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Accreditation

The baccalaureate degree program in nursing/master’s degree program in nursing and/or post-graduate APRN certificate program at Angelo State University is accredited by the 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

https://www.aacnnursing.org/CCNE

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

Texas Board of Nursing
333 Guadalupe St. #3-460
Austin, TX 78701
Office: (512) 305-7400
Fax: (512) 305-7401

https://www.bon.texas.gov/index.asp
The Angelo State University Department of Nursing Faculty Handbook provides faculty members with information describing the roles and responsibilities of the Department of Nursing faculty members and Angelo State University to facilitate the achievement of program outcomes.

The Angelo State University Department of Nursing includes a Commission on Collegiate Nursing Education (CCNE) nationally accredited pre-licensure generic Bachelor of Science in Nursing (GBSN) undergraduate program, Master of Science in Nursing Family Nurse Practitioner and Nurse Educator graduate programs, and Post-Master Family Nurse Practitioner and Nurse Educator certificate programs. The undergraduate and graduate programs for nursing are located in the Department of Nursing in the Archer College of Health and Human Services.

The Handbook is to be utilized by all faculty members during program orientation and as an ongoing reference. As revisions are made, faculty will be notified through electronic communication and/or during total faculty meetings.
History of Angelo State University

Angelo State University (ASU) was established as Angelo State College in 1965 by an act of the 58th Session of the Texas Legislature in 1963. The history of the University, however, can be traced to 1928 when San Angelo College was established, following a municipal election held in 1926. Organized as part of the city school system, the two-year college for many years occupied a site near the commercial center of the city. The voters of Tom Green County in 1945 created a County Junior College District and elected the first Board of Trustees. In 1947, the first building was constructed on the present University site.

Angelo State University has experienced a rapid transition from the status of a regional junior college to that of an accredited senior institution of higher learning. The transfer of authority from the Board of Trustees of the junior college to the Board of Regents, State Senior Colleges, became effective September 1, 1965. In May 1967, the first baccalaureate degrees were awarded. The name of the institution was changed to Angelo State University in May 1969.

Angelo State University was designated as a member of the Texas State University System in 1975, along with Sam Houston State University, Southwest Texas State University, and Sul Ross State University, when the 64th Texas Legislature changed the name of the governing board to the Board of Regents, Texas State University System. As a result of HB 3564 passed by the 80th Texas Legislature, and signed by Governor Rick Perry, Angelo State University was realigned for governance from the Texas State University System to the Texas Tech University System effective September 1, 2007.

Angelo State University offers over 100 majors and concentrations through six colleges:
- Archer College of Health and Human Services
- College of Arts and Humanities
- College of Education
- College of Graduate Studies and Research
- College of Science and Engineering
- Norris-Vincent College of Business

In 2010, Angelo State University reached the Hispanic Serving Institution (HSI) 25% or higher threshold established by the U.S. Department of Education of our undergraduate student population as Latino/a. As of 2018, the Latino/a community at Angelo State University has grown to 42%.

The University also offers one of the largest and most distinctive academic scholarship programs in the nation, the Distinguished Scholarship Program. The Distinguished Scholarship Program is funded by one of the largest endowments at a U.S. regional university. It provides scholarships for one in every three Angelo State University students since its inception in 1981.

Angelo State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees.
History of The Department of Nursing

Two nursing degree programs are currently offered by the Department of Nursing. The Bachelor of Science in Nursing (BSN) which includes one track: Generic Bachelor of Science in Nursing (GBSN). Also offered is the Master of Science in Nursing (MSN) which includes a traditional BSN-MSN offering two tracks: Family Nurse Practitioner and Nurse Educator. Two post-master certificate programs are offered: Family Nurse Practitioner and Nurse Educator.

The MSN program is offered online and the program had its first FNP cohort in Fall 2010. The first cohort for the Generic Bachelor of Science in Nursing (GBSN) began in the fall of 2011. While a small number of non-clinical courses in the GBSN program are offered as hybrid online, the vast majority of courses are classroom-based, with web-supported activities. In August 2013 the Associate of Applied Science in Nursing (AASN) degree program closed after being operational for over 35 years. It was at this time the decision was made to pursue Commission on Collegiate Nursing Education (CCNE) accreditation for undergraduate and graduate nursing programs. The BSN, MSN, and Post-Masters programs received accreditation from CCNE on November 3, 2014. The most recent accreditation received by the Department of Nursing was on November 4, 2019, and will expire on June 30, 2030.

In June 2015, the Texas Legislature and Governor Abbott approved House Bill 100, allowing for funding of a new building for the College of Health and Human Services. Subsequently, the Texas Tech University Board of Regents approved changing the name of Angelo State University’s College of Health and Human Services to the Archer College of Health and Human Services (ACHHS) in December 2015. This action came with the acceptance of a $5 million gift from the James B. and Lois R. Archer Charitable Foundation. In December 2016 building construction began for a $26 million, 50,000-square-foot Health and Human Services (HHS) building standing three stories tall and was completed in December 2018.

The ACHHS building houses the Departments of Nursing, Physical Therapy, Health Sciences Professions, and Social Work. The Nursing Department is housed on the 3rd floor with a faculty, leadership, and staff suite. A state-of-the-art Simulation Center with six rooms, skills laboratories, storage, work cubicles, and areas for Simulation Center staff and debriefing conferences rooms are also located on the third floor.
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 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 by 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 the 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 program with the community of health professionals and consumers to facilitate the program in providing quality nursing education at various academic levels.
H. Facilitate and promote 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 will have a vote in case of a tie vote and would retain the right to 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. Chair

Section 2. Selection:
   A. Chair 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 Chair 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 Chair 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 Chair.
   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.
   2. All full-time faculty members will be assigned to at least one standing committee.
   3. The committee Chair shall be appointed by the Department Chair. If possible, there will be representation from both undergraduate and graduate faculty.
   4. 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 designated by the Chair in consultation with membership.
B. Additional meetings may be scheduled by the committee Chair or at the request of any two members of the committee. The committee Chair shall 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 Resource 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
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 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 process.

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 recommendation for improvement.
7. Provide opportunities for training of faculty and staff related to technological issues.

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 Evaluation for Tenured and Tenure Eligible Faculty and for Non-Tenure-Track Position.
      i. OP 06.28 Annual Performance Evaluation for Tenured and Tenure Eligible Faculty
      ii. OP 06.31 Annual Performance Evaluation for Non-Tenure-Track Position
   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

A. Ad hoc committees may be appointed, as needed, to achieve special purposes.
B. Such committees may be appointment by the Department of Nursing Chair or someone delegated to do so by the Chair or by standing committee chair to accomplish special tasks relevant to the work of the program or the specific task.
C. Ad hoc committees shall automatically dissolve upon completion of the assigned task and filing of a final report.
D. 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

B. If these By-laws conflict with Robert’s Rules of Order, the bylaws shall take preference.

Article IX: Amendments

A. These bylaws may be amended by a simple majority of voting members at any regular meeting.
Mission Statement
Angelo State University provides highly competitive graduates to the global marketplace by delivering quality programs in a values-focused and student-centered teaching and learning environment.

Vision Statement
By the end of this decade, ASU will be known as an innovative leader in driving educational, cultural, and economic initiatives to meet the needs, face the challenges, and grasp the opportunities for our region, state, and the global community.

Values

Integrity/Integridad
- Do the right thing, even if no one knows.
  - Act with upstanding character, humility, and trustworthiness
  - Be transparent in motive, communication, and action
  - Take responsibility for actions
  - Provide honesty and respect at all times.
  - Consider others first

Diversity and Inclusion/Diversidad & Inclusion
- Celebrate, appreciate, and build on our differences
  - Build a culture of equity, participation, and belonging.
  - Create and nurture a safe environment to share ideas and welcome inclusive, constructive feedback.
  - Seek to understand: encourage and empower courageous and honest communications
  - Practice and advocate empathy, just treatment, and mutual respect for everyone.
  - Stand up against injustice to form a foundation of trust and accountability.

Significant/Impacto
- Construct a legacy and reputation of dynamic impact beyond ourselves.
  - Nurture positive growth of self and others.
  - Embrace opportunities and celebrate achievements.
  - Be inquisitive to expand knowledge and horizons.
  - Ignite innovation.

Community/Comunidad
- Collaborate to develop an inclusive sense of place and purpose.
  - Pull together to engage in purposeful teamwork.
  - Serve others and extend genuine acknowledgement and recognition.
  - Unify to strengthen institutional purpose.
  - Cultivate meaningful relationships through intentional acts of kindness.
  - Act to meet relevant community needs.

Commitment/Compromiso
- Hold ourselves and each other accountable to our responsibilities and goals.
▪ Generate an environment that handles adversity and supports resilience.
▪ Encourage health conflict to energize growth and effect positive results.
▪ Advocate self-reflection and institutional growth mindset.
▪ Deliver excellence through continuous improvement.
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 inter-professional 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
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.

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

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

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

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

Graduate Goals
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.

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.

Master Leadership and 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 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 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 inter-professional 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: Core Competencies for Professional Nursing Education (2021) provides the framework for the BSN program purpose and outcomes.

Additional professional nursing standards utilized by the undergraduate faculty in the development and revision of the BSN Program curriculum include:
Differentiated Essential Competencies of Graduates of Texas Nursing Program (2021)

Purpose
The purpose of the Bachelor of Science in Nursing Program at Angelo State University is to prepare the graduate to practice nursing within the 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 Essentials of Master’s Education in Nursing (2011) provides the framework for the MSN program purpose and outcomes.

Additional professional nursing standards utilized by the graduate faculty in the development and revision of the MSN Program curriculum include:
- American Nurses Association Scope of Practice (2021)
- National League of Nursing: Novice Academic Nurse Educator Core Competencies (2020)

**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 National League of Nursing’s 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
**New Faculty Onboarding and Orientation**

**New Faculty Orientation**
Faculty new to the ASU community will have many questions about the institution and its policies. New nursing faculty members are encouraged to attend New Faculty Orientation scheduled by the university at the beginning of the Fall and Spring semesters. The New Faculty webpage provides the date, time, and location of the New Faculty Orientation.

**New Faculty Blackboard Training**
New nursing faculty are encouraged to attend New Faculty Blackboard Training scheduled by eLearning at the beginning of the Fall and Spring semesters. The New Faculty webpage provides the date, time, and location of the New Faculty Blackboard Training.

**Human Resources Onboarding and Benefits**
New nursing faculty members will receive information about benefits and required forms to be completed during the New Faculty Orientation. New nursing faculty must complete several required forms and acknowledgements which must be returned to the Human Resources Department located in the Hardeman Student Services Center Suite 202. The new hire forms and acknowledgements to be completed can be found on the Angelo State University Human Resource New Employee webpage.

Nursing faculty can access the Angelo State University Benefits webpage to have a comprehensive review of benefits available to faculty. Faculty will also find information on the benefits webpage about accessing the Employees Retirement System (ERS) of Texas webpage where employees can read more about benefits.

**Required Employee Training**
New faculty are required to complete training for the University. Employees can access the required training on the Angelo State University Human Resources Training and Development webpage. The following compliance training course are required for all employees and can be found on Blackboard. New employees are expected to complete employee compliance training within the first 30 days of employment and then every two years.

*Equal Employment Opportunity Training*
The purpose of this training is to make employees aware of the Fair Employment Laws, and Angelo State University's EEO Policy and commitment to equal employment opportunities. The training also explains the ASU grievance process, as well as the employee's role in upholding equal employment opportunities.

*Title IX Responsible Employee Training*
Institutions, such as ASU, receiving federal funding are required to train their employees about their role as Responsible Employees. That requirement includes understanding the reporting process of an alleged Title IX incident and knowing how to contact the University Title IX Coordinator.

*Sexual Harassment Awareness Training*
This training explains the types of sexual harassment, ways to prevent it in the workplace, the ASU Policy OP 16.03, and the process for filing a harassment complaint.

*Campus Carry Training*
This training explores the Texas Campus Carry Law, responsibilities of licensed gun owners while on campus, areas of campus that prohibit firearms, and the ASU Campus Carry Policy.

*Ethics Training*
This training has been prepared to comply with (i) Tex. Educ. Code §51.9337(c)(8), which requires the
code of ethics applicable to the System and its component institutions provide for “regular” ethics training for all officers and employees of the Texas Tech University System; and (ii) Tex. Educ. Code §51.9337(b)(4) pertaining to ethics training related to procurement activities.

**Title IX**
Title IX is a federal law that protects students from any form of gender discrimination, including sexual misconduct. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state law, the University prohibits discrimination based on sex and other types of Sexual Misconduct.

All nursing faculty are required to complete Title IX training within the first 30 days of employment and thereafter, every two years. Faculty at Angelo State are mandatory reporters and must report incidents involving sexual misconduct to the Title IX Coordinator. Faculty may also file a Title IX report online.

The Office of Title IX Compliance Guide for Responsible Employees provides additional information for faculty.

The following resources are available to faculty and students:

- University Counseling Center (325-942-2371)
- 24-Hour Crisis Helpline (325-486-6345)
- University Health Clinic (325-942-2171).

**Family Educational Rights and Privacy Act (FERPA)**
The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, establishes requirements regarding the privacy of student records. FERPA governs:

- The release of student records maintained by the university
- Access to student records

The university must notify students annually of their rights to:

- Inspect and review their student records
- Request to amend their student records
- Limit disclosure of personally identifiable information contained in student records
- File a complaint with the Department of Education concerning an alleged failure by the university to comply with FERPA

Nursing faculty can learn more on the Angelo State University FERPA webpage.

**Ramport**
Ramport is the University’s portal that provides students and employees convenient access to relevant content, tools, and services. Ramport is used to access Blackboard.
Obtaining Keys and Fobs for Offices
1. Obtain the Angelo State University Key Authorization Card from the Department of Nursing Office Coordinator.
2. Fill out the form with your information (located on the front of the card), which keys you need (located on the back), and have the Department Chair sign and date the card (located on the front).
3. Bring the completed card to the key shop (located in the Facilities Management Building) with a photo ID to obtain keys and fobs.

If an employee loses an issued key or fob, the employee will be responsible for the replacement costs of the keys and/or fobs. OP 36.02 Control and Issuance of Keys section 8 provides details about replacement costs for keys and fobs.

Parking on Campus
Faculty must have a parking permit to park on campus. Parking permits can be purchased through RamPort or in person at Parking Services. Faculty opting to purchase the parking permit online will complete the Salary Reduction Agreement Form to have the cost for the parking permit payroll deducted. Faculty opting to pay for the parking permit up front will need to do so in person at Parking Services.

How to Purchase a Parking Permit
1. Log in to RamPort
2. Go to the “Employee” page.
3. Scroll down to the “Parking” section, and click “Register your vehicle.”
4. Add your vehicle information.
5. Back in RamPort, complete and submit the Salary Reduction Agreement Form located under “Buy a Permit.”

Faculty can pick up the hang tag at Parking Services Monday-Friday, 8 a.m. - 5 p.m. NOTE: purchasing a permit does not guarantee a parking space on campus.

Parking Permit Prices
- $72 for the full year (August-August)
- $130 for Combination (car/motorcycle, August-August)

Parking Permit Zones
Parking lots on the Angelo State campus are divided into five zones: A, B, C, D and General Use.
- Zone A is reserved from 7:30 a.m. - 2:30 p.m. Monday-Friday for faculty and staff.
- Zone B is reserved from 7:30 a.m. - 2:30 p.m. Monday-Friday for students who commute to campus.
- Zone C is reserved from 7:30 a.m. - 2:30 p.m. Monday-Friday for students who live on campus.
- Zone D is reserved from 7:30 a.m. - 2:30 p.m. Monday-Friday for students who commute to campus with permits for the specific lot.
- Zone A/B/C/D is considered general use. Anyone with a valid ASU parking permit may park in these zones.

Additional Information
The hang tag should be placed on the rearview mirror with the permit number and zone letter facing the front of the windshield. Make sure the permit is clearly visible from the front of the vehicle and is not obscured by any other items that may be hanging from the mirror.

Lost or stolen permits should be reported immediately to Parking Services, and a report needs to be made with the
ASU Police Department. A damaged permit may be replaced at no charge, if the pieces showing the permit number are returned to Parking Services.

**Parking Citations**
Most citations are issued when vehicles either do not have a valid permit or are parked in an area other than their permit allows.

Citations may be appealed within 10 business days of the citation being issued. You can find more information about appealing a parking citation on the Angelo State University [Parking Appeal Form](#) webpage.

You can search to see if you have any parking citations by:
1. Log in to [Ramport](#)
2. Go to the “Employee” page.
3. Scroll down to the “Parking” section, and click “[Check for Outstanding Citations](#)”

**Faculty ID Cards**
Faculty and staff have two options regarding their official university ID card:
1. **The ASU OneCard** functions as your ID card. It can also be used as a debit MasterCard if you deposit funds into a BankMobile Vibe Account.
2. **The Faculty/Staff ID card** functions only as an ID card.
Faculty can learn more information about obtaining their faculty ID card on the Angelo State University [Faculty/Staff ID Cards](#) webpage.

**Setting up Your ASU Email**
Nursing Faculty email accounts are created at the time of employment. The [Faculty/Staff Email](#) webpage will provide step-by-step instructions for:
- Configuration of email on desktops and cell phones
- Establishing an email signature

**Duo Security**
Angelo State University faculty are required to use Due Security which is a two-factor authentication service when logging into campus software. Due Application is required when logging into all applicational that use the RamPort login.

Faculty will follow three steps to set up and activate Duo using the [Enroll in Duo](#) instructions. Once enrolled in Duo, faculty will use the [Install and Configure Duo Mobile](#) instructions to complete the process. The [Use Duo](#) instructions will provide faculty with the remaining information for use.
Faculty Support Services

eLearning

eLearning at Angelo State University provides faculty with resources and information about the Learning Management System (LMS). The LMS for Angelo State University is Blackboard. Faculty can access the Angelo State University eLearning webpage to learn about:

**Ally**
Blackboard Ally helps to build a more inclusive learning environment and improve the student experience by helping them take clear control of course content with usability, accessibility, and quality in mind. Ally works seamlessly in Blackboard to gauge the accessibility of your content. It provides guidance and tips for lasting improvements to your content and automatically checks for accessibility issues and generates alternative formats.

- Receive feedback on the accessibility of course content
- Improve content accessibility with Ally’s step-by-step instructions

The Instructional Designers offer a Digital Accessibility Certification course one time each fall, spring, and summer semester. Faculty can register for the course on the eLearning Center Training Calendar webpage.

Concourse for Syllabus

Concourse helps maintain consistent, up-to-date, accessible syllabi that are responsive, viewable, downloadable and printable from any device.

Concourse provides a standard way to display course syllabus information, review syllabus progress, and archive syllabi. Concourse is integrated with the ASU webpage to allow syllabi searches, and within Blackboard for easy access. Some features of the system include:

Faculty can engage in Concourse Training for Instructors which is a self-paced online program.

YuJa

YuJa is a video platform for lecture capture and screen recording that aims to improve student engagement, creativity, collaboration, and learning results. Faculty can use YuJa to make recordings of instruction and organize videos used in courses. YuJa is integrated into Blackboard and keeps all materials in a central location.

Faculty can access Yuja Resource and Training information on the Angelo State University Yuja webpage.

Collaborate

Blackboard Collaborate is a real-time video conferencing tool with the capability to add files, share applications, and use a virtual whiteboard to interact. Faculty can access Blackboard Collaborate Resources and Training information on the Angelo State University Collaborate webpage.

Instructional Design

The ASU Instructional Designers (ID’s) mission is to provide faculty with support to be successful in their teaching endeavors through collaboration and consulting with faculty on the effective use of the following tools in online, face-to-face, and blended learning environments:

- Instructional design strategies
- Web-based resources
- Multimedia technologies
• Instructional software and systems for course development

The instructional designers are also charged with planning, developing and facilitating training/workshops on best practices for online instruction and use of educational technology in the classroom. Instructional Designers create materials, instructional videos, and resources that would benefit faculty in helping them design strategies that foster meaningful learning in their face-to-face, hybrid, and online classrooms.

The Instruction Designer for the Archer College of Health and Human Services offices in the Department of Nursing.

IDEA
The IDEA provides faculty with formative and summative feedback from students that faculty can use to improve student learning. Student provide feedback on teaching and learning based on their direct course experience providing faculty with relevant information that can ultimately guide and strengthen teaching.

IDEA evaluations are completed by the students at the end of the course. The ASU Office of Accountability provides the dates the IDEA opens and closes for each semester.

The results of the IDEA can be accessed by faculty through CampusLabs.

Each semester, faculty must select the IDEA Learning Objectives for each course taught. The IDEA Student Rating of Instruction System: Selecting IDEA Learning Objectives provides faculty with detailed information about selecting learning objectives. Additionally, faculty can review the IDEA Student Ratings of Instruction: Some Thoughts on Selecting IDEA Objectives to help guide the selection of learning objectives.

Faculty may view training videos to learn more about the IDEA evaluation process.

Information Technology
Information Technology (IT) provides the campus with the information, tools, and services needed. The Information Technology webpage provides faculty with several links to information about the tools and services needed. Faculty also have access to the Technology Knowledge Portal which provides quick access to technical support articles. Faculty can search for training tutorials, Frequently Asked Questions, and best practices in technology.

Faculty Learning Commons
The Faculty Learning Commons supports and develops faculty members in their role as teachers to enhance student learning by providing a learning community for faculty.

Faculty Senate
The Angelo State University Faculty Senate serves to encourage and facilitate open communication among all faculty, students and administrative officials regarding all matters that pertain to academia. The Faculty Senate works closely with the ASU Staff Senate, ASU Student Senate, ASU Alumni Association and all levels of administration to further established academic goals, drive new academic initiatives, promote an environment conducive to effective teaching and learning, encourage, and acknowledge faculty in their scholarly endeavors and generally support academe at Angelo State.
Porter Henderson Library
Faculty at Angelo State University you have access to the physical and digital materials available through the Porter Henderson Library. The Guide to Library Services for Faculty webpage provides several resources for learning to navigate the Porter Henderson Library such as:

- **Setting up access to the library**
- **Angelo State University Digital Repository**
  - Home for anything from student theses and faculty post prints from journals, to staff newsletters. It also houses the digital files of the West Texas Collection. Faculty holding copyright or permissions can post scholarly works on the web.
- **Research Guides**
  - Lists of high-quality online and print research materials. They are curated by librarians and are arranged by subject and by course. They are each divided into six areas: reference, books, databases, news, websites, and videos.
- **Online Resources**
  - Faculty and students have access to hundreds of databases, accessible alphabetically or by subject. Check out the Online Databases for Authorized Students and Faculty. Faculty also have access to the Reference Librarians.
- **U-Search**
  - Search approximately 75% of the most popular databases simultaneously. The search will return links to full-text articles and e-books, as well as citations, abstracts, and catalog entries in RamCat of print and digital materials the library owns.
- **Interlibrary Loans**
  - ASU faculty can often get them from other libraries, through a process called “interlibrary loan” or “ILL.” To learn more about this service, check out the Interlibrary Loan Unit webpage.
Department of Nursing General Information

Office Coordinators/Secretary
The Department of Nursing has two office coordinators and one secretary. The office coordinators and secretaries can help with locating office supplies and answer general questions about the Department of Nursing. The office coordinators can assist you with learning the process for sending outgoing campus mail and U.S. Postal Service mail. Additionally, faculty needing some assistance with word processing, can submit a document needing word processing in a reasonable time frame (inquire from the secretary the time frame for the document).

Addresses
The physical address for the main Angelo State University campus is:

2601 W. Ave. N
San Angelo, Texas 76909

The physical address for the Department of Nursing is:

2341 Vanderventer Ave
San Angelo, Texas 76909

The mailing address for the Department of Nursing is:

ASU Station #10902
San Angelo, Texas 76909

Telephone Usage
Telephones are located in each office in the Department of Nursing. To make a phone call using the telephones in the department, press 9 followed by the phone number. To make toll-free calls, press 8 followed by the phone number.

To call other extensions on campus press the four-digit code for the extension you are wanting to contact.

The phone number for the Department of Nursing is (325) 942-2222.
The toll-free phone number for the Department of Nursing is (866) 346-3080.
The fax number for the Department of Nursing is (325) 942-2236.

The direct office phone number for outside calls is (325) 486-extension number of your office. Please provide family, friends, and those who often call your direct office phone number to ensure the main phone number for the department is available for other calls.

Nursing faculty can obtain a phone list from the Office Coordinator with the cell phone numbers for faculty, office extensions, and common campus extensions. Faculty will receive an updated phone list at the beginning of each Fall semester.

Faculty should access the Managing Office Phones using Cisco Portal to learn about accessing voicemail on and off campus.

Faculty Mailbox
Each faculty member has a mailbox located in the Department of Nursing workroom. Each mailbox is labeled with the faculty member’s name. Nursing faculty should check their mailbox daily when in the office.
Desk Copies of Required Textbooks for Courses
The Department of Nursing has representatives from different textbook companies where requests can be made to obtain a desk copy of a textbook for the courses the faculty is teaching. Faculty can inquire about the representatives from the office coordinators.

Textbooks are the property of the nursing program. Textbooks are not to be sold to used textbook representatives or any other person. When the employee terminates employment, all desk copies and textbooks are to be left in the office of the faculty member.

University Catalogs
The University Catalogs provide information about all of the programs offered at Angelo State University. The University has a catalog for Undergraduate and Graduate Programs. The catalogs are updated at the beginning of the Fall semester. Previous catalogs are also posted and students follow the catalog in use at the time of their enrollment into the program.

Academic Calendar
The Academic Calendar will provide information about important dates for the University. The academic calendar provides information about University holidays, semester beginning and ending dates, withdrawal dates, last dates to drop courses, and finals dates.

Nursing Department Workspace 2022-Active
The Nursing Department Workspace 2022-Active will be found on Blackboard under “My Organizations” This space is created to capture data for the next CCNE accreditation (2019-2029). Additional information located on the Nursing Department Workspace are:

- Meeting Minutes
  - Faculty
  - Leadership
  - Committees
- Systematic Plan of Evaluation

Faculty Travel
Nursing faculty may travel for professional development, conference, etc. Faculty should be knowledgeable of the operating policies regarding faculty travel:

  - OP 70.01 Travel Documentation Guidelines
  - OP 70.02 Authorization for Official Travel
  - OP 70.03 University Paid Expenses
  - OP 70.04 Reimbursement of Travel Expenses

Angelo State University uses Chrome River to assist with the booking, tracking, and paying of expenses for faculty travel. Faculty can find several resources to assist with learning to use Chrome River.

Request forms for travel during the academic year are available on the Department of Nursing webpage under Faculty Resources. Faculty who are traveling must use the forms to prepare for travel and receive reimbursement for travel. The following are forms to help nursing faculty prepare for travel and receive reimbursement:

  - Traveling? Read these instructions FIRST--Step-by-Step Instructions
  - Travel Planning Worksheet
  - Hotel Engine-Online Hotel Booking Platform
  - Hotel Tax Exemption Form
Rental Vehicle Tax Exemption Form
State Travel Form

Nursing Faculty can find additional information about travel on the Angelo State University Travel Planning webpage.

Classroom Scheduling
Scheduling of all classrooms will be managed by the Department of Nursing Office Coordinators and/or Secretary. Faculty needing to reserve a classroom or meeting space should contact the office coordinators and/or secretary for assistance.
University Policies Governing Faculty

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

OP 05.64 Consensual Relationships
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 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
OP 16.01 Equal Employment Opportunity and Affirmative Action Program
OP 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure
OP 52.02 Ethics and Standards of Conduct Policy
OP 52.26 Nepotism
OP 52.31 Multiple State Employment and Other Outside Employment
OP 52.36 Political Activities of University Employees
Angelo State University Department of Nursing faculty are expected to adhere to all Academic Operating Policies and Procedures.

**Faculty Appointments**
The following OPs detail the various appointment types and titles available to nursing faculty.
- **Appointment 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

**Faculty Responsibilities and Duties**
The following OPs detail the responsibilities of the Nursing Faculty, Teaching Assistants, Department Chairs, 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

**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, and 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 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.

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

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
4. Managing, organizing, or chairing an academic conference or other event.

Service
In additional 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 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 number 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.

Course Book Submission
Following the completion of a taught course, the faculty of record will submit a course summary for the course book. The faculty of record for the course will complete the Course Summary and use the information from the course summary to complete the Course Book.

Course Book evaluations must be completed within 30 days after the end of the semester and should include but are not limited to student evaluations, a summary of course strengths and course weaknesses, and a plan for improvement. 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.

Contact Information
All nursing faculty must maintain current contact and schedule information with the Department Chairperson through the departmental secretary so faculty might be contacted in the event of emergencies or work issues/questions during the regular work day (Monday through Friday 8 am-5 pm) when classes are in session. Faculty should be available via phone Monday through Friday 8 am – 5 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.
Office Hours
All nursing faculty are required to maintain posted office hours. All nursing faculty members should post a minimum of 10 office hours per week. A minimum of 5 hours per week is required if the faculty member is assignment to two clinical groups. Distance 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 nursing in the state of Texas. Additionally, faculty are required to maintain and present proof of CPR certification through the American Heart Association. Nursing faculty are covered under the University Student Professional Liability Insurance policy when working in the clinical area supervising nursing students.

Faculty Conduct Expectations
The following OPs details the conduct expectations required of university faculty.

OP 06.05 Conduct of University Faculty
OP 52.02 Ethics and Standards of Conduct Policy
OP 02.09 Conflict of Interest and Commitment
OP 05.64 Consensual Relationships
OP 52.31 Multiple State Employment and Other Outside Employment
OP 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure
OP 52.36 Political Activities of University Employees

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

OP 06.02 Academic Workload Calculation

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 Chair and is granted only after acknowledgement 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.

OP 06.16 Faculty Sick Leave
OP 06.12 Faculty Leave of Absence
OP 06.10 Faculty Development Leaves
OP 06.26 Faculty Absence for Observance of Religious Holy Day
OP 06.09 Faculty Departure Notification Procedure

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 Chair. Requests for approval need to be submitted before the beginning of each semester while the faculty is employed at Angelo State University.
OP 06.17 Other Employment, Faculty Consulting, and Public Offices

Additional OPs for Faculty Responsibilities and Duties
The following Operating Policies detail items regarding conflicts of interest, grievances, and tutoring for payment.

OP 06.22 Conflict of Interest
OP 06.11 Faculty Grievance Procedures
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 Operating Policies detail the annual performance evaluations of nursing faculty. Forms required for the annual performance evaluation process can be accessed within the OP. Faculty are expected to meet all deadlines as stipulated in the applicable OP. Faculty should read and be familiar with the process and expectations of their faculty position.

OP 06.14 Faculty Responsibilities and Duties
OP 06.23 Tenure and Promotion Standards and Procedures
OP 06.25 Non-Tenure-Eligible Faculty Titles
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 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

General Information

All nursing faculty members must be evaluated annually. This 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 to the Department Chairperson.
2. **Faculty Peer Evaluation**: The Department Chairperson will send the peer evaluation forms to the peer review committee to complete and return. Generally, the forms will be sent to the faculty member’s program coordinator and faculty peers.
3. **Student Evaluation**: The IDEA end-of-course 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 the completed form to the Dean of the Archer 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.
Section 4.h of OP 06.31 Annual Performance Evaluations for Non-Tenure-Track Positions

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 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 evaluation, including Year Two and Third-Year evaluation 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 follow:
   Faculty Evaluation Form (Tenured and Tenure Track)
   Faculty Evaluation Form (Non-Tenure Eligible Faculty)
   Comprehensive Performance Evaluation Tenure Faculty
   Comprehensive Performance Evaluation Tenured Faculty Administrative Duties

Peer evaluation forms used in the evaluation process are as follows:
   Department Peer Evaluation (Non-Tenure Eligible Faculty)
   Department Peer Evaluation (Tenured and Tenure-Track)

In addition, nursing faculty are expected to submit the following accompanying documents with the evaluation form:
   • Updated Curriculum Vitae (CV) limited to three (3) pages
   • Document with goals for the upcoming academic year
   • IDEA Summary reports from the previous academic year
   • Document including 2-3 teaching goals for peer review of classroom and/or online teaching and skills
Table I provides definitions of criteria and forms of evidence acceptable in the evaluation process.

**Table I – Archer College of Health and Human Services Criteria and Evidence Table**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evidence</th>
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</thead>
<tbody>
<tr>
<td><strong>Teaching</strong></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>The following criteria apply to evaluation of contributions by faculty:</td>
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<tr>
<td>1) Effective delivery of instruction to and the simulation of learning by students, and/or clients in the community.</td>
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<td>2) Continuous improvement of courses or instructional programs.</td>
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<td>3) Effective advising and mentoring of undergraduate and/or graduate students.</td>
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<tr>
<td>4) Professional practice related to the area of teaching.</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>▪ Delivery of interdisciplinary courses</td>
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<td>▪ Mentoring junior faculty</td>
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<td>▪ Maintaining a clinical practice</td>
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<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 or other student projects</td>
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<td>▪ Service as a reviewer for education or practice journal</td>
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<td>▪ Writing test items for a national professional examination</td>
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<td>▪ Serving as a site visitor or consultant</td>
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<td></td>
<td>▪ Willingness to teach at unusual times and/or sites in a variety of formats</td>
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<td></td>
<td>▪ Team and interdisciplinary teaching</td>
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<td>▪ Participation in accreditation efforts above and beyond expectations of a regular faculty member</td>
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<td>▪ Attendance at state and nationally recognized teaching seminars and conferences</td>
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<td>▪ 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></td>
<td>▪ Other evidence that the faculty member may wish the committee/Department Chair to consider</td>
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<tr>
<td>Criteria</td>
<td>Evidence</td>
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<tr>
<td><strong>Scholarly &amp; Creative Activities</strong></td>
<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>
</tr>
<tr>
<td>The following criterion applies to the evaluation of contributions by faculty:</td>
<td>▪ Receive awards or special recognition for research</td>
</tr>
<tr>
<td>1) Contributions to knowledge, either by discovery or application, resulting from the faculty's research or other plausible works.</td>
<td>▪ Mentor junior faculty in research</td>
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<td>▪ Collaborate in interdisciplinary research</td>
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<td>▪ Supervise undergraduate or graduate research, including community engagement activities</td>
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<td>▪ Present scholarly or professional papers/posters, and publish books or articles</td>
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<td>▪ Submit or obtain a research grant or other competitive award</td>
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<td>▪ Give juried or invited presentation</td>
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<td>▪ Development and public release of new products or varieties, research techniques, copyrights, and patents or other intellectual property</td>
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<td>▪ Provide peer evaluation of research by colleagues from an individual’s discipline or area of expertise</td>
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<td>▪ Serve as a professional consultant</td>
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<td>▪ Serve as a grant reviewer</td>
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<td>▪ Serve on a national review committee</td>
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<td>▪ Develop evidence-based guidelines</td>
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<td>▪ Managing, organizing, chairing academic conference or events</td>
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<td></td>
<td>▪ Writing, design, arranging, editing, producing, scholarly or technical works</td>
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<td></td>
<td>▪ Web publications of a scholarly nature</td>
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<td></td>
<td>▪ Other evidence that the faculty member may wish the Committee/Department Chair to consider</td>
</tr>
<tr>
<td>Criteria</td>
<td>Evidence</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td><strong>Service, Leadership, and Community Engagement</strong></td>
<td>Faculty demonstrated completion in the areas of service, leadership, and community engagement, the following criteria apply to the faculty’s evaluation:</td>
</tr>
<tr>
<td>The following criterion applies to the evaluation of contributions by faculty:</td>
<td></td>
</tr>
<tr>
<td>1) Contributions to the welfare or the Department of Nursing, College, University, or Nursing Profession.</td>
<td>▪ Receipt of awards or special recognition for service</td>
</tr>
<tr>
<td>2) Contributions to San Angelo, Texas community or service area.</td>
<td>▪ Evaluation of an individual’s service contributions by peers, administrators, and constituents</td>
</tr>
<tr>
<td>3) Contributions to any “community” that makes use of the faculty member’s academic or professional experience.</td>
<td>▪ Effective management or improvement or administrative procedures or programs</td>
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<td></td>
<td>▪ Student recruitment beyond departmental expectations</td>
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<td>▪ 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>
</tr>
<tr>
<td></td>
<td>▪ 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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<td></td>
<td>▪ Delivery of community or continuing education programs to the public or community agencies</td>
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<td>▪ Participation in policy development</td>
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<td></td>
<td>▪ Contributions to knowledge as editors of scholarly publications or through service on editorial boards, juries, or panels</td>
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<tr>
<td></td>
<td>▪ Contributions to the operations of state or federal agencies</td>
</tr>
</tbody>
</table>
Promotion and Tenure

Various promotion and tenure options available to nursing faculty. The following OPs 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 for 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 on track line) are available via the OPs.

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.

OP 06.23 Tenure and Promotion Standards and Procedures

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 be required to apply for promotion.

OP 06.32 Promotion of Non-Tenure-Track Positions

Non-Reappointment and Tenure Revocation

The following operating policy details the non-reappointment and tenure revocation of faculty.

OP 06.29 Faculty Non-Reappointment and Tenure Revocation
Nursing Practice Peer Review

Purpose
Peer review evaluates nursing services, nurse qualifications, quality of patient care provided by a nurse, merits of complaints concerning a nurse or nursing care, and determination or recommendation regarding a complaint including:

a) the evaluation of accuracy, appropriateness, and quality of nursing care, observation, and assessment of care rendered by a nurse;
b) report made to the nursing peer review committee concerning an activity under the committee’s review authority;
c) a report made by a nursing peer review committee to another committee or to the Board as permitted or required by law; and
d) implementation of a duty of a nursing peer review committee by a member, agent, or employee of the committee.

The Peer Review Committee may review the nursing practice of a RN or APRN and is established under the authority of governing body of the nursing program. The Peer Review Committee’s purpose is to implement a review process of fact-finding, analysis, and study of the events by nurses using a collegial problem-solving process focused on obtaining all relevant information regarding the event.

Nursing peer review conducted by any entity must comply with Nursing Peer Review (NPR) Law and with applicable Board rules related to incident-based or safe harbor nursing peer review.

Conduct Subject to Report
Conduct subject to reporting defined by Texas Occupations Code (TOC) §301.401 of the Nursing Practice Act (NPA) as conduct by a nurse that:

a) violates the Nursing Practice Act (NPA) or a Board rule and contributed to the death or serious injury of a patient;
b) causes a person to suspect that the nurse’s practice is impaired by chemical dependency or drug or alcohol abuse;
c) constitutes abuse, exploitation, fraud, or a violation of professional boundaries; or
d) indicates that the nurse lacks knowledge, skill, judgement, or conscientiousness to such an extent that the nurse’s continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.

Texas Administrative Code §217.12 Unprofessional Conduct identified behaviors in the practice of nursing that are likely to deceive, defraud, or injure clients or the public.

Nursing Peer Review Committee Membership
The committee membership and voting requirements are set forth in Texas Administrative Code (TAC) §217.19(c) and (d)(3)(B), Texas Occupations Code §303.003(a)-(d) & §030.0015.

Committee membership and voting requirements for the nursing peer review committee requires the following:

- a minimum of four (4) of the members of the committee must be Registered Nurses (RNs)
- a nursing peer review committee must have nurses as three-fourths (3/4) of its members
- a nursing peer review committee conducting a peer review involving the practice of a professional nurse must have RNs as two-thirds (2/3) of its members and may have only RNs as voting members
- the committee shall include to the extent feasible at least one nurse who has a working familiarity with the area of nursing practice in which the nurse being reviewed practices
- exclude from the committee, including attendance at the nursing peer review hearing, any person or
persons with administrative authority for personnel decisions directly relating to the nurse. This requirement does not exclude a person who is administratively responsible over the nurse being reviewed from appearing before the committee to speak as fact witness.

Nursing Peer Review Committee Sample Agenda

SAMPLE AGENDA
NURSING PEER REVIEW COMMITTEE

Sample Agenda [may be distributed to participants]

A. Introduction by NPRC Chair
   1. Introduction of Parties
   2. Review of confidentiality of Nursing Peer Review and signing of confidentiality agreement
   3. Brief statement of purpose of proceeding and summary of procedures during hearing
   4. Presentation of any written statement of Nurse filed before proceeding

B. Opening Statements (Optional)
   1. By Representative – Brief statement of what has been referred to NPRC and why
   2. By Nurse – Brief statement explaining conduct

C. Presentation of Evidence
   1. By Representative
      a. Presentation of Documents
      b. Witnesses* – After Representative asks questions of witness, Nurse and NPRC members may also ask questions
   2. By Nurse
      a. Presentation of Documents
      [Nurse may go before Witnesses or after]
      b. Presentation of Witnesses* – After Nurse asks questions of witness, Representative and NPRC members may also ask questions
      c. Testimony by Nurse - NPRC members and Representative may ask questions of Nurse regardless of whether Nurse testifies directly
      d. Nurse may also ask questions of NPRC members and Representative
      e. Nurse may submit written statement during proceeding

D. Closing Statements (Optional)
   1. By Representative
   2. By Nurse

E. Hearing is Closed for NPRC to meet Privately and Reach Determination within 14 days:
   1. Whether Nurse engaged in Conduct subject to Reporting
   2. Whether Conduct qualifies as Minor Incident
   3. External Factors Review

* Information about the confidentiality and obtaining the signed agreement will need to be done each time a witness comes into hearing.
Due Process Rights for Incident-Based Peer Review

Any person or entity conducting an incident-based nursing peer review must comply with the due process requirements. Texas Administrative Code Rule §217.19(d)

A licensed nurse who is subject to an incident-based nursing peer-review is entitled to minimum due process under Texas Occupations Code §303.002(3) [NPR Law].

The nurse being peer reviewed must receive notification of the peer review process and other components as part of the nurse’s minimum due process rights under TAC §217.19(d) including:

- his/her practice is being evaluated by the nursing peer review committee
- the peer review committee will meet on a specified date not less than 21 calendar days but not more than 45 calendar days from the date of notice
- a copy of the peer review plan, policies, and procedures
- the notice must include the following:
  - a description of the event(s) to be evaluated in enough detail to inform the nurse of the incident, circumstances and conduct, and should include date(s), time(s), location(s), and individual(s) involved. Patient/client information will be identified using initials or number to protect the confidentiality, but the nurse shall be provided the name of the patient;
  - the name, address, and telephone number of the contact person to receive the nurse’s response (typically the peer review chairperson)
- the nurse is provided the opportunity to review, in person or by attorney, at least 15 calendar days prior to appearing before the committee, documents concern the event under review;
- the nurse is provided the opportunity to appear before the committee, make a verbal statement, ask questions and respond to questions of the committee and provide a written statement regarding the event under review
- the nurse shall have the opportunity to:
  - call witnesses, question witnesses, and be present when testimony and evidence is being presented
  - be provided copies of the witness list and written testimony or evidence at least 48 hours in advance of the proceeding
  - make an opening statement to the committee
  - ask questions of the committee and respond to the questions of the committee; and
  - make a closing statement to the committee after all of the evidence has been presented
- the committee must complete its evaluation within 14 calendar days from the date of the peer review hearing
- within 10 calendar days of completing of the peer review hearing, the peer review committee must notify the nurse in writing of its determination
- the nurse shall be given an opportunity, within 10 calendar days, to provide a written rebuttal to the committee’s findings which shall become a permanent part of the peer review records.

Duty to Report

Texas Occupations Code §301.403 & §301.405 outlines the requirements for reporting a nurse to the Board that has been determined to engage in conduct subject to reporting to the Board and will complete the Texas Board of Nursing Peer Review Report Form

The nursing peer review committee does not have the authority to make employment or disciplinary decisions. The employer must make their own decisions about appropriate disciplinary actions; however, the employer may choose to utilize the decisions of the nursing peer review committee in determining what action they wish to take with regard to the nurse’s employment. In addition, an employer may not prohibit the nursing peer review committee from filing a report with the Texas Board of Nursing if the committee has determined in good faith that
a nurse’s practice must be reported to the Board.

Confidentiality of Peer Review Proceedings

Texas Occupations Code (TOC) §303.006 notes the confidentiality of peer review proceedings.

a) Except as otherwise provided by this chapter, a nursing peer review committee proceeding is confidential and any communication made to a nursing peer review committee is privileged.

b) A member, agent, or employee of a nursing peer review committee, or a participant in a proceeding before the committee, may not disclose or be required to disclose a communication made to the committee or a record or proceeding of the committee.

c) A person who attends a nursing peer review committee proceeding may not disclose or be required to disclose:
   1) information acquired in connection with the proceeding; or
   2) an opinion, recommendation, or evaluation of the committee or a committee member.

d) A nursing peer review committee member and a person who provides information to the committee may not be questioned about:
   1) the person’s testimony before the committee; or
   2) an opinion formed as a result of the committee proceedings.

e) Except as permitted by this chapter, information that is confidential under this section:
   1) is not subject to subpoena or discovery in any civil matter;
   2) is not admissible as evidence in a judicial or administrative proceeding; and
   3) may not be introduced into evidence in a nursing liability suit arising out of the provision of or a failure to provide nursing services.

f) If a peer review committee determines that a nurse has not engaged in conduct required to be reported to the nurse’s licensing board, a member of the peer review committee whose knowledge of the nurse’s conduct was acquired only through the peer review may not report that nurse to the licensing board for that conduct. A committee member is not prohibited from reporting:
   1) the nurse, if the member has knowledge of the nurse’s conduct independently of peer review; or
   2) the peer review committee to the licensing board, if the member believes the committee made its determination in bad faith.

All documentation related to the peer review committee process will be maintained by the Department Chair.

Minor Incidents

A “minor incident” is conduct by a nurse that does not indicate that the nurse’s continued practice poses a risk of harm to a patient or another person. Texas Administrative Code (TAC) §217.16 Minor Incidents is the Board’s ‘Minor Incident’ rule. The Board believes it may not be necessary to report directly to the Board when there are mechanisms in place in the nurse’s practice setting to identify nursing errors, detect patterns of practice, and take corrective action to remediate deficits in a nurse’s knowledge, skill, judgement, training, professional responsibility, or patient advocacy whether nursing practice breakdown is subject to mandatory reporting requirements.

What Conduct Cannot be Considered a Minor Incident

Texas Administrative Code (TAC) §217.16(h) Minor Incidents outlines conduct that cannot be considered a minor incident and must be reported to a nursing peer review committee or the Board. The following cannot be considered a minor incident:

1) conduct that ignores a substantial risk that exposed a patient or other person to significant physical, emotional, or financial harm or potential for such harm;
2) conduct that violates the Texas Nursing Practice Act or a Board rule and contributed to the death or serious injury of a patient;
3) a practice-related violation involving impairment or suspected impairment by reason of chemical dependency, intemperate use, misuse or abuse of drugs or alcohol, mental illness, or diminished mental capacity;
4) a violation of Board Rule 217.12 (Unprofessional Conduct) with actions that constitute abuse, exploitation, fraud, or a violation of professional boundaries; or
5) actions that indicate that the nurse lacks knowledge, skill, judgement, or conscientiousness to such an extent that the nurse’s continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.

**How to Determine if an Error is a Minor Incident**

In evaluating whether an error is a minor incident, a combination of factors must be reviewed:
- the nurse’s conduct
- factors viewed to be beyond the nurse’s control, and
- the relationship between the nurse’s conduct and the factors beyond the nurse’s control that influenced or impacted the nursing practice breakdown

The Texas Board of Nursing provides the following documents to assist with the determination of minor incidents:
- Flow Chart for Determining if an Error is a Minor Incident
- Nurse Responsibilities when an Error Occurs

**Multiple Incidents**

*Texas Administrative Code (TAC) §217.16(e)* provides guidance in determining whether multiple minor incidents constitute grounds for reporting. An evaluation must be conducted to determine if the minor incidents indicate a pattern of practice that demonstrates the nurse’s continued practice poses a risk of harm and should be reported to the nursing peer review committee or the Board. A nurse who has five minor incidents within a 12-month period must be reported to the nursing peer review committee.

**Required Documentation of Minor Incidents**

*Texas Administrative Code (TAC) §217.16(f)* describes how a minor incident should be documented. A report must be prepared, monitored, and maintained for a minimum of 12 months that contains:
- a complete, detailed description of the incident(s), including patient(s) medical record number(s), nurse(s) involved, witnesses and, if applicable, a summary of witness statements, and any additional relevant information;
- an evaluation of the incident(s);
- the action taken to correct or remedy the situation; and
- evidence of completed remediation.

**Duty of Nursing Education Program to Report**

*Texas Occupations Code (TOC) §301.404* notes a nursing education program that has reasonable cause to suspect that the ability of the nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency shall file with the Board a written, signed report that includes the identity of the student and any additional information the Board requires.

**Peer Review Conduction for Nurses Suspected of Secondary Impairment**

*Texas Occupations Code (TOC) §301.410* and *Texas Administrative Code (TAC) 217.19(g)* provide guidance if a peer review is being conducted and the nurse is suspected of secondary impairment (chemical dependency, drug or alcohol abuse, substance abuse/misuse, “intemperate use,” mental illness, or diminished mental capacity). If during the course of an incident-based peer review process, there is evidence of nursing practice violations in conjunction with evidence of impaired nursing practice, the incident-based peer review process must be suspended, and the nurse reported to the Board in accordance with *Texas Occupations Code (TOC) 301.410(b)*. The Board of Nursing will determine in such cases whether or not the nurse is eligible to take part in a peer assistance program.
Clinical Practicum Requirements for Faculty and Staff

All faculty and staff who are physically present at any clinical site must meet the following clinical requirements.

CPR Certification
A copy of a current CPR certification must be on file in the nursing office. Faculty and staff must have successfully completed an American Heart Association program that includes infant, child, and adult 1- and 2-rescuer procedures in order to obtain a Health Care Provider CPR Card.

Liability Insurance
Liability insurance is specialty insurance coverage designed to offer protection against claims arising from nursing practice. Liability insurance is automatically purchased for all faculty and staff assigned as instructors for clinical courses.

Drug Screening and Background Checks
A drug screen is required upon hire as a clinical instructor. Faculty and staff will pay all costs at the time of testing, and are solely responsible for providing all information necessary to complete the drug screen. Drug screens must be completed as required by the clinical agencies associated with the Department of Nursing. In addition, if a clinical agency also requires additional drug screens and/or background checks, the faculty and staff must consent to such screening and pay the cost for testing. Faculty and staff who do not consent to drug screening/background checks will be barred from clinical participation. If faculty or staff do not pass the clinical agency screening, the Department of Nursing Chair or designee will review those cases.

Immunizations
The immunization requirements are mandated by the State of Texas for all faculty and staff assigned to a health-related course who will have direct patient contact. Evidence of the required immunizations must be submitted to the nursing office. Additional immunizations may be required by the clinical facility. Faculty and staff are responsible for costs of all required immunizations. The most up-to-date list of required immunizations is contained in the Department of Nursing immunization form.

TB Skin Tests
A tuberculosis skin test done upon hire to the nursing program and annual TB screening is required. A record of your TB skin test is kept in your permanent file in the Department of Nursing office. Faculty having a positive TB skin test or who have taken anti-tuberculosis medications must submit a physician’s letter of clearance prior to the start of clinical. TB screening is a process that includes:

- A baseline individual TB risk assessment
- TB symptom evaluation, and
- Additional evaluation for TB disease as needed.
Department of Nursing COVID-19 Guidelines

The Department of Nursing Faculty will follow the recommendations of the Centers for Disease Control and Prevention (CDC), the American Association of Colleges of Nursing (AACN), and the clinical facility's COVID-19 screening and safety protocols.

For clinical partners requiring the COVID-19 vaccination (2-injection series), faculty will be required to obtain the COVID-19 vaccination. While the Angelo State University Department of Nursing does not extend vaccination exemptions if the faculty member obtains a vaccination exemption from a clinical partner, the Department of Nursing will recognize the exemption.

In the event of exposure to COVID-19 or testing positive for COVID-19, the Department of Nursing Faculty will follow the Centers for Disease Control (CDC) isolation and precaution recommendations and guidelines.
## Faculty Dress Code 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.

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

1) Name tag 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 tops and bottoms.
   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 faculty 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 Student Handbook as follows:

<table>
<thead>
<tr>
<th>Personal Appearance</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Clothing</strong></td>
<td>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.</td>
<td>Soiled, wrinkled, torn, noticeably worn, or too tight, too loose fitting. The color of undergarments must not be visible through the uniform.</td>
</tr>
<tr>
<td><strong>Name Badge</strong></td>
<td>Required part of the nursing student uniform. Must be worn in an easily visible spot above the waistline and follow the proper format. Must be affixed to uniform with metal badge clip.</td>
<td>No name badge, turned around with back showing, damaged, or in a difficult place to read. Use of badge reel or lanyard.</td>
</tr>
<tr>
<td><strong>Hair</strong></td>
<td>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 neutral color with no detail. No false/artificial eyelashes. Beards, mustaches and sideburns must be neat and trimmed to 0.5 inches or shorter.</td>
<td>Extreme styles and/or hair color, unnatural appearance, extreme hair accessories. Unkempt, unnatural facial hair; facial hair longer than 0.5 inches.</td>
</tr>
<tr>
<td><strong>Fingernails</strong></td>
<td>Clean and trimmed nails</td>
<td>No nail polish or artificial nails of any kind may be worn.</td>
</tr>
<tr>
<td><strong>Perfume, cologne, Deodorant, and Hygiene</strong></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><strong>Jewelry</strong></td>
<td>No jewelry is to be worn except wedding bands and engagement rings.</td>
<td>No facial jewelry (including tongue jewelry) allowed.</td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>Acceptable</td>
<td>Not Acceptable</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Body Piercings, Tattoos</td>
<td>If ears are pierced, one pair of neutral colored, small, stud earrings may be worn. One earring in each ear lobe, only.</td>
<td>No visible body piercings or tattoos. Tattoos must be covered if in a visible location. Multiple earrings in one ear are not allowed. Industrial bars and gauges are not allowed in the ears.</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, sheer/see through, too tight, too short, wrinkled.</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>Socks, Pants</td>
<td>Professional</td>
<td>Denim Jeans, soiled, wrinkled, torn, noticeably worn, too tight/loose fitting.</td>
</tr>
</tbody>
</table>
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 power outages, chemical/gas leaks, bomb threats, or similar situations would 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 alternative student learning activities.

**What the clinical faculty will do:**

The announcement of the cancellation of a clinical rotation or delay in the start time or 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 on Blackboard (which automatically sends an email to students)

2) The clinical faculty is also responsible for notifying the following persons:
   a. Clinical Coordinator
   b. GBSN Coordinator
   c. Facility/unit where the 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/her angelo.edu email for an announcement from the clinical instructor or any communication regarding the cancellation of a clinical or a late start for a clinical.

2) Notify the clinical instructor if he/she is unable to travel safely to the clinical site, even if there has not been an announcement of clinical cancellation or late start.
The Department of Nursing Office Coordinators and Secretary have the template for the meeting agenda/minutes. Faculty should upload completed meeting agenda/minutes to the appropriate committee link in the [Nursing Department Workspace 2022](#).
## Faculty Orientation Checklist

<table>
<thead>
<tr>
<th>Topic</th>
<th>Resource</th>
<th>Comments</th>
</tr>
</thead>
</table>
| **University** | ✓ Mission/Vision/Values  
✓ Organizational Structure | ✓ ASU Webpage: Mission, Vision, Values  
✓ ASU Organizational Chart | |
| **Facilities** | ✓ Tour of the campus  
✓ Benefits/Insurance/Retirement/Salary  
✓ New Employee Forms and Acknowledgements | ✓ New Faculty Orientation  
✓ ASU Human Resources Benefits  
✓ ASU Human Resources New Employee | |
| **Porter Henderson Library** | ✓ Orientation, Resource Training | ✓ Guide to Library Services for Faculty | |
| **Department of Nursing** | ✓ Mission/Vision/Philosophy  
✓ Organization Structure  
✓ Program Goals (Undergraduate & Graduate programs)  
✓ Evaluation and Promotion | ✓ Review the Department of Nursing Faculty Handbook | |
| **Faculty Mentor** | ✓ Name: ____________________________  
✓ Contact Information: ________________________________  
✓ Nursing Program Tour | ✓ Faculty mentor will be appointed to the new faculty member by Department Chair.  
✓ Faculty member will provide a tour of the Department of Nursing. | |
<table>
<thead>
<tr>
<th>Topic</th>
<th>Resource</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Preparation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Office assignment</td>
<td>✓ Department Chair</td>
<td></td>
</tr>
<tr>
<td>✓ Office keys and fobs</td>
<td>✓ Process for Checking out Keys</td>
<td></td>
</tr>
<tr>
<td>✓ Parking Permit (hang tag)</td>
<td>✓ ASU Parking Services</td>
<td></td>
</tr>
<tr>
<td>✓ Faculty ASU ID and Clinical ID</td>
<td>✓ Office Coordinators</td>
<td></td>
</tr>
<tr>
<td>✓ Faculty name tag</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Copy machine location and procedure for using</td>
<td>✓ Department of Nursing Office Coordinators and Secretary</td>
<td>✓ Faculty mentor</td>
</tr>
<tr>
<td>✓ Location of office supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office Computer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Desktop Computer—Orientation, use, and contact information</td>
<td>✓ Desktop Computer</td>
<td>✓ Telephone Usage</td>
</tr>
<tr>
<td>✓ Office Telephone—Orientation, use and contact information</td>
<td></td>
<td></td>
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<tr>
<td><strong>Textbooks</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Procedure for ordering desk copies &amp; course textbooks, contact information</td>
<td>✓ Textbooks</td>
<td></td>
</tr>
<tr>
<td><strong>Classrooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ For student classes and faculty meetings, location, and procedure for reserving</td>
<td>✓ Classroom/Meeting Space Reservations</td>
<td></td>
</tr>
<tr>
<td><strong>Teaching Assignments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Didactic teaching assignments—equipment and orientation</td>
<td>✓ Department Chair</td>
<td>✓ Program Coordinator</td>
</tr>
<tr>
<td>✓ Clinical teaching assignments</td>
<td>✓ Program Coordinator</td>
<td>✓ Mentor</td>
</tr>
<tr>
<td>o Assignment, course credit</td>
<td>✓ Mentor</td>
<td>✓ Course Team Leader</td>
</tr>
<tr>
<td>o Texas Board of Nursing Rules and Regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Resource</td>
<td>Comments</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td><strong>Course Documentation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Course Calendar</td>
<td>✓ Mentor</td>
<td></td>
</tr>
<tr>
<td>✓ Course Syllabus</td>
<td>✓ Course Team Leader</td>
<td></td>
</tr>
<tr>
<td>✓ mentor</td>
<td>✓ Faculty Handbook</td>
<td></td>
</tr>
<tr>
<td><strong>Nursing Learning Resource Lab</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Staff Members</td>
<td>✓ Mentor</td>
<td></td>
</tr>
<tr>
<td>✓ Location</td>
<td>✓ Learning Resource Staff Members</td>
<td></td>
</tr>
<tr>
<td>✓ Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>University Computer Laboratories</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Location, use, logon</td>
<td>✓ Mentor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ IT Department (ext 2911)</td>
<td></td>
</tr>
<tr>
<td><strong>Department of Nursing—Committee Assignments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Department Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Services—Location, Availability, Contact</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Student Counseling</td>
<td>✓ Student Counseling</td>
<td></td>
</tr>
<tr>
<td>✓ University Health Clinic</td>
<td>✓ University Health Clinic</td>
<td></td>
</tr>
<tr>
<td>✓ Student Disability</td>
<td>✓ Student Disability Services</td>
<td></td>
</tr>
<tr>
<td>✓ Ram Pantry</td>
<td>✓ Ram Pantry</td>
<td></td>
</tr>
<tr>
<td>✓ Scholarships</td>
<td>✓ Scholarships</td>
<td></td>
</tr>
<tr>
<td>✓ Title IX</td>
<td>✓ Title IX</td>
<td></td>
</tr>
</tbody>
</table>

Date Completed: ________________________________________________

Signature of New Faculty: _______________________________________

Signature of Faculty Mentor: _________________________________

**Submit to Program Department Chair upon completion.**
Graduate program clinical faculty will use the Clinical Faculty Process Checklist throughout the semester to track students completing all required aspects of the clinical course.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CHECK OFF</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIPT OF PRECEPTOR FORMS FROM GRADUATE SECRETARY FOR APPROVAL</td>
<td>Verify unencumbered license</td>
<td>Review Preceptor Profile form for appropriateness related to patient volume, site, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Preceptor Agreement form for the correct number of hours for that course/specialty for this semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review Preceptor license and malpractice insurance expiration dates to address if occurs during this semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain a log for each student for the semester on the Preceptor and the approved number of hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sign form and email back to the Graduate Secretary within 24 hours M-F</td>
</tr>
<tr>
<td>RECEIPT OF APPROVAL EMAIL FOR A SPECIFIC PRECEPTOR FROM GRADUATE SECRETARY FOR APPROVAL</td>
<td>Email the Preceptor with an Orientation email identifying yourself as the course faculty, course objectives, how to contact faculty, expression of gratitude for their agreement to precept, link to Preceptor handbook, plan to communicate with the Preceptor during the semester, and the Evaluation process.</td>
<td>Enter the communication onto the Preceptor Communication form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initiate a Faculty Evaluation of Clinical site/Preceptor form to document on throughout the semester</td>
</tr>
<tr>
<td>COURSE OPERATIONS</td>
<td>Ensure course is ready by the first day of the semester</td>
<td>Ensure all due dates are for the current semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Utilize the master template</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure all links are active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade assignments in a timely manner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Respond to email or discussion board questions &lt;24 hours M-F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check the upcoming weekly Learning Module the prior week for readiness.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete the course evaluation and submit to Blackboard</td>
</tr>
<tr>
<td>ITEM</td>
<td>CHECK OFF</td>
<td>TASK</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>SEMESTER OBJECTIVES if applicable to course</td>
<td></td>
<td>Maintain a log to verify each student has submitted their semester objectives prior to beginning clinicals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review appropriateness of semester objectives and provide feedback to student in a timely manner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review second set of semester objectives (as applicable to course) is submitted by due date before additional clinicals are allowed; and, to ensure appropriateness, growth. Provide feedback to student in a timely manner</td>
</tr>
<tr>
<td>TYPHON</td>
<td></td>
<td>Approve each student’s log on a weekly basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify appropriateness of patient volume for each clinical day. Contact student if below &lt;10/day to determine if a different site is needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify submission dates against the student’s clinical calendar. Contact student for any discrepancies.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify the number of patients on the clinical log matches the Typhon log (up to 20/day)</td>
</tr>
<tr>
<td>CLINICAL HOURS PLAN if applicable to course</td>
<td></td>
<td>Maintain a log that student has submitted their program plan for clinical hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify required, completed, and planned hours for that semester. Contact student if any discrepancy.</td>
</tr>
<tr>
<td>CLINICAL CALENDAR</td>
<td></td>
<td>Verify that all hours for the semester are logged and correct for the semester in the weekly and cumulative hours count as well as the specialty count.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify that every Preceptor on the clinical calendar has been approved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain a log to email student on the first clinical day with encouragement, to share the course objectives/daily objectives/preceptor handbook with their preceptor, and to maintain communication with you.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintain a log to email the student on their last day of clinical congratulating the student and to submit all final clinical paperwork.</td>
</tr>
<tr>
<td>PROPOSED DAILY OBJECTIVES (if applicable to course)</td>
<td></td>
<td>Maintain a log for each student’s required weekly submission.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Verify appropriateness of the student’s proposed daily objectives.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact student that no clinicals are allowed until PDO is received and approved if the student does not submit a weekly PDO by the due date.</td>
</tr>
<tr>
<td>ITEM</td>
<td>CHECK OFF</td>
<td>TASK</td>
</tr>
<tr>
<td>------</td>
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<td>------</td>
</tr>
<tr>
<td>ANALYZED DAILY OBJECTIVES/SOAPE NOTES</td>
<td>Maintain a log for each student's required weekly submission.</td>
<td>Review and provide feedback in the Grading Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact student that the required ADO was not received if the student does not submit a weekly ADO by the due date.</td>
</tr>
<tr>
<td>MIDTERM PAPERWORK if applicable to course</td>
<td>Verify the number of hours to determine if student is making progress towards completion of required hours</td>
<td>Review the student self-evaluation and address any issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review the Preceptor evaluation and address any issues</td>
</tr>
<tr>
<td>PRECEPTOR CONFERENCE</td>
<td>Complete a Preceptor conference by phone during the semester</td>
<td></td>
</tr>
<tr>
<td>CLINICAL COURSE COMPETENCY if applicable to course</td>
<td>Provide a schedule for student sign up for Competency evaluation</td>
<td>Ensure each student completes the Competency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete the Evaluation form and provide feedback to the student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan to re-evaluate clinical Competency if necessary. Site visit may be required after discussion and approval by MSN Program Director.</td>
</tr>
<tr>
<td>FINAL COURSE PAPERWORK</td>
<td>Maintain a log verifying receipt and approval of the course required paperwork</td>
<td>Complete the Faculty Evaluation form for each Preceptor/Site</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email a thank you to each Preceptor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Document the final course email on the Preceptor Communication form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload the Faculty Evaluation form for each preceptor to Blackboard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload the Preceptor Communication form to Blackboard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upload the Faculty Evaluation of Student form to Blackboard</td>
</tr>
</tbody>
</table>