tenure and promotion deliberations.

(1) The committee will be comprised of no fewer than five members with equal representation from each department in the college. The committee will be comprised of tenured faculty elected for a two-year term by a vote of the tenured and tenure-track faculty within the college. Terms will be staggered with two-year and one-year terms for the first year. Departments with no tenured faculty will be allowed to have a non-voting member elected by the department faculty.

(2) The dean of the college will publish a list of eligible faculty, conduct the election, and call the initial meeting, at which the committee elects its chair to serve a one-year term and preside over the remainder of the meetings.
(3) Deans and department heads are not eligible to serve on the committee. Individuals may not serve for a second consecutive term if there are other tenured faculty members in the department who are eligible to serve. A faculty member cannot serve on the committee during the year in which he or she is applying for tenure or promotion. In that case, the faculty member must notify the chair in writing no later than the first week of the fall semester at which time a special election will be held to select a replacement.

(4) The College Committee on Tenure and Promotion is required to keep minutes of its meetings. These minutes will specify only the members present, a summary of the procedures followed by the committee, and an alphabetical listing of the individuals recommended for tenure and those recommended for promotion. The minutes will not provide any details of the deliberations, numerical ratings, scores, votes, tallies, or ordered rankings.

c. The evaluation process will consist of the following steps:

(1) Evaluation of Candidates by Faculty Peers at the Department Level

The department head will convene a meeting of the tenured faculty, charge them with evaluating each candidate for tenure and/or promotion, and specify the date by which deliberations must be completed. The department head will not participate in the discussion or vote. The tenured faculty will elect one of their number to serve as chair of the committee. The tenured faculty members, excluding the department head, vote by secret ballot whether to recommend the candidate for tenure or promotion. In cases where the department does not have at least three tenured faculty members, the department head will request evaluation from tenured members from other departments to provide a review committee of at least three people. The elected chair will supervise the counting of ballots and fill out two copies of Form #2; the chair will insert one copy of the form in the portfolio and simultaneously submit the second copy to the applicant. The chair will destroy the ballots and forward the portfolio to the department head.

(2) Evaluation of Candidates by the Department Head

Upon completion of the evaluation of the portfolio, the department head will place a written, detailed evaluation representing his or her judgment on the candidate’s application for tenure and/or promotion in the portfolio and simultaneously provide a copy to the candidate. The department head will forward the portfolio to the dean of the college.

(3) Evaluation of Candidates by the Dean of the College

The dean is responsible for evaluating the candidate in light of established criteria, the department vote by the tenured faculty, and the evaluation and recommendation of the department head. Upon completion of the evaluation, the dean will place a written, detailed evaluation representing his or her judgment on the candidate’s application for tenure and/or promotion in the portfolio and simultaneously provide copies to the department head and the candidate. The dean will forward the portfolio to the College Committee on Tenure and Promotion.
(4) Evaluation of Candidates by the College Committee on Tenure and Promotion

(a) The dean will charge the College Committee on Tenure and Promotion with evaluating each candidate for tenure and/or promotion and specify the date by which deliberations must be completed.

(b) Upon completion of the committee's evaluation, the chair of the committee will supervise the counting of the ballots and fill out three copies of Form #3; the chair will insert one copy of the form in the portfolio and simultaneously submit copies to the dean and the candidate. The chair will destroy the ballots and forward the portfolio to the PVPASA.

(c) If the committee received and supports a unanimous recommendation, no further action is required. If the committee votes contrary to the recommendation of the tenured faculty, the department head, or the college dean, it must provide the PVPASA the reason for its decision in writing.

(5) Evaluation of the Candidates by the PVPASA

The PVPASA will review each portfolio, including the College Committee on Tenure and Promotion's vote, the dean's and department head's evaluations, and the department tenured faculty vote. The PVPASA in turn will present a recommendation to the President and the candidate simultaneously.

(6) Evaluation of Candidates by the President

The president makes a recommendation for tenure and/or promotion to the Board of Regents for its consideration. The action of the Board of Regents awards faculty members tenure and/or promotion.

8. Definitions of Termination

Termination of tenured faculty, except by resignation, retirement, or under extraordinary circumstances because of demonstrable bona fide financial exigency, will be only for adequate cause shown with the burden of proof on the university.

Adequate cause for termination is directly and substantially related to the fitness of faculty members in their professional capacity and public trust as teachers and scholars. Termination will not be used to restrain faculty members in their exercise of academic freedom or constitutional rights.

There are three categories of involuntary separation from employment for faculty:

a. Revocation of tenure, which is termination of a tenured faculty member's employment;

b. Non-reappointment, which is the cessation of a non-tenured tenure-track faculty member's employment at the end of the stated appointment period, and

c. Termination, which is immediate termination for cause of a non-tenured tenure-track faculty member's employment before the expiration of the stated appointment period.
9. Tenure Advisory Committee

a. The Tenure Advisory Committee may consider matters pertaining to tenure or academic freedom referred to it by members of the university community. The committee reports to the president. If the president does not approve a recommendation of the committee, the committee will be informed in writing of the reasons for disapproval. The substance of any recommendation by the committee, if approved by the president, will be given consideration for incorporation in the operating procedures of the university.

b. The committee will consist of five tenured faculty and two ex-officio members, who are the PVPASA and a dean selected by the Deans’ Council. Each undergraduate college will elect one member. Each dean’s office will prepare and distribute ballots to the faculty of the respective college. Elected members serve two-year terms. Only tenured faculty teaching full time are eligible for election. Elected faculty members will not be eligible to serve consecutive terms. The Deans’ Council member will serve for three years but will not be eligible to serve consecutive terms. The committee will determine its own procedural rules.

10. Termination Review Procedures for Tenure Revocation, Non-reappointment and Termination Cases

In each faculty termination case reviewed at the request of the faculty member, the issue will be determined by an equitable procedure that affords protection to the rights of the individual and to the interest of the university. In cases where the faculty member agrees that his or her conduct constitutes adequate cause, or does not choose to have a hearing, he or she will offer in writing his or her resignation. That faculty member will give notice of resignation as early as possible to obviate serious inconvenience to the university and to ensure that department objectives and student needs are met.

The procedures for termination described in this section do not negate the right of the president to suspend a faculty member from some or all duties when the president reasonably believes that the allegations, if true, create a likelihood of harm for persons or the university. The suspension will be with pay until such time as the suspended faculty member has been accorded the procedural rights appropriate to his or her appointment type, as described in this section.

a. Tenure Revocation

(1) Mediation and Investigation

Tenure revocation charges will not be filed until reasonable efforts to mediate and conciliate differences between the faculty member and the university have been exhausted. The chair of the Tenure Advisory Committee (or member designated by the committee) and the PVPASA (or designee) will attempt to secure a confidential and equitable agreement in no more than twenty business days.

If the mediation efforts fail, the mediators will provide a written, detailed report to the president and the faculty member, and a formal investigation will begin. Together, the chair of the Tenure Advisory Committee (or member designated by the committee) and the PVPASA (or designee) will conduct a thorough, confidential, expeditious review of all charges, and report their findings and recommendations to
the president. After consideration of the report and recommendations, the president will determine whether to file formal charges to terminate the faculty member’s employment for cause no more than fifteen business days after receiving the report.

(2) The Hearing Panel

In all cases of formal charges, the faculty member will be informed in writing of the charges, which, on reasonable notice, will be considered by a Hearing Panel convened by the president. The Hearing Panel will be made up of five members chosen by the Tenure Advisory Committee from a hearing pool formed of twenty tenured faculty members. Those members will be elected annually by faculty at large from a ballot prepared and distributed by the PVPASA’s office. Only tenured faculty teaching full time are eligible for election. Faculty may not serve on the Tenure Advisory Committee and the tenure hearing pool concurrently.

The Tenure Advisory Committee will, by lot, order the names of the members of the hearing pool, assigning each a number from one to twenty. Pool members deeming themselves biased must withdraw from consideration for the Hearing Panel. Either party in the dispute may strike no more than three names from those remaining on the list. The Tenure Advisory Committee designates the five pool members with the lowest numbers remaining on the list to constitute the Hearing Panel. The Hearing Panel will select a chair from its membership and may, if it chooses, request appropriate legal counsel to be furnished by the university but not from the Office of General Counsel. The legal counsel will advise the Hearing Panel but does not vote. The Hearing Panel may also consult with the general counsel of the university on technical and/or procedural questions not directly bearing on the merits of the case if the Hearing Panel considers such consultation appropriate and helpful.

(3) The Hearing

In consultation with the faculty member and the chair of the Hearing Panel, the president will set a date for the hearing. The hearing will be private and confidential unless the faculty member elects to have a public hearing. The Hearing Panel will determine hearing procedures that afford both due process and fairness. The hearing will be nonadversarial in nature.

In every such hearing, the faculty member has the right to appear in person with legal counsel, retained by the faculty member, and to confront and examine witnesses. The faculty member has the right to testify but may not be compelled to do so. The faculty member may introduce all evidence and material, written or oral, which he or she considers to be relevant or material to the case. Neither the Texas Rules of Civil Procedure nor the Texas Rules of Evidence will apply to the hearing.

The university also has the right to legal counsel from the Office of General Counsel in the presentation and preparation of charges and has the same rights in the hearing as those accorded to the faculty member. An audio recording of the proceedings will be made and delivered to the president for submission to the Board of Regents, and a copy of this audio recording will be made available to the faculty member. The recording will be transcribed only on the request of either the faculty member or the president, with the requesting party bearing the transcription costs.
The Hearing Panel, by a majority vote of its total membership, will make detailed, written findings of fact on each charge and make specific recommendations with regard to each of the charges and the charges as a whole and supplementary suggestions it deems proper concerning disposition of the case. Minority findings, recommendations, or suggestions will be similarly prepared and transmitted. The chair of the Hearing Panel will deliver the findings, recommendations, and suggestions to the president, who will transmit them along with a recommendation to the faculty member and to the Board of Regents.

(4) The Board of Regents' Decision

The Board of Regents will consider all relevant material furnished and, by a majority of its total membership, will approve, reject, or amend the findings, recommendations, and suggestions of the Hearing Panel based on the record. Any amendment or change of such findings, recommendation, or suggestions, and the reasons therefore, will be detailed in writing and communicated to the president who will transmit them to the Hearing Panel, which will then study any additional matters presented to it and within forty-five days submit its recommendations to the president. If the Board of Regents then overrules the recommendations of the Hearing Panel, it will state in writing its reasons for its actions in overruling the Hearing Panel’s recommendations to the president, who will transmit the decision to the Hearing Panel. The president will also notify the faculty member in writing of the Board’s decision. This communication will include the findings and recommendations of the Hearing Panel as well as those of the Board. The decision of the Board of Regents will be final.

b. Non-reappointment and Termination

The following procedures on non-reappointment and termination for cause apply to untenured tenure-track faculty. The university is not required to give an untenured tenure-track faculty member a reason for a decision of non-reappointment. However, each faculty member is entitled to see all of his or her personnel files and, at his or her expense, to obtain a copy of the information contained therein.

(1) Initial Investigation

If an untenured tenure-track faculty member alleges that a decision not to reappoint him or her is:

(a) Caused by considerations that violate academic freedom;

(b) For constitutionally impermissible reasons; or

(c) Significantly noncompliant with the university’s established standards or prescribed procedures; then

The allegation of improper rationale for non-reappointment, as defined above, will be given preliminary consideration by a faculty committee. The Tenure Advisory Committee is responsible for appointing the faculty committee from within or outside its own membership and for its functioning.

Page 10 of 12
(2) The Hearing Panel and Hearing

If the faculty committee concludes that there is probable cause for the faculty member's allegation, the Tenure Advisory Committee will notify the PVPASA and convene the Hearing Panel constituted in Section 10 (a.2). The faculty member will be responsible for stating the specific grounds on which the allegations were based, and the burden of proof will rest upon the faculty member.

The Hearing Panel will consider the allegations using the procedures outlined in Section 10 (a.3). Upon conclusion of deliberations, the chair of the Hearing Panel will deliver its findings, recommendations, and suggestions to the president, who will approve, reject, or amend them based on the record, then transmit them along with the president's recommendation to the faculty member. The decision of the president will be final.

11. Timelines for Notice of Non-reappointment

These notification timelines apply to any notice of non-reappointment that is issued to untenured tenure-track faculty.

a. Full-time faculty members in their first year with the university whose duties commence with the first semester of the academic year must be notified by the following March 1 if they are not to be reappointed.

b. Full-time faculty members in their first year with the university whose duties commence after November 15 must be notified by the following April 15 if they are not to be reappointed.

c. Full-time faculty members who are in their second year with the university and who are not to be reappointed must be notified by December 15 of the academic year in which the appointment is to terminate.

d. Full-time faculty members with more than two years with the university will be notified of non-reappointment by issuance of a terminal contract for one academic year.

12. Policy Implementation, Periodic Review, and Revision

This policy is to be implemented upon approval by the Board of Regents. All tenured faculty members are subject to this policy's applicable provisions and procedures including those not addressed in any former policy. The tenure of faculty members who have attained tenure under prior policies at ASU continues. This policy shall not be applied in derogation of any faculty member's contract rights.

This policy will be comprehensively reviewed in September every three years or as needed, beginning with the 2011-2012 academic year, by a representative Select Faculty Committee elected by the faculty at large. The Select Committee will consist of two members from each of the five undergraduate colleges, elected by the tenured and tenure-track faculty from a ballot prepared and distributed by the PVPASA's office. The two members from each college receiving the highest number of votes will be named to the Select Committee; however, no more than one faculty member from the same department may serve. The President of the Faculty Senate or a designated Senator also serves on the committee. The
Vice Provost calls the first meeting of the Select Committee, at which time a chair will be elected by a majority vote.

The Select Committee will then review current policies and procedures to determine if changes need to be made. In making that determination, the committee will solicit opinions concerning the need for revisions from the Faculty Senate, individual department heads and academic deans, and the general faculty. Taking these views into consideration, the Select Committee will either inform the VPAS that no revisions are needed or prepare a draft recommendation for charge. The recommendations will go forward with areas of disagreement noted to the deans and department heads for their consideration. The deans and department heads will then recommend changes to the VPAS, who will take those deemed appropriate forward to the president for review. If the president approves, the proposed revisions will be forwarded to the Board of Regents for its consideration. Under the statutory authority of the State of Texas, the Board of Regents has the sole authority to revise this tenure and promotion policy.

Attachment A: Tenure/Promotion Portfolio Requirements
Attachment B: Form 1. Candidate Eligibility.
Attachment C: Form 2. Department Recommendation
Attachment D: Form 3. College Committee on Tenure and Promotion Recommendation
Attachment E: IDEA Course Summary Report
ASU Nursing Department

Faculty Evaluation Process

General Information:

All Nursing Department faculty members must be evaluated annually. The process consists of the following:

1. **Faculty Evaluation Form:** Each faculty member will review their activities and accomplishments for the current academic year and submit these to the Department Chair.

2. **Faculty Peer Evaluations:** The Department Chair will send the peer evaluation forms to the peer review committee to fill out and return. Generally, the forms will be sent to the faculty member’s program coordinator and faculty peers.

3. **Student Evaluation:** Student evaluations from the evaluation year will be reviewed.

4. **Administrative Evaluation:** The Department Chair will complete the Angelo State University Faculty Evaluation Form and forward it to the Dean of the College of Health and Human Services. A copy will also remain in the faculty file.

Reviewed: 5/06, 11/08, 11/10, 12/11
Revised: 6/07, 8/14
Faculty Evaluation Form

Nursing Faculty: Please fill in the sections below and email your completed form to Dr. Gabbert: wrennah.gabbert@angelo.edu. Each of the boxes below will expand as you type. Your completed form is due no later than: _______________.

Name: __________________________

Evaluation Areas:

<table>
<thead>
<tr>
<th>Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>This would include but is not limited to activities you did to improve lectures, lab, or clinical experiences this year.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Comments</th>
</tr>
</thead>
</table>
### Scholarly/Creative Activity

**List all continuing education programs you have attended this year.**

|Reviewed: 5/06, 11/08, 11/10, 12/11
|Revised: 6/07|

**What activities did you participate in to maintain your clinical expertise/skills?**

**Discuss and presentations, publications, proposals, etc. you have been involved with this year.**

**Other Scholarly/Creative Activity**
### Leadership/Service

*List all departmental committees you have participated in this year. Indicate whether you served as chairperson.*

<table>
<thead>
<tr>
<th>Committee</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*List any University committees you served on this year.*

<table>
<thead>
<tr>
<th>Committee</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*List any professional organizations you were associated with this year.*

<table>
<thead>
<tr>
<th>Organization</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

*What community service activities have you participated in this year (does not have to be related to nursing)?*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Honors, Awards, and Achievements

<table>
<thead>
<tr>
<th>Honor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reviewed: 5/06, 11/08, 11/10, 12/11
Revised: 6/07
ASU Nursing Department  
Faculty Peer Evaluation

Faculty Name_________________________     Date______________________

Please circle the number that best rates the faculty member’s performance related to the statements below. Please feel free to more fully describe this person’s abilities in the comment section at the end. For any rating of 2 or 1, please offer specific comments to describe behaviors. Thank you very much!

5 – Almost always, 4 – Frequently, 3 – Occasionally, 2 – Rarely, 1 – Never, 0 – Not observed or NA

The faculty member

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shares clinical expertise, academic knowledge, or helpful information</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>with other faculty members</td>
<td></td>
</tr>
<tr>
<td>Offers assistance with departmental/committee tasks</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Completes assigned tasks or activities by due date</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Creates high quality work products</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Contributes productively to team/committee efforts</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Communicates honestly and directly with other faculty</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Displays respect for other faculty</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Demonstrates a pleasant, positive demeanor/attitude</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Contributes to a harmonious, effective faculty environment</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Seeks learning opportunities to remain current and competent</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Seeks feedback on areas to improve</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Is receptive to feedback</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Makes efforts to improve performance</td>
<td>5 4 3 2 1 0</td>
</tr>
<tr>
<td>Overall rating</td>
<td>5 4 3 2 1 0</td>
</tr>
</tbody>
</table>

Thank you very much for your help. Please feel free to make additional comments.
Using the scale below, please evaluate the following statements and indicate your level of agreement by COMPLETELY FILLING IN the appropriate bubble. PLEASE USE A NUMBER 2 PENCIL.

Your evaluation is confidential and will not affect your standing in class. Thank you for your assistance in helping to improve curriculum and instruction in the Angelo State University.

**The Instructor**

1. Treats students with respect.
2. Encourages and models critical thinking or creative solutions to problems.
3. Provides assistance throughout clinical experience.
5. Identifies the student weaknesses in a professional manner.
6. Is easily approachable (students feel free to ask questions).
7. Role models professionalism in the clinical setting (behavior, dress, interactions with colleagues and peers, etc).
8. Fosters student accountability.
10. Incorporates classroom/textbook/theory information into real world clinical situations.
11. Brings new or updated information into the practice setting.
13. Displays a personal interest in students and their learning.
14. Inspires students to set and achieve goals which really challenge them.
15. Facilitates new and meaningful opportunities for students to learn.

PLEASE PLACE ANY WRITTEN COMMENTS ON THE BACK OF THIS EVALUATION FORM.

INSTITUTIONAL RESEARCH & ASSESSMENT
NURS-03 / Revised 10/05 PRINTED 10/2005
SURVEY FORM - STUDENT REACTIONS TO INSTRUCTION AND COURSES

INSTITUTION: [Blank]
INSTRUCTOR: [Blank]

COURSE NUMBER: [Blank]
TIME AND DAYS CLASS MEETS: [Blank]

Your thoughtful answers to these questions will provide helpful information to your instructor.

Describe the frequency of your instructor's teaching procedures, using the following code:
1 = Hardly Ever
2 = Occasionally
3 = Sometimes
4 = Frequently
5 = Almost Always

The Instructor:

1. [Blank] [Blank] [Blank] [Blank] [Blank] Displayed a personal interest in students and their learning
2. [Blank] [Blank] [Blank] [Blank] [Blank] Found ways to help students answer their own questions
3. [Blank] [Blank] [Blank] [Blank] [Blank] Scheduled course work (class activities, tests, projects) in ways which encouraged students to stay up-to-date in their work
4. [Blank] [Blank] [Blank] [Blank] [Blank] Demonstrated the importance and significance of the subject matter
5. [Blank] [Blank] [Blank] [Blank] [Blank] Formed "teams" or "discussion groups" to facilitate learning
6. [Blank] [Blank] [Blank] [Blank] [Blank] Made it clear how each topic fit into the course
7. [Blank] [Blank] [Blank] [Blank] [Blank] Explained the reasons for criticisms of students' academic performance
8. [Blank] [Blank] [Blank] [Blank] [Blank] Stimulated students to intellectual effort beyond that required by most courses
9. [Blank] [Blank] [Blank] [Blank] [Blank] Encouraged students to use multiple resources (e.g., data banks, library holdings, outside experts) to improve understanding
10. [Blank] [Blank] [Blank] [Blank] [Blank] Explained course material clearly and concisely
11. [Blank] [Blank] [Blank] [Blank] [Blank] Related course material to real life situations
12. [Blank] [Blank] [Blank] [Blank] [Blank] Gave tests, projects, etc. that covered the most important points of the course
13. [Blank] [Blank] [Blank] [Blank] [Blank] Introduced stimulating ideas about the subject
14. [Blank] [Blank] [Blank] [Blank] [Blank] Involved students in "hands on" projects such as research, case studies, or "real life" activities
15. [Blank] [Blank] [Blank] [Blank] [Blank] Insured students to set and achieve goals which really challenged them
16. [Blank] [Blank] [Blank] [Blank] [Blank] Asked students to share ideas and experiences with others whose backgrounds and viewpoints differ from their own
17. [Blank] [Blank] [Blank] [Blank] [Blank] Provided timely and frequent feedback on tests, reports, projects, etc. to help students improve
18. [Blank] [Blank] [Blank] [Blank] [Blank] Asked students to help each other understand ideas or concepts
19. [Blank] [Blank] [Blank] [Blank] [Blank] Gave projects, tests, or assignments that required original or creative thinking
20. [Blank] [Blank] [Blank] [Blank] [Blank] Encouraged student-faculty interaction outside of class (office visits, phone calls, e-mail, etc.)

Twelve possible learning objectives are listed below. For each, rate your progress in this course compared with your progress in other courses you have taken at this college or university. (Of course, ratings on objectives which were not addressed by the course will usually be low.)

In this course, my progress was:

1-Low (lowest 10 percent of courses I have taken here)
2-Low Average (next 20 percent of courses I have taken here)
3-Average (middle 40 percent of courses I have taken here)
4-Average (next 20 percent of courses I have taken here)
5-High (highest 10 percent of courses I have taken here)

Progress on:

21. [Blank] [Blank] [Blank] [Blank] Gaining factual knowledge (terminology, classifications, methods, trends)
22. [Blank] [Blank] [Blank] [Blank] Learning fundamental principles, generalizations, or theories
23. [Blank] [Blank] [Blank] [Blank] Learning to apply course material (to improve thinking, problem solving, and decisions)
24. [Blank] [Blank] [Blank] [Blank] Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
25. [Blank] [Blank] [Blank] [Blank] Acquiring skills in working with others as a member of a team
26. [Blank] [Blank] [Blank] [Blank] Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
27. [Blank] [Blank] [Blank] [Blank] Gaining a broader understanding and appreciation of intellectual-cultural activity (music, science, literature, etc.)
28. [Blank] [Blank] [Blank] [Blank] Developing skill in expressing my craft or in writing
29. [Blank] [Blank] [Blank] [Blank] Learning how to find and use resources for answering questions or solving problems
30. [Blank] [Blank] [Blank] [Blank] Developing a clearer understanding of, and commitment to, personal values
31. [Blank] [Blank] [Blank] [Blank] Learning to analyze and critically evaluate ideas, arguments, and points of view
32. [Blank] [Blank] [Blank] [Blank] Acquiring an interest in learning more by asking my own questions and seeking answers

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65
ED06
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Continued on back page
On the next three items, compare this course with others you have taken at this institution, using the following code:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Much Less than Most Courses</td>
</tr>
<tr>
<td>2</td>
<td>Less than Most Courses</td>
</tr>
<tr>
<td>3</td>
<td>About Average</td>
</tr>
<tr>
<td>4</td>
<td>More than Most Courses</td>
</tr>
<tr>
<td>5</td>
<td>Much More than Most Courses</td>
</tr>
</tbody>
</table>

The Course:
33. (1) 2 3 4 5 Amount of reading
34. (1) 2 3 4 5 Amount of work in other (non-reading) assignments
35. (1) 2 3 4 5 Difficulty of subject matter

Describe your attitudes and behavior in this course, using the following code:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definitely False</td>
</tr>
<tr>
<td>2</td>
<td>More False</td>
</tr>
<tr>
<td>3</td>
<td>In Between</td>
</tr>
<tr>
<td>4</td>
<td>More True</td>
</tr>
<tr>
<td>5</td>
<td>Definitely True</td>
</tr>
</tbody>
</table>

36. (1) 2 3 4 5 I had a strong desire to take this course.
37. (1) 2 3 4 5 I worked harder on this course than on most courses I have taken.
38. (1) 2 3 4 5 I really wanted to take a course from this instructor.
39. (1) 2 3 4 5 I really wanted to take this course regardless of who taught it.
40. (1) 2 3 4 5 As a result of taking this course, I have more positive feelings toward this field of study.
41. (1) 2 3 4 5 Overall, I rate this instructor an excellent teacher.
42. (1) 2 3 4 5 Overall, I rate this course as excellent.

For the following items, blacken the space which best corresponds to your judgment:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definitely False</td>
</tr>
<tr>
<td>2</td>
<td>More False</td>
</tr>
<tr>
<td>3</td>
<td>In Between</td>
</tr>
<tr>
<td>4</td>
<td>More True</td>
</tr>
<tr>
<td>5</td>
<td>Definitely True</td>
</tr>
</tbody>
</table>

43. (1) 2 3 4 5 As a rule, I put forth more effort than other students on academic work.
44. (1) 2 3 4 5 The instructor used a variety of methods—not only tests—to evaluate student progress on course objectives.
45. (1) 2 3 4 5 The instructor expected students to take their share of responsibility for learning.
46. (1) 2 3 4 5 The instructor had high achievement standards in this class.
47. (1) 2 3 4 5 The instructor used educational technology (e.g., Internet, e-mail, computer exercises, multi-media presentations, etc.) to promote learning.

EXTRA QUESTIONS
If your instructor has extra questions, answer them in the space designated below (questions 48-66):

48. (1) 2 3 4 5
49. (1) 2 3 4 5
50. (1) 2 3 4 5
51. (1) 2 3 4 5
52. (1) 2 3 4 5
53. (1) 2 3 4 5
54. (1) 2 3 4 5
55. (1) 2 3 4 5
56. (1) 2 3 4 5
57. (1) 2 3 4 5
58. (1) 2 3 4 5
59. (1) 2 3 4 5
60. (1) 2 3 4 5
61. (1) 2 3 4 5
62. (1) 2 3 4 5
63. (1) 2 3 4 5
64. (1) 2 3 4 5
65. (1) 2 3 4 5
66. (1) 2 3 4 5

Your comments are invited on how the instructor might improve this course or teaching procedures. Use the space below for comments (unless otherwise directed). Note: Your written comments may be returned to the instructor. You may want to PRINT to protect your anonymity.

Comments:

[space for comments]
Undergraduate Nursing Online Courses
Additional Course Questions

(Same rating choices as # 43-47 on IDEA form)
1 = Definitely False, 2 = More False than True, 3 = In Between, 4 = More True than False, 5 = Definitely True

The course website was well organized.

The course website provided opportunities for additional course-related research and discovery.

Course materials were current, consistently updated, and available when needed.

Library services were sufficient to meet my needs.

Information technology services were sufficient to meet my needs.

Reviewed: 5/06, 11/08, 11/10, 12/11
## ANGELO STATE UNIVERSITY

### FACULTY ACTIVITY REPORT AND EVALUATION

### DATE

**Faculty Member’s Name**

**Department**

**Academic Rank**

- Tenured
- Tenure-Track

**Department Head**

### EVALUATION SUMMARY | RATING

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Satisfactory, Improvement Needed</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarly/Creative Activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership/Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>Satisfactory</td>
<td>Satisfactory, Improvement Needed</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>Recommendation for Continuance (Tenured) or Reappointment (Tenure-Track)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Department Head’s Signature**

**Date**

I [ ] am [ ] am not submitting a Cumulative Points Record for a Professional Achievement Award.

**Faculty Member’s Signature**

**Date**

**Faculty Member’s Comments (Optional)**

Reviewed: 5/06, 11/08, 11/10, 12/11
## EVALUATION AREAS

### TEACHING

### SCHOLARLY/CREATIVE ACTIVITY

Reviewed: 5/06, 11/08, 11/10, 12/11
# ANGELO STATE UNIVERSITY

## CLINICAL FACULTY ACTIVITY REPORT AND EVALUATION

**DATE**

<table>
<thead>
<tr>
<th>Faculty Member's Name</th>
<th>Department</th>
</tr>
</thead>
</table>

**Academic Rank**
- Clinical Instructor
- Clinical Assistant Professor
- Clinical Associate Professor

<table>
<thead>
<tr>
<th>Department Head</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EVALUATION SUMMARY</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Scholarly/Creative Activity</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Leadership/Service</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Overall</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

| Recommendation for Reappointment | Yes | No |

**Department Head’s Signature**

**I am am not submitting a Cumulative Points Record for a Clinical Achievement Award.**

**Faculty Member’s Signature**

**Faculty Member’s Comments (Optional)**

Reviewed: 5/06, 11/08, 11/10, 12/11