Department of Nursing

Faculty Handbook

2019-2020

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MISSION, GOVERNANCE, AND ORGANIZATION

MISSION, GOVERNANCE, AND ORGANIZATION

ANGELO STATE UNIVERSITY

MISSION STATEMENT

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.

VALUES STATEMENTS

1. **Learning: Our Focus**

   ASU holds student learning as the center of everything that we do.

2. **Excellence: Our Standard**

   ASU embraces excellence in teaching, scholarly activity, creative endeavor and service.

3. **Transformation: Change for the Better**

   ASU prepares its students for a life of contribution and accomplishment by instilling a respect for learning and intellectual inquiry.

4. **Integrity: Social and Ethical Responsibility**

   ASU expects a high standard of social and ethical responsibility from all members of the campus community.

5. **Engagement: Participation and Community Service**

   ASU encourages participation and community service both on and off campus by faculty, staff, and students—and we have been recognized for our efforts by the Carnegie Foundation.

6. **Innovation: Teaching, Service, and Scholarship**

   ASU promotes innovation in teaching, scholarship, technology, collaborative partnerships, support services, and co-curricular activities.

7. **Diversity: Cultures, People and Ideas**

   ASU believes that everyone should experience a diversity of cultures, people and ideas in order to better appreciate the world around them.

8. **Collegiality: Getting Along**

   ASU fosters—among students, faculty, and staff, and across disciplines—a culture of shared governance, open communication, transparent operations, and mutual respect.

ARCHER 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.

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.

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

ACCREDITATION

The baccalaureate degree program in nursing, master's degree program in nursing, and post-graduate APRN certificate program at Angelo State University is accredited by the Commission on Collegiate Nursing Education. Commission on Collegiate Nursing Education

> Commission on Collegiate Nursing Education
> 655 K. Street, NW Ste. 750
> Washington, DC 20001
> Phone: (202) 887-6791 Fax: (202) 887-8476
> http://www.aacn.nche.edu/ccne-accreditation

In addition, all nursing programs have full approval status by the Texas Board of Nursing.

> Texas Board of Nursing
> 333 Guadalupe #3-460
> Austin, TX 78701
> Office: (512) 305-7400
> Fax: (512) 305-7401
> http://www.bon.texas.gov/index.asp

MISSION STATEMENT

The Department of Nursing 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.

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 GUIDING DOCUMENTS, PURPOSE, AND OUTCOMES

Guiding Documents

The Essentials of Baccalaureate Education for Professional Nursing Practice of the American Association of Colleges of Nursing (2008) provides the framework for the BSN program purpose and outcomes. This document is available electronically at https://www.aacnnursing.org/Education-Resources/AACN-Essentials.

Additional professional nursing standards utilized by undergraduate faculty in the development and revision of the BSN Program curriculum include the Quality and Safety Education for Nurses (QSEN) Competencies. This document is available electronically at http://qsen.org/competencies/pre-licensure-ksas/

Purpose

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 GUIDING DOCUMENTS, PURPOSE, AND OUTCOMES

Guiding Documents

The primary document guiding the MSN Program is *The Essentials of Master's Education in Nursing* of the American Association of Colleges of Nursing (2011), available electronically at
https://www.aacnnursing.org/Education-Resources/AACN-Essentials

Additional professional nursing standards utilized by graduate faculty in the development and revision of the Family Nurse Practitioner Program curriculum include the *Scope and Standard of Practice* (2015) of the American Nurses Association which is available electronically at
http://www.nursingworld.org/sop, the *Criteria for evaluation of nurse practitioner programs* (2016) of the National Task Force on Quality Nurse Practitioner Education which is available electronically at
https://cdn.ymaws.com/www.nonpf.org/resource/resmgr/Docs/EvalCriteria2016Final.pdf.

Additional professional nursing standards utilized by graduate faculty in the development and revision of the Nurse Educator Program curriculum include the *NLN core competencies for nurse educators: A decade of influence* (Halstead, 2019) from the National League for Nursing.

Purpose

The purpose of the Master of Science in Nursing Program at Angelo State University 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 outcomes 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 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.

MSN PROGRAM TRACK COMPETENCIES

In addition to meeting the general MSN Program Outcomes, the specific tracks offered by the Department of Nursing are developed according to field specific competencies.

Master's and Post Master's Family Nurse Practitioner

Students completing the Master's Family Nurse Practitioner 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 2017. 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 Competency
7. Health Delivery System Competencies
8. Ethics Competencies
9. Independent Practice Competencies

Students completing the Master's Family Nurse Practitioner track/Post Master's Certificate will also possess the Family/Across the Lifespan Nurse Practitioner Competencies identified by the National Organization of Nurse Practitioner Faculties (NONPF) amended in 2017.

Master's and Post Master's Nurse Educator

Students completing the Master's Nurse Educator track / Post Master's Certificate will possess the eight (8) core competencies identified in the *NLN core competencies for nurse educators: A decade of influence* (Halstead, 2019). 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

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 Department of Nursing.
B. Coordinate undergraduate and graduate program faculty/student/administrative efforts for periodic review and evaluation of the Department of Nursing.
C. Coordinate faculty/student/administrative efforts in identifying and obtaining the personnel and material resources essential for multi-level operations of the Department of Nursing.
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 Department of Nursing, the Archer 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 Department of Nursing 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 Department of Nursing Chair.

ARTICLE IV: OFFICERS

Section 1. Designation:

Officers for the Faculty Organization shall be:

A. Chairperson

Section 2. Selection:

A. Chairperson will be the Department Chair.
B. A delegate will be appointed by the Department Chair in the event of the 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 the Nursing Workspace.
   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 seven standing committees as follows:
        1. Undergraduate Curriculum Committee
        2. Graduate Curriculum Committee
        3. Undergraduate Student Affairs Committee
        4. Graduate Student Affairs Committee
        5. Departmental Faculty Affairs Committee
        6. Departmental Evaluation Committee
        7. Departmental Peer Review Committee
    B. Membership shall be determined according to the following criteria:
        1. Committee assignments for faculty shall be determined by the Department Chair at the beginning of each fall semester. All full-time faculty members will be assigned to at least one standing committee.
        2. The committee Chairperson shall be appointed by the 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 posted where designated on the Nursing Workspace.
        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 Undergraduate and Graduate Curriculum Committees shall:
    1. Provide for periodic review and evaluation of program philosophy, objectives, and academic offerings and organizing framework of the Department of Nursing.
    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 two 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. Update 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 Undergraduate and Graduate Student Affairs Committees shall:
    1. Review and evaluate Admissions applications, biannually (Fall and Spring and provide recommendations for offers of admission to the Department Chair.
    2. Review and evaluate student progressions and readmissions and provide recommendations to the Department Chair.
    3. Review and evaluate scholarship applications annually (Spring semester) and provide recommendations for awardees to the Department Chair.
    4. 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.
    5. Review catalog for currency in admission, progression, and graduation policies and recommend necessary changes or additions to the Department Chair.
    6. Review and evaluate periodically the policies and procedures relevant to student advisement and orientation and make appropriate recommendations.
    7. Serve as an advisory body to students involved in grievance procedures.
    8. Invite and encourage participation of students in program affairs.
    9. Review and evaluate periodically the Nursing Student Handbook and make appropriate recommendations for changes.
    10. Review the Systematic Plan of Evaluation each fall semester to plan committee tasks

according to specific criteria noted in the plan.
11. Recommend updates of the Systematic Plan of Evaluation with documentation of changes resulting from the committee's evaluative processes.
12. Conduct other business as is relevant to the purposes of the committee.

C. 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 Department of Nursing 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 Program 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 Department of Nursing and Library.
12. Conduct such other business as is relevant to the purpose of the committee.

D. The Departmental Evaluation 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.

E. The Departmental Peer Review Committee shall:
1. Consist of all tenured faculty members in the department.
2. Adhere to the Operating Policy and Procedures of Angelo State University regarding Annual Performance Evaluations for Tenured and Tenure Eligible Faculty, and for Non-Tenure-Track Positions.
   a. OP 06.28 Annual Performance Evaluation for Tenured and Tenure Eligible Faculty
   b. OP 06.31 Annual Performance Evaluations for Non-Tenure-Track Positions
3. In compliance with the Department of Nursing, Texas Board of Nursing, and accreditation standards, implement Peer Review processes as needed.

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 Department of Nursing Chair or someone delegated to do so by the 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 1.   Parliamentary authority for conducting faculty meetings shall be the current edition of Robert's Rules of Order: Newly Revised; 11th edition, Perseus Publishing, 2011.

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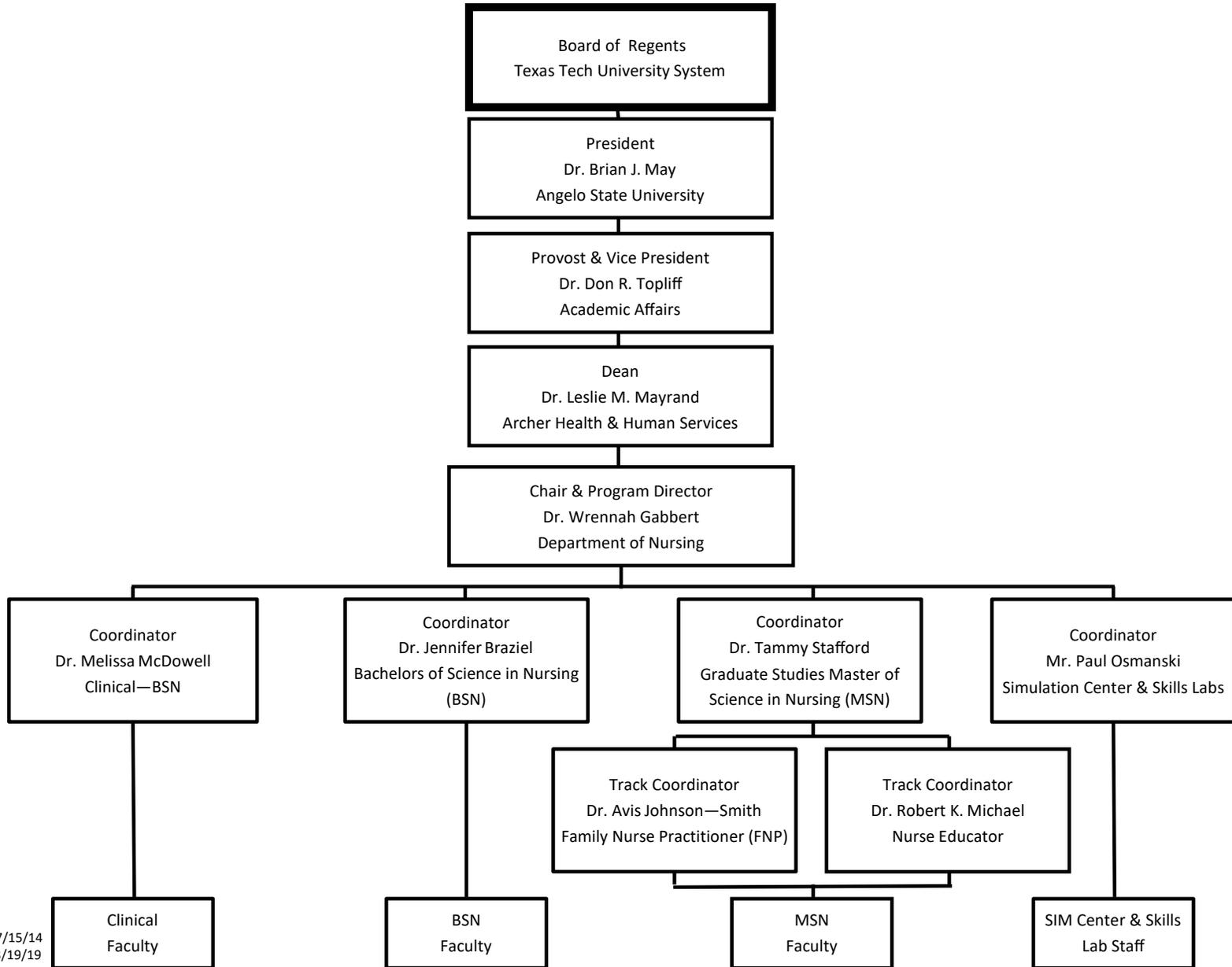
ARTICLE IX: AMENDMENTS

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

Created 6/21/00
Approved 8/23/00
Revised 5/06, 11/08, 11/10, 12/11, 7/13, 8/14, 7/15, 1/17, 5/19

Nursing Department Organization 2019-2020

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                        │    Board of Regents         │
                        │ Texas Tech University System│
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                        │        President            │
                        │      Dr. Brian J. May        │
                        │   Angelo State University    │
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                        │  Provost & Vice President    │
                        │    Dr. Don R. Topliff        │
                        │     Academic Affairs         │
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                        │           Dean               │
                        │   Dr. Leslie M. Mayrand      │
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                        │  Chair & Program Director    │
                        │   Dr. Wrennah Gabbert        │
                        │   Department of Nursing       │
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Coordinator	Coordinator	Coordinator	Coordinator
Dr. Melissa McDowell	Dr. Jennifer Braziel	Dr. Tammy Stafford	Mr. Paul Osmanski
Clinical—BSN	Bachelors of Science in Nursing (BSN)	Graduate Studies Master of Science in Nursing (MSN)	Simulation Center & Skills Labs

Track Coordinator	Track Coordinator
Dr. Avis Johnson—Smith	Dr. Robert K. Michael
Family Nurse Practitioner (FNP)	Nurse Educator

Clinical Faculty	BSN Faculty	MSN Faculty	SIM Center & Skills Lab Staff

Created 7/15/14
Revised 3/19/19
ARG/arg

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FACULTY RESPONSIBILITIES AND DUTIES

ACADEMIC POLICIES GOVERNING FACULTY

Angelo State University's **Academic Operating Policies** (OP) provide Department of Nursing faculty with guidance and requirements of employment. If applicable, the policy will provide links to all necessary forms which faculty will need to complete in order to adhere to university, college, and department expectations for employment.

OP 06.01 Academic Deans and Department Chairpersons
OP 06.02 Academic Workload Calculation
OP 06.03 Tutoring for Payment
OP 06.04 Appointments and Reappointments to the Faculty
OP 06.05 Conduct of University Faculty
OP 06.09 Faculty Departure Notification Procedure
OP 06.10 Faculty Development Leaves
OP 06.11 Faculty Grievance Procedures
OP 06.12 Faculty Leave of Absence
OP 06.14 Faculty Responsibilities and Duties
OP 06.16 Faculty Sick Leave
OP 06.17 Other Employment, Faculty Consulting, and Public Offices
OP 06.19 Regulations for Performance Evaluation of Tenured Faculty
OP 06.20 Non-native English Speaking Faculty and Teaching Assistants
OP 06.21 Selection of Endowed Chairs and Professorships
OP 06.22 Conflict of Interest
OP 06.23 Tenure and Promotion Standards and Procedures
OP 06.24 Academic Administrator Returning to Full-time Faculty
OP 06.25 Non-Tenure-Eligible Faculty Titles
OP 06.26 Faculty Absence for Observance of Religious Holy Day
OP 06.27 Student Evaluation of Faculty/Courses
OP 06.28 Annual Performance Evaluation for Tenured and Tenure Eligible Faculty
OP 06.29 Faculty Non-Reappointment and Tenure Revocation
OP 06.30 Merit Increases for Non-Tenured Faculty Holding the Rank of Senior Instructor or Clinical Professor
OP 06.31 Annual Performance Evaluations for Non-Tenure-Track Positions
OP 06.32 Promotion of Non-Tenure-Track Positions
OP 06.33 Merit Increases for Tenured Faculty Holding the Rank of Professor

NURSING FACULTY RESPONSIBILITIES AND DUTIES

Angelo State University Department of Nursing faculty are expected to adhere to all Academic Operating Policies and Procedures.

I. Faculty Appointments

The following OPs detail the various appointment types and titles available to nursing faculty.

- Appointments and Reappointment to the Faculty OP 06.04 Appointments and Reappointments to the Faculty

- Non-Tenure-Eligible Faculty Titles OP 06.25 Non-Tenure-Eligible Faculty Titles

- Academic Administrator Returning to Full-time Faculty OP 06.24 Academic Administrator Returning to Full-time Faculty

- Selection of Endowed Chairs and Professorships OP 06.21 Selection of Endowed Chairs and Professorships

II. Faculty Responsibilities and Duties

The following OPs detail the responsibilities of Nursing Faculty, Teaching Assistants, Department Chairpersons, and Deans.

- Faculty Responsibilities and Duties OP 06.14 Faculty Responsibilities and Duties

- Non-native English Speaking Faculty and Teaching Assistants OP 06.20 Non-native English Speaking Faculty and Teaching Assistants

- Academic Deans and Department Chairpersons OP 06.01 Academic Deans and Department Chairpersons

Further delineation of Nursing Faculty responsibilities and duties are below.

1. Teaching

In addition to adhering to all aspects of teaching as outlined in OP 06.14 Faculty Responsibilities and Duties, 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. 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. 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.

Each faculty member will evaluate each section of each course taught every semester following the **Course Book Submission** guidelines (See **Course Book Submission** guidelines under General Department Information of this handbook).

Evaluations of student progress toward objectives and of faculty effectiveness are important assessments necessary for the success of a program. To this end, faculty are required to follow the **Student Evaluation of Faculty/Courses** OP 06.27 Student Evaluation of Faculty/Courses for all courses taught. Findings will be included in the Course book submissions and Faculty Annual Evaluation Process.

Evaluations 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 without department level curriculum committee involvement and approval.

Additional information that should be included in nursing course syllabi and clinical course syllabi are outlined in this text under "Standard Syllabus Format" located in the **Departmental Information** section.

2. Scholarly Activity/Creative Endeavor

In addition to adhering to all aspects of OP 06.14 Faculty Responsibilities and Duties, 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, or chairing an academic conference or other event.

3. Service

In addition to adhering to all aspects of OP 06.14 Faculty Responsibilities and Duties, 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). All full-time faculty members are expected to perform their assigned departmental duties and responsibilities. Faculty 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., Program 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 cancellations of 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.

III.   **Faculty Conduct Expectations**

The following OP details the conduct expectations required of university faculty.

- OP 06.05 Conduct of University Faculty

IV.   **Faculty Workload Calculation** –

The following OP details the workload calculations used to determine teaching, research, service, and administrative loads of nursing faculty.

- Academic Workload Calculation OP 06.02 Academic Workload Calculation

V.   **Merit Increases**

The following OPs detail the met increase options for nursing faculty.

- Merit Increases for Non-Tenured Faculty Holding the Rank of Senior Instructor or Clinical Professor   OP 06.30 Merit Increases for Non-Tenured Faculty Holding the Rank of Senior Instructor or Clinical Professor

- Merit Increases for Tenured Faculty Holding the Rank of Professor OP 06.33 Merit Increases for Tenured Faculty Holding the Rank of Professor

VI.   **Faculty Leave Types**

The following OPs detail the various leave options available to nursing faculty. Forms applicable to complete the process are available in the specific OP. In order to assure that program 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 Chairperson 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 Chairperson in collaboration with Human Resources to fulfill University and State requirements.

- Faculty Sick Leave OP 06.16 Faculty Sick Leave

- Faculty Leave of Absence OP 06.12 Faculty Leave of Absence

- Faculty Development Leave OP 06.10 Faculty Development Leaves

- Faculty Absence for Observance of Religious Holy Day OP 06.26 Faculty Absence for Observance of Religious Holy Day

- Faculty Departure Notification Procedure OP 06.09 Faculty Departure Notification Procedure

VII.   **Outside Employment**

The following OP details outside employment requirements and options available to nursing faculty. All faculty planning on outside employment are required to complete the Request for Approval of Outside Employment accessible via the OP link below and submit the document to the Department Chairperson. Requests for approval need to be submitted before the beginning of each semester while the faculty is employed at ASU.

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

VIII.   **Other**

The following OPs detail items regarding conflicts of interest, grievances, and tutoring for payment.

- Conflict of Interest OP 06.22 Conflict of Interest

- Faculty Grievance Procedures OP 06.11 Faculty Grievance Procedures

- Tutoring for Payment OP 06.03 Tutoring for Payment

ANNUAL PERFORMANCE EVALUATIONS OF FACULTY

Department of Nursing faculty are expected to adhere to Angelo State University's Annual Performance Evaluation Operating Procedures. The following OPs detail the annual performance evaluations of nursing faculty. All required forms are accessible via the link. Faculty are to meet all deadlines as stipulated in the applicable OP. Please read and be familiar with the process and expectations for your position.

- Annual Performance Evaluation for Tenured and Tenure Eligible Faculty OP 06.28 Annual Performance Evaluation for Tenured and Tenure Eligible Faculty

- Annual Performance Evaluations for Non-Tenure-Track Positions OP 06.31 Annual Performance Evaluations for Non-Tenure-Track Positions

- Regulations and Performance Evaluation of Tenured Faculty OP 06.19 Regulations for Performance Evaluation of Tenured Faculty

General Information:

All Nursing Program 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 Chairperson.
2. *Faculty Peer Evaluations:* The Department Chairperson 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 Chairperson 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.

Timeline

Timeline expectations for nursing faculty regarding performance evaluation are reiterated below

Section 5. of *OP 06.28 Annual Performance Evaluation for Tenured and Tenure Eligible Faculty*

a) A Year One evaluation, defined as the first full year of service to ASU in residence, shall be initiated no later than the first Friday of the Spring semester of the first year of service. It shall be completed in its entirety no later than the sixth Friday of the Spring semester of the first year of service.
b) All other annual evaluations, including Year Two and Third-Year evaluations but excluding the year in which the faculty member is being evaluated for tenure/promotion, shall follow the same timeline below:
1) Faculty members shall submit materials to the ad hoc faculty chairperson by the third Friday of the Fall semester.

2) The faculty chairperson shall submit ratings and materials to the Department Chair by the sixth Friday of the Fall semester.
3) Department Chairs shall submit materials and personal recommendations to the College Dean by the ninth Friday of the Fall semester.
4) College Deans shall submit all materials along with their independent recommendations for reappointment by the eleventh Friday of the Fall semester.

and section 4. h. of *OP 06.31 Annual Performance Evaluations for <u>Non - Tenure – Track Positions</u>*

h. All annual evaluations of Instructors and Clinical faculty shall follow the timeline below:

1) A Year One evaluation, defined as the first full year of service to ASU in residence, shall be initiated no later than the first Friday of the Spring semester of the first year of service. It shall be completed in its entirety no later than the sixth Friday of the Spring semester of the first year of service.
2) All other annual evaluations, including Year Two and Third - Year evaluations shall follow the same timeline below:
   a) Faculty members shall submit materials to the peer review committee chair by the third Friday of the Fall semester.
   b) The peer review committee chair shall submit the committee ratings and materials to the Department Chair by the sixth Friday of the Fall semester.
   c) Department Chairs shall submit materials and personal recommendations to the College Dean by the ninth Friday of the Fall semester.
   d) College Deans shall submit all materials along with their independent recommendations for reappointment by the eleventh Friday of the Fall semester to the PVPAA.
   e) The PVPAA shall submit all materials along with an independent recommendation for reappointment to the President by the end of the Fall semester.
   f) The President shall make the final decision and will notify faculty according to the timeline outlined in OP 06.29, section 4.

The forms necessary to complete per the operating procedures are as follows: (Please select the one specific to your job line.)
- [Faculty Evaluation Form (Tenured and Tenure-Track)](#)
- [Faculty Evaluation Form (Non-Tenure-Eligible)](#)
- [Comprehensive Performance Evaluation Tenure Faculty](#)
- [Comprehensive Performance Evaluation Tenured Faculty Administrative Duties](#)

Peer evaluation forms used in the evaluation process are as follows: (Please select the one specific to your job line.)
- [Department Peer Evaluation (Non-Tenure-Eligible)](#)
- [Department Peer Evaluation (Tenured and Tenure-Track)](#)

In addition, Nursing Faculty are expected to submit the following accompanying documents with the evaluation forms:
- An up-to-date Curriculum Vitae (CV)
- Document with Goals for upcoming academic year

Table I provides definitions of criteria and forms of evidence acceptable in the evaluation process.

Table I – Criteria and Evidence Table	
Criteria	Evidence
TEACHING: The following criteria apply to evaluation of contributions by faculty: 1. Effective delivery of instruction to and the stimulation of learning by students, and/or clients in the community. 2. Continuous improvement of courses or instructional programs. 3. Effective advising and mentoring of undergraduate and/or graduate students 4. Professional practice related to the area of teaching.	Faculty demonstrates quality of teaching by providing evidence from multiple sources that may include, but are not limited to: • IDEA form summaries • Receipt of awards or special recognition for teaching • Evidence of sound organization through selections of vetted course syllabi • Evidence of participation in instructional community engagement • Contribution to the improvement of instructional programs through the development and/or implementation of new courses, curricula or innovative teaching methods • Grants submitted and/or received for instruction or improving instruction • Direction of an international education program • Delivery of interdisciplinary courses • Mentoring junior faculty • Maintaining a clinical practice • Integrating teaching, service and/or research • Receipt of awards or special recognition for clinical practice • Dissemination of best practices in teaching and/or clinical practices • Evidence of student mentoring, such as supervising independent study and other student projects • Service as a reviewer for education or practice journal • Writing test items for a national professional examination • Serving as a site visitor or consultant • Willingness to teach at unusual times and/or sites in a variety of formats • Team and interdisciplinary teaching • Participation in accreditation efforts above and beyond expectations of a regular factory member • Attendance at state and nationally recognized teaching seminars and conferences • 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 • Other evidence that the faculty member may wish the committee/Department Chair to consider
SCHOLARLY & CREATIVE ACTIVITIES The following criterion applies to the evaluation of contributions by faculty 1. Contributions to knowledge, either by discovery or application, resulting from the faculty's research or other plausible works	**EVIDENCE** 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: • Receive awards or special recognition for research • Mentor junior faculty in research • Collaborate in interdisciplinary research • Supervise undergraduate or graduate research, including community engagement activities • Present scholarly or professional papers/posters, and publish books or articles • Submit or obtain a research grant or other competitive award • Give juried or invited presentations • Development and public release of new products or varieties, research techniques, copyrights and patents or other intellectual property • Provide peer evaluation of research by colleagues from an individual's discipline or area of expertise • Serve as professional consultant • Serve as a grant reviewer • Serve on a national review committee • Develop evidence-based guidelines • Managing, organizing, chairing academic conference or events • Writing, design, arranging, editing, producing, scholarly or technical works • Web publications of a scholarly nature • Other evidence that the faculty member may wish the Committee/Department Chair to consider

Table I – Criteria and Evidence Table (cont.)	
Criteria	Evidence
SERVICE, LEADERSHIP AND COMMUNITY ENGAGEMENT The following criterion applies to the evaluation of contributions by faculty: 1. Contributions to the welfare of the Department of Nursing, College, University or Nursing Profession. 2. Contributions to San Angelo, Texas community or service area 3. Contributions to any "community" that makes use of the faculty member's academic or professional experience	**EVIDENCE** Faculty demonstrated completion in the areas of service, leadership and community engagement, the following criteria apply to the faculty's evaluation: • Receipt of awards or special recognition for service • Evaluation of an individual's service contributions by peers, administrators, and constituents • Effective management or improvement of administrative procedures or programs • Student recruitment beyond departmental expectations • Active participation in and leadership in university governance and programs at the department, university, college and system levels • Active participation in and leadership of groups or societies which have as their primary objective the furtherance of scholarly or professional interests or achievements • Active participation in and leadership of groups or societies which have as their primary objective the furtherance of the community, state, or society • Delivery of community or continuing education programs to the public or community agencies • Participation in policy development • Contributions to knowledge as editors of scholarly publications or through service on editorial boards, juries, or panels • Contributions to the operations of state or federal agencies

PROMOTION AND TENURE

Various promotion and tenure options available to nursing faculty. OP's 06.23 and 06.32 describe the general assumptions underlying the qualifications for tenure and promotion for tenure track lines and promotion for non-tenure track lines at Angelo State University. The OPs describe guidelines and procedures of the application process, the 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 of decisions.

All applicable forms to complete for promotion and/or tenure (depending upon track line) are available via the OPs.

Lastly, **OP 06.29** details the non-reappointment and tenure revocation of faculty.

I. Tenure Track Lines -- Tenure and Promotion Standards and Procedures

The following operating policy describes the process by which members of the faculty employed in a full-time tenure-track position at Angelo State University shall be required to apply for academic tenure and/or promotion. All applicable forms to complete for tenure and promotion are available via the OP.

- Tenure and Promotion Standards and Procedures OP 06.23 Tenure and Promotion Standards and Procedures

II. Non-Tenure Track Lines -- Promotion Standards and Procedures

The following operating policy describes the process by which members of the faculty employed in a full-time non-tenure-track position at Angelo State University shall apply for promotion. All applicable forms to complete for tenure and promotion are available via the OP.

- Promotion of Non-Tenure-Track Positions OP 06.32 Promotion of Non-Tenure-Track Positions

III. Non-Reappointment and Tenure Revocation – The following OP details the non-reappointment and tenure revocation of faculty.

- Faculty Non-Reappointment and Tenure Revocation OP 06.29 Faculty Non-Reappointment and Tenure Revocation

PEER REVIEW PROCESS

Purpose

The purpose of the peer review committee is to evaluate facts and decide whether or not to confidentially report a registered nurse (RN) 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). Minor incidents need not be reported to BON or peer review. The Department of Nursing Chairperson is responsible for appropriately tracking and reporting minor incidents as outlined by in Texas BON Rule 217.16. (https://www.bon.texas.gov/rr_current/217-16.asp)

Peer Review Committee (PRC) Membership

Committee members will be registered nurses (RNs). Members will be assigned to the Committee by the Department Chairperson. There shall be at least three individuals on a committee. More individuals may be initially assigned to the committee as deemed by the Department Chairperson. 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 within the area of practice of the nurse being reviewed if needed.

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

Standing members of the committee shall sign a Peer Review Confidentiality Guidelines Form.

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. 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 TEXAS BOARD OF NURSING, Peer Review Repot Form https://www.bon.texas.gov/pdfs/complaint%20form_NPRC.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.
Website: https://www.texasnurses.org/page/TPAPN
Form: https://cdn.ymaws.com/www.texasnurses.org/resource/resmgr/tpapn/TPAPN_Referral_Form.pdf

References

Board of Nurse Examiners for the State of Texas. (2017). *Nursing practice act, nursing peer review, &*
   nurse licensure compact Texas occupations code and statutes regulating the practice of nursing.
   https://www.bon.texas.gov/laws_and_rules_nursing_practice_act_2017.asp
Texas Board of Nursing. (2017). *Practice – Peer Review: Incident-Based or Safe Harbor*.
   https://www.bon.texas.gov/practice_peer_review.asp
Texas Nurses Association. (2017). ABCs of nursing peer review. *Texas Nurses Association*.

Reviewed 10/04, 5/06, 10/06, 11/08, 11/10, 12/11, 7/13, 8/14, 12/18, 8/19

DEPARTMENTAL INFORMATION

GENERAL DEPARTMENT INFORMATION

Contact Information

All faculty must maintain current contact and schedule information with the Department Chairperson through the departmental secretary, so they may be contacted in the event of emergencies or work issues/questions 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.

Course Book Submission

After every semester when a course is taught, the faculty of record should submit a course summary. Items to submit include the Course Summary form, course syllabus, course outline, statistical analysis of exam questions, samples of student work including written work, handouts, copies of anything added to Blackboard for students, and if applicable practicum/clinical information including number of days in clinical facility, number of days in simulation and on campus clinical. Additional items may be added as appropriate.
The following link provides access to the Course Evaluation Summary
The following link provides access to the electronic submission portal: Course Book Submission

Department/Secretarial Services

All materials for word processing should be submitted in a reasonable time frame (check with Secretary concerning time needed). Material should be clearly readable. General office supplies are available in the Nursing Program office. Outgoing campus and US mail should be placed in the in-box in the workroom. Individual faculty member mail boxes are in the workroom and should be checked daily.

Desk Copies of Required Textbooks

Texts are the property of the Nursing Program. Texts are not to be sold to used book representatives or anyone else. Desk copies are to be left in the office when a faculty member terminates employment.

Office and Building Keys and Fobs

Appropriate keys and fobs are issued to employees upon employment. The employee is responsible for them. Employee will surrender these items upon termination of employment. Employees will be charged for replacement of lost items.

Office 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.

Telephone and Fax

To make fax and phone calls in San Angelo: press 9 and then the number. To access a toll-free number, dial "8" then the 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 department number.

Travel Authorization Requests

Request forms for travel during the academic year are available online on the Nursing Homepage under the blue "Faculty Resources" tab. Travelers should use these files to prepare for travel and reimbursement:

- Traveling? Read these instructions FIRST
- Travel Planning Worksheet
- Hotel Booking-The State Travel Management Program
- Hotel Tax Exemption Form

Completed forms should be submitted to Office Secretary for processing and administrative approval prior to travel.

University Required Training

All faculty must complete mandatory training within the time frames required. This training includes but is not limited to Campus Carry Training and Resources, Employee Title IX Training, Equal Employment Opportunity, FERPA Training, Ethics Training, Sexual Harassment Awareness Training, etc. Training is available online via Blackboard.

CLINICAL DAY INCLEMENT WEATHER PROCEDURE

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 and text 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 his or her 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
    c. Facility/unit where clinical was to be held

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 his or her 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 she/he is unable to travel safely to the clinical site, even if there has not been an announcement of clinical cancellation or late start.

Reviewed: 11/08, 11/10, 12/11
Revised: 5/06, 7/13, 8/14, 8/19

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:

PERSONAL APPEARANCE	ACCEPTABLE	NOT ACCEPTABLE
Overall Clothing	ASU uniform and/ or ASU lab coat. Must be clean, neatly pressed, in good repair and appropriate size. A plain, white long sleeve shirt with no detail may be worn underneath the ASU uniform.	Soiled, wrinkled, torn, noticeably worn, too tight or too loose fitting. The color of undergarments must not be visible through the uniform.
Name Badges	Required part of the nursing student uniform. Must be worn in an easily visible spot above the waistline and follow the proper format.	No name badge turned around with back showing, damaged, or in a difficult place to read.
Hair	Neat, clean, professional appearance. Must not hang freely in the face or down the back. Must be worn in a manner that is above the shoulders. Headbands must not be more than one inch thick and must be one solid color with no detail. Men: Beards, mustaches and sideburns must be neat and trimmed	Extreme styles and/or hair color, unnatural appearance, extreme hair accessories. Men: unkempt facial hair.

Fingernails	Clean and trimmed nails	No nail polish or artificial nails of any kind may be worn.
Perfume, Cologne, Deodorant, and Hygiene	Good hygiene required and use of deodorant recommended. The use of makeup is at personal discretion.	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.
Jewelry	No jewelry of any kind is to be worn except for wedding bands and engagement rings.	No facial jewelry (including tongue jewelry) allowed.
Body Piercing, Tattoos	If ears are pierced, one pair of small, stud earrings (one in each ear only)	Visible body piercings or tattoos
Hosiery, Socks	White hosiery or socks must be worn	Dirty, torn or any color except white
Dresses, Blouses, Shirts	Professional	Spaghetti straps, open backs, strapless, sheer/see through, too tight, too short, wrinkled.
Dress, Skirt Length	Must be professional in length	Anything less than 3-4 inches above the knee
Slacks, Pants	Professional	Denim jeans, soiled, wrinkled, torn, noticeably worn, too tight/loose fitting.

SUGGESTED FORMAT FOR MEETING AGENDAS / MINUTES

Angelo State University
Archer College of Health & Human Services
Department of Nursing
(Committee Name) Agenda/Minutes
Date

Member's Present: √

Name of members to be entered in boxes		

Item	Discussion	Action
Call to Order:		
Approval of Previous Meeting Minutes:		
Old or Continuing Business:		
New Business:		
Committee Reports (if applicable):		
Other Reports:		
Announcements:		
Adjournment:		

Signature(s)
        Recorder
        Committee Chairperson

Minutes are to be emailed to the undergraduate or graduate secretary and posted on the Department of Nursing Workspace

Reviewed:5/06, 11/08, 11/10, 12/11, 8/14, 8/19

STANDARD SYLLABUS FORMAT

ANGELO STATE UNIVERSITY

(Bachelor of Science / Master of Science) in NURSING

NUR XXXX
NAME OF COURSE
SEMESTER 201X

ANGELO STATE UNIVERSITY
Department *of* Nursing

- COURSE NUMBER
- COURSE TITLE
- CREDITS
- Prerequisite Courses
- Co-requisites
- COURSE DESCRIPTION
- Pre-requisite Skills
- Course Delivery
- General Guidelines related to this course
- BROWSER COMPATIBILITY CHECK
- FACULTY:
    - Office:
    - Fax:
    - Email:
    - Office hours:
- PROGRAM OUTCOMES
- STUDENT LEARNING OUTCOMES

Student Learning Outcome By completing all course requirements, students will be able to:	Assessment(s) or activity(ies) validating outcome achievement:	Mapping to Program Outcomes	Mapping to AACN Essentials	Mapping to Program specific Competencies
1.				
2.				
3. ADD MORE ROWS AS NEEDED				

- REQUIRED TEXTS
- OTHER REQUIRED MATERIALS
- TOPICAL OUTLINE
- GRADING SYSTEM
- TEACHING STRATEGIES add your strategies
- ASSIGNMENT DESCRIPTIONS
- ASSESSMENT SUBMISSION
- LATE WORK or missed assessments
- ACADEMIC HONESTY
- PLAGIARISM
- STUDENT RESPONSIBILITY & ATTENDANCE
- STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
- IMPORTANT UNIVERSITY DATES
- COMMUNICATION
- STUDENTS WITH DISABILITIES
- INCOMPLETE GRADE POLICY
- COPYRIGHT
- SYLLABUS CHANGES
- COURSE EVALUATION
- COURSE DISCLAIMER (optional)
- RUBRICS

Reviewed 11/08, 11/10, 12/11, 8/14, 8/19

ORIENTATION PROGRAM FOR NEW FACULTY

A. Welcome, Introductions – Nursing Program Chair

B. Meeting with Personnel Director

1. Payroll
2. Retirement Benefits
3. Insurance

A. General Orientation to Program – 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. Maintenance
    i. Take request forms from Nursing office to maintenance
    ii. Sign for all necessary keys and fobs

4. Porter Henderson Library
    i. General information
        1. Library tour/orientation usually Wednesday prior to first day of classes – call for schedule or during CITR orientation
    ii. Cochrane Library
    iii. Procedures
        1. Reserve textbooks for semester
        2. ILL
        3. ordering library books
    iv. Library Tutorial

5. Information Technology
    i. Locate MCS, Help Desk, and E-Learning and CITR

        ii.   Meet with College of Health & Human Services' Instructional Designer and Multimedia Systems Support Specialist

       iii.   Tutorial/information

C.   Nursing Program

         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 work room

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

Reviewed 5/06, 11/08, 11/10, 8/14, 8/19

FACULTY ORIENTATION CHECKLIST

Topic	Resource	Comments

University
   1. Mission/Philosophy
   2. Organizational Structure
	ASU Catalog	

Facilities University tour Benefits/Insurance/Retirement/Salary (W-2's)	University Human Resources Department Orientation	
Library – Location, Orientation, use, contact resource	University Human Resources Department, Mentor and Library staff	

Nursing Program
   1. Mission/Philosophy
   2. Organizational Structure
   3. Program Goals
   4. Program Policies
   5. Evaluation & Promotion Procedures
   6. Faculty and Staff Roles (Faculty, Lab Staff members, Secretaries; BSN, MSN Programs and Level Coordinators
	Current ASU Bulletin (School catalog)
	Nursing Faculty Handbook
	
	University Operating Policies and Procedures	

Faculty Mentor Name: Contact Information: Nursing Program Tour	Appointed by Program Chair Mentor	
Office Assignment: Office Keys and fobs Parking Permit (Hang tags) Faculty ID: Location & process to acquire) Faculty name badge	Program Chairperson Location/Process of getting – Nursing Program Secretarial Staff	
Office Supplies; Copying machine Location, procedure for acquiring and using	Mentor & Program Secretarial staff	
Office computer – orientation, use & contact, web for faculty; recording grades Office telephone – orientation, use & contact	Mentor & Multimedia Systems Support Specialist	
Textbooks – procedure for ordering desk copies & course textbooks; contact information	Mentor & Program Secretarial staff	
Classrooms – For student classes & faculty meetings, location & procedure for reserving	Mentor & Program Secretarial staff	
Didactic Teaching Assignments – equipment; orientation Clinical Teaching Assignments – Review of how assignments are made based on course credit and Board of Nurse Examiner requirements	Program Chair, Level Coordinator & Course Team Leader Team Leader & agency contacts:	

Course Documentation
   1. Course Calendar – how it is made
   2. Course Syllabus – format
	Mentor & Course Team Leader
	Faculty Handbook	

Topic	Resource	Comments
Nursing Learning Resource Lab – Staff members: Location, Resources available	Mentor & Learning Resource staff members	
University Computer Laboratories – Location, use, how to sign on	Mentor & IT Department (ext. 2911)	
Department of Nursing - Committee Assignments	Program Chairperson	
Student Services: Location, availability, contact 1. Counseling & Guidance 2. Student Health Clinic & Services 3. Campus student activities 4. Student Grades 5. ASU Ram One Card – Student ID card	Mentor ASU Catalog	

Date completed: _____

Signature of New Faculty: _____

Signature of Faculty Mentor: _____

Submit to Program Chairperson upon completion.

Reviewed: 5/06, 11/08, 11/10, 12/11
Revised: 10/04, 8/14, 8/19

END OF HANDBOOK