

DELTA STATE UNIVERSITY



**ROBERT E. SMITH
SCHOOL OF NURSING**

Faculty and Staff Handbook

2021-2022

Table of Contents

OVERVIEW AND PURPOSE.....	6
DELTA STATE UNIVERSITY	7
HISTORY, VISION, MISSION, AND GUIDING PRINCIPLES	7
ROBERT E. SMITH SCHOOL OF NURSING	7
HISTORY	7
VISION	8
MISSION	8
PHILOSOPHY	8
PROGRAM GOALS	9
BACHELOR OF SCIENCE IN NURSING [GENERIC] AND RN-BSN [COMPLETION].....	9
<i>Generic</i>	9
<i>RN-BSN Completion</i>	9
MASTER OF SCIENCE IN NURSING [MSN]	9
POST-MASTER’S [NURSE ADMINISTRATOR] CERTIFICATE	9
POST-MASTER’S [NURSE EDUCATOR] CERTIFICATE	9
POST-MASTER’S [FAMILY NURSE PRACTITIONER] CERTIFICATE	9
DOCTOR OF NURSING PRACTICE [DNP]	10
PROGRAM LEARNING [STUDENT] OUTCOMES	11
BACHELOR OF SCIENCE IN NURSING [GENERIC] AND RN-BSN [COMPLETION].....	11
MASTER OF SCIENCE IN NURSING [MSN] AND POST-MASTER’S CERTIFICATE	11
DOCTOR OF NURSING PRACTICE [DNP]	11
SCHOOL OF NURSING GOALS: 5 YEAR (2019 – 2024)	13
FACULTY ORGANIZATION BYLAWS.....	14
ARTICLE I - ORGANIZATIONAL PURPOSE AND STRUCTURE	14
<i>Section 1: Purpose</i>	14
<i>Section 2: Structure</i>	14
<i>Section 3: Organizational Structure</i>	14
ORGANIZATIONAL STRUCTURE	15
ARTICLE II - MEMBERSHIP	16
<i>Section 1: Voting Members</i>	16
<i>Section 2: Non-Voting Members</i>	16
<i>Section 3: Ex-Officio Member</i>	16
<i>Section 4: Student Representatives</i>	16
ARTICLE III – MEETINGS	16
<i>Section 1: Faculty Organization Meetings</i>	16
<i>Section 2: Unscheduled Meetings</i>	16
<i>Section 3: Quorum</i>	16
ARTICLE IV - VOTING.....	16
ARTICLE V - ORDER OF BUSINESS.....	16
ARTICLE VI - PARLIAMENTARY AUTHORITY	17
ARTICLE VII - AMENDMENTS.....	17
ARTICLE VIII - PROGRAM FUNCTIONS.....	17
ARTICLE IX - STANDING COMMITTEES.....	17
<i>A. Admissions, Progression, and Retention Committee Functions</i>	17

<i>B. Curriculum Committee Functions</i>	18
<i>C. Faculty Development/Resources Committee Functions</i>	18
<i>D. Program Effectiveness Committee Functions</i>	18
<i>E. Simulation/Skills Committee Functions</i>	19
<i>F. Student Affairs Committee Functions</i>	19
COMMITTEE CHAIRPERSON RESPONSIBILITIES	19
FACULTY BENCHMARKS	21
ACADEMIC AND CLINICAL POLICIES & PROCEDURES	22
CLINICAL AGENCY/CLINICAL INSTRUCTION	22
COMPREHENSIVE EXAMINATION FOR NURSE ADMINISTRATORS AND NURSE EDUCATORS	22
COMPREHENSIVE EXAMINATION FOR FAMILY NURSE PRACTITIONERS	23
RETENTION OF COURSE MATERIALS/RECORDS	24
STANDARD/UNIVERSAL PRECAUTIONS	24
COURSE SYLLABI	24
COURSE REVISION	25
TESTING/ASSIGNMENT PROCEDURES	25
HESI EVALUATION PERCENTAGES – FNP TRACK ONLY	26
OTHER POLICIES & PROCEDURES	27
ETHICAL PRINCIPLES AND CODE OF CONDUCT	27
CLERICAL SUPPORT	27
COMMUNICATION	27
<i>Mailboxes</i>	27
<i>Telephone</i>	27
COMPUTER LAB	27
COMPUTER SERVICES	27
DRUG FREE ENVIRONMENT	28
FACULTY LOUNGE	28
FACULTY/STAFF FUND	28
NOISE CONTROL	28
PRINTING SERVICES	28
RELIGIOUS HOLIDAY OBSERVANCE POLICY	28
SCHOOL OF NURSING SECURITY	29
SUPPLIES	30
<i>Supply Request</i>	30
<i>Utilization/Scheduling Equipment & Supplies</i>	30
TRAVEL	30
VAPOR AND TOBACCO FREE ENVIRONMENT	30
FACULTY RIGHTS AND RESPONSIBILITIES	31
UNIVERSITY	31
SCHOOL OF NURSING	31
INSTRUCTOR OF RECORD	31
ADJUNCT FACULTY – UNDERGRADUATE/GRADUATE	32
ADVISEMENT OF STUDENTS	32
CHAIR OF MSN RESEARCH/EVIDENCE BASED PRACTICE PROJECT	33
RECRUITMENT & MARKETING	33
ANNUAL REPORTS – PROGRAM & COMMITTEE	34
CONTINGENCY PLANS	34
CONTINUING EDUCATION UNITS [CONTACT HOURS]	34
CRIMINAL BACKGROUND CHECK	34

DEPARTING FACULTY	34
OUTSIDE EMPLOYMENT/FACULTY PRACTICE	34
FACULTY DEVELOPMENT DAY POLICY	35
EVALUATION POLICIES & PROCEDURES.....	36
<i>Procedure for Evaluation of the Dean</i>	36
<i>Procedure for Evaluation of Chair of Nursing (CON)</i>	36
<i>Procedure for Evaluation of Faculty</i>	37
<i>Procedure for Evaluation of Faculty by Student</i>	37
<i>Procedure for Evaluation of the Staff</i>	37
<i>Procedure for Evaluation of Courses and Clinical by Students</i>	38
<i>Evaluation of Programs (BSN, RN-BSN, MSN, and DNP)</i>	38
<i>Evaluation of the Robert E. Smith School of Nursing (Master Plan for Evaluation – MPE)</i>	39
<i>Evaluation Forms</i>	39
FACULTY GRIEVANCE PROCESS AND PROCEDURE POLICY.....	39
FACULTY WORKLOAD	39
GUEST SPEAKERS	40
HEALTH & OTHER REQUIREMENTS.....	40
PERSONAL APPEARANCE IN THE CLINICAL SETTING	40
PERSONAL/MAJOR/FAMILY MEDICAL LEAVE/HOLIDAYS.....	40
PROFESSIONAL DEVELOPMENT FUNDS.....	40
STUDENT DOCUMENTATION REQUIREMENTS.....	40
STUDENT PROJECTS & PRESENTATIONS	41
STUDENT LEAVE OF ABSENCE	41
SCHOOL OF NURSING FORMS.....	41
APPENDICES	42
APPENDIX A COURSE SYLLABUS TEMPLATE	42
APPENDIX B COURSE REVISION REQUEST FORM	42
APPENDIX C TESTING/ASSIGNMENT PROCEDURES.....	42
APPENDIX D ETHICAL PRINCIPLES AND CODE OF CONDUCT	42
APPENDIX E RELIGIOUS ACCOMMODATION REQUEST FORM	42
APPENDIX F RECRUITMENT & MARKETING PLAN	42
APPENDIX G REQUEST FOR FACULTY PRACTICE DAY.....	42
APPENDIX H REQUEST FOR FACULTY DEVELOPMENT DAY	42
APPENDIX I SON ADMINISTRATION POSITION DESCRIPTIONS	42
APPENDIX J RANK DESCRIPTIONS	42
APPENDIX K ANNUAL EVALUATION FORM	42
APPENDIX L FACULTY BENCHMARKS REPORTING FORM	42
APPENDIX M SON TENURE/PROMOTION RUBRIC.....	42
APPENDIX N STAFF POSITION DESCRIPTIONS	42
APPENDIX O SON EVALUATION CALENDAR FOR PROGRAMS	42
APPENDIX P PROFESSIONAL DEVELOPMENT FUNDS	42
APPENDIX Q ROBERT E. SMITH SCHOOL OF NURSING FORMS.....	42
COURSE SYLLABUS TEMPLATE	43
COURSE REVISION REQUEST FORM	44
TESTING/ASSIGNMENT PROCEDURES.....	45
ETHICAL PRINCIPLES AND CODE OF CONDUCT.....	48
RELIGIOUS ACCOMMODATION REQUEST FORM.....	52
RECRUITMENT AND MARKETING PLAN	53
REQUEST FOR FACULTY PRACTICE DAY.....	56
REQUEST FOR FACULTY DEVELOPMENT DAY	57
SON ADMINISTRATION POSITION DESCRIPTIONS.....	58

<i>Chair of Nursing</i>	58
<i>Graduate Program Coordinator</i>	58
<i>Undergraduate Program Coordinator</i>	58
<i>Simulation Lab Coordinator/Instructor in Nursing</i>	58
PROGRAM COORDINATORS POSITION DESCRIPTIONS	62
RANK DESCRIPTIONS	68
FACULTY ANNUAL EVALUATION	73
FACULTY BENCHMARKS REPORTING FORM	78
TENURE/PROMOTION PORTFOLIO RUBRIC	82
STAFF POSITION DESCRIPTIONS	86
SON EVALUATION CALENDAR FOR PROGRAMS	90
PROFESSIONAL DEVELOPMENT FUNDS	91
ROBERT E. SMITH SCHOOL OF NURSING FORMS	92

Americans with Disabilities Act

Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.

The Faculty and Staff Handbook

Overview and Purpose

Official policies of the university are available online at <http://www.deltastate.edu/policies/>.

The School of Nursing Policies and Procedures are congruent with those of the University. The policies were established to create a safe and productive academic and work environment. Nursing faculty and staff are expected to be familiar with and adhere to university policies.

The Robert E. Smith School of Nursing (SON) Faculty and Staff Handbook was prepared to provide information and guidance to nursing faculty regarding policies and procedures specific to the SON. It is intended to help nursing faculty and staff to meet their responsibilities.

University and department policies are subject to change at any time. Faculty and staff are responsible for familiarizing themselves with current policies. Individuals with questions about a particular policy should contact the department noted in that policy.

Policies in the Faculty and Staff Handbook are reviewed annually by members of the SON Faculty Development and Resources Committee. An updated version of the handbook is added to the SON website each summer. Policies may be reviewed on an as needed basis during the academic year. Approved revised policies are placed on the Nursing Shared Drive prior to the annual summer handbook upload to the website.

The Faculty and Staff Handbook is available online at: <http://www.deltastate.edu/school-of-nursing/resources/>

Origination Date: 01/2019

Delta State University

History, Vision, Mission, and Guiding Principles

The history, vision, mission and guiding principles for Delta State University are available at <http://www.deltastate.edu/about-dsu/>

The history, vision, mission, and philosophy of the Robert E. Smith School of Nursing are congruent with the University.

Robert E. Smith School of Nursing

History

Established in 1977 as the fifth educational unit within DSU, the School of Nursing (SON) was approved to offer a curriculum leading to the degree of Bachelor of Science in Nursing. The new school was expected to help meet the need for an increased number of educationally prepared registered nurses for the underserved, rural areas of the northern Mississippi Delta. In the early 1990's, the Mississippi legislature allocated funding to start two new masters' in nursing degree programs committed to the preparation of nurse practitioners due to the state's need to adequately staff its rural health clinics and in response from the Community of Interest (COI).

The SON was selected as one of those choices. In 1994, the new master's program was accredited by the Mississippi IHL for enrollment of students in 1995. Subsequently, a curriculum option to prepare Nurse Educators and Nurse Administrators was made available. In 2008, a Mississippi educational consortium for specialized advanced practice nursing was established among the five universities for the Gerontological Nurse Practitioner (GNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) programs of study. As of April 2009, the School of Nursing academic unit has been named the Robert E. Smith School of Nursing through contributions of a very generous donor, Mr. Robert E. Smith. In Fall 2013, the Doctor of Nursing Practice (DNP) degree program was offered to allow registered nurses at the associate, baccalaureate, and master's level to advance their education by earning the degree and seeking eligibility, if needed, to take the Family Nurse Practitioner certification exam.

Within the BSN degree program, two pathways are available to applicants: a BSN or an RN-BSN Completion curriculum. The baccalaureate program provides enhanced online course delivery through the learning management system for both the BSN and RN-BSN programs. The BSN program continues to offer a blend of the traditional classroom with online learning and the RN-BSN program courses are delivered online. Since 1981, the undergraduate program in nursing has produced 874 baccalaureate nurses for the Mississippi Delta and southeastern region. The BSN degree program has been continuously accredited since its inception by the Mississippi IHL and by the National League for Nursing/NLNAC from 1978 to 2006. In 2000, accreditation was granted by Commission on Collegiate Nursing Education (CCNE) for a ten- year period. Continued accreditation for the baccalaureate program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

In 1998, the Delta Health Education Project (DHEP) stimulated the development of an online format for the MSN program. In 2000, the SON started offering master's content online. Since Fall 2002, the MSN program is fully online and has produced approximately 313 graduates. Within the MSN program, two options are available: Nurse Educator (NE) and Family Nurse Practitioner (FNP). The master's program was accredited by the NLN/NLNAC through 2004

and initially accredited by CCNE in 2000, with reaccreditation approved in 2005 for 10 years. Continued accreditation for the master's program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

A Post-Graduate APRN Certificate Program with a FNP focus was initially accredited by CCNE in 2015 for a five-year term, extending to 2020. Continued accreditation for the Post-Graduate APRN Certificate Program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

Within the DNP program, three options have been available: BSN-DNP, Post Master's (Non-FNP) – DNP, and Post Master's (FNP) – DNP. This program is offered in an online format with options of a full-time or part-time status. The DNP degree program was initially accredited by CCNE in 2015. Continued accreditation for the DNP program was granted by CCNE for a five-year term, extending to 2020. Continued accreditation for the DNP program was granted by CCNE in 2020 for a ten-year term, extending to 2030.

Vision

Robert E. Smith School of Nursing. . . Transforming healthcare in the Mississippi Delta and beyond. . . one exceptional nurse at a time!

Origination: 4/14

Mission

The mission of Delta State University Robert E. Smith School of Nursing is to transform healthcare in the Mississippi Delta and beyond by preparing graduates to be nurse leaders at the baccalaureate, master, and doctoral levels through excellence in education, evidence-based research, interprofessional practice, and multidimensional partnerships in a diverse society.

Origination: 12/96

Philosophy

The philosophy of the faculty of the Delta State University Robert E. Smith School of Nursing is consistent with the goals and mission of the University. The faculty believes clinical and theoretical scholarly inquiry fosters the development of the nursing profession. Nursing embodies the art and science of caring, which is the nurturing, skillful act of being with another to promote optimum health and derives its mission of service from societal needs.

Society is the organizing framework composed of individuals, families, and communities that is governed by morals, ethics and laws. We believe that each individual is unique and possesses the right to informed choices in the attainment of health care services.

Health is a dynamic state of being influenced by the spiritual, cultural, psychological, physical and societal components, which interact with the environment. The state of health is influenced by the perception of the individual and society. Nursing facilitates the health status of the individual through interacting with systems, assisting in the movement toward an optimum level of well-being.

Origination: 12/96

Program Goals

Bachelor of Science in Nursing [Generic] and RN-BSN [Completion]

Generic

1. Prepare graduates who are able to obtain licensure as a Registered Nurse
2. Prepare graduates who can competently and professionally deliver nursing care
3. Prepare graduates to pursue education beyond the baccalaureate level

RN-BSN Completion

1. Prepare associate degree nurses for professional advancement by expanding knowledge and skills in nursing assessment, community health, and management – utilizing evidence-based practice, health policy, and informatics to promote safe, competent care
2. Prepare associate degree nurses to provide nursing care in collaboration with other health care providers, patients, families, and communities to promote health and disease prevention
3. Prepare graduates to pursue education beyond the baccalaureate level

Master of Science in Nursing [MSN]

1. Provide masters nursing education that builds on the generalist foundation
2. Prepare graduates for advanced professional nursing roles with specific functional and clinical abilities
3. Prepare graduates academically to pursue education beyond the master's level

Post-Master's [Nurse Educator] Certificate

1. Provide master prepared nurses with the knowledge and skills to assume the advanced role as a nursing educator
2. Prepare master prepared nurses to improve health outcomes at the system, population, or individual patient levels
3. Prepare master prepared nurses academically to pursue education beyond the master's level

Post-Master's [Family Nurse Practitioner] Certificate

1. Provide master prepared nurses with the knowledge and skills to assume the advanced practice role as a family nurse practitioner
2. Prepare master prepared nurses to improve health outcomes at the system, population, or individual patient levels
3. Prepare master prepared nurses academically to pursue education beyond the master's level

Doctor of Nursing Practice [DNP]

1. Provide doctoral nursing education that builds on prior nursing education
2. Provide graduates with enhanced knowledge and skills to practice as competent and professional family nurse practitioners
3. Prepare graduates to be leaders in the profession and to deliver high-quality health care through the dissemination of evidence-based practice initiatives to patients, families, communities, and populations

Program Learning [Student] Outcomes

Bachelor of Science in Nursing [Generic] and RN-BSN [Completion]

1. Apply nursing, natural, and behavioral science concepts to the practice of nursing.
2. Utilize the nursing process and standards of care to deliver safe, comprehensive nursing care to diverse clients in a collaborative environment.
3. Practice as a self-directed nursing leader who is accountable to self, society, and the evolving nursing profession.
4. Utilize research in the delivery of health care.
5. Advocate for improvement in healthcare through participation in professional and political processes.
6. Provide individualized nursing care that focuses on health promotion and disease and injury prevention.
7. Apply information and patient care technology to improve healthcare delivery from an interdisciplinary approach. *Origination: 05/10*

Master of Science in Nursing [MSN] and Post-Master's Certificate

1. Integrate nursing, related sciences, and emerging evidence to improve health outcomes and safety for diverse populations.
2. Utilize leadership skills to design and implement strategies that improve care delivery and outcomes.
3. Contribute to the integration of healthcare services to improve quality and safety across the continuum of care.
4. Translate theory and research to provide evidence-based nursing practice and improve outcomes.
5. Promote the use of information and communication technologies to provide safe, quality, and cost-effective healthcare.
6. Analyze and interpret the effects of healthcare policies, ethics, and regulatory processes to influence practice and outcomes.
7. Employ collaborative leadership strategies to advocate, mentor, and function within inter-professional teams and partnerships.
8. Integrate individual and population-based health promotion and prevention strategies to provide equitable, efficient, and effective global healthcare.
9. Apply advanced knowledge, skills, and competencies to design, implement, and evaluate direct and indirect care for individuals, families, and communities. *Origination: 05/11*

Doctor of Nursing Practice [DNP]

1. Develop and evaluate new practice approaches based on science from nursing and other disciplines.
2. Employ leadership skills to design and evaluate strategies that improve care delivery and outcomes for diverse populations.
3. Lead interprofessional teams and partnerships to analyze and improve health outcomes for individuals, families, and communities.
4. Assume a leadership role in the application and dissemination of best evidence for practice to promote efficient, effective, and equitable patient-centered care.

5. Design, influence, and implement health care and ethical policies that affect financing, practice regulation, access to care, and outcomes for the individual, families, and communities.
6. Analyze scientific data and synthesize concepts to develop, implement, and evaluate interventions that address health promotion and disease prevention for culturally diverse populations.
7. Utilize and evaluate information and communication technologies to improve health care and to implement change in health care systems.
8. Utilize advanced clinical judgment and specialty focused competencies to improve the care of diverse populations. *Origination: 01/12*

School of Nursing Goals: 5 Year (2019 – 2024)

The Robert E. Smith School of Nursing will:

1. Continue to develop and maintain high quality graduate and undergraduate curricula that are sensitive to health care needs of the diverse society.
 - a. Collect data related to program effectiveness annually
 - b. Recruit and retain qualified nursing faculty
 - c. Participate in educational consortium agreements
 - d. Incorporate innovative technology into the curriculum
 - e. Promote educational opportunities for nursing faculty
2. Increase enrollment and graduation rates.
 - a. Enhance marketing and recruitment plan
 - b. Develop a student retention plan
 - c. Enhance physical learning environment
 - d. Evaluate and maintain current support resources
3. Continue to maintain community support.
 - a. Increase active participation with the community of interest (COI)
 - b. Maintain current and establish new relationships with donors for scholarships
4. Strive to increase university outreach, service, and partnership initiatives to benefit the citizens of the region.
 - a. Support evidence-based research initiatives to improve healthcare
 - b. Participate in service-learning activities
 - c. Provide continuing education initiatives
 - d. Seek partnership opportunities

Faculty Organization Bylaws

Article I - Organizational Purpose and Structure

Section 1: Purpose

The purpose of this organization shall be to provide a regular, systematic means to participate in school governance and policymaking.

Section 2: Structure

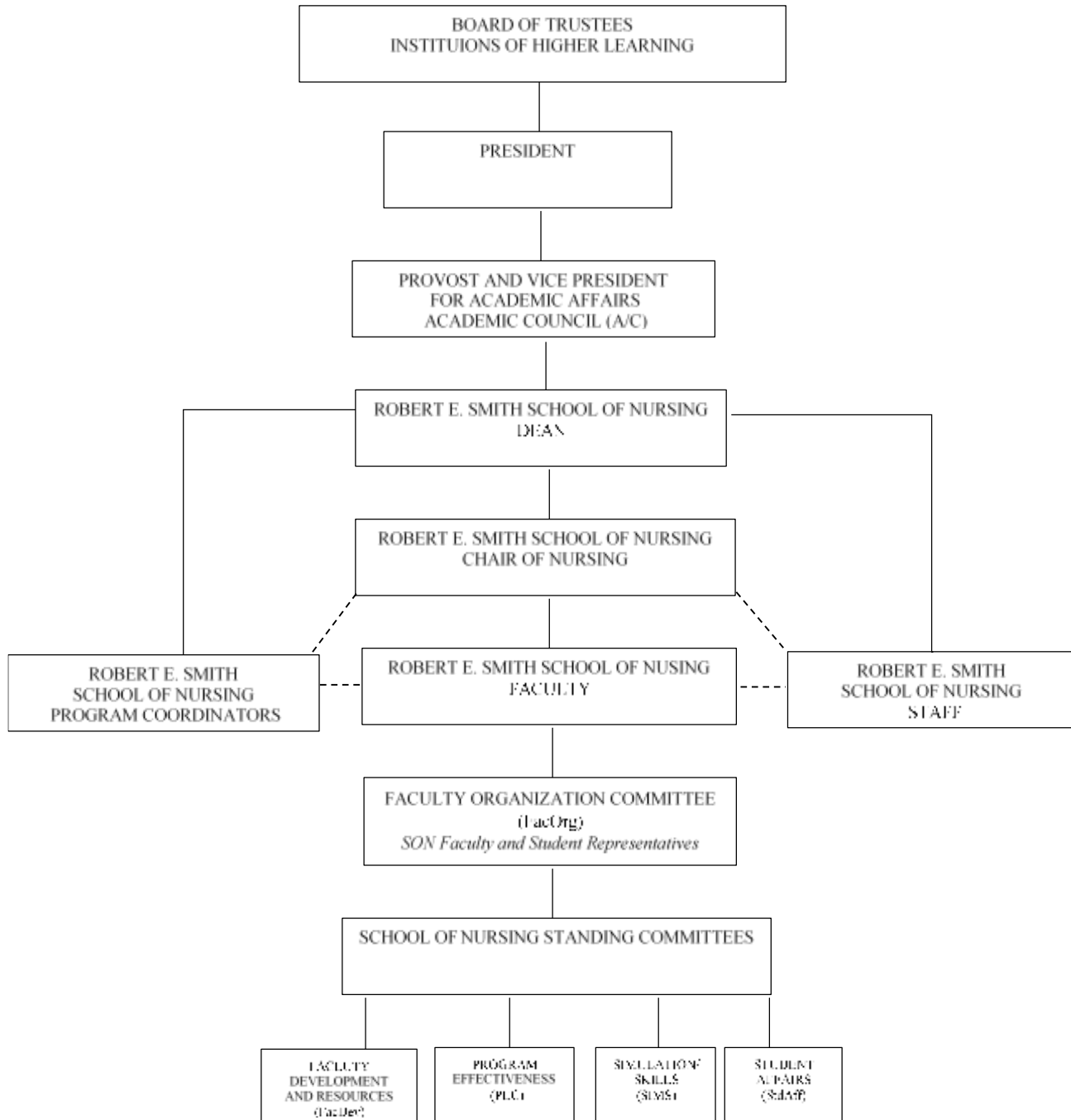
The Faculty Organization will include the Dean; the Chair of Nursing (CON); all faculty members (full-time, part-time and adjunct); two staff members: Administrative Secretary to the Dean and Senior Secretary to the faculty.

Delta State University offers two programs of study: the undergraduate and graduate. The undergraduate program includes a Bachelor of Science in Nursing with options for the generic and registered nurse student. The graduate program includes a Master of Science in Nursing, Post- Graduate APRN Certificate, and Doctor of Nursing Practice. Each program will have separate curriculum, resources, and admission functions within the Faculty Organization Meeting. Standing Committees will be: Faculty Development and Resources; Program Effectiveness; Simulation/Skills; and Student Affairs with ad hoc committees created as necessary.

Section 3: Organizational Structure

Delta State University and Robert E. Smith School of Nursing (see next page for Organizational Chart)

Organizational Structure Delta State University and Robert E. Smith School of Nursing



Article II - Membership

Section 1: Voting Members

All full-time and part-time faculty members are eligible to vote on amendments to Bylaws, committee chairs, and matters submitted to a vote in the Faculty Organization.

Section 2: Non-Voting Members

Any individual who is not a full-time or part-time faculty but is currently involved in curriculum or implementation of clinical practice is considered a non-voting member of the Faculty Organization and is eligible to participate as a non-voting member of select standing committees as deemed necessary.

Section 3: Ex-Officio Member

The Dean and CON are ex-officio members of all standing committees.

Section 4: Student Representatives

Annually, during the fall semester, incoming undergraduate and graduate classes will select a representative to serve on all Robert E. Smith School of Nursing committees throughout their program of study. The student representative will not participate in issues deemed confidential or sensitive.

Article III – Meetings

Section 1: Faculty Organization Meetings

Faculty Organization meetings will be held monthly, and as needed, on a designated day. In the absence of the Dean, the Faculty Organization meeting will be chaired by the CON or a member appointed by the Dean.

Section 2: Unscheduled Meetings

Unscheduled meetings may be set by the chairperson or by twenty (20) percent of voting members.

Section 3: Quorum

Fifty-one (51) percent of the faculty organization membership constitutes a quorum.

Article IV - Voting

All full-time and part-time faculty members will have voting privileges. The Dean or presiding chairperson will vote only when necessary to break a tie.

Article V - Order of Business

The order of business at each regularly scheduled meeting of the Faculty Organization shall be determined by the Dean or appointed chairperson. Faculty may request, in writing, topics to be placed on the agenda. The agenda will be distributed to faculty members one week in advance of meetings. A motion to suspend the rules requires seventy-five (75) percent of the voting members present. Agenda item(s) that have been circulated less than one week prior to the meeting may be brought to the floor for discussion following the suspension of the rules.

Article VI - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* 11th edition (2011) shall govern the Faculty Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty Organization may adopt.

Article VII - Amendments

Amendments to these Bylaws may be adopted at any faculty meeting provided that written notice of the amendment is given to the members no less than one week in advance.

Article VIII - Program Functions

Undergraduate and graduate program meetings are held to address admission, curriculum, and resource issues specific to each program. During all Faculty Organization meetings, these agenda items will be addressed or discussed and a vote taken as a faculty unit. Ad hoc committees may be formed to gather additional information on related issues or for further discussion, recommendations, and/or decision.

A. Curriculum Functions:

1. Recommend academic policy changes for publication in student handbook and other Robert E. Smith School of Nursing / University publications.
2. Assess the theoretical and clinical components of the curriculum for consistency with the mission, philosophy, and program outcomes of the Robert E. Smith School of Nursing, as well as accreditation and professional standards.
3. Review summaries of course evaluations (from students, faculty, preceptors and community) and make recommendations for curriculum revisions based on this data.
4. Provide input for completion of accreditation and other reports as indicated.
5. Review and analyze the results of standardized tests and licensure/certification exams.
6. Recommend the need for consultation to ensure all nursing curriculum meet set standards.
7. Monitor for adherence to testing policies and improvement of test item writing.
8. Review faculty recommendations for course changes (i.e. textbook, syllabi, etc.).
9. Monitor courses for adherence to SON policies.
10. Collaborate with all Standing Committees regarding conduction of needs assessment related to academic curricula.

B. Admission Functions:

1. Review applications of persons seeking admission.
2. Select applicants and make admission recommendations to Dean.

3. Evaluate graduate and undergraduate admission criteria for congruence with institution and other relevant standards. Recommend changes in admission policies for inclusion in DSU and Robert E. Smith School of Nursing publications.

C. *Resource Functions:*

1. Suggest removal of outdated books, materials, and software and the ordering of new materials and software.
2. Plan and coordinate with University personnel (library, OIT, etc.) the purchase of resources to meet the needs of the Robert E. Smith School of Nursing.
2. Investigate methods for greater utilization of the library and the computer lab by nursing students and faculty.
3. Apprise the faculty of new library holdings, computer software and hardware products, and services.
4. Annually review library holdings and computer lab software programs by the nursing faculty and make appropriate recommendations.

Article IX - Standing Committees

Standing Committee Membership will be comprised of a Chair, selected faculty, and student representatives. All committees will make recommendations/findings to the Faculty Organization for consideration or adoption. Committees will be formed primarily by self-selection and secondarily by appointment for faculty representation.

The following Standing Committees will address both graduate and undergraduate programs: Faculty Development & Resources Committee (FacDev), Program Effectiveness Committee (PEC), Simulation Skill Committee (SIM), and Student Affairs Committee (StdAff). (See Organizational Structure)

A. *Faculty Development/Resources Committee Functions*

1. Review annually the Faculty & Staff Handbook and recommend revisions as needed.
2. Organize continuing education and training opportunities.
3. Guide the Faculty Research Grant process.
4. Coordinate the identification of needed faculty resources.
5. Coordinate the evaluation of university and school of nursing environments.
6. Facilitate faculty retention through mentoring.
7. Collect, analyze, and report Master Plan of Evaluation (MPE) benchmarks relevant to committee functions.

B. Program Effectiveness Committee Functions

1. Collect, analyze, and report Alumni One- & Three-Year Survey at one- and three-year intervals within timeframe of accreditation standards.
2. Collect, analyze, and report End of Program Satisfaction Surveys.
3. Collect, analyze, and report Employer Surveys.
4. Review annually and revise as needed School of Nursing evaluation tools.
5. Annually review and revise as needed Robert E. Smith School of Nursing Rank Descriptions.
6. Annually review, revise, and/or report Robert E. Smith School of Nursing Five-Year Plan for congruency with the University's strategic plan.
7. Annually review and revise as needed Robert E. Smith School of Nursing bylaws.
8. Review annually and revise as needed MPE data collection processes/benchmarks based on CCNE standards.
9. Coordinate MPE data collection, analysis, and reporting to Fac. Org.
10. Collect, analyze, and report Master Plan of Evaluation (MPE) benchmarks relevant to committee functions.

C. Simulation/Skills Committee Functions

1. Review annually the Simulation/Skills Center Policies and Procedures Manual and recommend revisions as needed.
2. Collect, analyze, and report outcomes across all program levels.
3. Review requests and recommend for approval assets, simulation-based programming, or resources.
4. Coordinate simulation/skills training for faculty.

D. Student Affairs Committee Functions

1. Review annually and as needed the Robert E. Smith School of Nursing Undergraduate and Graduate Handbooks.
2. Arrange student participation in Robert E. Smith School of Nursing, University, professional, and community events.
3. Coordinate criteria as needed for nursing student awards and honors.
4. Select students for scholarships and other financial assistance at the national, state, and local levels.
5. Coordinate student representation for SON Committees each semester.
6. Review annually and make recommendations as needed to Robert E. Smith School of Nursing Marketing and Recruitment Plan.
7. Coordinate School of Nursing major events.
8. Collect, analyze, and report Master Plan of Evaluation (MPE) benchmarks relevant to committee functions.

Committee Chairperson Responsibilities

The chair of each committee is selected by the committee members or appointed by the Dean for a term of two (2) years, beginning in the month of January.

1. Plan with the committee, goals/actions for the year, including those necessary to meet:

- a. strategic plan for the committee
 - b. bylaws function for the committee
 - c. unfinished business
 - d. requests from faculty or administration for action
2. Distribute to members the agenda and any relevant materials in a timely manner.
 3. Organize and conduct the meeting, providing guidance for accomplishment of agenda items.
 4. Plan for recording minutes of the meeting that clearly reflect agenda items, discussion, and action; include any relevant materials as attachments.
 5. Establish a recorder for each meeting.
 6. Follow up any requests for additional information after the meeting and share in future meetings.
 7. Plan committee activities to meet time frames necessary for faculty approval of committee work.
 8. Make sure the minutes and committee materials are prepared, distributed, approved, corrected and forwarded to the master minute book in the Dean's office.
 9. Plan for additional committee meetings if needed to accomplish goals for the year.
 10. Submit Annual Report of committee work relative to goals/actions/projects accomplished by the end of each calendar year (to be appended to the Robert E. Smith School of Nursing Annual Report).
 11. Develop and/or maintain written policies and procedures for committee actions.
 12. Orient new committee chairs to functions and status of work to be accomplished, and relinquish any materials and minutes to new committee chairperson.

Origination Date: 8/9

Revised: 4/16, 11/17, 11/18, 11/20

FACULTY BENCHMARKS

Teaching

1. 100% of nursing faculty attain at least 10 contact hours annually
2. 80% of nursing faculty attain mean scores of 3.0 or above on all course/ faculty/clinical evaluations each semester
3. 100% of nursing faculty participate in academic advisement each semester for students enrolled and/or pursuing enrollment in nursing programs
4. 40% of nursing faculty incorporate simulation activities into the Clinical/Practicum courses in which they teach

Research/Scholarship

5. 40% of tenure track nursing faculty present peer-reviewed research at the state, regional, national, or international level
6. 10% of nursing faculty are published in a peer reviewed journal/book/other as an author, reviewer, or editor
7. 10% of nursing faculty submit a grant or serve as a grant reviewer

Service

8. 100% of nursing faculty serve on two or more SON committees
9. 75% of nursing faculty serve on one or more University committees, council, taskforce, or other appointed/elected positions
10. 70% of nursing faculty participate in two or more recruitment events annually (Note: Faculty members in their first year of employment will not be required to meet this benchmark)
11. 75% of nursing faculty hold membership in professional organizations at state, national, or international levels
12. 40% of nursing faculty hold leadership positions in professional organizations at state, regional, national, or international levels
13. 60% of nursing faculty participate in community services relevant to the profession (health fairs, educational sessions, poster presentations, oral presentations)

Practice

14. 60% of nursing faculty engage in faculty practice to maintain nursing competency

ACADEMIC AND CLINICAL POLICIES & PROCEDURES

Clinical Agency/Clinical Instruction

Clinical agencies are used to provide clinical instruction based on the following criteria:

1. Course Objectives
2. Agency census and available space on designated clinical learning dates as noted in clinical placement software
3. Recommendation of faculty and students regarding appropriateness of agency for clinical learning
4. Preference of faculty member regarding agency
5. Contractual agreements – on file in the Administrative Secretary's office
6. Clinical Site and Preceptor Agreements - on file in the Robert E. Smith School of Nursing

The clinical coordinator (IOR of course) will be the liaison between the clinical agency, student, and Robert E. Smith School of Nursing for completion of necessary agreements and documentation for clinical learning.

Comprehensive Examination for Nurse Educators

1. Scheduling of the Comprehensive Examination

The Graduate Program Comprehensive Examination (GPCE) will be administered to students during the semester they anticipate completing all MSN requirements. Students should contact their individual faculty advisor to request permission to take the written GPCE at the beginning of the semester in which the GPCE is given. Following review of the student's records and plan of study for completeness, the advisor will complete the GPCE form, Graduate Examination Application and Outcome Form, certifying that the student is qualified to take the exam and forward this form to the Chair of Nursing (CON). Status of the student's success on the exam must be filed at least two weeks prior to the end of the semester.

2. Development of Comprehensive Examination

Synthesis type questions reflective of the curriculum will be developed by graduate faculty and submitted to the CON. Comprehensive examination questions with accompanying criteria will be submitted, reviewed, and approved by graduate faculty prior to use. Questions are designed to demonstrate the student has adequate knowledge of the program content, and can critically think (analysis and synthesis of core and special area content). Faculty will maintain a secured test bank of approved comprehensive examination items. Graduate faculty will complete construction of the exam and criteria for evaluating at least two weeks prior to testing to allow for faculty review and revision. The exam will be secured by the faculty secretary and CON prior to administration. Examination questions will vary each semester.

3. Administration of the Comprehensive Examination

The GPCE will be administered only once each semester. The CON will select the person(s) responsible for administering and monitoring the exam, as well as the testing site. The exam will be administered and submitted through the Canvas portal with each student receiving an assigned code created by the CON or faculty secretary. The student will be instructed to place this code number on EACH separate page of the written exam. The faculty secretary will download and distribute to assigned faculty for grading. The assigned codes on the exam will not be matched with the student until the final evaluation process is complete.

4. Evaluation of the Comprehensive Examination

The faculty secretary will make a copy of each student's exam for evaluation purposes. There will be no names on the exam copies, only assigned codes. The faculty secretary will match the assigned code number with the student's name only after the final grade has been determined. A content qualified graduate faculty member will be identified for each exam. Graduate faculty members will use the previously approved evaluation criteria for grading. Graduate faculty members may make comments directly on the provided exam copy. Successful completion of the exam requires that the student earns an overall 83. If necessary, a second identified graduate faculty member will use the evaluation criteria, review comments made by the readers, and make the final decision. All comprehensive examination grading will be completed within two weeks of the exam date. Following final determination of student GPCE success, the Graduate Program will meet to review and evaluate the outcomes and make any recommendations for change. The CON will officially notify the student of the exam results.

5. Repeat Administration of the Comprehensive Examination

In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive examination attempts, it will be necessary for the student to request graduate program approval for continuing in the program. If approval is granted, the student will be required to complete a program of remediation approved by the graduate faculty prior to the third and final comprehensive examination attempt. An unsuccessful third attempt will result in dismissal from the program.

Comprehensive Examination for Family Nurse Practitioners

Two APRN-FNP and one APEA Post Predictor University Exam are administered during the semester of anticipated graduation. A minimum score of 800 on at least one of the APRN-FNP Exams or a minimum of 70% on the APEA Post Predictor-University Exam is a graduation requirement. If the before mentioned scores are not achieved, a written comprehensive examination will be administered and students must earn an overall score of 83. In the event the student is unsuccessful, the student must register for one hour of nursing credit in NUR 689 Individual Studies the subsequent semester and complete a program remediation approved by the

graduate faculty in order to be allowed to retake the examination. In the event of two unsuccessful comprehensive written examination attempts, the student will be dismissed from the program. The preparation and administration of the comprehensive examination is the responsibility of the SON Graduate Program Coordinator. The student will receive written notice of examination results from the Graduate Program Coordinator.

Retention of Course Materials/Records

Student's tests, papers, exams, etc., called point sources, and from which grades are recorded, will be retained by the individual faculty member or the faculty secretary for a minimum of 12 months after graduation and successful completion of the NCLEX-RN for BSN students or NP certification exam. Student point sources become the property of the Robert E. Smith School of Nursing.

Standard/Universal Precautions

The Robert E. Smith School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions. Prior to clinical experiences, faculty should attend the clinical agency's training on universal blood and body fluid precautions or complete such training in an alternate format.

If, during a clinical experience, a faculty member has a parenteral, cutaneous, or mucous membrane exposure to blood or other body fluids, the faculty member is to follow the policy of the agency where the incident occurred. In the event that the agency has no exposure policy, the faculty will be referred to the DSU Student Health Center. Any accident which exposes a faculty member, a student, or patient to the risk of transmission of a blood borne disease is to be immediately reported by the faculty member to the agency where the exposure occurred and to the CON. Faculty will not practice parenteral injections, venipunctures, or finger sticks on self, each other, or staff.

No faculty member or student may ethically refuse to treat a patient based solely upon the patient's HIV, AIDS, or HBV status.

See *DSU University Policies*, AIDS and AIDS-Related Conditions Policy

<http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/aids-and-aids-related-conditions/>

Current information about occupational exposure to blood borne pathogens:

CDC's Division of Healthcare Quality Promotions <https://www.cdc.gov/ncezid/dhqp/index.html>

or call 1-800-232-4636 National Institute of Occupational Safety and Health

<https://www.cdc.gov/niosh/index.htm> or call 1-800-232-4636

Course Syllabi

All SON courses adhere to the approved DSU course syllabus template (see **Appendix A: Course Syllabus Template**). Course syllabi are retained on the Nursing Shared Drive by semester/year.

All course syllabi are uploaded to the appropriate semester/year folder retained on the Nursing Shared Drive on the first day of the semester by close of business. The course syllabi file is named:

- **NUR ###_name_spring2020_course name**

If faculty have multiple courses, one for BSN (generic) and one for RN to BSN (completion), the file is named as follows (ex. NUR 320):

- **NUR 320_name_bsn_spring2020_coursename**
- **NUR 320_name_rnbsn_spring2020_course name**

Course Revision

Course revisions are necessary based on student evaluations and faculty recommendations. Course revisions that require FacOrg approval include: a change in (1) Course Outcomes/Student Learning Outcomes, (2) Course Evaluation percentages, (3) Textbooks and Resources [required/recommended], and (4) Content/Topical Outline. The process is outlined below:

1. Recommendations for change be discussed and agreed upon by the course IOR (Instructor of Record) and all faculty who taught in the course for that semester. These recommendations should be documented on the Course Revision Request Form [see **Appendix B**] with supporting evaluation data and/or rationales for change.
2. The Course Revision Request Form should be presented at the program level meetings no later than the specified due date for each semester
 - Fall courses – due January 31st
 - Spring courses – due June 30th
 - a. The following items must be included with the Course Revision Request Form.
 - i. New and previous syllabus with any changes highlighted
 - ii. Course content/topical outline
3. The Program Level Committees will evaluate the proposed/requested revisions for congruency with professional nursing standards (i.e. Essentials, Competencies, and Scopes of Practice) as well as program and course outcomes. If additional revisions are necessary, the faculty submitting the request will be notified. When revisions are complete, the Course IOR or designee will present to FacOrg for discussion and approval.
4. When revisions are approved by FacOrg, the course IOR is responsible for uploading the revised syllabus in the course.

Testing/Assignment Procedures

While the Testing Policy is consistent among both undergraduate and graduate programs, the testing/assignment procedures vary between the programs to accommodate online students [see **Appendix C: Testing/Assignment Procedures**].

HESI Evaluation Percentages – FNP track only

Standardized (HESI) exams will be administered at scheduled times throughout the FNP program of study as follows: HESI exam for the three-Ps, Physical Assessment (NUR 625), Pathophysiology (NUR 603), and Pharmacology (NUR605). The APRN-FNP Exam is administered in the final semester in FNP Review (NUR 680).

- Advanced Physical Exam and Assessment (NUR 625) – 20%
- Advanced Pathophysiology (NUR 603) – 20% will be given during the semester the student is enrolled in NUR 625
- Advanced Pharmacology (NUR 605) – 20%
- APRN-FNP Exam (NUR680) – 20%

OTHER POLICIES & PROCEDURES

Ethical Principles and Code of Conduct

The Ethical Principles and Code of Conduct of the Robert E. Smith School of Nursing was developed to be congruent with The University's Work Performance and Code of Conduct <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/work-performance-and-code-of-conduct/>. Faculty and Staff are required to comply with the policy as described [see **Appendix D: Ethical Principles and Code of Conduct**].

Clerical Support

Clerical and administrative services for the faculty are provided through the Administrative Secretary to the Dean, Senior Secretary to the Faculty, and work study students. The Administrative Secretary to the Dean provides administrative support in regards to budget requests and disbursements, faculty travel, recruitment, institutional reports, etc. The Senior Secretary to the Faculty provides clerical support to faculty members and assists with student recruitment and other various student needs.

Communication

Mailboxes

Each faculty member is assigned a mailbox for all extra and interdepartmental mail. Faculty is expected to check their mailbox regularly in order to retain communication with appropriate entities. Campus or stamped mail may be placed in the mail bin of either secretary before 2:00 pm each day.

Telephone

Each office is equipped with the Polycom telephone service which is provided through Delta State University's Office of Information Technology (OIT). <https://www.deltastate.edu/oit/office-information-technology/telecommunications/>

Computer Lab

The lab is available for students and faculty. NO eating or drinking is allowed in the Computer Lab. At the end of each computer lab session, it is the responsibility of the faculty member to ensure that the lab is returned to order. Use of the Computer Lab should be scheduled with the Senior Secretary.

Computer Services

A networked computer, which prints to the designated faculty copier/printer, is provided for each faculty office. Each computer is connected to the campus mainframe, *Banner* and *My DSU*, through which student records, library, and Canvas may be accessed. Periodically campus wide classes are provided for instruction regarding the use of software. In the event of technology problems, the Office of Information Technology (OIT) Department may be contacted by phone (4444) or e-mail (helpdesk@deltastate.edu).

Drug Free Environment

Delta State University is committed to maintaining a drug-free environment in conformity with state and federal laws set forth in the controlled Substances Law of the State of Mississippi.

Delta State University Robert E. Smith School of Nursing's intent is to maintain learning and teaching environment that is drug and alcohol free. Delta State University reserves the right to test potential employees and/or current employees for alcohol and/or controlled substances pursuant to the Drug and Alcohol Testing policy. See Drug Free Environment policy in the *DSU University Policies*.(<http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/drug-free-environment/>)

Faculty Lounge

A lounge is provided for faculty and staff. Faculty is requested to maintain a tidy area when using the lounge. Housekeeping services are provided in the mornings Monday-Friday. Faculty members are requested to avoid leaving odorous garbage or extremely soiled dishes over the weekend. Garbage bags should be taken to the north hall for disposal.

Faculty/Staff Fund

Each faculty and staff member who wishes to participate in the faculty/staff fund may contribute \$20.00 per semester (or as designated by the majority of the participants). These fees are payable to the designated Senior Secretary and will be utilized for birthday recognition, illnesses, births, and/or deaths.

Noise Control

Faculty is requested to close doors of classrooms during learning activities and to remind students to control noise during the time of class breaks. Signs are also provided for faculty use.

Printing Services

The Robert E. Smith School of Nursing provides copying equipment for faculty and staff. The SON has a color printer available for pre-approved projects, such as booklets, recruitment materials and programs. Faculty should request instructions regarding the copy machine prior to its use. In the event of a mechanical failure, the Administrative Secretary to the Dean should be notified. The DSU Post Office and the Instructional Resource Center (IRC) at the Library offer alternative printing services for a fee.

Religious Holiday Observance Policy

Delta State University Robert E. Smith School of Nursing (SON) faculty, staff, and students seek to respect and support the diverse religious traditions of the members of the School of Nursing community. As part of this commitment, the School of Nursing makes a reasonable effort to allow members of the community to observe a religious holiday, consistent with the department's obligations, responsibilities, and policies.

Faculty and staff planning for academic and extracurricular activities is done with sensitivity to the diverse religious commitments of the community and an awareness of religious holidays. Scheduling large-scale, one-time academic or extracurricular events on a religious holiday will be avoided whenever possible. Students who expect to miss a scheduled class, test, exam, assignment, or clinical due to the observance of a religious holiday should complete and submit the Religious Accommodation Request Form [see **Appendix E**] to the SON Undergraduate or Graduate Program Coordinator during the first week of the semester.

A student who adheres to the policy and obtains an excused absence due to the observance of a religious holiday shall be permitted the opportunity to make up a test/exam [date and time to be determined by course IOR] and/or extend an assignment due date to the day after the religious holiday. Absence from classes, examinations, or clinical rotations for religious reasons does not relieve students from the responsibility for any part of the course work required during the absence. The student is responsible for completing missed assignments, tests, exams, and clinical, etc. within the specified timeframe determined by the course IOR.

Clinical rotation dates and times in healthcare facilities are scheduled prior to the beginning of each semester. One clinical make-up day is determined during the scheduling process with each facility. Adding additional clinical make-up days are not an option. Students who are unable to complete the clinical course requirements, for whatever reason, will be unsuccessful in the course.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the Chair of Nursing. If no resolution is reached at that level, the issue will be resolved by the Dean and his/her decision shall be final.

School of Nursing Security

Faculty members are provided with keys to the front door and personal office. Keys to other rooms in the building may be provided to faculty based on individual assignments. As stated in the *DSU University Policies*, the Administrative Secretary to the Dean will maintain a record of key assignments.

In order to maintain security, faculty members are requested to lock all offices, classrooms, copy room, and faculty lounge during classes and at the end of each day. The campus police will ensure security of the building at designated intervals after 5pm. Outdoor LED lighting and monitored security cameras surround the building to provide a safe environment.

The building may be used after hours by faculty for classes and by community groups/individuals. Any meetings, classes, etc. scheduled after hours must be cleared through the Senior Secretary and the campus police notified to secure the building after completion of these activities.

Faculty who are last to leave the building at the end of the day or evening are responsible for locking all appropriate doors and turning off lights throughout the building. Faculty members are to ensure that students are not allowed to remain in the building unsupervised.

In case of an emergency, contact the campus police (ext. 4155). For emergency situations, see Emergencies policy in *DSU University Policies* <https://www.deltastate.edu/policies/policy/university-policies/academic-and-administrative-operations/emergencies/>

Supplies

Supply Request

Selected office supplies are kept in a designated area and are available for administration, faculty, and staff use. Both secretaries provide inventory control and supplies may be requested from them. Faculty's input on instructional-technical supplies will be solicited by the Dean annually before budget completion. Reimbursement and supply purchase policies are available from the Administrative Secretary to the Dean. See *DSU University Policies* regarding Procurement. <http://www.deltastate.edu/policies/policy/university-policies/procurement/>

Utilization/Scheduling Equipment & Supplies

The Administrative Secretary to the Dean and Senior Secretary are responsible for scheduling of equipment use, maintaining computer software, and operations of computer terminals in the Computer Lab. The Simulation Lab Coordinator is responsible for scheduling, using, and maintaining equipment and supplies in the Skills/Simulation Lab. Equipment and supplies kept in the Skills/Simulation Lab may be removed through the permission (verbal/written) of the Simulation Lab Coordinator.

All purchased supplies and equipment are subject to internal inventory. All bar-coded items are inventoried annually. No equipment may be removed from the Robert E. Smith School of Nursing without permission of the Dean.

Travel

Faculty may be reimbursed for clinical travel outside the city limits at Dean's discretion and availability of funds. Travel request must be submitted three days prior to travel date or seven days prior to the travel date if an advance is being requested. Request forms for travel should be completed and returned to the Administrative Secretary to the Dean prior to travel for approval. Incomplete travel forms will not be processed and may result in denial of travel request. Faculty members are responsible for making hotel reservations. All mileage for automobile travel is calculated from Cleveland to the destination. All receipts must be submitted and travel forms signed within three days following travel. For policies on travel, reimbursement, etc., see the Administrative Secretary to the Dean or *DSU University Policies* regarding University Travel. <http://www.deltastate.edu/policies/policy/university-policies/university-travel/travel-authorization-and-reimbursement/>

Vapor and Tobacco Free Environment

Delta State University prohibits the use of all vapor devices and tobacco products, which includes but is not limited to; the emitting or discharging into the environment of any secondhand tobacco smoke from whatever conveyance or location, on its campus or during university business. This policy applies to all students, faculty, staff and visitors on Delta State University property, in its facilities, or while conducting business. See Vapor and Tobacco Free Environment Policy accessed: <http://www.deltastate.edu/policies/policy/university->

[policies/employment/employee-responsibilities-and-standards/vapor-and-tobacco-free-environment-policy/](http://www.deltastate.edu/policies/employment/employee-responsibilities-and-standards/vapor-and-tobacco-free-environment-policy/)

FACULTY RIGHTS AND RESPONSIBILITIES

University

The SON Faculty Rights and Responsibilities are primarily those of the University. Proper functioning of the academic program involves many details. Systematic compliance with the regulations governing the various aspects of the entire process lends itself to a smoothly operating and efficient academic program. A faculty member should be familiar with the University catalogs and become familiar with all regulations concerning the academic program.

The University policy regarding Faculty Rights and Responsibilities is available online at <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/rights-and-responsibilities-faculty/>.

School of Nursing

Additional policies and guidelines for the SON specifically are included in the SON Faculty and Staff Handbook.

Instructor of Record

The Dean/CON designates a faculty member as Instructor of Record for each course.

Duties and Responsibilities

1. Keep the Dean/CON/UG-G Program Coordinators informed regarding student's grades and overall progression in course activities.
2. Ensure that plans for essential content, nursing skills, and clinical learning experiences are included in the course syllabus and implemented during instruction in the course.
3. Ensure a copy of course syllabus is stored electronically on the Nursing Shared Drive.
4. Promote annual course evaluations of each student in the course.
5. Ensure students are counseled regarding their progress in the course and recommendations for alternative learning experiences are made to facilitate mastery of essential course content and clinical nursing skills.
6. Create, foster, and maintain a positive learning environment during course experiences.
7. Confer with the Dean/CON/UG-G Program Coordinators regarding course teaching methods to ensure consideration of course objectives and individual student needs.
8. Provide student learning objectives to clinical agency personnel.
9. Consult and plan to provide clinical learning experiences relevant to course objectives with appropriate clinical agency personnel.
10. Evaluate individual students' and overall class performance on the relevant nationally recognized tests administered for diagnostic purposes.
11. Modify course learning experiences as necessary to improve knowledge deficits indicated by all available course related evaluative test scores.

12. Counsel students regarding test scores and recommend appropriate learning experiences to improve the knowledge deficits identified.
13. Record and submit student midterm and final grades at DSU Online as required to Registrar and CON each semester. See Grades and Credits Policy accessed: <http://www.deltastate.edu/policies/policy/university-policies/academics-students/grades-and-credits/>
14. Evaluate the course based upon students' grades, personal observations, and evaluations from the students, clinical agency, and other faculty members assisting with instruction in the course.
15. Make appropriate revisions to the course based upon comments/recommendations from the evaluation data.
16. Meet with course faculty periodically to ensure consistency and open communication regarding teaching responsibilities, student progress, test construction, development of course materials, recording of absences, etc.
17. Prepare textbook orders according to the following schedule:
 - a. Fall Book Orders – due by March 1st
 - b. Spring Book Orders – due by October 1st
 - c. Summer Book Orders – due by February 1st

Adjunct Faculty – Undergraduate/Graduate

Duties and Responsibilities

1. Attend appropriate course planning and evaluation meetings as scheduled.
2. Complete course assigned duties consistent with course objectives and direction of Instructor of Record.
3. Report promptly to Instructor of Record any student's failure to meet standards of safe clinical progress or failure to maintain a grade of at least a "C" or better for undergraduate students or at least a "B" or better for graduate students on clinical performance.
4. Submit all course grades and documents to the Instructor of Record according to the methods and time schedule identified in the course syllabus.
5. Participate in final course evaluation procedures by the students, Instructor of Record, UG-G Program Coordinators, and CON.
6. Attend faculty organization and program meetings whenever possible.
7. Maintain accessibility for student conferences.
8. Comply with general policies and procedures of the Robert E. Smith School of Nursing and Delta State University.
9. Evaluate weekly required student paperwork.
10. Confer as required with assigned students to discuss progress in course performance.
11. Conduct mid-term/final evaluation(s) for each assigned student according to designated criteria for the particular course.

Advisement of Students

Faculty members are assigned advisees in the faculty member's primary teaching program. Advisor/advisee assignments are distributed at the beginning of each academic year or as enrollment changes. Faculty advisors should be available to students throughout the semester during office hours to discuss programs of study, progression issues, and

remediation/enhancement strategies. Additionally, advisor responsibilities include (1) verifying eligibility of students who are candidates for graduation; and (2) identification of appropriate faculty members to serve as Chair and/or committee members [if needed] of a research project/thesis. To ensure confidentiality, student file folders are kept in a locked filed cabinet in the Senior Secretary's office.

During Early Registration each semester, faculty advisors schedule dates and times to meet with students regarding their program of study and to issue personal identification numbers (PIN). This advisement may be face-to-face, by phone, written correspondence, or conferencing software to accommodate distance learning students. All advisement interactions should be documented [paper in the student's file folder]. Faculty are responsible for maintaining Faculty Advisement Documentation Table for inclusion on the benchmark report [see Appendix L: Faculty Benchmark Reporting Form] with a concise statement reflected on the annual evaluation form [see **Appendix K: Annual Evaluation Form**] and on the Nursing Shared Drive.

Chair of MSN Research/Evidence Based Practice Project

Duties:

1. Approves initial and final research/evidence-based practice project contract
2. Reviews and provides timely feedback of research/evidence-based practice project drafts
3. Provides guidance through Institutional Review Board (IRB) approval process (see *Robert E. Smith School of Nursing Manual for Research/Evidence Based Practice Projects*)
4. Ensures the *Robert E. Smith School of Nursing Manual for Research/Evidence Based Practice Projects* is followed
5. Monitors progress of project as established in contract
6. Assigns grade in a timely manner
7. Reports to IOR of Research Project (NUR 687)
8. Previews and approves proposed presentation prior to Annual Research Day
9. Previews and approves final written research/evidence-based practice project prior to binding of copies
10. Ensures specified number of bound copies of research/evidence-based practice project submitted and signed prior to final grade deadline (see *Robert E. Smith School of Nursing Manual for Research/Evidence Based Practice Projects*)
11. Assigns final grade of credit or no credit

Recruitment & Marketing

In order to effectively recruit and market for the Robert E. Smith School of Nursing, a Recruitment & Marketing plan has been developed and implemented [see **Appendix F: Recruitment & Marketing Plan**]. SON Faculty are required to participate in at least two recruitment events annually and include the outcomes on the Faculty Benchmark Reporting Form [**Appendix L**].

Annual Reports – Program & Committee

Program and committee annual reports are due by February 1 of the following calendar year. Reports are uploaded to the appropriate folder located on the Nursing Shared drive.

Contingency Plans

Faculty should submit contingency plans for each course for which they are assigned. These plans should address faculty coverage for both the theory and clinical portions of the course. Faculty should submit plans that address course content and recommend clinical faculty replacement. These plans will be due at the beginning of each term. Canvas may be used as a substitute contingency plan for an adjunct method of instruction (i.e. independent study module, case study, and online learning activity) for undergraduate courses in the basic program.

Continuing Education Units [Contact Hours]

Faculty members are required by the Mississippi Institutions of Higher Learning (IHL) to submit evidence of ten (10) contact hours of continuing education annually. At the beginning of each Fall semester, faculty are to submit evidence of continuing education credits accrued the preceding academic year (August 1 – July 31) to the Administrative Secretary to the Dean.

Criminal Background Check

In compliance with Mississippi's Code of 1972, Section 43-11-13, faculty must provide documentation of a criminal background clearance check that includes fingerprinting every two years to the Administrative Secretary to the Dean. The assessment must be conducted at a licensed entity that is certified by the Mississippi State Department of Health.

Departing Faculty

Faculty members who are departing from the Robert E. Smith School of Nursing are to complete a checkout process with the Office of Human Resources. See DSU Employee Separation/Transfer Clearance Policy: <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-separationtransfer-clearance-policy/>

Outside Employment/Faculty Practice

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

- Faculty must submit the *Request for Approval of Outside Employment* fillable document to the Dean of Nursing on or before the specified date provided by the University for all outside employment.

Full-time faculty members in the Robert E. Smith School of Nursing (SON) are expected to adhere to the DSU Outside Employment Policy: <http://www.deltastate.edu/human-resources/employment-information/>

- SON faculty shall not engage in outside employment that will interfere with university/department assignments, including teaching, research/scholarship, office hours, advisement, committee assignments, or other duties designated by the SON Dean or Chair.

Outside employment in the School of Nursing is considered an overload, shall be pursued outside of the regular workday when possible, and must not exceed 20% of the individual's 40-hour workweek obligation to the School of Nursing.

- This does not apply to faculty holidays, time periods when the University is not in session (e.g., time between semesters and summer sessions) or during the summer if a faculty member does not have a summer teaching load.
- **Exception:**
Faculty whose "faculty practice opportunities" cannot be completed outside of the regular workweek hours (e.g., faculty who hold advanced practice certification and must maintain the certification to teach advanced practice students) shall request one "practice day" by completing the *Request for Faculty Practice Day* [See **Appendix G**] and submit to the Chair of Nursing no later than two weeks after a semester begins or at any time a change in practice occurs during the semester.

Non-adherence to university policy and School of Nursing guidelines will be documented and reflected on the faculty member's annual evaluation.

A copy of the approved Outside Employment form will be placed in the SON faculty file.

A copy of the *Request for Faculty Practice Day* will be maintained in the SON faculty file.

- *Request for Faculty Practice Day* form (**Appendix G**)
- *Request for Approval of Outside Employment* fillable document: http://www.deltastate.edu/docs/human_resources/OUTSIDE_EMP_DSU.pdf

Faculty Development Day Policy

Faculty whose "faculty development opportunities" cannot be completed outside the regular workweek hours (e.g., faculty who are conducting research, enrolled in a graduate program, etc.) are required to complete the *Request for Faculty Development Day* form and submit to the Chair of Nursing no later than two weeks after a semester begins or at any time a change occurs during the semester.

Non-adherence to the School of Nursing policy will be documented and reflected on the faculty member's annual evaluation.

A copy of the *Request for Faculty Development Day* will be maintained in the SON faculty file.

- **Appendix (H)** *Request for Faculty Development Day* form

Evaluation Policies & Procedures

It is the belief of the staff and faculty members in the Robert E. Smith School of Nursing that evaluation is a continuous process quality improvement and safety. The steps in effective evaluation include the following:

1. Assess effectiveness
2. Identify strengths and weaknesses
3. Set goals to improve effectiveness
4. Adopt strategies for achieving goals
5. Reassess effectiveness and identify improvements

In the Robert E. Smith School of Nursing, evaluation of effectiveness of faculty, administrators, staff, and program is conducted on a semester or annual basis. The procedures outlined below are designed to comply with the evaluation policies found in the *DSU University Policies*. Each of the following evaluation components is addressed in the Robert E. Smith School of Nursing Master Plan for Evaluation (MPE):

1. Dean
2. Chair of Nursing
3. Faculty
 - a. by Dean and CON
 - b. by Students (course and clinical)
4. Staff
5. Courses and Clinical Evaluations
6. Programs
 - a. End of Program Satisfaction Survey (BSN, RN-BSN, MSN, and DNP)
 - b. 1-year Alumni Survey (BSN, RN-BSN, MSN, and DNP)
 - c. Community of Interest (Employers and Advisory Council)
7. Library and University Departments
8. Master Plan for Evaluation (MPE)

SON Administrative Position Descriptions and Faculty Rank Descriptions are available for review in **Appendix I and Appendix J**.

Procedure for Evaluation of the Dean

During the Spring semester, the Dean is evaluated by each full-time faculty member through the Office of Institutional Research and Planning. Evaluation results are discussed with the Dean by the Provost/Vice President for Academic Affairs. The Dean is evaluated by each faculty member every other year during the Spring semester through Faculty senate. Evaluation results are discussed with the Dean by the Chair of Faculty Senate.

Procedure for Evaluation of Chair of Nursing (CON)

During the Spring semester, the CON is evaluated by the Dean and full-time faculty. This evaluation is on the basis of teaching, service, scholarship, and leadership.

Procedure for Evaluation of Faculty

Evaluation of Faculty by the Dean and CON

Each faculty member is to be evaluated annually in the Spring by the Dean/CON in the following areas with collegiality implied:

- a. Teaching – Didactic and clinical teaching effectiveness, advising, availability to students, maintaining currency of information in field.
- b. Service – University committees, advising student organizations, membership and leadership in professional, business, and related civic organizations related to field.
- c. Scholarship/Research – basic research, applied research, professional presentation, other scholarly activity.
- d. Goals – Goals established for previous year to improve effectiveness.
- e. Faculty Advisement Documentation Form
- f. Faculty Benchmark Reporting Form – Recording of accomplishments for benchmarks established by faculty members [See **Appendix K: Faculty Benchmark Reporting Form**].

Each faculty member completes a professional self-evaluation [See **Appendix L**]. The Dean and CON review portfolios for documented evidence of teaching and goal attainment in teaching, service (university, professional, community, etc.) and scholarship as well as related documentation submitted as part of the Robert E. Smith School of Nursing Tenure/Promotion Portfolio Rubric [see **Appendix M**]. At a scheduled conference the Dean, CON, and the faculty member review the evaluations, discuss areas of strengths and weaknesses and discuss goals for improvement.

Procedure for Evaluation of Faculty by Student

At the end of each semester, the student may complete an evaluation on all faculty members that the student encountered during the semester for didactic and clinical activities. The process is initiated by the Office Institutional Research and Planning and the faculty course designer (IOR) for all students in the program. Students may complete an evaluation, rating the faculty member(s) in each course for the semester in either the didactic and/or clinical components. This information is used in determining the overall effectiveness of the faculty in meeting the course and/or clinical objectives. After all final grades are submitted to the Registrar, each faculty reviews the compiled evaluation scores for each respective area evaluated prior to the termination of the semester. In areas that need improvement, the IOR is responsible for identifying those areas and submitting written recommendations to remedy the deficiencies. This timely review of the data encourages meaningful recommendations for further improvement of instruction prior to the next course offering. All written recommendations and compiled evaluations are attached to the End of Course Report and submitted to the Nursing Shared Drive.

Procedure for Evaluation of the Staff

Staff evaluation is conducted formally at the end of the Spring semester with a scheduled conference between the staff person and the Dean or CON [see **Appendix N Staff Position Descriptions**].

Procedure for Evaluation of Courses and Clinical by Students

At the end of each semester, the student completes an evaluation for all didactic and clinical activities that the student encountered during the semester. This evaluation may include:

1. Evaluation of Course
2. Evaluation of Clinical Agency
3. Evaluation of Skills/Simulation Lab
4. Preceptor Evaluation
5. Preceptorship Agency Evaluation

The process is initiated by the Office Institutional Research and Planning and the faculty course designer for all students in the program. Students may complete an evaluation rating the faculty member(s) in each course for the semester in either the didactic and/or clinical setting. This information is used in determining the overall effectiveness of the faculty in meeting the course and/or clinical objectives. After all final grades are submitted to the Registrar, each faculty reviews the compiled evaluation scores for each respective area evaluated prior to the termination of the semester. In areas that need improvement the IOR is responsible for identifying those areas and submitting written recommendations to remedy the deficiencies. This timely review of the data encourages meaningful recommendations for further improvement of instruction prior to the next course offering. All written recommendations and compiled evaluations are submitted to the Faculty Secretary for filing and to the CON with End of Course reporting forms.

Evaluation of Programs (BSN, RN-BSN, MSN, and DNP)

Program Satisfaction Survey:

The Program Satisfaction Survey is completed by all graduating nursing students in the undergraduate and graduate programs at completion of each program of study. This data is reviewed and evaluated by the Program Effectiveness Committee (PEC). A report of the findings is presented to the Faculty Organization in the Fall of each year for RN-BSN, MSN, & DNP graduates and the Spring of each year for BSN & DNP graduates [See **Appendix O** SON Evaluation Calendar for Programs].

One Year Alumni Survey:

One year alumni surveys for RN-BSN, MSN, and DNP are conducted annually each spring/summer. One year graduate surveys for BSN and DNP are conducted annually each fall/spring. Graduate surveys specific for each student's program completed are distributed either electronically or mailed to those graduates within 12 months following graduation. These surveys provide feedback regarding the graduate's perception of the quality of the educational program(s) as well as the program of study in the Robert E. Smith School of Nursing. These data are reviewed and evaluated by the Program Effectiveness Committee (PEC) in terms of how the overall program(s) may be improved. A report of the findings is presented to the Faculty Organization in the Fall and Spring of each year [See **Appendix O** SON Evaluation Calendar for Programs].

Evaluation by the Community of Interest (COI):

Members of the Community of Interest (COI) including graduate employers and members of the Robert E. Smith School of Nursing Advisory Council are surveyed regarding their satisfaction with the graduate's performance. These evaluations are distributed as part of events occurring on campus [i.e. Nurse Career Day and Scholarship Reception] and/or by clinical faculty at the end of each clinical course. These data are reviewed and evaluated by the Program Effectiveness Committee (PEC) in terms of how the overall program(s) may be improved. A report of the findings is presented to the Faculty Organization in the Fall of each year [See **Appendix O** SON Evaluation Calendar for Programs].

Evaluation of the Robert E. Smith School of Nursing (Master Plan for Evaluation – MPE)

In the Fall semester, faculty members review and revise the Robert E. Smith School of Nursing Master Plan for Evaluation (MPE) which includes all evaluation data for the calendar year (including 1-year evaluation data, NCLEX-RN first write pass rate and/or certification examination pass rates, budget, promotions, etc.). Faculty members make suggestions for revisions based on actions/decisions from Faculty Organization meetings and suggest needed program improvements or modifications within the MPE. The MPE is maintained as a component of the Robert E. Smith School of Nursing Annual Report to the Delta State University President's office and is on file in the Dean's office [See **Appendix O** SON Evaluation Calendar for Programs].

Evaluation Forms

Evaluation documents are reviewed on an annual basis by the Program Effectiveness Committee (PEC). Recommended revisions are submitted to the faculty members for approval during scheduled Faculty Organization meetings. An electronic copy of all evaluation documents for the Robert E. Smith School of Nursing is maintained by the PEC chair on the Nursing Shared Drive.

Faculty Grievance Process and Procedure Policy

The Delta State University provides a grievance process and procedure for faculty or academic staff members to resolve work related problems or conditions that may arise between University and employee or between two employees. See the *DSU University Faculty Grievances Process and Procedures Policy* (see <http://www.deltastate.edu/policies/policy/university-policies/employment/faculty/faculty-grievances-process-and-procedures-policy/>).

Faculty Workload

The workload for faculty members in the Robert E. Smith School of Nursing is determined by accreditation standards and DSU policy. See the *DSU University Policies regarding Rights and Responsibilities of Faculty*. (see <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/rights-and-responsibilities-faculty/>).

Guest Speakers

Faculty, staff, or students wishing to invite an outside or guest speaker into the Robert E. Smith School of Nursing for a school related event, function, or classroom activity must seek approval from the Chair of Nursing.

Health & Other Requirements

Faculty members are required to provide to the Administrative Secretary to the Dean proof of annual TB skin testing; Varicella screening; T-DAP, MMR, and Hep-B immunizations; current licensure/and or certification; BLS certification; and a criminal background check.. Faculty members assigned to clinical practicums will need to adhere to requirements of the facility serving as the clinical site. This may include proof of vaccinations and health insurance. Written documentation must be submitted to the Administrative Secretary to the Dean annually.

Personal Appearance in the Clinical Setting

In addition to the stated policy in the *DSU University Policies*, all clinical supervision in the undergraduate and graduate programs will require the wearing of appropriate nursing uniforms and a DSU Robert E. Smith School of Nursing name pin. For the undergraduate program, faculty should wear a uniform during any clinical activity whether in the classroom, lab, or clinical facility. Faculty have three options for undergraduate program uniform: White top and green pants, green top and green pants, or all white uniform. In the graduate program, faculty members are required to wear a lab jacket and DSU Robert E. Smith School of Nursing name pin when supervising students. The faculty member's professional appearance should be consistent with the preceptor agency.

Personal/Major/Family Medical Leave/Holidays

The Delta State University Personal/Major/Family Medical Leave/Holidays policy may be accessed: <http://www.deltastate.edu/human-resources/employee-benefits/personalmajorfamily-medical-leaveholidays/>

Professional Development Funds

From private donors, funding has been provided for three sources of professional development through the Provost's Office:

- Kent and Janice Wyatt Professional Development Fund
- Dulce Fund
- Bryce Griffis President's Endowment Fund

A brief description of the source and guidelines are provided in **Appendix P**.

Student Documentation Requirements

Although students are responsible for providing all documentation required by the Delta State University Robert E. Smith School of Nursing (SON) and other agencies, the Senior Secretary will maintain documents and ensure compliance in Typhon NSST/NPST. Faculty must verify that all current required documentation is one file in the SON prior to granting approval for a student to begin a clinical rotation and/or releasing a course registration PIN. A student who fails to submit current documents by the designated date will not be allowed to participate in any clinical activities or course (on-campus or online). Faculty will mark such students as

absent. See Student Handbooks: Admission Requirements.

Student Projects & Presentations

Faculty members are responsible in ensuring materials used by students for projects and presentations in any course are removed from the classroom upon completion of the course. Posters, presentations, etc. that are deemed worthy of representing the Robert E. Smith School of Nursing and the particular topic may be shared with other university and/or community groups at the discretion of the course Instructor of Record. Due to limited storage space materials, posters, etc. left in the building at the end of the semester will be discarded.

Student Leave of Absence

Students may be granted a Leave of Absence for legitimate personal, medical, military, or other appropriate reasons. A student who has returned the acceptance letter and is admitted to the nursing program, but has never attended class is not eligible to take a Leave of Absence.

A Leave of Absence will not be granted without prior approval. Upon return from a Leave of Absence, the student will re-enroll and pay all tuition and fees appropriate for the period of re-enrollment. Students who fail to return to the academic program within the specified time will be automatically withdrawn from the program. See Student Handbook: Leave of Absence <http://www.deltastate.edu/MSDocs/school-of-nursing/2019-2020-DSU-SON-Undergraduate-Student-Handbook.pdf>

School of Nursing Forms

A list of all School of Nursing Forms is available in **Appendix Q**. A hard copy of each form is available in the office of the Secretary to Faculty.

Appendices

- Appendix A Course Syllabus Template**
- Appendix B Course Revision Request Form**
- Appendix C Testing/Assignment Procedures**
- Appendix D Ethical Principles and Code of Conduct**
- Appendix E Religious Accommodation Request Form**
- Appendix F Recruitment & Marketing Plan**
- Appendix G Request for Faculty Practice Day**
- Appendix H Request for Faculty Development Day**
- Appendix I SON Administration Position Descriptions**
- Appendix J Rank Descriptions**
- Appendix K Annual Evaluation Form**
- Appendix L Faculty Benchmarks Reporting Form**
- Appendix M SON Tenure/Promotion Rubric**
- Appendix N Staff Position Descriptions**
- Appendix O SON Evaluation Calendar for Programs**
- Appendix P Professional Development Funds**
- Appendix Q Robert E. Smith School of Nursing Forms**

Course Syllabus Template

The university-approved Course Syllabus Template is available at the link below:

<https://www.deltastate.edu/fordctl/resources/>

Testing/Assignment Procedures

The following pertains to all undergraduate nursing courses:

Testing (Non-standardized) [Generalist BSN only]

1. Unit tests will contain 50 NCLEX-style questions as outlined by the test blueprint with one hour allowed for testing.
2. At least 2 drug calculation or mathematical questions will be included within the 50 questions on each test.
3. Units tests will include 1 to 4 bonus questions with a total bonus point value of up to 4.

Test Administration

1. Test will be delivered in an online format at scheduled intervals throughout various courses in the undergraduate program. Prior to the test, students are sent testing notifications and administration procedures through email. All tests will have pre-set time limits that will be announced prior to each test.
2. Headphones **may** be required for non-standardized tests and standardized tests. Students are responsible for the purchase and availability of headphones during testing.

Onsite Testing

- Seats may be randomly assigned
- Students must sign-in and may be required to show picture ID
- Students are not to bring any personal items into the computer lab - all belongings should be stored in a secured location
- No food or beverages are allowed in the computer lab
- Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom
- Scratch paper and writing utensils will be provided for each student as needed – scratch paper and writing utensils will be returned to the proctor upon exiting the exam
- Books, written materials or electronic appliances such as cellular phones, Bluetooth or other hands-free type attachments and MP3 players/iPods are not allowed during tests. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.

Test Review (Student)

1. Test review for unit tests will be held at scheduled times. Students will be given access to their individual results report and the *Individual Student Test Analysis* (if utilized) during the review (see Nursing Shared Drive for form).
2. Following test review, students may submit a written request for clarification of test item(s).
3. The faculty member will cover the identified test item(s) at the next scheduled class period or online according to the faculty member's preference.

Assignments

1. All course assignments with weighted scoring criteria will have a grading rubric which may include APA and following directions.
2. For generalist BSN students: a zero-tolerance late assignment policy will be implemented for clinical paperwork, while a point-deduction late assignment policy will be implemented for all other assignments (10 points per day up to three days). For RN-BSN students, a point-deduction late assignment policy will be implemented for all assignments (five points per day up to five days). The policy will be notated in the course syllabus.
3. When changes in course assignments are made, students will be notified within the course.

The following pertains to all graduate nursing courses:

Test Administration

1. Tests will be delivered in an online format at scheduled intervals throughout various courses in the graduate program. Prior to the test, students are sent testing notifications and administration procedures through email. All tests will have pre-set time limits that will be announced prior to each test.
2. Headphones **may** be required for tests. Students are responsible for the purchase and availability of headphones during testing.

Onsite Testing

- Seats may be randomly assigned
- Students must sign-in and may be required to show picture ID
- Students are to bring only ID and keys into the computer lab – all other belongings should be in a secured location
- No food or beverages are allowed in the computer lab

- Students will be granted permission to go to the restroom – only one student at a time will be allowed to the restroom
- Scratch paper and writing utensils will be provided for each student as needed – scratch paper and writing utensils will be returned to the proctor upon exiting the exam
- Books, written materials or electronic appliances such as cellular phones, Bluetooth or other hands-free type attachments and MP3 players/iPods are not allowed during tests. Faculty members have the right to confiscate such items as deemed necessary. Confiscated items may or may not be returned.

Assignments

1. All course assignments with weighted scoring criteria will have a grading rubric which may include APA and following directions.
1. A point-deduction late assignment policy will be implemented for all assignments (five points per day up to five days). The policy will be notated in the course syllabus.
2. When changes in course assignments are made, students will be notified within the course.

Robert E. Smith School of Nursing Faculty and Staff Ethical Principles and Code of Conduct

PREAMBLE

Professionalism is exhibited in the behaviors and attitudes of each individual nurse. The integration of core disciplinary values, knowledge, and personal reflection is the foundation of professionalism in nursing. Core disciplinary values include integrity, respect for human dignity, caring, and advocacy. All nurses must have current knowledge of legal, ethical, and practice standards. Personal reflection includes the integration of personal evaluation and self-care practices with lifelong career and personal goals. Nursing professionalism is the foundation for efficient and effective use and stewardship of human, physical, financial, intellectual, and technical resources to meet client needs and support organizational outcomes.

The Ethical Principles and Code of Conduct of the Robert E. Smith School of Nursing was developed to be congruent with The University's Work Performance and Code of Conduct. The Robert E. Smith School of Nursing recognizes clinical reasoning and critical inquiry, communication, experiential learning, global worldview, professionalism, and leadership are necessary to deliver nursing care to clients in a variety of environments to optimize health. The Robert E. Smith School of Nursing's ethical principles and code of conduct is based on four core values: integrity, civility, accountability and a commitment to excellence.

INTEGRITY

Integrity can be described as an internal quality within oneself, manifesting externally as honesty and moral consistency or uprightness. Truth, honesty, and integrity must be demonstrated by all faculty and staff within the Robert E. Smith School of Nursing.

- a. Faculty and staff members, with no exceptions, ***shall***:
 - i. Act with high ethical and professional standards of conduct.
 - ii. Be honest in performing their duties.
 - iii. Propose, conduct, and report any research or findings with integrity and honesty.
 - iv. Protect those individuals involved in research and teaching.
 - v. Inform their supervisors if there is suspicion of professional misconduct.
 - vi. Satisfy a criminal history background check – per IHL standards.
http://www.mississippi.edu/nursing/downloads/procedure_manual_2020.pdf
- b. Faculty and staff members, with no exceptions, ***shall not***:
 - i. Fabricate information.
 - ii. Change or knowingly omit information to misrepresent events, circumstances, results or outcomes in official University records or documents.
 - iii. Take credit for another's work or work product without appropriate permission.

CIVILITY

Civility is an authentic respect for others that requires time, presence, willingness to engage in genuine discourse and intention to seek common ground. Treating one another with respect is requisite to communicating effectively, building community and creating high-functioning teams. Without civility, we miss opportunities to really listen and understand other points of view.

This does *not* mean that University classrooms should be devoid of lively debate or spirited discussion. In fact, institutions of higher education exist to foster intellectual discovery, provoke critical thinking, inspire argument and challenge opinions. Requiring civility is not equivalent to censorship. Civility brings decorum to discourse. The University must foster a culture of civility where members of the campus community feel safe to express themselves, free from discrimination, harassment, threats and intimidation.

ACCOUNTABILITY

Accountability is the act of being answerable to oneself and others, for one's own choices, decisions and actions as measured against a standard such as that established by the *Code of Ethics for Nurses with Interpretive Statements*.

- a. Robert E. Smith faculty and staff members are expected to adhere to standard ethical principles and code of conduct.
- b. The behavior of licensed faculty and staff is governed by the *American Nurses Association Code of Ethics for Nurses with Interpretive Statements* (2015).
<https://www.nursingworld.org/coe-view-only>

COMMITMENT TO EXCELLENCE

Robert E. Smith School of Nursing faculty and staff are expected to consistently demonstrate professional conduct, mutual respect, and courtesy in their interactions. This expectation, which permeates all aspects of the faculty/staff role and is a marker of excellence, includes maintaining collegial work relationships with other faculty, students, staff, clients, and communities, maintaining high ethical standards, promoting effective teamwork, and stimulating others to reach their optimal performance. Professional conduct is demonstrated by collaboration with faculty/staff and students, mentorship without exploitation, and debate without attack. Faculty and staff who demonstrate high standards of professional conduct lead, foster consensus, and motivate others, and they are viewed as assets to the School, University, and profession.

All Professionals at Robert E. Smith School of Nursing have self-imposed obligations that exceed legal and regulatory requirements. Professionals have responsibility to the public, their colleagues, and those whom they serve. Our profession brings distinguished traditions of honorable and trustworthy conduct which helps create our distinctive professional reputation.

Procedures

Reporting Allegations of Professional Misconduct

Faculty and staff have an obligation to inform their supervisors if they suspect professional misconduct on the part of any faculty or staff member within the Robert E. Smith School of Nursing. The suspicion should initially be discussed with the relevant department director in confidence; or if an allegation concerns a department director, it may be reported directly to the Dean's Office.

The initial responsibility to review complaints or allegations and to attempt to resolve the matter rests with the Chair of Nursing [CON] (or Dean if the complaint involves the CON). If the CON (or Dean) is unable to resolve the complaint to the satisfaction of either the accused person or the accuser, or believes further resolution is required, the complaint may be formally submitted in writing to the Dean (or Provost if the complaint involves the CON and has already been presented to the Dean) for review.

If corrective action is necessary, the progressive disciplinary steps outlined in the Work Performance and Code of Conduct from the University will be followed. The nature or severity of the offense will determine the first step.

Investigation/Disciplinary Action

1. At the Dean's discretion, the Dean may initiate a formal investigation into charges of professional misconduct.
2. The Dean and/or CON will review all information provided and discuss the matter privately with the accused individual. The accused person and individuals who have information relevant to the charge will be given an opportunity to present information to the Dean and/or CON either in writing or through an interview process. .
3. The investigation should conclude whether professional misconduct occurred, as determined by the preponderance of evidence.
4. The Dean will follow the university Work Performance and Code of Conduct policy and the university Termination/Dismissal policy for determining the disciplinary action <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-performance-grievance-and-dismissal/terminationdismissal-non-faculty/>

Sanctions

The progressive disciplinary steps can be found in the Work Performance and Code of Conduct Policy located at <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/work-performance-and-code-of-conduct/>.

Appeals

The accused person may appeal the decision by following Faculty Grievance Process and Procedures policy or the Non-Faculty Grievance policy.

Faculty Grievance Policy: <http://www.deltastate.edu/policies/policy/university-policies/employment/faculty/faculty-grievances-process-and-procedures-policy/>

Non Faculty Grievance Policy: <http://www.deltastate.edu/policies/policy/university-policies/employment/employee-performance-grievance-and-dismissal/grievance-non-faculty/>

Origination Date: 03/2016

**Delta State University
Robert E. Smith School of Nursing
Religious Accommodation Request Form**

Date _____ Student Name _____ 900 # _____

Okramail _____ Phone # _____

Describe the religious accommodation you are requesting

Specific Dates of Absence

List the course assignment, test, exam, clinical, or other School of Nursing (SON) requirements you are seeking religious accommodation

I understand if the accommodation is approved, the absence will be excused.

I understand I am not relieved from the responsibility of any part of the course/clinical requirements during the absence.

I understand it is my responsibility to complete missed assignments, tests, and/or exams, within the specified timeframe determined by the course Instructor of Record (IOR).

I understand one clinical make-up day is available for students to complete the clinical course requirements, if needed. I understand I will be unsuccessful in the clinical course if clinical requirements are not met.

Student Signature

Date

**Delta State University
Robert E. Smith School of Nursing**

Recruitment and Marketing Plan

The Robert E. Smith School of Nursing recruiting and marketing efforts assist in enrollment growth of high quality and diverse applicants for all programs. Unique recruitment and marketing techniques continue to be explored to recruit and support the university goal of becoming the best regional university in the nation. All Faculty and Staff of the Robert E. Smith School of Nursing actively participate in recruitment and marketing efforts in various ways.

Robert E. Smith School of Nursing Website

An active internet domain <http://www.deltastate.edu/school-of-nursing/> is maintained for access by any interested individual. This website provides information on the programs of study and organizations, access to handbooks and resources, and ability for potential students to make application. In accordance with the Office of Information Technology (OIT) and Communications and Marketing, the Robert E. Smith School of Nursing website will be updated and maintained as appropriate.

Recruitment

Brochures

Recruitment flyers/brochures with the most current information on the programs of study (BSN, RN-BSN, MSN, & DNP) are available during recruitment efforts, and in various locations throughout the Robert E. Smith School of Nursing. Full program flyers are distributed to a variety of healthcare facilities, community colleges, and universities.

Newsletter

A newsletter is published electronically and as a hard copy once during the fall and spring for dissemination to donors, advisory council members, alumni, current and potential students, and community members. The newsletter highlights accomplishments of the Robert E. Smith School of Nursing faculty, students, and alumni, as well as events.

Events/Efforts

Participation at recruitment events occurs at the community, state, regional, and national levels. Some of these recruitment and marketing activities include sponsorship, exhibit and participation in health fairs, nursing conferences, counseling and educational conventions, workshops, alumni events, career fairs and campus visits for K-12 schools, community colleges, universities, festivals, healthcare agencies, campus and community events, camps, and programs.

Recruitment and marketing efforts extend to potential students and family members in areas not specified above through opportunities such as:

- Educational seminars by students within local K-12 schools (safety, hygiene, nutrition, exercise, diabetes, risky behaviors, etc.)
- Advertisement in convention programs, nursing publications [i.e. Mississippi RN,

- Board of Nursing] and local newspapers.
- Community involvement by faculty and students through health presentations and fairs.
 - Provision of program information to healthcare agencies and preceptors by SON faculty members.
 - Development of promotional videos and advertisement through various media platforms

Social Media

Facebook and Instagram are used to promote various events and the nursing programs, as well as to announce deadlines. A designated SON staff member oversees these accounts and posts as warranted.

Programs of Study

BSN Generic

- Participate in high school and college career days through direct participation and by providing DSU Recruiters with brochures and recruitment materials.
- Sponsor and attend/exhibit at annual conventions [i.e. Mississippi Counselors Association Convention and Mississippi Science Teachers Convention] to target audiences that have direct contact/influence in student career choices.
- Sponsor and attend alumni events to provide program information and distribute program materials to DSU Alumni working in healthcare agencies or education/school settings.
- Arrange and provide tours of the Robert E. Smith School of Nursing building for prospective generic nursing students and/or parents.
- Participate in health fairs and other community-based events such as Annual Rice Luncheon, Oktoberfest and Crosstie Festival – provide health screenings and program information to community members.

RN-BSN Completion

- Participate in community college career days through direct participation and by providing DSU Recruiters with brochures and recruitment materials.
- Program information and applications are distributed to Associate Degree in Nursing (ADN) community colleges, and at healthcare agencies.
- Program information is provided by Robert E. Smith School of Nursing faculty members to healthcare agencies and preceptors.
- Sponsor and attend/exhibit at annual conventions [Mississippi Organization of Associate Degree Nurses (M-OADN) Convention, MNA Convention, and Nursing Summit].
- Sponsor and attend alumni events to provide program information and distribute program materials to DSU Alumni who are associate degree nurses and/or who work in healthcare agencies or education/school settings.
- Arrange and provide tours of the Robert E. Smith School of Nursing building for prospective RN-BSN nursing students.

MSN & DNP Programs

- Participate in community college and healthcare career fairs – providing MSN & DNP program information and applications to nursing faculty and employees.
- Program information and applications are distributed to Associate Degree in Nursing community colleges, and at healthcare agencies.
- Sponsor and attend/exhibit at annual conventions [MNA Convention, Nursing Summit, M-OADN Convention, and NP Conferences].
- Sponsor and attend alumni events to provide program information and distribute program materials to DSU Alumni who are prospective MSN & DNP students and/or who work in healthcare agencies or education/school settings.
- Arrange and provide tours of the SON building for prospective MSN & DNP students.
- Develop, coordinate and implement joint recruiting efforts with the DSU Graduate and Continuing Office.

Data Collection

To monitor recruitment and marketing efforts, data will be collected of the following:

- Potential students advised during recruitment events
- Potential students advised from website, emails, phone calls, and face-to face
- Distribution of recruitment materials to healthcare agencies and/or preceptors
- Distribution of recruitment materials to high schools and community colleges

Delta State University
Robert E. Smith School of Nursing
Request for Faculty Practice Day

Faculty whose faculty practice opportunities cannot be completed outside of regular workweek hours (e.g., faculty who hold advanced practice certification and must maintain the certification to teach advanced practice students) will complete a request for one practice day. Submit this form to the Chair of Nursing no later than two weeks after a semester begins. When a change in practice occurs during a semester, submit a revised form.

Faculty Name _____ **900 #** _____ **Date Submitted:** _____

Practice Site Name _____

Address _____

City, State, Zip _____ Phone _____

Request for Practice Day [will be out of office/off campus]:

Weekday: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

Time: ___ 8a – 5p ___ 8a – 12p ___ 1p – 5p

Begin Date: _____ End Date _____

Additional Comments/Information:

Faculty members involved in outside employment [practice day] are expected to be accountable for their practice by submitting evidence of practice (evidence of practice in a hospital, clinical or community setting, serving as a preceptor for NP students, etc.) with annual evaluation documents.

I understand the approved practice day is overload and is not included in the Delta State University 40-hour work week nor included in the School of Nursing Department instructional faculty workload hours [iFTE].

Faculty

Date

Chair

Date

Dean

Date

Delta State University
Robert E. Smith School of Nursing

Request for Faculty Development Day

Faculty whose faculty development opportunities cannot be completed outside of regular workweek hours (e.g., faculty who are attending conferences relevant to teaching and/or clinical practice, conducting research, writing manuscripts for publication, or other scholarly activities) will complete a request for one faculty development day. Submit this form to the Chair of Nursing no later than two weeks after a semester begins. When a change occurs, submit a revised form.

Faculty Name _____ 900 # _____ Date Submitted: _____

Scholarly Activities Semester _____ Year _____

- 1.
- 2.
- 3.
- 4.

Request for Faculty Development Day [will be out of office/off campus]:

Weekday: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday
 Time: _____ 8a – 5p _____ 8a – 12p _____ 1p – 5p

Begin Date: _____ End Date: _____

Additional Comments/Information:

Faculty members involved in faculty development are expected to be accountable for their scholarly activities by submitting evidence/supporting documentation (progress of research, research outcomes, manuscripts, publications, etc.) with annual evaluation documents.

I understand the approved faculty development day is not included in the School of Nursing Department instructional faculty workload hours [iFTE].

Faculty	Date
Chair	Date
Dean	Date

SON Administration Position Descriptions

Chair of Nursing

Graduate Program Coordinator

Undergraduate Program Coordinator

Simulation Lab Coordinator/Instructor in Nursing

Title: Chair of Nursing

(Full-time, 12 month position)

Release Time (based on a 12 hour semester load)

Qualifications:

1. Holds an earned doctorate in nursing or related field or enrolled in a doctorate program in nursing or a related field
2. Administrative experience in a nursing program of an institution of higher learning
3. Eligible for appointment to a professional rank

Responsibilities:**Chair Summary**

1. Oversees the operations of academic programs
2. Coordinates curricular planning, implementation, evaluation, and revisions (as needed) based on data analysis to promote excellence in teaching, scholarship, service, and practice
3. Assures compliance with legal, regulatory, ethical, and professional standards in programs
4. Adheres and disseminates to faculty, students, and applicants the federal, state, institutional, school, and contractual policies and procedures
5. Ensures all faculty adheres to the Mississippi Nurse Practice Act
6. Participates in School of Nursing strategic planning
7. Plans for personnel and other resources needed and submits requests to the Dean for annual budget preparation
8. Facilitates communication among members of the school, institution, and community with regards to the needs, opportunities, and risks of the School of Nursing
9. Conducts correspondence related to the programs
10. Teaching: 75% teaching/25% administrative in Fall semesters and 50% teaching/50% administrative in Spring semesters
11. Participates in scholarly activities appropriate for rank and service to the School of Nursing, University, and community
12. Plans for personnel and other resources needed and submits requests to the Dean for annual budget preparation
13. Initiates and participates in preparing grant proposals, as appropriate
14. Seeks external-funding opportunities and forwards to faculty with appropriate interests
15. Oversees the Master Plan for Evaluation (MPE) for the School of Nursing
16. Coordinates implementation of policies for student admission, progression, retention, and graduation
17. Encourages and supports professional development through research and scholarly activities by faculty
18. Promotes a respectful and ethical climate within the School of Nursing [faculty, staff, students] and the external community of interest [preceptors, healthcare facilities, healthcare organizations]

Work with Students

19. Participates in on-campus and off-campus recruitment events to promote the School of Nursing programs
20. Participates in retention activities to maintain or improve retention rates within the School of Nursing
21. Plans with faculty for student's clinical needs
22. Assures that needed agency contracts for clinical learning experiences are established, current, and on file in the School of Nursing
23. Assists students with academic and administrative questions and problems
24. Provides student counseling (academic) and referral to health and other services
25. Assists students with application for undergraduate, graduate, and/or post-graduate studies
26. Provides decisions to grievance appeals initiated by students
27. Coordinates ceremonial activities of the department/division

Academics/Curriculum

28. Initiates the development of policies and procedures as needed
29. Performs service at the university, school, professional, and community levels
30. Participates in the Mississippi Council of Deans and Directors of Schools of Nursing and the Mississippi Baccalaureate and Higher Degree Nursing Council
31. Participates in state, regional, and national meetings to maintain professional development for state requirements and national certification
32. Assists in the advisement of all programs
33. Coordinates assignment of students to other faculty advisors within the School of Nursing
34. Ensures faculty adherence to advisement timeline and procedures
35. Coordinates teaching assignments for each semester
36. Oversees the maintenance of student files and program records

Administrative

37. Serves as ex-officio to Undergraduate and Graduate Program Level meetings
38. Serves as ex-officio member of all standing/adhoc committees
39. Contributes editing to minutes and annual committee reports
40. Maintains current materials and submits revisions for appropriate publications (i.e., DSU Undergraduate and Graduate Catalogs)
41. Ensures all School of Nursing handbooks are reviewed, revised, and distributed annually
42. Provides leadership in program functioning, the process of accreditation, and continuing education program approval
43. Prepares program materials for annual reports, accreditation self-study reports, and other reports
44. Coordinates requests from faculty/staff in hiring and supervising graduate assistants
45. Oversees completion of Employment Action Forms (EAFs)
46. Recruits and selects clerical and technical staff to support the unit's instructional programs

Work with Faculty

47. Completes an annual evaluation of faculty
48. Provides guidance to faculty and students in resolving academic concerns
49. Mentors faculty relative to teaching, scholarship/research, and service
50. Encourages and supports research and other scholarly activities by faculty

- 51. Participates in orientation of new faculty members
- 52. Participates in recruiting and hiring prospective faculty
- Other**
- 53. Coordinates special projects as requested by the Dean

DELTA STATE UNIVERSITY
Robert E. Smith School of Nursing
Program Coordinators Position Descriptions

POSITION TITLE	Graduate Program Coordinator (nine (9) month position - .25 release time of a Full-time faculty workload [12 credit hours])
REPORTS TO	Chair of Nursing
POSITION SUMMARY	Assist the Chair of Nursing in overseeing the teaching, advisement, clinical management, and student learning assessment of the graduate nursing program.
QUALIFICATIONS	<p><u>Required</u></p> <ul style="list-style-type: none"> • Holds an earned doctorate in nursing or related field or enrolled in a doctorate program in nursing or a related field • Holds current national certification as a Nurse Practitioner in at least one population-focused area • Credentialed as a Nurse Practitioner in the state of Mississippi • Holds current Advanced Practice Registered Nurse (APRN) licensure in the state of Mississippi • Eligible for appointment to a professional rank <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Leadership experience in Nurse Practitioner program(s) • Personal and professional integrity consistent with the mission of this institution and department • Strong organizational skills and independent work initiative • Evidence of effective problem solving, critical thinking, and decision making skills • Demonstrated proactive approach in identifying problems • Evidence of flexibility, willingness to change, open-mindedness, fairness, accepting responsibility and personal growth
ESSENTIAL DUTIES AND/OR RESPONSIBILITIES	
	<ol style="list-style-type: none"> 1. Serve as administrator for Typhon NPST – annually ensure new faculty members and students are added; graduated students are archived; and faculty resigned/retired are removed 2. Review and revise the graduate nursing student handbook for final approval and distribution by the end of the spring semester 3. Coordinate the development of comprehensive calendars and ensure distribution to students, faculty, and staff by the end of each semester 4. Recommend graduate program revisions based upon faculty feedback and evaluations each semester

5. Coordinate the review and revision of all graduate clinical and preceptor forms/handbook by the end of the spring semester
6. Obtain clinical rotations and schedules for practicum courses from the course Instructor of Record (IOR) each semester prior to pre-registration week
7. Assist in the development of remediation (enhancement) strategies to improve or maintain certification pass rates based on standardized exam scores for FNP students
8. Assist in the development of retention/success strategies to improve or maintain retention and graduation rates for all graduate nursing students
9. Assist faculty in the advisement of graduate students
10. Provide direction and counsel to faculty members and/or graduate students who need clarification regarding program of study, schedule, student issues, etc.
11. Assist faculty with academic and/or non-academic concerns, as needed, for graduate students
12. Participate in the graduate nursing student application and selection process
13. Coordinate the planning and delivery of orientations for newly admitted graduate nursing students
14. Recommend purchase of instructional resources (materials, equipment, and supplies) for the graduate program
15. Assist in data collection for the Master Plan of Evaluation (MPE)
16. Assist in maintaining and generating documents for national/state nursing accreditation
17. Mentor new graduate faculty members in teaching, scholarship, service, and practice
18. Perform other duties as assigned by Chair of Nursing and/or Dean

PERFORMANCE EVALUATION

- Conducted annually by Chair to determine reappointment to position
- Based upon teaching, scholarship, service, and leadership [fulfilling the position's responsibilities – quality of work, meeting deadlines, being self-directed, promotion of a positive work environment, and respectful of others' thoughts and ideas]

DELTA STATE UNIVERSITY
Robert E. Smith School of Nursing

POSITION TITLE	Undergraduate Program Coordinator (nine (9) month position – .25 release time of a Full-time faculty workload [12 credit hours])
REPORTS TO POSITION SUMMARY	Chair of Nursing Assist the Chair of Nursing in overseeing the teaching, advisement, clinical management, and student learning assessment of the baccalaureate-nursing program.
QUALIFICATIONS	<p><u>Required</u></p> <ul style="list-style-type: none"> • Holds an earned doctorate in nursing or related field or enrolled in a doctorate program in nursing or a related field • Holds current Registered Nurse license to practice in the state of Mississippi • Eligible for appointment to a professional rank <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Leadership experience in nursing program(s) • Personal and professional integrity consistent with the mission of this institution and department • Strong organizational skills and independent work initiative • Evidence of effective problem solving, critical thinking, and decision making skills • Demonstrated proactive approach in identifying problems • Evidence of flexibility, willingness to change, open-mindedness, fairness, accepting responsibility and personal growth
ESSENTIAL DUTIES AND/OR RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Serve as administrator for the following technologies: <ol style="list-style-type: none"> i. Typhon NSST – annually ensure new faculty members and students are added; graduated students are archived; and faculty resigned/retired are removed ii. Clinical Placement Pro – each semester ensure clinical rotations are requested, as appropriate ExamSoft – each semester ensure courses, students, and course(s)/students are uploaded 2. Review and revise the undergraduate nursing student handbook for final approval and distribution by the end of the spring semester 3. Coordinate the development of comprehensive calendars and ensure distribution to students, faculty, and staff by the end of each semester 4. Recommend undergraduate program revisions based upon faculty feedback and evaluations each semester 5. Coordinate the review and revision of all undergraduate clinical and preceptor forms/handbook by the end of the spring semester 	

6. Obtain clinical rotations and schedules for practicum courses from the course Instructor of Record (IOR) each semester prior to pre-registration week
7. Assist in the development of remediation (enhancement) strategies to improve or maintain NCLEX pass rates based on standardized exam scores for BSN [generic] students
8. Assist in the development of retention/success strategies to improve or maintain retention and graduation rates for all baccalaureate nursing students
9. Assist faculty in the advisement of undergraduate students [pre-nursing & nursing]
10. Provide direction and counsel to faculty members and/or undergraduate students [pre-nursing & nursing] who need clarification regarding program of study, schedule, student issues, etc.
11. Assist faculty with academic and/or non-academic concerns, as needed, for undergraduate nursing students
12. Participate in the undergraduate nursing student application and selection process
13. Coordinate in the planning and delivery of orientations for newly admitted undergraduate nursing students
14. Recommend purchase of instructional resources (materials, equipment, and supplies) for the undergraduate program
15. Assist in data collection for the Master Plan of Evaluation (MPE)
16. Assist in maintaining and generating documents for national/state nursing accreditation
17. Mentor new undergraduate faculty members in teaching, scholarship, service, and practice
18. Perform other duties as assigned by Chair of Nursing and/or Dean

PERFORMANCE EVALUATION

- Conducted annually by Chair to determine reappointment to position
- Based upon teaching, scholarship, service, and leadership [fulfilling the position's responsibilities – quality of work, meeting deadlines, being self-directed, promotion of a positive work environment, and respectful of others' thoughts and ideas]

DELTA STATE UNIVERSITY
Robert E. Smith School of Nursing

POSITION TITLE

Instructor in Nursing/Simulation Educator
 (Full-time, nine (9) month position)

**REPORTS TO
POSITION SUMMARY**

Chair of Nursing
 Coordinates educational activities and practice for students in the simulation lab. Provides training and assistance to faculty members in the simulation environment. Assist in the assessment, design, implementation, and evaluation of simulation throughout the nursing curriculum in both undergraduate and graduate programs. Coordinates community training and service opportunities available through the simulation lab. Promotes and ensures a safe simulation environment. Coordinates daily operations of the simulation lab to maintain regulatory activities.

QUALIFICATIONS Required

- Master of Science Degree in Nursing OR Bachelor of Science In Nursing and enrolled in an accredited graduate nursing program
- Current unrestricted license to practice as a Registered Nurse (RN) or Family Nurse Practitioner (FNP) in Mississippi
- Current certification as American Heart Association Healthcare Provider
- Minimum of 1-2 years clinical experience in healthcare
- Proficient in word processing, spreadsheets, and databases
- Proven ability to communicate effectively in both oral and written formats
- Ability to work and maintain confidential information
- Ability to relate to diverse age and demographic backgrounds
- Proven capability in teaching and utilizing adult learning principles
- Knowledge of related theories and instruction media including simulation

Preferred

- Current Certification as Certified Healthcare in Simulation Educator (CHSE)
- Certification as Basic Life Support (BLS) Instructor
- Demonstrated leadership within the field of education and technology

- Personal and professional integrity consistent with the mission of this institution and department
- Strong organizational skills and independent work initiative
- Evidence of effective problem solving, critical thinking, and decision making skills
- Demonstrated proactive approach in identifying problems
- Experience with utilizing technology in the instruction process to enhance learning
- Evidence of flexibility, willingness to change, open-mindedness, fairness, accepting responsibility and personal growth

ESSENTIAL DUTIES AND/OR RESPONSIBILITIES

- Develop and review policies and procedures that guide and support the implementation of the simulation lab
- Adhere to current written standards in addressing the function of the simulation lab and the development of course curriculum for simulations
- Coordinate lab activities and services, including proper storage, preparation, set-up, take down and clean-up of equipment and supplies needed for scheduled simulations.
- Provide assistance to students and instructors in the simulation lab environment
- Participate in appropriate educational opportunities as indicated to be aware of current practices and equipment in the field of simulation
- Promote and ensure safe lab practices
- Work effectively as a member of faculty, advisory, and leadership teams
- Use effective communication to work with diverse student and faculty groups
- Maintain confidentiality of work related information and materials
- Research, evaluate, and recommend new lab equipment and materials
- Maintain an appropriate inventory of equipment and supplies to meet simulation implementation needs
- Supervise preventive and corrective maintenance of equipment according to manufacturers' recommendations
- Maintain a scheduling system for simulation/skill lab activities
- Assist with faculty development and training related to the use of simulation equipment and curriculum integration
- Develop and execute a professional development plan to maintain competency
- Serve as Chair of the Simulation Committee
- Serve as simulation representative for marketing and university/community services
- Coordinate community training and service opportunities available through the simulation lab
- Serve as lead on accreditation and/or other regulatory activities related to the simulation lab
- Adhere to university and department policies, procedures, and regulations
- Perform other duties as may be assigned by the appropriate authority

Rank Descriptions

Standards	Instructor	Assistant Professor	Associate Professor	Professor
<p><u>Minimal Educational Preparation</u></p> <p><i>(Approved by the DSU Academic Council, June 10, 2013)</i> <i>DSU Faculty Promotion Policy</i></p>	<p>Masters in appropriate field.</p>	<p>Terminal Degree in the appropriate field; and Potential for achievement in teaching, scholarship, and service.</p>	<p>Terminal Degree in the appropriate field and</p> <ul style="list-style-type: none"> • Six (6) years of university teaching experience or equivalent professional experience. • A minimum of three (3) years experience at rank of Assistant Professor. • Documentation of effectiveness in teaching. • Documentation of scholarship or creative activities. • Documentation of professional, university, and community service. 	<p>Terminal Degree in appropriate field and</p> <ul style="list-style-type: none"> • Twelve (12) years of university teaching experience or equivalent professional experience. • A minimum of five (5) years at rank of Associate Professor. • Documentation of sustained effectiveness in teaching. • Documentation of substantial accomplishment in scholarship or creative activities which has led to recognition in professional circles at the state, regional or national level • Documentation of leadership in the form of service to the community, the profession and the university.
<p>IHL Standards #II., 2, pp. 5 <i>(December 2015)</i></p>	<ul style="list-style-type: none"> • (a.) All faculty in nursing programs must have a master's 	<ul style="list-style-type: none"> • (a.) All faculty in nursing programs must have a master's 	<ul style="list-style-type: none"> • (a.) All faculty in nursing programs must have a master's 	<ul style="list-style-type: none"> • (a.) All faculty in nursing programs must have a master's

Standards	Instructor	Assistant Professor	Associate Professor	Professor
	<p>degree with a major in nursing and a minimum of one year of clinical experience as a registered nurse.</p> <ul style="list-style-type: none"> • (b.) The majority of faculty in graduate nursing programs must have earned doctorates in nursing or a related field from regionally accredited institutions. • (c.) All nursing faculty (full-time, part-time, and adjunct) must hold an unencumbered license to practice in Mississippi. • (d.) All nursing faculty (full-time, part-time and adjunct) must satisfy a criminal history background check. • (e.) All faculty must implement an annual professional development plan. 	<p>degree with a major in nursing and a minimum of one year of clinical experience as a registered nurse.</p> <ul style="list-style-type: none"> • (b.) The majority of faculty in graduate nursing programs must have earned doctorates in nursing or a related field from regionally accredited institutions. • (c.) All nursing faculty (full-time, part-time, and adjunct) must hold an unencumbered license to practice in Mississippi. • (d.) All nursing faculty (full-time, part-time and adjunct) must satisfy a criminal history background check. • (e.) All faculty must implement an annual professional development plan. 	<p>degree with a major in nursing and a minimum of one year of clinical experience as a registered nurse.</p> <ul style="list-style-type: none"> • (b.) The majority of faculty in graduate nursing programs must have earned doctorates in nursing or a related field from regionally accredited institutions. • (c.) All nursing faculty (full-time, part-time, and adjunct) must hold an unencumbered license to practice in Mississippi. • (d.) All nursing faculty (full-time, part-time and adjunct) must satisfy a criminal history background check. • (e.) All faculty must implement an annual professional development plan. 	<p>degree with a major in nursing and a minimum of one year of clinical experience as a registered nurse.</p> <ul style="list-style-type: none"> • (b.) The majority of faculty in graduate nursing programs must have earned doctorates in nursing or a related field from regionally accredited institutions. • (c.) All nursing faculty (full-time, part-time, and adjunct) must hold an unencumbered license to practice in Mississippi. • (d.) All nursing faculty (full-time, part-time and adjunct) must satisfy a criminal history background check. • (e.) All faculty must implement an annual professional development plan.
<i>Teaching</i>	Nursing faculty are responsible for:	Nursing faculty are responsible for:	Nursing faculty are responsible for:	Nursing faculty are responsible for:

Standards	Instructor	Assistant Professor	Associate Professor	Professor
<p>(1) Effectiveness (<i>DSU Tenure and Promotion Standards</i>)</p> <p>(<i>Approved DSU RESSON FacOrg, 08/05/2003</i>)</p>	<ul style="list-style-type: none"> • Providing tangible evidence of performance in teaching. This can include such things as summaries of student evaluations, awards/recognition of teaching excellence, citations from peers, and chair/dean evaluations of teaching. • Indirect measures can be included, such as changes in course syllabi, creative teaching methods, faculty development, use of technology, testing, instructional support of students outside of class, and evidence of student initiative and/or success after graduation. <p><i>In addition, faculty should:</i></p> <ul style="list-style-type: none"> • Seek assistance and/or participate in applying the principles of teaching/learning 	<ul style="list-style-type: none"> • Providing tangible evidence of performance in teaching. This can include such things as summaries of student evaluations, awards/recognition of teaching excellence, citations from peers, and chair/dean evaluations of teaching. • Indirect measures can be included, such as changes in course syllabi, creative teaching methods, faculty development, use of technology, testing, instructional support of students outside of class, and evidence of student initiative and/or success after graduation. <p><i>In addition, faculty should:</i></p> <ul style="list-style-type: none"> • Independently apply the principles of teaching/learning • Establish collaboration with 	<ul style="list-style-type: none"> • Providing tangible evidence of performance in teaching. This can include such things as summaries of student evaluations, awards/recognition of teaching excellence, citations from peers, and chair/dean evaluations of teaching. • Indirect measures can be included, such as changes in course syllabi, creative teaching methods, faculty development, use of technology, testing, instructional support of students outside of class, and evidence of student initiative and/or success after graduation. <p><i>In addition, faculty should:</i></p> <ul style="list-style-type: none"> • Apply and assist others to use principles of teaching/learning 	<ul style="list-style-type: none"> • Providing tangible evidence of performance in teaching. This can include such things as summaries of student evaluations, awards/recognition of teaching excellence, citations from peers, and chair/dean evaluations of teaching. • Indirect measures can be included, such as changes in course syllabi, creative teaching methods, faculty development, use of technology, testing, instructional support of students outside of class, and evidence of student initiative and/or success after graduation. <p><i>In addition, faculty should:</i></p> <ul style="list-style-type: none"> • Develop and guide innovative measures in applying principles of teaching/learning

Standards	Instructor	Assistant Professor	Associate Professor	Professor
	<ul style="list-style-type: none"> Seek assistance and/or participate in establishing collaboration with clinical entities to promote student learning activities 	clinical entities to promote student learning activities	<ul style="list-style-type: none"> Enhance collaboration with clinical entities to promote student learning activities 	<ul style="list-style-type: none"> Facilitate other faculty in establishing collaboration with clinical entities to promote student learning activities
<p>(2) Program Development</p> <p><i>(Approved DSU RESSON FacOrg, 08/05/2003)</i></p>	<ul style="list-style-type: none"> Participates in the evaluation process 	<ul style="list-style-type: none"> Assists in the development of the evaluation process 	<ul style="list-style-type: none"> Initiates and reviews the systematic evaluation process 	<ul style="list-style-type: none"> Provides leadership in the systematic evaluation process
<p><u>Service</u></p> <p>(1) Academic Profession</p> <p><i>(based on DSU Tenure and Promotion Standards)</i></p>	<ul style="list-style-type: none"> Participates in professional and/or leadership development activities 	<ul style="list-style-type: none"> Assist colleagues in offering professional and/or leadership development activities 	<ul style="list-style-type: none"> Develops professional and/or leadership development activities 	<ul style="list-style-type: none"> Coordinates professional and/or leadership development activities
<p>(2) University & RESSON</p> <p><i>(based on DSU Tenure and Promotion Standards)</i></p>	<ul style="list-style-type: none"> Serves on University and School of Nursing committees 	<ul style="list-style-type: none"> Actively participates on University and School of Nursing committees 	<ul style="list-style-type: none"> Assumes a leadership role on the University and School of Nursing committees 	<ul style="list-style-type: none"> Assumes an evaluative role on the University and School of Nursing committees
<p>(3) Community & Discipline of Nursing</p> <p><i>(based on the DSU Tenure and Promotion Standards; Approved DSU RESSON FacOrg, 08/05/2003)</i></p>	<ul style="list-style-type: none"> Participates in community activities 	<ul style="list-style-type: none"> Shares expertise in community and professional activities 	<ul style="list-style-type: none"> Serves as a consultant with individuals at the local and state level 	<ul style="list-style-type: none"> Provides leadership through consultation with individuals at the regional and national level
<p><u>Scholarship/Research</u></p>	<ul style="list-style-type: none"> Participates in collaborative research 	<ul style="list-style-type: none"> Conducts independent or collaborative research 	<ul style="list-style-type: none"> Initiates independent and/or collaborative research 	<ul style="list-style-type: none"> Coordinates research programs with colleagues

Standards	Instructor	Assistant Professor	Associate Professor	Professor
<p><i>(based on the DSU Tenure and Promotion Standards; Approved DSU RESSON FacOrg, 08/05/2003)</i></p>	<ul style="list-style-type: none"> • Serves as co-author in dissemination of paper(s), poster presentation(s) or creative works at local level 	<ul style="list-style-type: none"> • Presents paper(s), poster presentation(s) or creative works at the state level • Submits paper(s) for publication 	<ul style="list-style-type: none"> • Presents paper(s), poster presentation(s) or creative works at the regional level • Submits paper(s) for publication 	<ul style="list-style-type: none"> • Sustains own program of research • Provides leadership in promoting research involvement and developing research programs • Presents paper(s), poster presentations(s) or creative works at the national and/or international level • Submits paper(s) for publication in referred journals
<p><u>Professional Development</u></p> <p><i>(IHL Standard #II., 2, p. 5; July 2013; MS BON Rules and Regulations, May, 2009; DSU RESSON FacOrg 11/09/2009)</i></p>	<ul style="list-style-type: none"> • Maintains current RN licensure and/or licensure in advanced practice • Maintains competencies as a professional nurse through clinical practice, continuing education and/or certification in specialty area(s) 	<ul style="list-style-type: none"> • Maintains current RN licensure and/or licensure in advanced practice • Maintains competencies as a professional nurse through clinical practice, continuing education and/or certification in specialty area(s) 	<ul style="list-style-type: none"> • Maintains current RN licensure and/or licensure in advanced practice • Maintains competencies as a professional nurse through consultation and/or certification in specialty area(s) 	<ul style="list-style-type: none"> • Maintains current RN licensure and/or licensure in advanced practice • Maintains competencies as a professional nurse through consultation and/or leadership roles in professional organizations and/or certification within specialty area(s)

Origination Date:05/0

Faculty Annual Evaluation
For the time period January 1, 2021 – December 31, 2021
[Date of Submission]

Name:

Title/Academic Rank:

College:

Department/Division:

Program:

Colleges may require additional information or documentation from faculty to meet specific accreditation requirements.

Teaching

1. List all courses taught:

Courses Taught	Date/Semester	Number of Enrolled Students	Number of Survey Responses	Average Scores from Student Course Evaluations

2. List advising activities for the year:

3. List any program duties outside the classroom (e.g. program coordination, lead instructor, etc.):

4. List Professional Development activities and outcomes below:

Professional Development Activity	Date	Who Provided the Activity	Outcome/Benefit

--	--	--	--

5. Describe other activities or evidence that contributed to your teaching effectiveness (use of technology, creative teaching methods, etc.):

6. List any awards received for teaching:

7. Evaluate teaching goals for this academic year:

Teaching Goals for current Academic Year	Activity	Outcome

8. Proposed teaching goal(s) for next year:

9. Self-assessment of teaching should include: 1) strengths/weaknesses in the classroom; 2) discussion of student course evaluations; 3) discussion of previous improvements and their effectiveness; 4) strategies/plans for improvement; and 5) other considerations if applicable:

Scholarship

1. List publications, presentations, grants/contracts, other, and any awards received for scholarship:
(Use formal citation where appropriate and indicate if the article or presentation was selected through peer review.)

2. Evaluate scholarship goals for current academic year:

Scholarship Goals for current Academic Year	Activity	Outcome

3. Proposed scholarship goal(s) for next year:

4. Self-assessment of publications, presentations, grants/contracts, other:

Service

1. List departmental, university, or professional service, and any awards received for service. Indicate the amount of activity and time the commitments required.

2. Evaluate service goals for current academic year:

Service Goals for current Academic Year	Activity	Outcome

3. Proposed service goal(s) for next year:

4. Self-assessment of departmental, university, and professional service:

Summary table

Total number of publications	Total number of presentations	Total number of awards and recognitions	Total number of grants/contracts

Chair's Evaluation:

Areas to be evaluated and rated are (1) teaching, (2) research/scholarship/creative activity, (3) service, and (4) overall performance. In each area, the department chair rates faculty performance, as set forth below, relative to expectations for his or her rank, based on previously established objectives for that faculty member (including goals for the previous year). Each academic department will determine specific descriptors as to what each evaluation category entails. Chair will comment on areas that need improvement, if any.

1. Narrative evaluation:

Chair Goals for Faculty for Next Academic Year	Suggested Activity	Suggested Outcome

2. If a written Professional Improvement Plan is necessary, what items and outcomes should be addressed?

Item	Weight [^]	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement*	Unsatisfactory*	
Teaching	60%	O	O	O	O	O	N/A
Scholarship	20%	O	O	O	O	O	N/A
Service	20%	O	O	O	O	O	N/A
Overall		O	O	O	O	O	

Faculty Signature: _____ Date: _____

[Faculty signature represents awareness of this evaluation, not agreement.]

Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

*An improvement plan is required.

[^]Non-tenure track faculty may use the following weights: 60 – 80% teaching; 0 – 20% scholarship; 0 – 20% service.

**DELTA STATE UNIVERSITY
ROBERT E. SMITH SCHOOL OF NURSING**

**FACULTY BENCHMARKS REPORTING FORM
JANUARY 1 – DECEMBER 31**

FACULTY NAME _____

CALENDAR YEAR _____

TEACHING BENCHMARKS

Benchmark #1

100% of nursing faculty attain at least 10 contact hours annually

Name of Continuing Education with Contact Hours	# Agency Approved Contact Hours Awarded	Copy of Certificate on file in the Dean's Secretary office?
Name of Continuing Education without Contact Hours	# Training Hours	Copy of Certificate on file in the Dean's Secretary office?

Benchmark #2

80% of nursing faculty attain mean scores of 3.0 or above on all course/faculty/clinical evaluations each semester

Evaluation Type	Course #	Semester Spring, Fall Summer I&II	Overall Mean Score	Response Rate (#responses ÷ total students x 100) = %
Instructor				
Course/Instructor				
Clinical Instructor or Skills/Simulation Lab Coordinator				
Clinical Agency				
Skills/Simulation Lab				

Benchmark #3

100% of nursing faculty participate in academic advisement each semester for students enrolled and/or pursuing enrollment in nursing programs

Semester	Spring		Summer		Fall	
# of Students Advised*						
Advisement Documentation	CRM	Paper	CRM	Paper	CRM	Paper

***Submit *Faculty Advisement Documentation Form* (located on Nursing Shared Drive) if Advisement documented on paper.**

Benchmark #4

40% of nursing faculty incorporate simulation activities into the Clinical/Practicum courses in which they teach

Course Number & Name	Simulation Type	# of Simulation Activities included in the course	# of Simulation Hours participated in with students during the course

SCHOLARSHIP BENCHMARKS

Benchmark #5

40% of tenure track nursing faculty present peer-reviewed research at the state, regional, national, or international level

Name of Presentation	State	Regional	National	International

Benchmark #6

10% of nursing faculty are published in a peer reviewed journal/book/other as an author, reviewer, or editor.

TYPE	Published	Author	Reviewer	Editor
Journal				
Book				
Other				

Benchmark #7

10% of nursing faculty submit a grant or serve as a grant reviewer

# Grants Submitted (name of organization – HRSA, USDA, etc)	# Grants Awarded	\$ Amount Awarded	# of Grants Reviewed

SERVICE BENCHMARKS

Benchmark #8

100% of nursing faculty serve on two or more SON committees

SON Committee Name	
SON Committee Name	
SON Committee Name	

Benchmark #9

75% of nursing faculty serve on one or more University committees, council, taskforce, or other appointed/elected positions

University Committee Name	
University Committee Name	
University Committee Name	

Benchmark #10

100% of nursing faculty participate in two or more recruitment events annually

Date	Recruitment Event	Location	# Participants

Benchmark #11

75% of nursing faculty hold membership in professional organizations at state, national, or international levels

Professional Organization

Benchmark #12

40% of nursing faculty hold leadership positions in professional organizations at state, regional, national, or international levels

Professional Organization	Leadership Position	State	Regional	National	International

Benchmark #13

60% of nursing faculty participate in community services relevant to the profession

Name of Community Service Event	Location	# Participants	Did Students Participate in Event?

PRACTICE BENCHMARKS

Benchmark #14

60% of nursing faculty engage in faculty practice to maintain nursing competency

Name of Practice Site	Role at Practice Site

Delta State University
Robert E. Smith School of Nursing
Tenure/Promotion Portfolio Rubric

Criteria	Excellent	Good	Average	Poor	Very Poor	Not Completed
	5 pts	4 pts	3 pts	2 pts	1 pt	
Section 1 – Professional Curriculum Vita						
Is the Vita current?						
Does the educational background support the teaching assignment?						
Is the Vita complete?						
Section 2 Personal Philosophy/Theory of teaching						
Organization and written communication						
Are attitudes and beliefs clarified?						
Is there good reflection on issues related to good teaching as well as ethical and professional leadership?						
Are all important components included?						
Section 3 – Self Reflection and Goal setting						
Is there appropriate evidence of self-reflection as it relates to professional goal setting?						
Do goals provide for a means of continuous evaluation and improvement?						
Are methods for improvement of teaching evident?						
Are goals for current and previous years included?						
Is there evidence of goal attainment year to year?						
Section 4 – Teaching						

Criteria	Excellent 5 pts	Good 4 pts	Average 3 pts	Poor 2 pts	Very Poor 1 pt	Not Completed
Is there documentation or demonstration of qualities and achievements related to effective teaching?						
Is there documentation of continued growth as a teacher?						
Is the faculty member available to students for advisement and other areas related to classroom performance?						
Does the faculty member show evidence of conducting class in a manner that is fair and encouraging for all learners?						
Is there evidence of competency as indicated by the faculty member's yearly student evaluation?						
Other accomplishments related to teaching not covered above						
Section 5 - Scholarship						
Is there evidence of scholarly activity?						
Is there evidence of honors or awards for scholarly activities?						
Is there documentation of presentations or trainings for professional organizations?						
Is there evidence of ongoing research?						
Is there evidence of scholarly publications?						
Is there evidence of other involvement in professional organizations? (reviews, serving as officers, etc.)						
Other scholarly activities not included above						
Section 6 – Service						

Criteria	Excellent	Good	Average	Poor	Very Poor	Not Completed
	5 pts	4 pts	3 pts	2 pts	1 pt	
Is there evidence of membership in professional organizations related to teaching area?						
Is there evidence of other involvement in professional organizations related to teaching area?						
Does the faculty make an effort to be a part of the unit team by cooperating and being willing to participate in activities outside the classroom?						
Is there a willingness to work with all programs within the division?						
Is there a willingness to participate in accreditation activities or other activities sponsored by the unit when appropriate?						
Is there a willingness to act as an advisor when needed?						
Is there evidence of a positive and willing attitude?						
Is there participation in activities sponsored by the division?						
Is there a willingness to serve on committees and task forces or coordinate other activities within the college?						
Is there a willingness to serve on university committees or as advisors for student organizations on campus?						
Is there evidence of willingness to serve in other university capacities when asked?						
Is there evidence of a dedication to the involvement in an environment dedicated to the whole student?						

Criteria	Excellent	Good	Average	Poor	Very Poor	Not Completed
	5 pts	4 pts	3 pts	2 pts	1 pt	
Is there evidence of community service related to the academic division?						
Is there a willingness to work with local schools and educators when asked?						
Is there evidence of other types of service activities not listed above?						
Supplemental Materials						

Reviewed 11/14

Staff Position Descriptions

DELTA STATE UNIVERSITY Robert E. Smith School of Nursing

POSITION TITLE **Administrative Secretary (Dean of Nursing)**
(Full-time, twelve (12) month position)

REPORTS TO Dean of Nursing
POSITION SUMMARY Assist the Dean by performing administrative and secretarial duties with considerable latitude for exercising judgment and discretion in the handling of complex and sensitive material to ensure the smooth and efficient operation of the office

QUALIFICATIONS Required

- High school diploma or GED
- Proficient in word processing, spreadsheets, and databases
- Proven ability to communicate effectively in both oral and written formats
- Ability to work and maintain confidential information
- Ability to relate to diverse age and demographic backgrounds
- Demonstrates a strong work ethic, integrity, quality work, pleasant attitude, positive, self-starter, and open to new and different perspectives
- Ability to prioritize and manage chaos

Preferred

- Strong organizational skills and independent work initiative
- Evidence of effective problem solving, critical thinking, and decision-making skills
- Demonstrates proactive approach in identifying problems
- Evidence of flexibility, willingness to change, open-mindedness, fairness, accepting responsibility and personal growth

ESSENTIAL DUTIES AND/OR RESPONSIBILITIES

- Provides administrative support and office reception to the Dean's office
- Maintains a comprehensive administrative filing system for the Dean and School of Nursing in accordance with university records management and archiving
- Performs general administrative duties such as word processing, filing, answering phones, photocopying, faxing, creating and retrieving correspondence
- Manages extensive and constantly changing schedules for the Dean; responds to meeting requests, and handles scheduling conflicts

- Organizes travel arrangements and workshop/conference registration for the Dean; submits travel authorization/reimbursement forms for SON faculty
- Assists in data collection and tabulation for reports /surveys to the university, accreditation, and professional organizations
- Provides accurate fiscal information for preparation of annual SON budget
- Oversees the administration and file records of SON funds (all purchase requisitions & receiving, purchasing card statements, travel and expense claims) to ensure accuracy and availability of funds
- Oversees end of year fiscal reports & maintenance contracts
- Ensures supplies, materials, and services are ordered as necessary and received as requested
- Maintains student information database and faculty files
- Prepares and submits lab fees [each semester] to the Student Business Services
- Assists with recruiting efforts (i.e. providing overview of programs, tours, printing of recruitment materials) as needed
- Serves as Webmaster for SON
- Manages all clinical agency contracts for student learning
- Submits work orders to various departments (i.e. facilities management, technology, communications/marketing) as needed
- Maintains inventory for all of SON property
- Assists in the distribution of incoming and outgoing internal and external mail
- Assists in dissemination of information to internal and external stakeholders
- Provides support to Faculty Organization committee by serving as official recorder, transcriber, and distributor of minutes; maintains decision/action tracking form to ensure task completed
- Assists Dean with special projects related to student data
- Assists in meeting deadlines for various tasks and in the planning of events, as required
- Records and monitors leave time for Dean, faculty, and staff
- Performs other duties as may be assigned by the Dean

DELTA STATE UNIVERSITY
Robert E. Smith School of Nursing

POSITION TITLE	Senior Secretary (Chair of Nursing & Secretary to Faculty) (Full-time, twelve (12) month position)
REPORTS TO	Chair of Nursing
POSITION SUMMARY	Assist the Chair of Nursing (CON) and faculty members by performing secretarial duties to manage the programs within the School of Nursing (SON). Serve as a receptionist and point of first contact for students (current and potential) and the public.
QUALIFICATIONS	<p><u>Required</u></p> <ul style="list-style-type: none"> • High School Diploma or GED • Proficient in computer skills (i.e. word processing) • Proven ability to communicate effectively in both oral and written formats • Ability to work and maintain confidential information • Ability to relate to diverse age and demographic backgrounds • Demonstrates a strong work ethic, integrity, punctuality, quality work, pleasant attitude, positive, self-starter, open to new & different perspectives • Ability to prioritize and manage chaos <p><u>Preferred</u></p> <ul style="list-style-type: none"> • Strong organizational skills and independent work initiative • Evidence of effective problem solving, decision making, and time management skills • Demonstrates proactive approach in identifying problems • Evidence of flexibility, willingness to change, open-mindedness, fairness, accepting responsibility and personal growth
ESSENTIAL DUTIES AND/OR RESPONSIBILITIES	
	<ol style="list-style-type: none"> 1. Maintains student files for all programs (i.e. health and clinical agency requirements, correspondence, and academic information for advisement) 2. Manages Pre-Nursing, Undergraduate [BSN & RN-BSN Completion] and Graduate [non-degree seeking, MSN, and DNP] application information 3. Provides overview of the various nursing programs to potential applicants (via telephone, e-mail, postal mail, & tours) 4. Schedules appointments for advisement during pre(early) registration 5. Oversees course syllabi on nursing shared drive 6. Schedules room assignments for all classes, meetings, workshops, etc. in the SON 7. Performs fingerprinting on students and faculty for criminal background checks 8. Assists in evaluating student transcripts and calculating GPAs 9. Organizes work to prioritize and meet deadlines

10. Serves as contact person (through website) for potential students of all nursing programs
11. Prepares undergraduate and graduate applicant files for the SON Admissions and Progression committee to review
12. Assists in the distribution of admission letters to undergraduate and graduate students
13. Submits textbook information to the bookstore (*Faculty Enlight*) portal for all faculty members and prepares textbook list for students
14. Responsible for daily incoming and outgoing mail
15. Hires and supervises work-study students
16. Provides data as needed to CON/Dean for reports/surveys to the university, state, and national organizations
17. Keeps current with DSU policies and admission requirements in order to better assist faculty and students
18. Uses approved university software to assist students and faculty
19. Corresponds with prospective students following recruitment events
20. Performs other duties as may be assigned by the Dean/CON/Faculty

SON Evaluation Calendar

Evaluation Area & Evaluators	Term		
	Fa ll	Spring	Summer
Faculty Evaluations			
Self		X	
Students	X	X	X (as indicated)
Chair of Nursing		X	
Dean		X	
Course/Clinical Evaluations			
Students	X	X	X
Faculty	X	X	X
Clinical Agencies			
Students	X	X	X
Faculty	X	X	X
Simulation/ Skills Lab			
Students	X	X	
Faculty	X	X	
Environmental & Faculty Needs Assessment			
Faculty	X		
Budgetary Needs Assessment			
Dean		X	
Programs			
*Program Satisfaction: (Students)			
BSN	X		X (as indicated)
RN-BSN		X	X (as indicated)
MSN		X	X (as indicated)
DNP	X	X	X (as indicated)
Library Services			
Students		X	
Faculty		X	
Community of Interest (COI)			
Alumni [1 year graduates] (All programs)	X	X	X (as indicated)
Employers	X		
Advisory Council		X	
Strategic Planning			
Vision		X	
Mission		X	
Philosophy		X	
Program Learning [Students] Outcomes		X	
Faculty Benchmarks	X		
SON Goals: 5 year (2019-2024)	X		
Program Goals		X	
Bylaws	X		
Rank Description		X	
MPE		X	

* = Program survey is during the final semester of study.

Professional Development Funds

- Kent /Janice Wyatt Faculty Development Funds
 - 3 due dates throughout the year—watch Academic Reminders for exact dates (usually in September, January, and April)
 - There must be a link to teaching responsibilities
 - Will cover annual convention IF you are presenting
 - The fund will pay a percentage of overall cost. There is no monetary cap; however, the department is expected to pay a percentage of the overall cost as well as the University
 - A Follow-up Report (Form available online) must be completed
- Bryce Griffis President's Endowment
 - Intended for classroom equipment, speakers, guests
 - Must show how the money will be used to impact your work, the well-being of the students, or benefit the department/school
 - Available to faculty and staff
 - \$100-500
 - Available once annually with a due date at the beginning of the fall semester
- Dulce Fund
 - Intended for classroom equipment, speakers, guests
 - Must show how the money will be used to impact your work, the well-being of the students, or benefit the department/school
 - Available to faculty only
 - \$100-500
 - Available once annually with a due date at the beginning of the fall semester
- Research Funds
 - Intended for research endeavors. Can be used for professional meeting presentations
 - Department is expected to match the awarded amount
 - \$250 or ½ the cost of the trip; whichever is LESS
 - *Travel request* must also be submitted and received at least 1 week before the meeting
 - At current, little funding is available.

Guidelines for all funds:

- Annual conventions and meetings in the state are not eligible.
- Only full-time faculty and staff are eligible.
- Expenses related to pursuit of a degree are not eligible.

Robert E. Smith School of Nursing Forms

List of SON Forms

(Actual forms located in Forms Notebook in Faculty Secretary Office)

- Action/Decision Tracking Forms
- Application Worksheet
- Change of Major – Undergraduate
- Change of Major - Graduate
- Contingency Plan for Faculty Absence
- Curriculum Vitae Format
- Disability Services Procedures
- Excessive Absence Report
- Faculty Advisement Documentation Table
- Faculty Clinical Travel
- Faculty Development Plan
- Faculty Travel – Other Than Clinical
- Faculty/Student Interaction Form
- Graduate Comprehensive Exam and Outcome Form
- History and Physical Forms
- Instructor Office Hours Form
- MSN Recognition Event Checklist
- MSN Research Day Checklist
- Part-time Plan of Study Advisement Form
- Pinning Ceremony Checklist
- Registration Schedule Form with Instructions
- Request for Approval of Guest Speaker
- Scholarship Appreciation Banquet Checklist
- Service Learning Hours
- STTI Induction Ceremony Checklist
- Student Exit Interview Form
- Student Information Sheet (BSN, RN/BSN, MSN, DNP)
- Teacher Absence Request
- Travel Worksheet
- Vaccination Declination Form

Robert E. Smith School of Nursing Orientation Packet

- Academic Honesty Policy
- Code of Ethical and Professional Conduct Form
- Confidentiality Statement – Graduate
- Confidentiality Statement – Undergraduate
- Criminal Background Check Release Form
- Handbook Form
- Substance Abuse Policy and Procedure
- Travel Waiver Form