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FOREWORD

The guidelines in this Faculty Handbook are based on the policies and procedures of the School of Nursing. The Faculty Handbook is to be used as a reference document in conjunction with the University Faculty and Professional Personnel Handbook, School of Nursing brochures, and student handbooks.
SECTION I: SCHOOL OF NURSING

Refer to Section 1 for history of the School of Nursing, organizational chart, accreditation, vision, mission statement, goals, philosophy of nursing, philosophy of education, organizing framework, and organizing framework concepts and definitions.

SECTION II: PROGRAMS and GOVERNANCE

PROGRAMS OUTCOMES

PROGRAM OUTCOMES FOR BACCALAUREATE

BACCALAUREATE PROGRAM OUTCOMES

1. Integrates knowledge, skills, and values from biological, psychological, social sciences, and arts in nursing practice.

2. Demonstrates basic organizational and systems leadership to promote patient safety and quality improvement.

3. Demonstrates an understanding of the basic research process by integrating evidence-based practice and clinical judgment, which will allow student to evaluate and improve patient outcomes.

4. Integrates use of information management and application of patient care technology in professional nursing.

5. Demonstrates a basic knowledge of health care systems, including the organization and financing of patient services, reimbursement structure, healthcare policies, and regulatory processes.

6. Utilizes effective inter/intraprofessional communication, collaboration, and change processes to provide evidence-based patient-centered care.

7. Integrates culturally appropriate health promotion and clinical prevention strategies across the lifespan, for individuals, families, groups, communities, and populations.

8. Exemplifies professionalism, professional values, honesty and ethical behaviors utilizing evidence-based knowledge, skills, and attitudes in professional nursing practice.

Baccalaureate Curriculum Committee Approved: 10/8/14
Faculty Organization Committee Approved: Announced on 12/1/14
PROGRAM OUTCOMES FOR MASTER’S

1. Demonstrate role competency and leadership in a selected advanced nursing role based on professional standards.
2. Integrate nursing and related sciences and theories in delivery of advanced nursing practice.
3. Analyze research to support evidence-based practice.
4. Function as a member of inter/interprofessional collaborative team for improving patient and population health outcomes.
5. Utilize information systems/technology in professional practice.
6. Analyze quality improvement and safety initiatives to improve health outcomes.
7. Analyze health policy development and implementation.
8. Integrate clinical prevention and population health concepts for improving health.

Master’s Curriculum Approved 10/31/13
Faculty Org Approved 11/4/13

PROGRAM OUTCOMES FOR DNP

1. Demonstrate advanced nursing practice.
2. Translate research and data to support evidence-based practice.
3. Lead interprofessional collaboration for improving patient and population health outcomes.
4. Utilize information systems/technology to improve health care.
5. Provide leadership to enhance accessibility and quality of care.
7. Provide leadership to enhance population health initiatives in reducing health disparities.

DNP Curriculum Approved: 3/19/15
Faculty Org Approved: 2/2/16

NURSING PROGRAMS
Baccalaureate Nursing Program


The Baccalaureate Program Nursing Handbook contains information for the undergraduate student policies and information as well as policies and information for the RN-to-BS program. The undergraduate student blackboard site in the Community of Baccalaureate Students provides specific forms and information needed by students in this program. The Community of RN-to-BS blackboard site is specific for information needed by the RN-to-BS students.

Master’s Nursing Program

Graduate Catalog, 2016-2017, https://cms.bsu.edu/academics/collegesanddepartments/gradschool/graduate-catalog

The Master’s Nursing Program Handbook contains information for the master’s student policies and information. The Community of Master’s Students provides specific forms and information needed by students in this program.
The DNP Nursing Program Handbook contains information for the DNP student policies and information. The Community of DNP Students provides specific forms and information needed by students in this program.
SECTION III: COMMITTEE ORGANIZATION
SCHOOL OF NURSING GOVERNANCE STRUCTURE

FLOW CHART FOR POLICY DECISIONS

- Director
  School of Nursing

- Agency Representatives
- Clinical Agencies
- Faculty Organization
  - Nursing Alumni Society
  - BSNA
  - Department Senate Representative

PROGRAMS:
- Baccalaureate
  - Curriculum
  - Admission & Progression
- Master's
  - Curriculum
  - Admission & Progression
- DNP
  - Curriculum
  - Admission & Progression

FACULTY:
- Promotion & Tenure
- Salary
  - Tenure & Tenure Track Appeal
  - Salary Appeal
  - Contract

KEY:
- Direct Line
- Advisory

Faculty Org Approval: December 7, 2015
Ball State University School of Nursing
Faculty Organization Bylaws
BYLAWS OF THE FACULTY ORGANIZATION

ARTICLE I - Name

This body shall be known as the Faculty Organization of the Ball State University School of Nursing.

ARTICLE II - Purpose

The purpose of the Faculty Organization shall be to establish academic and faculty policies affecting the School of Nursing in accordance with Article III of these bylaws. The faculty shall be responsible for promoting faculty, student, interprofessional, and inter-agency participation in the implementation of the Nursing Programs through the Standing and Special Committees.

ARTICLE III - Authority

Section 1 -- The Faculty Organization shall have such legislative and administrative authority in matters concerning the School of Nursing as shall hereinafter be stated.

Section 2 -- The Faculty Organization shall assume responsibility of the School of Nursing Programs and shall be authorized to:

-- develop, implement, review, and periodically revise the systematic evaluation plan.
-- establish the mission, goals, philosophy, purposes, and program outcomes of the nursing programs which are congruent with the college and university.
-- establish curricula offerings which reflect the stated mission, goals, philosophy, and program outcomes.
-- establish policies for student recruitment, admission, retention, progression, and graduation.
-- participate in the recruitment, selection, and retention of faculty.
-- review and act on recommendations from Standing and Special Committees of the Faculty Organization, its own membership, and community of interest.
-- evaluate educational policies and practices relative to faculty responsibilities for the implementation of the programs of study and curricula.
-- review and recommend revisions of the bylaws.

ARTICLE IV – Membership and Voting Members

Membership of the Faculty Organization shall consist of all regular full-time faculty, contract full-time faculty, and contract part-time faculty of the School of Nursing.

a. Voting members
   All faculty members in the School of Nursing having at least 0.5 FTE appointments for an academic year constitute the Faculty Organization.

b. Non-voting members
   Semester contract part-time faculty shall be entitled to attend meetings of the Faculty Organization as non-voting members.

c. Ex-officio members
   1. Director of the School of Nursing
   2. Professional baccalaureate and graduate advisors
   3. Other individuals selected as deemed appropriate by the Faculty Organization

ARTICLE V - Officers
Section 1 – Faculty Organization officers shall consist of a chair, vice-chair/chair elect, secretary, and treasurer. The officers shall be elected at the last faculty meeting of the academic year. The vice-chair/chair elect shall be affirmed as chair for the succeeding academic year.

Section 2 -- Terms of office shall be one calendar year from the beginning of one academic year to the beginning of the next academic year.

ARTICLE VI - Responsibilities of the Officers

Section 1 The Chair:

-- sends request for agenda items that must be submitted to the chair at least two weeks prior to the Faculty Organization meeting. Any documents to be reviewed and acted upon by Faculty must be distributed by the person(s) submitting the request to all faculty one week prior to the meeting.
-- prepares and distributes the agenda one week prior to the Faculty Organization meeting.
-- presides at all meetings of the Faculty Organization.
-- appoint a parliamentarian for Faculty Organization meetings.
-- reviews and signs minutes prior to distribution.

Section 2 The Vice-Chair/Chair elect:

-- serves in the absence of the chair and assumes all the responsibilities thereof.
-- assists the chair in fulfilling the duties of the chair.

Section 3 The Secretary:

-- record minutes of meetings of the Faculty Organization.
-- prepare and submit minutes of the meetings of the Faculty Organization to Chair for approval and signature.
-- assist the Chair in preparation and distribution of agenda and signed minutes to all faculty members. The Administrative Coordinator maintains an official file of the minutes in appropriate School of Nursing files.
-- notes approval dates on appropriate documents and forwards document to Administrative Coordinator

Section 4 The Treasurer:

-- collect annual School of Nursing dues.
-- administer the budget maintain financial records

ARTICLE VII - Meetings

Section 1 -- Regular meetings of the Faculty Organization shall be held a minimum of twice each academic year and as deemed necessary by the Chair/Director.

Section 2 -- Special meetings may be called by the Chair/Director of the School of Nursing, or upon the written request of five (5) members of the Faculty Organization.
ARTICLE VII - Standing/Special Committees

Section 1 -- The regular work of the faculty shall be carried on by the Standing Committees of the faculty, which shall be the:

Programs
Admission and Progression, Baccalaureate
Admission and Progression, Master’s
Admission and Progression, DNP
Curriculum, Baccalaureate
Curriculum, Master’s
Curriculum, DNP
Faculty Promotion and Tenure
Salary Appeal (Tenure & Tenure-Track)
Salary (Contract)
Salary Appeal (Contract)

Section 2 -- The Special Committees shall be appointed by the Faculty Organization.

Section 3 -- The Director shall be ex officio members of all Standing/Special Committees. Members of all Standing/Special Committees shall be appointed by the Director with all faculty preferences being considered, except those committees where elections are designated. The chair from the previous year will convene for the first meeting of the academic year. Officers of each committee shall be elected at its first meeting. Officers shall consist of a Chair and Secretary as a minimum for each committee. Committees may add additional officers at their discretion, such as Co-chair or Vice-Chair.

Section 4 -- The policies for student representation shall follow committee guidelines unless otherwise designated by University Senate policy. These students shall be granted all privileges of membership with voting rights.

Section 5 -- It shall be the responsibility of each Standing/Special Committee to:

-- elect committee officers.
-- fulfill the functions assigned to it by the Faculty Organization.

ARTICLE VIII - Responsibilities of Committee Officers

Section 1 -- It shall be the responsibility of the Chair of each committee to:

-- preside at each meeting.
-- appoint the membership on sub-committees.
-- report regularly to the Faculty Organization.
-- communicate committee decisions to appropriate persons.
-- prepare an agenda for each meeting.
-- prepare an annual report.

Section 2 -- It shall be the responsibility of the Vice-Chair to:

-- assume the duties of the chair in his/her absence.
-- assist the chair in fulfilling the duties of the chair.

Section 3 -- It shall be the responsibility of the Secretary of each committee to:
-- note approval dates on appropriate documents and submit minutes to administrative coordinator for the purpose of maintaining Official Committee Meetings.
-- distribute a copy of the minutes of each meeting to the committee members.
-- refer the recommendations of the Committee in writing to the Faculty Organization Chair for placement on the agenda of the Faculty Organization meeting.

ARTICLE IX - Quorum

Section 1 -- A majority of regular full-time faculty, contract full-time faculty, and contract part-time faculty of the Faculty Organization shall constitute a quorum.

Section 2 -- A majority of the membership of each committee shall constitute a quorum, unless otherwise stipulated in a committee guideline.

ARTICLE X - Voting

Section 1 -- A two-thirds (2/3) vote of those present shall be necessary for acceptance of recommendations (motions) either from the Faculty Organization or from a committee. (This includes a suspension of the standing rules.)

Section 2 -- A majority of the membership of each committee is requested to pass a motion unless otherwise specified by the committee guidelines.

ARTICLE XI - Parliamentary Authority

Section 1 -- Robert's Rules of Order, Revised shall serve as the parliamentary authority of the Faculty Organization. The Chair shall appoint a parliamentarian.

Section 2 -- Standing Rules

1. Contract full-time faculty, and contract part-time faculty may vote on all matters except those pertaining to Salary and Promotion/Tenure.

2. A two-thirds (2/3) vote of those present shall be necessary for acceptance of recommendations (motions) either from the Faculty Organization or a Standing Committee. (This includes a suspension of the standing rules.)

3. Voting shall be verbal except in the case of elections or when a written ballot is requested by one or more of the faculty.

ARTICLE XII - Revision of Bylaws

A. Proposed changes shall be presented to the standing/special Committee for consideration and recommendation.

B. The Bylaws of the Faculty Organization may be amended at a meeting of the body by three-fourths (3/4) of those present and voting. Proposed changes must be circulated in writing to the members of the Faculty at least two (2) weeks in advance of the meeting. No changes may be proposed to the body within one (1) month of the end of the academic year.

Faculty Organization Approved: 11/6/95
Edited: 7/13/13
Faculty Organization Approved: 2-1-2016
Baccalaureate Curriculum Committee Guidelines

Baccalaureate Curriculum Committee Approved: 9/14/15
Faculty Organization Committee Approved: 10/5/15

NAME
i. The name of this committee shall be the Baccalaureate Curriculum Committee.

AUTHORITY
ii. This committee shall function as a standing committee of the Faculty Organization. Announcements and action items (in the form of motions) from this committee will be forwarded to the Faculty Organization.

MEMBERSHIP
iii. All full-time tenured, tenure-track, and contract faculty teaching in any baccalaureate track
iv. One (1) senior student representative from the baccalaureate program and one alternate senior student And
v. Baccalaureate Program Director
vi. Simulation and Information Technology Center Director
vii. Director, School of Nursing, ex officio

OFFICERS
viii. Officers shall consist of a Chair, Vice-Chair, and Secretary.
ix. Each officer shall be elected by members of the Baccalaureate Curriculum Committee at the first annual meeting.
x. Each officer will be elected for one year

STRUCTURE AND FUNCTIONS
1. The functions of this committee shall be accomplished through a sub-committee structure. Each member of Baccalaureate Curriculum Committee will serve on a minimum of one sub-committee. Sub-committee members will report on their work at scheduled Baccalaureate Curriculum Committee meetings.
2. Each sub-committee shall have a chair person and a secretary. Minutes shall be kept and submitted to the Baccalaureate Curriculum Committee site on Blackboard. Sub-committees shall consider each curriculum track in their work.
3. Sub-committee functions are described below.

TEACHING SUB-COMMITTEE
i. Develop, implement, and revise the School of Nursing curriculum based on the philosophy and organizing framework.
   1. Evaluate learning environments for a variety of learning options appropriate to professional learning.
   2. Monitor course hours for consistency with required hours.
ii. Review and implement proposed innovative teaching strategies and learning activities.

iii. Review requests for textbook changes and bring forward to the committee motions regarding recommended changes.

iv. Select the undergraduate Outstanding Teacher Faculty Award from among baccalaureate faculty in all tracks. The deadline for the nomination is February 14 and selection decision made by March 20 with notification of the recipient to the Director and Dean. Potential nominees who serve on the teaching sub-committee will recuse themselves from deliberation regarding this award.

OUTCOMES SUB-COMMITTEE

v. Review, update, and approve course and simulation outcomes.

vi. Identify learning activities consistent with course outcomes.

vii. Assess congruency of course outcomes with program outcomes and AACN standards.

POLICY SUB-COMMITTEE

viii. Review annually and revise as necessary the Baccalaureate Student Handbook.

ix. Review annually at a minimum and revise as necessary the SON web pages.

x. Work with Director of School of Nursing and Director of the Baccalaureate Program to develop new and to modify existing SON policies. New or modified policies will be brought to committee for approval.

EVALUATION SUB-COMMITTEE: responsible for quality improvement activities for SON including

xi. Maintain congruency of the School of Nursing philosophy and strategic plan with the university mission and strategic plan.

xii. Review, revise, and implement the baccalaureate sections of the systematic evaluation plan for the School of Nursing.

xiii. Evaluate curriculum including clinical experiences and simulations for congruence with SON program outcomes, organizing framework, and philosophy.

ACCREDIDATION AND NATION RECOGNITION SUB-COMMITTEE

xiv. Membership on this sub-committee shall be composed of volunteers as well as one (1) member from each of the first four (4) sub-committees.

xv. Monitor learning activities and course outcomes for a logical progression over the length of the program.

xvi. Oversee baccalaureate accreditation process in the School of Nursing.

xvii. Oversee activities and process for national recognition (i.e. Center of Excellence) activities.
MEETINGS

i. An organizational meeting shall be held immediately prior to or during the first week of classes for the purpose of election of officers and establishment of sub-committee membership.

ii. Meetings shall be held at least twice a semester during the academic year. All members are expected to attend.

iii. Sub-committee meetings shall be held at least one time per month between scheduled committee meetings.

iv. Additional meetings may be called by the Chair or at the request of two (2) members.

AGENDA

v. The officers shall establish the agenda.

vi. Request for agenda items may be made by communication with the chair.
BACCALAUREATE ADMISSION AND PROGRESSION COMMITTEE
GUIDELINES

Approved by Baccalaureate Admission & Progression Committee:
Approved by Faculty Organization:

I. NAME

The name of this committee shall be the Baccalaureate Admission and Progression Committee.

II. AUTHORITY

This Committee shall function as a standing committee of the Faculty Organization Committee. Recommendations from this Committee shall be referred to the Faculty Organization Committee for action.

III. FUNCTIONS

1. Recommend admission and progression policies and criteria for the Baccalaureate Program.
2. Implement admission and progression policies and criteria for the Baccalaureate Program approved by the Faculty Organization Committee.
3. Evaluate records and select students for admission to the Baccalaureate clinical nursing course sequence.
4. Review and act upon requests for re-admission to clinical nursing courses.
5. Determine recipients of School of Nursing controlled scholarships and/or awards.

IV. MEMBERSHIP

1. Baccalaureate Program Director or designee
2. RN to BS track Program Director or designee
3. Two (2) faculty members appointed annually who teach in the Baccalaureate Program
4. Coordinator of Academic Advising assigned to the School of Nursing
5. Primary Departmental Advisor in the School of Nursing
6. Director, ex officio

V. OFFICERS

Officers shall consist of Chair, Vice-Chair, and Secretary. The Baccalaureate Program Director will serve as Chair. The Vice-Chair and Secretary shall be elected by the committee membership at the first meeting of the fall term and shall serve for one year.

VI. MEETINGS

Meetings will be called and held as needed.

VII. AGENDA

The agenda shall be established by the Chair. Others may request agenda items by contacting the Chair.
I. NAME
The name of this committee shall be the Master’s Curriculum Committee.

II. AUTHORITY
This committee shall function as a standing committee of the Faculty Organization. Announcements and action items (in the form of motions) from this committee will be forwarded to the Faculty Organization.

III. FUNCTION
1. Maintain congruency with School of Nursing philosophy and strategic plan and the university mission and strategic plan.
2. Review, revise, and implement the master’s sections of the systematic evaluation plan for the School of Nursing.
3. Develop, implement, evaluate, and revise the School of Nursing Master’s curriculum based on the philosophy, organizing framework and program outcomes.
4. Monitor course outcomes and learning activities for a logical progression over the length of the program.
5. Evaluate learning environments for opportunities for a variety of learning options appropriate to professional nursing.
6. Review annually and revise as necessary the Master’s Student Handbook and School of Nursing Web pages.
7. Oversee Master’s accreditation process in the School of Nursing
8. Select graduate Outstanding Teaching Faculty Award, including master’s and DNP faculty.

IV. MEMBERSHIP
1. Master’s Program Director.
2. Full-time tenured, tenure-track, and contract faculty appointed.
3. One (1) student representative from master’s program.
4. Director, School of Nursing, ex officio.
5. Director, Simulation and Information Technology Center, ex officio.

V. OFFICERS
1. Officers shall consist of a Chair, Vice-Chair, and Secretary.
2. Each officer will be elected by members of the Master’s Curriculum Committee at the first annual meeting.
3. All officers will be elected for one year.

VI. MEETINGS
1. Meetings shall be held twice each semester during the academic year.
2. Additional meetings may be called by the Chair at the request of two (2) members

VII. AGENDA
1. The officers shall establish the agenda.
2. Requests for agenda items may be made by communication with chair.
MASTER’S ADMISSION AND PROGRESSION COMMITTEE
GUIDELINES

Approved by Master’s A & P Committee: 9/9/15
Approved by Faculty Organization: 10/5/15

I. NAME
The name of this committee shall be the Master’s Program Admission and Progression Committee.

II. AUTHORITY
This committee shall function as a standing committee of the Faculty Organization Committee. Policy recommendations from this Committee shall be referred to the Master’s Curriculum Committee for action.

III. FUNCTION
9. Develop and implement admission, retention, progression, and graduation policies for the Master’s Program.
10. Recommend admission, progression, and graduation status of all students in the Master’s Program in Nursing.

IV. MEMBERSHIP
1. Master’s Program Director.
2. Four (4) appointed faculty members with primary advising and teaching responsibilities in the Master’s program.
3. Director, School of Nursing, ex officio.
4. Director, Simulation and Information Technology Center

V. OFFICERS
Officers shall consist of Chair, Vice-Chair, and Secretary. The Master’s Program Director shall serve as Chair. The Vice-Chair and Secretary shall be elected by the membership at the first annual meeting and shall serve for one year.

VI. MEETINGS
Meetings will be called as needed.

VII. AGENDA
The agenda shall be established by the Chair. Any individual may request items by contacting one of the Chair.
DNP CURRICULUM COMMITTEE GUIDELINES

Approved by DNP Curriculum Committee: 9/21/16
Approved by Faculty Organization:

NAME
The name of this committee shall be the DNP Curriculum Committee.

AUTHORITY
This committee shall function as a standing committee of the Faculty Organization. Announcements and action items (in the form of motions) from this committee will be forwarded to the Faculty Organization.

FUNCTION
1. Maintain congruency with School of Nursing philosophy and strategic plan and the university mission and strategic plan.
2. Review, revise, and implement the DNP sections of the systematic evaluation plan for the School of Nursing.
3. Develop, implement, evaluate, and revise the School of Nursing DNP curriculum based on the philosophy, organizing framework and program outcomes.
4. Monitor course outcomes and learning activities for a logical progression over the length of the program.
5. Evaluate learning environments for opportunities for a variety of learning options appropriate to doctorate of nursing practice.
6. Oversee DNP program accreditation process in the School of Nursing.
7. Select graduate Outstanding Teaching Faculty Award, including Master’s and DNP faculty.

MEMBERSHIP
1. DNP Program Director
2. Appointed faculty members with doctoral preparation, as a nurse practitioner or clinical nurse specialist status, or teaching in the program will be appointed for two (2) year terms. Representatives may be reappointed.
3. Director, School of Nursing, ex officio
4. Director, Simulation and Information Technology Center, ex officio
5. One (1) student representative in DNP Program

OFFICERS
1. Officers shall consist of Chair, Vice-Chair and Secretary
2. Each officer will be elected by members of the DNP Curriculum Committee at the first annual meeting.
3. All officers will be elected for one year.

MEETINGS
1. Meetings shall be held one time per month during the academic year.
2. Additional meetings may be called by the Chair at the request of two (2) members

AGENDA
1. The officers shall establish the agenda.
2. Requests for agenda items may be made by communication with Chair
NAME
The name of this committee shall be the DNP Program Admission and Progression Committee.

AUTHORITY
This Committee shall function as a standing committee of the Faculty Organization. Policy recommendations from this Committee shall be referred to the Faculty Organization for action.

FUNCTIONS
1. Develop and implement admission, retention, progression, and graduation policies for the DNP Program.
2. Recommend admission, progression, and graduation status of all students in the DNP Program.

MEMBERSHIP
1. DNP/NP Program Director
2. Three (3) appointed faculty members who teach and/or advise in the DNP Program
3. Director, ex officio
4. Term of appointment for two (2) years and may be reappointed

OFFICERS
Officers shall consist of Chair and Secretary. The DNP/NP Program Director shall serve as the Chair. The Secretary shall be elected by the committee membership at the first annual meeting and shall serve for one year.

MEETINGS
Meetings will be called as needed.

AGENDA
The agenda shall be established by the Chair. Any individual may request agenda items by contacting the Chair.
PROMOTION AND TENURE COMMITTEE GUIDELINES

Approved by School of Nursing 10/28/15
Approved by College of Applied Sciences & Technology 10/29/15
Approved by University Promotion & Tenure Committee 3/14/15

PROMOTION AND TENURE COMMITTEE STRUCTURE AND FUNCTION

1. Membership and Organization of School of Nursing Promotion and Tenure Committee (committee).
   1.1 The committee shall consist of the following: a total of three tenured faculty members plus the School Director as an ex-officio, non-voting member.
   1.2 Election of committee members.
      1.21 The electorate shall consist of all full-time tenured and tenure-track faculty.
      1.22 The election shall be by written ballot at the last spring Faculty Organization meeting.
      1.23 Committee members shall serve three year terms that shall be staggered.
   1.3 No person may serve as a member of the committee who is a candidate for promotion. An individual elected, who later becomes a candidate for promotion, must resign from the committee and a replacement will be elected by full-time tenured and tenure-track faculty.
   1.4 No person may serve as member of the committee who is related by family or by marriage or is a former spouse of a faculty member being evaluated for promotion and/or tenure as indicated in the Faculty and Professional Personnel Handbook, Anti-Nepotism Policy and Procedures for Faculty and Professional Personnel.
   1.5 Members who are on leave or ill for a semester shall have a permanent replacement, elected by full-time tenured/tenure-track regular faculty.
   1.6 Committee members shall meet one time in the Spring after their election for the purpose of electing a chair, vice chair, and secretary. The electorate shall be the elected members of the committee.
   1.7 The names of the committee members, Chair, Vice Chair, and Secretary shall be submitted to the Dean by the School Director no later than the second week of fall semester.
   1.8 If the School Director is a candidate for promotion, he/she shall not participate in his/her ex officio capacity during the deliberations for same rank promotion consideration.
   1.9 No person may serve as a member of the committee if they have a conflict of interest as indicated in the Faculty and Professional Personnel Handbook.

2. Responsibilities of the School Promotion and Tenure Committee
   2.1 The committee shall implement the College and University Promotion and Tenure policies and procedures and shall establish and implement School Promotion and Tenure policies and procedures that do not conflict with college and university policies and procedures.
   2.2 The committee shall assume responsibility for recommending to the School of Nursing Faculty Organization changes in the School Promotion and Tenure policies and procedures to be in accordance with the Faculty and Professional Personnel Handbook.
   2.3 The committee shall make recommendations for policy changes to the college committee.
   2.4 The committee shall keep all information and all action taken confidential. Committee minutes shall be taken, will be distributed only to committee members and will be maintained on file in the Director’s office. Vote counts shall accompany any final recommendations.
   2.5 The committee shall review all School Promotion and Tenure documents, including the School tenure evaluation rating form, and may give a recommendation of approval to the Dean only when the documents comply with college and university policies and procedures.
   2.6 The committee shall establish deadlines for submission of materials for promotion and tenure to the committee based upon the dates established by the College Dean.
   2.7 The committee shall evaluate the tenure credentials for all tenure-track faculty and forward those credentials, with recommendations via the School Director to the Dean. A copy of the School Promotion and Tenure Evaluation shall be included. 2.8 The committee shall evaluate all promotion credentials and consider the recommendations for all candidates for promotion and forward those credentials with recommendations via the School Director to the Dean. The names of all candidates favorably recommended must be forwarded in an unranked alphabetical order. The committee must
forward a letter of explanation to the candidate and the School Director for each candidate who is not recommended for promotion.

2.9 The committee shall hear reconsiderations for individuals who disagree with the recommendations of the committee and/or School Director.

2.10 Chair responsibilities:
   2.101 Calling meetings as needed;
   2.102 Informing faculty of deadlines, policies, and procedures;
   2.103 Serving as School representative to CAST Promotion and Tenure Committee;
   2.104 In the absence of the Chair, the Vice Chair shall assume the Chair’s duties
PROMOTION AND TENURE DOCUMENT 2016-17
SCHOOL OF NURSING
College of Applied Sciences and Technology
Ball State University
Muncie, Indiana

Approved by School of Nursing 10/28/15
Approved by College of Applied Sciences & Technology 10/29/15
Approved by University Promotion & Tenure Committee

PREAMBLE

The School of Nursing values a teacher-scholar model that strives for excellence in the areas of teaching, scholarship, and professional service. The goal of the process is to tenure and promote teacher-scholars that will continue to contribute to the School of Nursing, college, and university throughout their careers.

Faculty have the responsibility to assist in the promotion and tenure process by evaluating and mentoring a candidate’s performance in the areas of teaching, scholarship, and professional service. Furthermore, the evaluation of a candidate’s performance should be a process whereby each faculty member receives meaningful feedback that can be used for the individual’s professional growth and development. Appropriate feedback and goal setting can foster an environment that encourages each faculty member to achieve maximum potential.

This document describes the procedural requirements and policies for promotion and tenure in the School of Nursing. All parties involved are encouraged to familiarize themselves with the rights, responsibilities and procedures that are outlined in the university, college, and School of Nursing promotion and tenure documents. In cases where questions arise, the university document takes precedence over the college document and the college over the School of Nursing.

I. GUIDELINES

1. The evaluation of a faculty member’s eligibility for promotion or tenure shall be based on evidence of a continuing pattern of achievement throughout the individual’s professional career in the following areas:
   1.1 Teaching;
   1.2 Scholarship;
   1.3 Service in a professional capacity.

   (From Faculty and Professional Personnel Handbook, Section I, Guidelines for Promotion and Tenure)

2. Faculty are encouraged to achieve excellence in the areas of teaching, scholarship, and professional service. However, to this end faculty should be guided to spend greater time and effort in the areas of teaching and scholarship.
3. Tenure and promotion decisions shall be based on these three factors as well as any employment conditions outlined in the contract.

4. Promotion to Associate Professor and the tenure decision will be aligned and occur in year seven.

4.1 A candidate may apply early for tenure and promotion to Associate Professor once in either year five or six.

5. If an individual enters employment at the university at the rank of Associate Professor or above and is working toward tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.

6. Any tenured faculty who holds the rank of assistant professor is eligible to apply for promotion to associate professor.

7. Work accomplished before being hired at Ball State University and work accomplished while a faculty member at Ball State University shall be considered in promotion and tenure deliberations. Greater attention and significance shall be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous productivity.

8. When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before tenure is granted by the Board of Trustees.

9. It shall be the responsibility of the candidate being considered for tenure to annually present to the School Promotion and Tenure Committee (committee) verified cumulative evidence of his or her qualifications.

10. Information must be provided using the College of Applied Sciences and Technology approved cumulative curricular vita format.

11. Teaching is to be evaluated using the following processes:

Classroom and clinical teacher evaluation forms adopted by the school will be completed online by students and submitted for analysis. These individual teaching evaluation summary results will be available for review by each faculty member and the School of Nursing Director after semester grades are submitted. The teaching evaluation summaries must be included in the faculty member’s promotion and tenure materials.
The following criteria are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, design works, consulting with outside organizations, proprietary research, on-line course development, etc) during the promotion and tenure process in the School of Nursing.

12.1 The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator.

12.2 There must be a planned and disciplined approach to the activity’s development, design and implementation. The activity must reflect contemporary content, strategies, design, or media components.

12.3 The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models, or other appropriate means.

12.4 The Promotion and Tenure Vita must indicate whether the activity is nonrefereed, refereed, juried, competitive, invited, etc.

Publications, creative activities, and grants may be included in the evaluation for tenure, once they have been officially submitted, accepted, or completed. The School of Nursing shall determine the hierarchy for valuing submitted, accepted and published works.

13.1 Publications in print and completed creative activities that meet criteria listed in 12.1-12.4 above shall be weighted more heavily during all evaluation periods.

13.2 Verification of submission, acceptance and published status must be included in the supplemental materials.

The School of Nursing recognizes the value of a variety of forms of teaching and learning and encourages faculty to pursue educational and pedagogical strategies that maximize the learning experience. Included in this consideration are different forms of experiential learning that include immersive learning, student teaching, practica, field trips, inquiry learning through research, capstone courses, etc. that contribute to an effective learning experience for the students.

In addition to mandatory student ratings, each faculty member’s teaching must be evaluated by at least one of the following methods: peer review of teaching, chairperson review of teaching, or peer and chairperson review of the teaching portfolio.
II. DEFINITIONS

1. Department and departmental refers to the School of Nursing (School).

2. College or collegiate refers to the College of Applied Sciences and Technology.

3. Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, college, or Provost re-examined. Reconsideration provides an opportunity for the candidate to clarify content of material.

4. Appeal refers to the action taken by the appellant when the outcome of the school reconsideration is the same as the original recommendation or when an adverse recommendation is made at the college or Provost and Vice President for Academic Affairs level. An appeal may be filed without following the reconsideration process.

5. Working days are those days when Ball State University administrative offices are open.

6. Calendar days are the days which appear on a calendar, including Saturday, Sunday and holidays. They do not relate to the Ball State University academic schedule or calendar.

7. Tenure is a means to certain ends; specifically: (1) freedom of teaching and research, and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. (Faculty Handbook, Appointment, Academic Freedom, and Tenure 2.3). Freedom and economic security, hence, tenure are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

8. Tenure-track faculty are those faculty who are currently in the seven year probationary tenure period.

9. Tenured faculty are those faculty who have been granted tenure.

10. An external reviewer is an individual from outside the university who has demonstrated expertise in the candidate’s area.

11. Eligible professional personnel are those individuals who hold academic rank and/or tenure or who are eligible for tenure.

12. Scholarship is the process of attaining new knowledge, creating a new work, or re-creating/interpreting existing works, and disseminating the results. Generally, this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching. Faculty shall not be required to participate in each of the four areas of scholarship.

12.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.
12.2 The scholarship of integration makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.

12.3 The scholarship of application applies knowledge to address significant societal issues.

12.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

(From Faculty and Professional Personnel Handbook Section II, Definitions)

III. PROMOTION AND TENURE COMMITTEE STRUCTURE AND FUNCTION

1. Membership and Organization of School of Nursing Promotion and Tenure Committee (committee).

1.1 The committee shall consist of the following: a total of three tenured faculty members plus the School Director as an ex-officio, non-voting member.

1.2 Election of committee members.

1.21 The electorate shall consist of all full-time tenured and tenure-track faculty.

1.22 The election shall be by written ballot at the last spring Faculty Organization meeting.

1.23 Committee members shall serve three year terms that shall be staggered.

1.3 No person may serve as a member of the committee who is a candidate for promotion. An individual elected, who later becomes a candidate for promotion, must resign from the committee and a replacement will be elected by full-time tenured and tenure-track faculty.

1.4 No person may serve as member of the committee who is related by family or by marriage or is a former spouse of a faculty member being evaluated for promotion and/or tenure as indicated in the Faculty and Professional Personnel Handbook, Anti-Nepotism Policy and Procedures for Faculty and Professional Personnel.

1.5 Members who are on leave or ill for a semester shall have a permanent replacement, elected by full-time tenured/tenure-track regular faculty.
1.6 Committee members shall meet one time in the Spring after their election for the purpose of electing a chair, vice chair, and secretary. The electorate shall be the elected members of the committee.

1.7 The names of the committee members, Chair, Vice Chair, and Secretary shall be submitted to the Dean by the School Director no later than the second week of fall semester.

1.8 If the School Director is a candidate for promotion, he/she shall not participate in his/her ex officio capacity during the deliberations for same rank promotion consideration.

1.9 No person may serve as a member of the committee if they have a conflict of interest as indicated in the Faculty and Professional Personnel Handbook.

2. Responsibilities of the School Promotion and Tenure Committee

2.1 The committee shall implement the College and University Promotion and Tenure policies and procedures and shall establish and implement School Promotion and Tenure policies and procedures that do not conflict with college and university policies and procedures.

2.2 The committee shall assume responsibility for recommending to the School of Nursing Faculty Organization changes in the School Promotion and Tenure policies and procedures to be in accordance with the Faculty and Professional Personnel Handbook.

2.3 The committee shall make recommendations for policy changes to the college committee.

2.4 The committee shall keep all information and all action taken confidential. Committee minutes shall be taken, will be distributed only to committee members and will be maintained on file in the Director’s office. Vote counts shall accompany any final recommendations.

2.5 The committee shall review all School Promotion and Tenure documents, including the School tenure evaluation rating form, and may give a recommendation of approval to the Dean only when the documents comply with college and university policies and procedures.

2.6 The committee shall establish deadlines for submission of materials for promotion and tenure to the committee based upon the dates established by the College Dean.

2.7 The committee shall evaluate the tenure credentials for all tenure-track faculty and forward those credentials, with recommendations via the School Director to the Dean. A copy of the School Promotion and Tenure Evaluation shall be included.
2.8 The committee shall evaluate all promotion credentials and consider the recommendations for all candidates for promotion and forward those credentials with recommendations via the School Director to the Dean. The names of all candidates favorably recommended must be forwarded in an unranked alphabetical order. The committee must forward a letter of explanation to the candidate and the School Director for each candidate who is not recommended for promotion.

2.9 The committee shall hear reconsiderations for individuals who disagree with the recommendations of the committee and/or School Director.

2.10 Chair responsibilities:

2.101 Calling meetings as needed;

2.102 Informing faculty of deadlines, policies, and procedures;

2.103 Serving as School representative to CAST Promotion and Tenure Committee;

2.104 In the absence of the Chair, the Vice Chair shall assume the Chair’s duties.

IV. POLICY STATEMENTS

1. Policy Statements for Tenure

1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.

(From Faculty and Professional Personnel Handbook, Section III, 2.1 Policy Statements)

1.2 Tenure and promotion for Associate Professor are aligned.

1.21 The tenure and promotion to Associate Professor decision will be made in the seventh year.

1.22 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.

1.23 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
1.3 When a candidate is hired, academic rank (if other than assistant professor) and years toward tenure (if any) must be recommended by the School Director in conjunction with the School Promotion and Tenure Committee or, if unavailable, the search committee.

1.31 The recommendation subsequently must be approved by the Dean, Provost and Vice President for Academic Affairs, President, and the Board of Trustees.

1.32 If a faculty member is hired at the rank of Associate Professor without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.

1.4 Work accomplished before being hired at Ball State University will be considered in tenure deliberations. Greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous activity.

1.5 Significant evidence of excellent performance and the expectation for a continuance of such must be available.

1.6 A faculty member may request that certain years (not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

1.61 The faculty member is seriously ill;

1.62 The faculty member is the principal care giver for a family member;

1.63 The faculty member will be on leave for at least one semester of the academic year.

1.7 A request that a year not be counted as tenure-creditable shall be made to the Director of the School prior to the beginning of the next academic year. The request shall include documentation of the circumstances involved. The request shall be forwarded to the committee. The request requires approval of the committee, the School Director, the Dean, and the Provost and Vice President for Academic Affairs.

1.8 Eligibility for Tenure

1.81 The following are necessary prerequisites in order to be eligible for tenure

1.811 The faculty member must have satisfied any specific conditions of employment set forth in his or her letter of appointment.
1.812 The faculty member must have received a positive tenure recommendation from the committee.

1.813 There must be available, significant evidence of a continuing pattern of excellent performance by the faculty member and there must be the expectation for a continuance of such in the future.

1.814 The faculty member meets qualifications to be promoted to Associate Professor.

1.9 The committee will make an annual recommendation to the dean of the college on progress toward or tenure or tenure track faculty members. After the department P & T committee’s determination, the following will happen:

1.91 The Department P & T Chair will write a recommendation letter that reviews the candidate’s strengths and weaknesses and areas for improvement.

1.92 The letter will be forwarded to the Dean of the college after all departmental deliberations are complete.

1.93 The department chair may agree or disagree in writing with the department P & T committee’s recommendation.

1.94 Upon request from the faculty member, the department P & T chair will meet with the faculty member to discuss and clarify the content of the letter.

1.10 Vote counts shall accompany any final recommendations.

1.11 Before the end of each academic year prior to year 7, the committee shall provide each tenure-track faculty member in the School a written assessment of that faculty member's work. This assessment shall include an evaluation of strengths and weaknesses in the areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity. The committee will also give suggestions for improvement.

1.111 In years one through six, three decisions are possible: satisfactory progress, unsatisfactory progress, or termination.

1.12 Tenure and promotion for Associate Professor are aligned.

1.121 The tenure and promotion to Associate Professor decision will be made in the seventh year.

1.122 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.
1.123 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.

1.13 If the committee recommends termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect must be filed in the Dean’s office at least three weeks prior to the final date set forth in the promotion and tenure calendar provided by the Provost and Vice President for Academic Affairs. The faculty member will be provided a copy of the committee’s letter.

1.14 Before the end of each academic year, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member, in writing, about his or her status with regard to progress toward tenure.

1.15 Vote counts shall accompany any final recommendations.

2. Policy Statements for Promotion

2.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.

2.11 The evaluation of the faculty member’s eligibility for promotion shall comply with guidelines and format identified in the School Promotion and Tenure Document approved by the College.

2.2 Any school member or eligible professional personnel member has the right to present herself or himself to the committee for consideration for promotion in congruence with University, College, and School of Nursing policies. Any tenured faculty at a rank of assistant professor may present themselves for consideration to promotion to Associate Professor through the normal promotion process. A request for consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document)

2.3 Work accomplished before being hired at Ball State University and work accomplished while a faculty member at Ball State will be considered in promotion deliberations. Greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous productivity.

2.4 Candidates being considered for promotion to professor must include in supporting materials two supplemental evaluative letters from external reviewers who have reviewed and commented upon the evidence of excellence in scholarship. (Appendix K)
2.5 School policies and criteria must be approved by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee and shall be on file with the Dean and the ex-officio member of the University Promotion and Tenure Committee.

2.6 Votes shall accompany any final recommendations.

3. Policy Statements for Materials Presented for Promotion and Tenure

3.1 Materials shall be presented to the committee by individual faculty members according to guidelines and format established by the School and College. The college Guidelines for Completing the Curriculum Vita for Tenure or Promotion Materials and the Curriculum Vita Format documents are to be delivered by the first working day in September to the candidate by the School promotion and tenure committee chair.

3.11 Accomplishments and materials up through September 30 of the current academic year may be included for promotion and/or tenure review.

3.12 Failure to substantially comply with format and guidelines may result in a letter indicating unsatisfactory progress toward tenure for the year in question.

3.2 A personnel file for every faculty member shall be kept in the School Director’s office. A promotion and tenure file will be part of the personnel file.

3.21 This promotion and tenure file shall be open to the faculty member concerned and will contain information relevant to promotion and/or tenure. Appropriate materials shall be placed in the personnel file by the School Director in a timely manner.

3.22 All information placed in an individual’s personnel file shall immediately be brought to his or her attention in writing by the School Director. The faculty member shall have the opportunity to place materials in the file which may rebut or explain any detrimental information. Detrimental information that has not been brought to the attention of the faculty member cannot be used in promotion or tenure deliberations. Anonymous letters shall not be made a part of this file.

3.23 An individual’s promotion and tenure file shall be examined by the committee during promotion and tenure deliberations. All materials used by the committee shall be made available to the College Promotion and Tenure Committee, Dean, Provost and Vice President for Academic Affairs, and President upon request.
V. ACADEMIC RANK

1. There are three basic academic ranks: Assistant Professor, Associate Professor, and Professor. Advancement in rank is based on a continuing pattern of documented achievement in the faculty member’s professional career.

2. Qualifications for rank are set by the College and must be approved by the University Promotion and Tenure Committee.

2.1 Assistant Professor is the rank usually assigned to a person who has earned a terminal degree in nursing or in a related field or an appropriate alternative as designated by the School and approved by the Dean and the Provost and Vice President for Academic Affairs. Ordinarily, a person nearing the completion of the terminal degree or one who has a Master’s degree plus 30 semester hours of approved graduate work may be appointed or promoted to this rank. Individuals who hold a Master’s degree and have exceptional training and/or previous experience related to the discipline may be considered for appointment as an assistant professor. These exceptions shall be approved by the committee, School Director, Dean, and the Provost and Vice President for Academic Affairs.

2.11 Quality of Work: To be promoted to or hired at the rank of assistant professor, the individual must provide evidence of potential for success in teaching, scholarship and service in a professional capacity.

2.12 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectations of continued growth.

2.2 Associate Professor is the rank usually assigned to a person who has earned a terminal degree in nursing or in a related field. An exceptional individual who does not hold a terminal degree but is an excellent teacher and extremely productive scholar recognized by regional/national/international experts in the discipline may be assigned the rank of associate professor. These expectations shall be approved by committee, School Director, Dean, and the Provost and Vice President for Academic Affairs.

2.21 Quality of Work: Promotion to or hiring at the rank of associate professor is granted in recognition of excellent work at the rank of assistant professor. The individual under consideration must demonstrate the impact of his/her scholarly work in the state or region beyond the confines of the University as well as excellence in teaching and examples of professional service to the School, the University, the discipline and/or community.

2.22 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectations of continued growth.
2.3 Professor is a rank ordinarily limited to a person who has an earned terminal degree. An exceptional individual who does not hold a terminal degree, but is an excellent teacher and extremely productive scholar recognized by regional/national/international experts in the discipline may be assigned the rank of professor. These expectations shall be approved by Committee, School Director, Dean, and the Provost and Vice President for Academic Affairs.

2.31 Quality of Work: Promotion to or hiring at the rank of professor is granted in recognition of superior work at the rank of associate professor. The candidate must document regional, national or international impact of his/her scholarly work, excellence in teaching and examples of professional service to the School, the university, the discipline and/or the community.

2.32 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectations of continued growth.

VI. PROCEDURES FOR PROMOTION AND TENURE

1. Procedures for Tenure

1.1 Each year a tenure recommendation will be made by the committee through School Director and forwarded to the Dean of the College.

1.2 Responsibilities of Candidates for Tenure

1.21 Submit tenure vita and support documentation to the School on or before the first working day in October.

1.211 Annual evaluations for tenure shall focus on a faculty member’s accumulated body of work, with particular attention given to accomplishments during the past year (defined as the 12 months ending on the last day of September of the current year).

1.22 Failure to submit materials by the established deadline will result in a letter indicating unsatisfactory progress toward tenure for the year in question.
1.221 Due to extenuating circumstances, such as a death or major illness in the family or another major unexpected event, the candidate may request an extension to the Department/School Chair. The request must be made in writing prior to the October deadline. The Department/School Chair in consultation with the chair of the department Promotion and Tenure Committee and the dean will determine if an extension is warranted and will establish a new deadline for the candidate. The decision including the appropriate deadline will be submitted in writing to the candidate within 5 business days of receiving the request for an extension.

1.23 These materials will be organized according to the guidelines established by the College. These guidelines shall be provided to each faculty member in the review process at the time the date is announced.

1.3 A tenure file will be a part of every faculty member’s personnel file and will be kept in the School Director’s office.

1.31 This tenure file will be open to the faculty member concerned and will contain information relevant to tenure. Appropriate materials shall be placed in the personnel file by the School Director in a timely manner.

1.32 All information placed in an individual’s personnel file shall immediately be brought to his/her attention in writing by the School Director. The faculty member shall have the opportunity to place materials in the file which may rebut or explain any detrimental information. Detrimental information that has not been brought to the attention of the faculty member cannot be used in promotion or tenure deliberations. Anonymous letters shall not be made a part of this file.

1.33 An individual’s tenure file shall be examined by the committee during tenure deliberations. All materials used by the Committee shall be made available to the College Promotion and Tenure Committee, Dean, Provost and Vice President of Academic Affairs, and President, upon request.

1.34 Each item placed in an individual’s tenure file will be stamped when placed in the file. The stamp will call for the signature of the faculty member, date item is placed in the file and the initials/signature of the School Director. The file will contain the following materials:

1.341 Initial letter of appointment which list all contract stipulations and all letters approving any change(s) in the original contract stipulations.

1.342 Letters indicating progress toward tenure including but not limited to: School Promotion and Tenure recommendation, Dean’s letter, and President’s letter.

1.35 The tenure file will include School Promotion and Tenure Evaluation Letters written by the committee which include an evaluation of strengths and weaknesses in each of the areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity. The School committee may also suggest areas for improvement. Copies of transcripts verifying receipt of required degree will be included.
1.36 Signed letters of complaint, rebuttal, action taken and resolution will be placed in the personnel file. If the faculty member is exonerated after review of the situation the information pertaining to the problem will be retained in the personnel file, but not the Promotion and Tenure file. All material placed in the file must be stamped.

Sample Stamp: Acknowledgement of Item to Promotion and Tenure File

Faculty ________________________________

School Director __________________________

Date ________________________________

1.37 Letters of approval for academic leave and approval do not count the leave-year toward tenure.

1.4 The School of Nursing follows the College and the University policies and procedures as stated in the Faculty and Professional Handbook (Section II).

1.41 After the time period specified in the Faculty and Professional Personnel Handbook, and completion of required academic degrees and other specifications in the letter of appointment agreed upon in writing at the time of appointment, tenure will be granted to regular full-time faculty showing ongoing evidence of the following:

1.411 Quality teaching which contributes to the attainment of the goals and purposes of the School.

1.412 Research, publications, creative endeavors, or other scholarship which contribute to the attainment of the goals and purposes of the School.

1.413 Service in a professional capacity to the institution, profession, and community which contributes to the attainment of the goals and purposes of the School.

1.5 Tenure in the School of Nursing is neither automatic nor the product of any set formula, but based on a demonstrated record of professional excellence.

1.51 The evaluation of the faculty member’s eligibility for tenure shall comply with the criteria identified in the University Promotion and Tenure Document and the College Promotion and Tenure Document.

1.52 Evaluation for tenure shall be based on evidence of a continuing pattern of achievement throughout the faculty member’s professional career in the areas of teaching; research, publication, creative endeavors or other scholarship; and service in a professional capacity.

1.53 Recommendations must be supported by documentation demonstrating that the candidate satisfies established criteria. Documentation shall include evaluation forms approved by the School.

1.54 Each committee member will independently evaluate the candidate’s vita and
support documentation in each of the three categories (Teaching, Scholarship, and Professional Service).

1.55 The committee will then meet to discuss the candidate’s credentials and vote on the candidate’s tenure qualifications.

1.56 The committee will identify the candidate’s “Strengths” and “Areas for Improvement.” These statements will be added to the Evaluation Form.

1.57 The committee’s recommendation will then be forwarded to the College Dean through the School Director’s office. Included with the School committee’s recommendations will be the School Director’s evaluation and recommendation. If there is a difference of opinion between the School Director and the committee the faculty member shall be provided with a copy of the Director’s letter to the Dean. All documentation will be forwarded to the Dean.

1.6 Notification of Decisions Related to Tenure

1.61 Before the end of the academic year, the committee, after consultation with the Director of the School, shall provide each tenure-track faculty member with a written assessment of that faculty member’s work. This assessment shall include an evaluation of strengths and weaknesses in each of the areas of (1) teaching, (2) research publication, creative endeavors, or other scholarship, and (3) service in a professional capacity. The committee will also give suggestions for improvement.

1.62 The candidate will meet with the Promotion and Tenure Committee to review the evaluation.

2. Procedures for Promotion

2.1 A faculty member shall submit a letter of intent to apply for promotion to the Chair of the committee on or before March 15 to be evaluated in the following academic year.

2.2 It shall be the responsibility of the candidate being considered for promotion to present to the committee a cumulative vita and supporting documentation of the candidate’s qualifications with special attention to work done since the last promotion, (or when appropriate since appointment to the University) on or before the first working day of October.

2.3 Promotions in the School of Nursing are neither automatic nor the product of any set formula, but based on a demonstrated record of professional excellence.

2.31 The evaluation of the faculty member’s eligibility for promotion shall comply with the criteria identified in the University Promotion and Tenure Document and the College Promotion and Tenure Document.

2.311 Failure to meet all department and college deadlines will result in no review of the promotion materials during the year in question.

2.32 To be considered for promotion to professor supporting materials must include two supplemental evaluative letters from external reviewers who have reviewed
and commented upon the evidence of excellence in scholarship. See Guidelines for External Review for Promotion to Professor, Appendix B.

2.33 Evaluation for promotion shall be based on evidence of a continuing pattern of achievement throughout the faculty member’s professional career in the areas of teaching; research, publication, creative endeavors or other scholarship; and service in a professional capacity.

2.34 Recommendations must be supported by documentation demonstrating that the candidate satisfies established criteria. Documentation shall include evaluation forms approved by the School.

2.35 Each committee member will independently evaluate the candidate’s vita and support documentation in each of the three categories (Teaching, Scholarship, and Professional Service).

2.36 The committee will then meet to discuss the candidate’s credentials and vote on the candidate’s promotion qualifications.

2.37 Credentials and support documentation of candidates favorably recommended for promotion will then be forwarded to the College Dean through the School Director’s office.

2.4 If the committee does not recommend a faculty member for promotion the School committee shall provide that faculty member with a written statement delineating his/her strengths and weaknesses. This assessment shall include an evaluation of strengths and weakness in the areas of (1) teaching, scholarship, and (3) service in a professional capacity. The School Committee will also give suggestions for improvement.

2.5 The candidate will meet with the committee to review the evaluation.

2.6 If in presenting evaluations, the School Director has serious reservations concerning a faculty member’s qualifications, the School Director shall inform the committee of the basis of the reservations. If the differences between the School Director and the committee are not resolved, the School Director may forward to the Dean his or her evaluation and recommendations concerning the faculty member’s qualifications. The faculty member will be provided a copy of the Director’s letter to the Dean.

VII. RECONSIDERATION AND APPEAL

1. Any faculty member may ask for reconsideration of an initial adverse decision given by the committee. Reconsideration is the act whereby a candidate may request that an initial adverse decision by the school, college or Provost be reexamined. The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member’s receipt of the written recommendation adversely affecting him or her.

1.1 The request for reconsideration is made to the committee and must be submitted in writing ten (10) calendar days following the date of the faculty member’s receipt of the written recommendation adversely affecting him or her. The request must be
filed in the office of the School Director.

1.2 For specific details related to reconsideration at the school, college or Provost level refer to the University P & T Document Section VII Right of Reconsideration.

2. Faculty may appeal a promotion or tenure decision of the School or College Promotion and Tenure Committee. Appeal refers to actions taken by the appellant when the outcome of the department, college, or Provost reconsideration is the same as the original recommendation. An appeal may be filed without following the reconsideration process. Appeals examine the process and not the content.

2.1 The appeal is made to the College Promotion and Tenure Committee when the appellant is not satisfied with the decision of the School Committee. The request must be submitted in writing within ten (10) calendar days following the appellant’s receipt of the School Committee’s decision. The appeal must be filed in the Office of the Academic Dean for College of Applied Sciences and Technology.

2.2 There are three permissible reasons to request appeal:

2.21 Allegation of violation of approved departmental, collegiate, and/or University policies, including those set forth in the Faculty and Professional Personnel Handbook;

2.22 Allegation of unfair treatment on the part of the decision makers;

2.23 Allegation of discriminatory treatment on the part of the decision makers.

2.3 For specific details related to appeal at the College and/or University level, refer to the Right of Appeal described in the University Promotion and Tenure Document, Section VIII.
INSTRUCTIONS: Students will receive evaluation instructions through Digital Measures each semester for each course.

FACULTY WILL NOT HAVE ACCESS TO THESE RATINGS BEFORE THIS SEMESTER'S GRADES ARE AVAILABLE TO STUDENTS. UNIVERSITY POLICY REQUIRES THAT FACULTY BE EVALUATED EACH SEMESTER. PLEASE NOTE THAT THESE STUDENT RATINGS ARE USED IN MAKING PERSONNEL DECISIONS.

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<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
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Please provide any additional written comments on the faculty’s strengths and weaknesses.

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<th>Strongly Disagree</th>
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Please provide any additional written comments on the strengths and weaknesses of the course. You may comment on such things as the use of assignments, text(s), exercises, exams, etc.
### SCHOOL OF NURSING COURSE EVALUATION QUESTIONS

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<td>1</td>
<td>My instructor was well organized.</td>
<td>1</td>
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<td>2</td>
<td>My instructor emphasized relationships between and among topics.</td>
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<td>3</td>
<td>Critical thinking was required (analysis/synthesis, evaluation).</td>
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<tr>
<td>4</td>
<td>Interaction was evident among participants.</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>5</td>
<td>The online environment facilitated learning.</td>
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<td>2</td>
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<td>4</td>
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Comments:
School of Nursing

Guidelines for Supplemental External Review of Scholarship for Promotion to Professor

1. The candidate will provide the School Director in writing with names of three proposed external reviewers who have demonstrated expertise in the candidate's area of scholarship. This list will include a statement of the qualifications of each external reviewer.

2. The School Director will propose three additional external reviewers. The School Director will consult with the candidate and other knowledgeable individuals to develop sources from which a list of appropriate reviewers may be drawn. The School Director will provide the candidate in writing the list of three external reviewers proposed by the School Director. This list will include a statement of the qualifications of each external reviewer.

2.1 In the event that the Department/School Chair is the candidate for promotion to professor the associate dean shall fulfill the responsibilities of the chair.

3. If the candidate objects to any of the reviewers proposed by the School, the candidate will provide the School Director reasons in writing why a particular reviewer is inappropriate. If the School Director objects to any of the reviewers proposed by the candidate, the School Director will provide the candidate reasons in writing why a particular reviewer is inappropriate. If a compromise on proposed external reviewers cannot be reached between the School Director and candidate, the Dean will decide the issue.

4. The School Director is responsible for contacting one reviewer from each list and securing the external supplemental evaluative letters within a time frame specified within the School Promotion and Tenure document. The process of identifying reviewers will continue until two external reviewers return required letters.

5. Letters requesting external supplemental evaluative reviews will be accompanied by a copy of the (1) candidate’s curriculum vitae, (2) school and college promotion criteria, and (3) a selection of publications or other scholarship materials relevant to the area(s) of excellence agreed to by the School Director and the candidate. A copy of the letters and list of materials sent to external reviewers will be included with required supporting promotion materials.

6. When the external supplemental evaluative review letters are received, a copy of each letter shall be made which protects the anonymity of the reviewer. All evidence of the reviewers’ identities and affiliations are to be removed. The copy is to be placed in a candidate-accessible file.

7. The candidate shall be given an opportunity to read all letters placed into the candidate-accessible file prior to the beginning of promotion deliberations. The candidate may write a rebuttal to any content of received supplemental evaluative review letters perceived as inaccurate or inappropriately detrimental to the request for promotion to
Professor. The rebuttal information is to be included with the external supplemental evaluative review letters.

8. The supporting materials, including all external supplemental evaluative letters and rebuttal information, will be available for review by the committee in accordance with the School’s promotion calendar.

9. If the School recommends the candidate for promotion, complete supporting materials, the external - supplemental evaluative letters, and any rebuttal information will be forwarded to the Dean.

10. Upon completion of all deliberations and appeals for the promotion to Professor, all candidate-accessible external supplemental evaluative review letter files are to be destroyed by the School Director and committee chair. The original supplemental evaluative letters are to be placed into a separate confidential file in the Dean’s Office and cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.
GUIDELINES FOR ANNUAL SALARY ADJUSTMENTS OF FACULTY
School of Nursing
Ball State University
School Director Review Model

Approved by the School of Nursing: September 21, 2015
Approved by the College of Applied Sciences and Technology: 1/29/16
Approved by the Provost of Ball State University:

STATEMENT OF PURPOSE

The purpose of the salary program is to reward faculty who has demonstrated meritorious achievement in one or more of the following areas: teaching, scholarship, and or professional service, practice and administration service. For the purpose of this document, “meritorious service” is defined as individual and/or collaborative faculty accomplishments in the areas of teaching, scholarship, and professional service that are above and beyond the minimum duties and responsibilities assigned and as stated in the minimum acceptable performances. Furthermore, the Faculty and Professional Personnel Handbook states:

“The general purposes of the salary program are to attract, retain, and reward faculty and other professional personnel who enable the University to realize its mission. The salary program should contribute positively to the morale of the faculty and professional personnel and provide both incentive and reward for achievement. The salary program at Ball State University is designed to recognize the differences in performance and characteristics among faculty and professional personnel. The salary program rewards meritorious performance and exceptional achievement and also takes into account other factors, such as marketability, that affect the University’s ability to pursue excellence.”

DEFINITIONS

A. Faculty includes all continuing employees currently tenured or on a tenure track appointment.

B. Sub-Unit, the sub-unit covered by these guidelines is the School of Nursing.

C. Minimum Acceptable Performance, e.g. submit scholarly work, meet classes, serve on committees, attend meetings, accept assignments, and participate in graduation and/or pinning.

D. Unsatisfactory Performance
If the annual evaluation of performance for a tenured faculty member does not meet the minimum criteria for satisfactory performance as determined by the subunit Salary and Merit Committee or by the department chair, as determined by a departmental vote and specified in the subunit salary document, the tenured faculty member’s performance is deemed unsatisfactory for the year and the individual will not receive a salary increase. If the tenured faculty member does not submit an annual report in the format established by the subunit, the individual’s performance will be considered unsatisfactory. All departments must use a calendar year format (January 1-December 31) for faculty annual reports and performance evaluations.

E. Chronic Unsatisfactory Performance
Two consecutive unsatisfactory evaluation years or three unsatisfactory evaluations in five years for a tenured faculty member triggers a remediation process. Unsatisfactory completion of the remediation process is the definition of chronic unsatisfactory performance.

GENERAL SALARY ADJUSTMENT AND GUIDELINES

A. The salary dollars available to the School of Nursing for salary adjustments will be distributed in ways established annually by a majority vote of the tenured/tenure-track faculty.
B. All salary procedures, including adjusting the percentage allotted for merit, are subject to annual review by the faculty to assure compliance with the statement of purpose.

C. Types of Salary Increases

1. Across the board increase will be 30% of the total increment funds provided to the School each year. These funds will be distributed with each eligible individual receiving the same percentage increase. Each individual’s previous year’s salary base will be multiplied by the given percentage.

2. Merit increases will be 70% of the total increment funds provided to the School each year. These funds will be distributed to eligible faculty as described later in this document (see VIII.A).

D. Guidelines

1. Satisfactory completion of the Minimum Acceptable Performances will qualify the faculty member for the across the board increment.

2. No faculty or professional personnel member will receive any salary increment unless his or her performance is deemed to be satisfactory by the salary sub-unit.

3. Dollars not distributed due to unsatisfactory performance will be included in the total funds used for across the board increments.

4. All faculty members shall be required to submit an annual report (curricular vita) and a 2-4 page summary of the annual accomplishments or supporting documents. Those wishing not to be considered for a merit pay increment must state so in their annual report.

5. No individual shall be required to be considered for any merit pay increments.

6. Performance beyond “Minimum Acceptable Performance” will qualify the faculty member for merit pay consideration.

7. The School shall use an average of merit scores since the last possible merit salary increase when determining merit salary.

E. Chronic Unsatisfactory Performance

1. Any unsatisfactory assessment must be accompanied by a letter from the chair of the Salary and Merit Committee or by the department chair—whoever conducted the evaluation. The letter should include specific justifications for the unsatisfactory recommendation and specific suggestions for improvement and the letter must be placed in the tenured faculty member’s personnel file.

2. Two consecutive unsatisfactory years or three unsatisfactory evaluations in five years will trigger a remediation process.

3. A remediation plan will be developed by a departmentally-created peer committee. The committee shall consist of at least three tenured faculty members. It may be an existing committee or a committee established specifically for the remediation process. If there
are not three eligible tenured faculty members in the department, members may be selected from other departments in the College of Health.

A faculty member may request that a college committee be formed to develop the remediation plan. If requested, the Dean will establish a committee of tenured faculty members with the following qualifications:

- Member of the college
- Appointed based on ability to be objective and demonstrated academic strength, and
- Participants hold the same or higher rank than the faculty member being reviewed.

If the tenured faculty member being reviewed has cause to believe a committee member is biased against him/her, the tenured faculty member may request to the committee chair, in writing, to have that committee member replaced. This request must be submitted within 10 business days prior to the first remediation committee meeting. The remediation plan committee will have access to the tenured faculty member’s performance evaluations and/or pertinent letters for the previous five years.

4. The department chair/director and dean must approve the remediation plan. The remediation plan must be sent via registered mail to the tenured faculty member’s home address by June 30th or 30 days after an appeals process is completed, whichever is later. The said plan will be placed in the tenured faculty member’s personnel file. The same appeal process in place for salary decisions will be used to appeal any elements of the remediation plan.

5. As a part of the performance evaluation the following year, no sooner than 12 months after the remediation plan was initially mailed to the tenured faculty member, the outcomes of the remediation plan will be reviewed by the Remediation Committee which created the plan to determine if the expected performance levels as set by the remediation plan have been met.

6. If the terms of the remediation plan have been met, the tenured faculty member’s evaluation is deemed satisfactory for the calendar year in which the faculty is under remediation. This evaluation replaces the annual evaluation of performance specified in the subunit salary document for that year.

7. If the terms of the remediation plan have not been met, the tenured faculty member’s performance will meet the definition of chronic unsatisfactory performance.

1. Any tenured faculty member who meets the definition of chronic unsatisfactory performance will be referred to the “Procedures in Cases where Termination of a Tenured Faculty or Tenured Professional Personnel Member’s Appointment is Proposed” in the Faculty and Professional Personnel Handbook.

9. Any tenured faculty member currently evaluated as unsatisfactory in the Salary and Merit process cannot serve on a Salary and Merit or Remediation Committee.

10. The remediation plan follows the same appeal processes used for all salary decisions.

11. ALL LETTERS – meritorious, satisfactory, or unsatisfactory are placed in the personnel file each year.
JOB DESCRIPTION AND ANNUAL REPORT

1. The Salary Guidelines for Annual Salary Adjustment will incorporate the use of a Position Description (see Appendix A), and the College of Applied Sciences and Technology curricular vita form as adapted by the School of Nursing (see Appendix B).

2. Each faculty member will meet with the School Chair annually to discuss and update his/her job description in the categories of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice.

3. The written Practice Description will be signed by both the faculty member and the School Director.

4. Each faculty member will submit an annual report, which includes the curricular vita (Appendix B) and Self-Assessment (Appendix C). This report should include accomplishments achieved during the period from January 1 to December 31 of the previous year.
   a. One electronic copy of the annual report will be prepared and submitted to the School Director by the third Monday of the spring semester.
   b. Documentation of specific activities shall be available within 48 hours if requested by the School Director.

MINIMUM ACCEPTABLE PERFORMANCE, MERITORIOUS PERFORMANCE

A. In order to receive any salary increment, a person shall have demonstrated that he/she has satisfied the Minimum Acceptable Performances (Appendix E), and school and university standards of performance in Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice in accordance with the Faculty and Professional Personnel Handbook.

B. Student course ratings for at least two-thirds of the sections of all courses taught since the last evaluation period will be included. The student ratings will be conducted in accordance with the official university policy for the Evaluation of Teaching and the Procedures to be followed in the Evaluation of Teaching as stated in the Faculty and Professional Personnel Handbook.

1. Near the end of the semester and through final exam week, a rating form adopted by the School to evaluate teaching (Appendix J) shall be available to students enrolled in classes being taught during the semester. Submit at least two-thirds of the course evaluations

2. When the University has completed its analysis, the results will be available for the School chairperson and for the faculty member.

C. An administrative review conducted by the school director, is included, based on the teaching merit guideposts in Appendix F.
D. Exceeding the Minimum Acceptable Performances qualifies the faculty member for a merit pay increase. Guidelines for the determination of meritorious performance are provided in Appendix F.

EVALUATION PROCEDURE

A. Assigned time will be taken into consideration by the School Director when the job description is established by the faculty member and the School Director. (See Appendix G)

B. Each faculty member will receive a job description in which the percent of effort will be divided into three or more categories based on the assigned duties within the School. The categories are: Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice.

C. The category of professional service must represent between 10% to 20% of each faculty member’s evaluation. The remaining percentage shall be apportioned in accordance with a faculty member’s assigned time in teaching, scholarly activity and where applicable, administration and practice. The percent of effort each faculty member assigns to teaching and scholarly activity can vary from the assigned time by no more than ±5%.

D. The School Chair will evaluate each faculty member in the categories of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice. The faculty member’s performance will be rated using the rating scale in Appendix D. Evaluation scores will be calculated from these raw scores as outlined in section VII of this document. As part of this evaluation, the School Director will provide written categorical performance feedback to each faculty member. Guidelines for expected performance are given in Appendix F.

CALCULATION PROCEDURE

A. In each category of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice, a raw score will be assigned by the School Chair. Raw score ratings may be given using 1/2 (0.5) point intervals on the rating scale in Appendix D.

B. The raw score for each category of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice is then multiplied by the job description percent of effort value to produce a resultant score.

C. The resultant score from each category of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice is then summed to produce the Evaluation Score or Merit Level.

D. A Merit Level rating of less than 0.0 results in no merit and no across the board pay increase. Requested documentation must be submitted to be eligible for across the board and merit raise.

NOTIFICATION AND REVIEW OF MERIT EVALUATION

A. Each faculty member’s merit level will be multiplied by the value of “X” to determine his/her merit increment. The value of “X” will be determined by dividing the total number of dollars available for merit by the total number of merit increments assigned to all faculty.

B. In accordance with the date specified by the College Dean, the School Director will forward the salary recommendation for each faculty member to the Dean of the College.
C. The school director will inform each faculty member in writing of his/her resultant score in each category, merit level, and merit increment.

D. The school director will meet with each faculty member to review his/her merit evaluation, and to provide feedback on performance in each category. The merit evaluation will be signed by the school director and the faculty member to acknowledge that the evaluation has been reviewed. This signature does not indicate agreement with the evaluation but, instead, only indicates that the evaluation has been reviewed.

E. The school director will meet with each faculty member to update his/her job description for the subsequent year. The job description will be signed by the faculty member and the school director.

APPELLANT PROCESS

A. Appeals Committee

1. The Appeals Committee shall be composed of three (3) tenured-faculty members who are elected by the School faculty for a consecutive 2-year term. Representatives will be elected to terms that will permit the terms to be staggered.

2. Election of the Appeals Committee shall take place near the end of the spring semester.
   a. Appeals Committee members shall meet one time in the spring after their election for the purpose of electing a chair and secretary.
   b. The chair of the Appeals Committee shall serve as the School’s representative to the College Salary Committee.

3. If the appellant is a member of the Appeals Committee, the appropriate program faculty must select a new member as a replacement to the committee. If the appellant is the chair of the Appeals Committee, a new chair must be elected.

B. Appels Procedure

1. A faculty member may appeal his/her merit level rating assigned by the School Director.

2. The appeal must be filed in writing with the Appeals Committee chair and School Director within ten (10) working days of notification of the evaluation results. The appeal statement must include a rationale for the appeal.

3. The Appeals Committee will meet with the appellant within ten (10) working days of the Appeals Committee chair receiving the appeal statement. Upon receipt of an appeal, the Appeals Committee chair will establish a meeting date for the Appeals Committee to meet with the appellant and School Director.
   a. Prior to the appeal meeting, each member of the Appeals Committee shall independently review the annual report, the appeal statement, and the resultant scores and merit level assigned by the School Director. When appropriate, the basis for the administrative review made by the School Director may be submitted along with the administrative review.
   b. The appellant and School Director will each be allowed up to 30 uninterrupted minutes to present his/her case.
   c. The guidelines for the presentations by the appellant and School Director are given in Appendix H.
d. Following the appeal meeting, the Appeals Committee must meet and discuss the appeal, act on the appeal, and respond to the appellant in writing. This written notification must be completed within ten (10) working days of the Appeals Committee having rendered a decision.

4. Committee Actions

a. If the Appeals Committee agrees with the merit evaluation of the School Director, that evaluation shall be forwarded to the Dean of the College.

b. If the Appeals Committee agrees with the appellant, the committee must adjust the merit level of the faculty member based on its evaluation of his/her performance. Procedures for adjustment of a merit level by the Appeals Committee are given in Appendix I. The committee’s merit evaluation will replace the School Director’s and be forwarded to the Dean of the College.

5. Failing satisfaction at the school level, the appellant may appeal to the college under procedures of the College of Applied Sciences and Technology document.

SUMMARY INFORMATION

Once the merit review has been completed, the School Director will inform faculty relative to mean ratings in each category and the mean category weightings for all faculty included in the annual merit evaluation process.

REVISION

The salary document is to be reviewed in the fall of each year by the School Director and the Appeals Committee and subsequent changes submitted to the faculty of the School of Nursing for their approval.
APPENDIX A
POSITION DESCRIPTION
SCHOOL OF NURSING

NAME_________________________________________________   DATE_______________________

POSITION DESCRIPTION

TEACHING: (%Effort_______)

SCHOLARLY ACTIVITY: (%Effort_______)

SERVICE: (%Effort_______)

ADMINISTRATION: (%Effort_______)

PRACTICE: (%Effort_______)

ASSIGNED TIME: Indicate credit hours assigned and purpose.

________________________________________________________
Faculty Member   Date

________________________________________________________
School Chair       Date
APPENDIX B
ANNUAL SALARY ADJUSTMENT
CURRICULAR VITA FORM
College of Applied Sciences and Technology

This form is to be used for preparation of the annual report by the faculty member of the School of Nursing. LIST ALL INFORMATION IN REVERSE CHRONOLOGICAL ORDER (MOST RECENT FIRST)

1. Name

2. School, Rank

3. Education
   3.1 Degree(s), Date(s), School(s), Major(s), Minor(s)
   3.2 Evidence of progress toward a degree (if such a stipulation is cited in the contract)

4. Assigned Time for Year Being Evaluated
   SPRING            SUMMER (if applicable)            FALL
   Teaching          _____________  _____________  _____________
   Research/Scholarly Prod.
   Service          _____________  _____________  _____________
   Administration    _____________  _____________  _____________
                     (if applicable)

5. Teaching and Advising
   5.1 Credit class - (list, indicating semesters, peer and student evaluations subdivided into objective and subjective categories)
   5.2 Master’s Thesis/Research Project
   5.3 Doctoral committees (note chairperson)
   5.4 Advisement of Student Grants and Projects
   5.5 Curriculum and/or New Course Development
   5.5a New Course Development
   5.5b Major Course Revision
   5.6 Student Ratings
   5.7 Peer Evaluation
   5.8 Administration Evaluation
   5.9 Workshops/activities related to enhancing teaching
   5.10 Workshops taught
   5.11 Portfolio
   5.12 Other teaching related activities
   5.13 Immersive Learning
6. Scholarly Activity

6.1 Publications
   6.1a Refereed articles
      6.1a1 Peered Articles in Print
      6.1ab Referred Articles in Press
      6.1a3 Referred Articles submitted
   6.1b Conference proceedings
   6.1c Published abstracts
   6.1d Non-refereed articles
   6.1e Books, chapters in books (peer reviewed)

6.2 Presentation (poster/papers)
   6.2a Refereed
   6.2b Invited
   6.2c Non-refereed

6.3 Creative activities
   6.3a Creative activities completed and disseminated
   6.3b Creative activities accepted – verify
   6.3c Creative activities submitted - verify

6.4 Grants submitted (internal, external)
   6.4a External
   6.4b Internal

   Title:
   Agency:
   Amount:
   Date submitted:
   Status:
   Starting and ending dates:
   Principal Investigator:
   Co-principal Investigator(s):
   Competitive vs. non-competitive:

6.5 Contracted professional work/consulting outside the university

6.6 Reviewer/Referee

6.7 Professional growth
   6.7a Post-doctoral work
   6.7b Attendance at professional meetings
   6.7c Non-degree Study, continuing education

6.8 Other

7. Professional Service

7.1 Institutional Service
   7.1a School
   7.1b College
   7.1c University

7.2 Professional service outside the university (officer, chair of session(s) at professional meetings, etc.)
   7.2a Local
   7.2b Regional
   7.2c National
   7.2d International

7.3 Honors, awards

7.4 Professional memberships

7.5 Presentations to community groups

7.6 Professional Certifications/Licenses

7.7 Other
8. **Administration** (some suggested headings)
   8.1 Program/laboratory-specific policies and procedures
   8.2 Academic management and leadership
   8.3 Program/laboratory reports to external agencies (e.g., assessments, summary information, etc.).
   8.4 Oversight of external sites for practicum, internship and student teaching opportunities.
   8.5 Managed teaching/laboratory space
   8.6 Promotion, recruitment, reception activities
   8.7 Oversight of advising activities
   8.8 Communication of program news, highlights, achievements, recognitions,
   8.9 Tours and special events for program/laboratory
   8.10 Met with campus visitors (e.g., prospective students/parents)
   8.11 Engaged programmatic faculty regarding issues related to space and equipment.
   8.12 Managed program-specific budgets and scholarships in accordance with university policies.
   8.13 Other

9. **Practice**
   9.1 Maintain certification status for teaching advance practice nursing clinical courses
   9.2 Maintain required clinical hours in practice for specialty needed for teaching.
   9.3 Maintain required continuing education to maintain certification required for practice and certification.
Self-evaluation and reflection are strong instigators for monitoring one's own growth and development. Please a) list and b) briefly describe those activities in the teaching, scholarship, service, and administration (if applicable) categories which have exceeded your basic responsibilities as a faculty member and could be considered for merit credit (see “Guide Posts for Assessing Meritorious Performance” document for examples, Appendix F). Note the significance of an accomplishment which may not be readily apparent in your CV listing. NOT TO EXCEED 4 PAGES IN LENGTH

TEACHING/ADVISING (see SON salary document, Appendix F: Minimum Acceptable Performance)

The following items in the teaching section of my CV have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

SCHOLARLY PRODUCTIVITY Minimum Acceptable Performance: submit one refereed manuscript as sole author or lead author; apply for one grant from an external funding agency as principle investigator; make one refereed presentation of research and/or scholarly productivity results at a national or international meeting — (see SON salary document, Appendix F: Minimum Acceptable Performance and CAST Research Release Guidelines)

The following items in the scholarship section of my CV have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

SERVICE (see SON salary document, Appendix F: Minimum Acceptable Performance)

Indicate which commencement you attended in evaluation year (spring, summer, winter):

The following items in the professional service section of my CV have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

ADMINISTRATION {if applicable} (see SON salary document, Appendix F: Minimum Acceptable Performance)

The following tasks have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

PRACTICE {if applicable} (see SON document, Appendix F: Minimum Acceptable Performance)

The following tasks have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:
0 This rating characterizes the faculty member who is meeting the Minimum Acceptable Performances for a SON faculty member (see II.C and Appendix E) but does not exceed them.

1 This rating characterizes the faculty member who is performing his/her duties beyond the Minimum Acceptable Performances of a SON faculty member (see II.C) as described in Appendix E.

2 This rating characterizes the faculty member who is performing his/her duties in a manner which frequently exceeds the Minimum Acceptable Performances of a SON faculty member (see II.C) as described in Appendix E.

3 This rating characterizes the faculty member who is performing his/her duties in a manner which consistently far exceeds Level 2 (see II.C) as described in Appendix E.

4 This rating characterizes the faculty member who is performing his/her duties in a manner which far exceed Level 3.

5 Ratings greater than 4 will be conferred for exemplary performance that is superior to Level 4 in quantity and/or quality.
Minimum Acceptable Performance
In keeping with the Faculty and Professional Personnel Handbook: “To be eligible for a salary increment, an individual’s performance must be deemed to be satisfactory by the salary subunit.” Therefore, each faculty member assigned to a department is expected to achieve the following minimum acceptable performances to receive the fixed percent raise and be eligible for merit consideration.

Teaching
1. Conducts live class sessions as scheduled.
2. Maintains on-line courses.
3. Provides educational experiences for the class during absences for other professional obligations.
4. Submits grades at the conclusion of each term in accordance with University policy.
5. Willingly participates in the processes used to evaluate teaching performance, including administrative and student evaluations.
6. Teaches courses using appropriate content identified in approved program curricula and/or syllabi.
7. Receives a cumulative average student rating not lower than 2.5 for all courses taught during the evaluation period.
8. Addresses student grievances in a timely and professional manner.
9. Regularly make themselves available to students for consultation.
10. Administers final exams in accordance with the University policy.
11. Submits digital course outlines each semester for all courses taught.
12. Works cooperatively with the chair to identify replacement faculty when applying for course release (e.g., special assigned leave; course release within external grants, etc.).
13. Submits assessment data to program coordinator and/or chair as requested.

Service (internal)
1. Serves the school, college and university on committees as elected or requested.
2. Submits assigned/requested reports and requests for information in a timely manner (including updating faculty activities in Digital Measures).
3. Consistently attends school, college and university meetings.
4. Attends a minimum of one university/college commencement ceremony per year.
5. Consistently demonstrates a professional and collegial behavior in school/college/university activities.
6. Serves the school as a faculty mentor as assigned.

Scholarship
1. Completes activities related to scholarly release time as identified in the current version of the CAST Guidelines for Scholarly Release Time document (See Appendix G).

Practice
1. Completes practice activities as needed to maintain certification status, level of clinical expertise and experience.
2. Completes practice activities related to assigned time as detailed in the formal job description and by agreement with school of nursing director.

Administration
1. Completes administrative activities related to administrative assigned time as detailed in the formal job description and as determined by school of nursing director.
Teaching category
1. Preps: Based on number of preps and new preps
2. Student ratings: pattern of consistently above 2.5 ratings.
3. Student advising/research: Based on chairing, committee member, advisor to project/student grant etc.
4. Other activities (e.g. advising, guest lecture, attending workshops, etc.)
5. Overloads or significant class coverage for colleagues
6. Immersive learning, must be registered at University level
7. Honors/Awards: Determined by scope of the award (e.g. internal vs. external, nature of recognition, national/international vs. regional/state, etc.)

Scholarship Category
1. Refereed journal manuscripts: based on level of publication (e.g. national vs. regional/state, author vs. coauthor, and submission vs. in press/in print publication, etc.)
2. Non-refereed articles: depending on author vs. coauthor
3. Books/Chapters: based on magnitude of work (e.g. book vs. chapter, author vs. coauthor, submission vs. in press/in print publication, non-refereed vs. refereed, etc.)
4. Proceedings/Abstracts: based on magnitude of work (e.g. breadth and depth, national vs. regional/state, author vs. coauthor, etc.)
5. Scholarly presentations (all types): depending on national vs. regional/state, author vs. coauthor, non-refereed vs. refereed, invited, keynote, etc.
6. Grants: depending on internal vs. external, funded vs. submitted, principal investigator (PI) vs. co-investigator, competitive vs. non-competitive, and federal vs. non-federal submission
7. Contracted work: depending on scope
8. Professional growth: depending on scope (e.g. attending national vs. state/regional conference)
9. Evidence of a focused, sustainable line of research (e.g. connectedness of grants, presentations and publications)
10. Journal reviewer/referee
11. Honors/Awards: Determined by scope of the award (e.g. internal vs. external, nature of recognition, national/international vs. regional/state, etc.)

Service Category
1. Internal service
   a. School, college and university service – based on magnitude of effort/involvement (e.g. chair or member, standing vs. ad-hoc committee, time commitment, supervisor of student club, etc.)
   b. Curriculum development, including online courses
   c. Participation in faculty candidate interview process (e.g. luncheons, research presentations, teaching presentations).
2. External service
   a. Service on professional organization committees: national vs. regional/state, chair vs. committee member
   b. Editorial boards
   c. Governance position
   d. Professional memberships
   e. Presentation to community groups
   f. Other (session moderator, abstract reviewer etc.)
3. Honors/Awards: Determined by scope of the award (e.g. internal vs. external, nature of recognition, national/international vs. regional/state, etc.)

Administration
1. Largely judged by the magnitude of the administrative responsibility and quality of the work performed.
2. Program/laboratory-specific policies and procedures
3. Academic management and leadership
4. Program/laboratory reports to external agencies (e.g., assessments, summary information, etc.).
5. Oversight of external sites for practicum, internship and student teaching opportunities.
6. Managed teaching/laboratory space
7. Promotion, recruitment, reception activities
8. Oversight of advising activities
9. Communication of program news, highlights, achievements, recognitions,
10. Tours and special events for program/laboratory
11. Met with campus visitors (e.g., prospective students/parents)
12. Engaged programmatic faculty regarding issues related to space and equipment.
13. Managed program-specific budgets and scholarships in accordance with university policies.
14. Other

Practice
  1. Maintain certification status for teaching advance practice nursing clinical courses
  2. Maintain required clinical hours in practice for specialty needed for teaching.
  3. Maintain required continuing education to maintain certification required for practice and certification.
These guidelines are designed to provide faculty direction for assigned time research and scholarly productivity. It is imperative that faculty members work closely with the school or department chair when planning assigned time activities. The department/school chair must approve all assigned time contracts. A departmental Memorandum of Agreement should serve to clarify a faculty member’s goals for the assigned time.

I. Assigned time for tenure-track faculty
The following are minimum levels of productivity for the academic year (3 hours of assigned time for fall and spring semesters). If a faculty member receives more than three hours of assigned time per semester for the academic year, expectations are increased proportionally. It is anticipated that all faculty who receive assigned time for scholarly productivity will make every effort to involve students in their investigations and integrate their research findings into classroom experiences. Faculty is expected to complete assigned time activities in a timely manner. Assigned time activities will be evaluated as part of the department merit/salary decisions.

A. Publications
For each academic year a faculty member receives 3 hours of assigned time per semester (fall and spring), the faculty member will be expected to submit at least one refereed manuscript as sole author or lead author (not an abstract).

B. Grants
A faculty member will be expected to acquire funding to support research. For each academic year a faculty member receives 3 hours of assigned time per semester (fall and spring), the faculty member will be expected to apply for one grant from an external funding agency as principal investigator, unless significant external funding is guaranteed for the following year.

C. Presentations
For each academic year a faculty member receives 3 hours of assigned time per semester, the faculty member will be expected to make one refereed presentation of research and/or scholarly productivity results at a national or international meeting.

D. Creative Endeavors
When appropriate, faculty may pursue independent or collaborative creative endeavors as an assigned time activity. The following criteria are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, interior design work, consulting with outside organizations, proprietary research, etc.):
1. The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator.
2. There must be a planned and disciplined approach to the activity’s development, design and implementation. The activity must reflect contemporary content, strategies, design or media components.
3. The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models or other appropriate means.
4. The activity must be refereed, juried or competitive in nature.

Based upon a faculty member’s assigned time proposal, the chair can agree to substitute a creative endeavor for the expectation that the faculty member will submit at least one refereed manuscript.

II. Assigned time for tenured faculty
After achieving tenure, faculty are expected to continue a successful record of scholarly productivity described in section I. Tenured faculty may receive 3 hours assigned time per semester at the discretion of the school/department chair and college dean. Assigned time activities will be agreed to prior to the faculty member receiving the assignment.

Approved: 7-17-03
Revised: 12-18-09
APPENDIX H
GUIDELINES FOR APPEAL OF MERIT EVALUATION
SCHOOL OF NURSING

A. Appellant
  1. In presenting his/her case for an appeal, the appellant is restricted to the use of:
     a. Annual report submitted to the School of Nursing Director by the deadline for submission
     b. Supporting documentation for items listed in annual report
     c. Written feedback on performance provided by the school director.

  2. The appellant may present his/her case uninterrupted for 30 minutes.

  3. The appellant may bring one school of nursing colleague to the meeting. The colleague may speak for five minutes in support of the appellant.

  4. The appellant will restrict verbal presentation to a clarification of his/her case. He/she may not ask questions of the school director.

  5. Appeals Committee members may ask questions to clarify a point made by the appellant.

B. School of Nursing
  1. In presenting his/her case, the school director is restricted to the use of:
     a. Annual report of the appellant
     b. Supporting documentation of the appellant used in the chair evaluation process
     c. Any evidence that formed the basis for his/her merit evaluation.

  2. The school director may present his/her case uninterrupted for 30 minutes.

  3. The school director will restrict verbal presentation to a clarification of the evidence that formed the basis for his/her merit evaluation.

  4. Appeals committee members may ask questions to clarify a point made by the school director.

C. The appellant and director will not be allowed to record, tape or transcribe the information presented during these meetings.

D. Following the presentation and questions by committee members, the appellant and the school director will be excused from the meeting.

E. The committee will send written notification of its decision to the appellant and the school director within ten (10) working days after the Appeals Committee has rendered a decision.
APPENDIX I
MERIT LEVEL ADJUSTMENT
PROCEDURES FOR APPEALS COMMITTEE
SCHOOL OF NURSING

I EVALUATION PROCEDURES

A. Assigned time will be taken into consideration by the Appeals Committee and will be based on the job description agreed upon between the faculty member and the School Director. (See Appendix A)

B. Each faculty member will receive a job description in which the percent of effort will be divided into three or more categories. The categories are: Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice.

C. The minimum number of percentage points that can be assigned to service is 10%.

D. The resultant scores from the four categories of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice, are then summed by the Appeals Committee chair to produce the evaluation score or merit level.

E. A summary sheet will be prepared by the committee chair showing performance evaluations of each faculty member by each evaluator for each category being evaluated.

EVALUATORS

FACULTY MEMBER A

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>TEACHING</td>
<td>XXX</td>
<td>XXX</td>
<td>XXX</td>
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<tr>
<td>SCHOLARLY ACTIVITY</td>
<td>XXX</td>
<td>XXX</td>
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<tr>
<td>SERVICE</td>
<td>XXX</td>
<td>XXX</td>
<td>XXX</td>
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<tr>
<td>ADMINISTRATIVE</td>
<td>XXX</td>
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A. The committee will review the range of scores (without evaluators’ names indicated) in light of the rating scale (Appendix D). Perceived outliers (extreme scores) will be identified and discussed.

B. As a result of the discussion that takes place in I.E.1. above, each committee member will again consider his/her evaluation of the appellant in the categories of Teaching, Scholarly Activity, Service, and when applicable, Administration and Practice. Scores will be resubmitted to the committee chair. The calculations will take place as described previously, and the adjusted merit level submitted to the School Chair.

C. Upon receiving the adjusted merit, the School Chair will recalculate the merit increment of the appellant (VIII.A). The chair of the Appeals Committee will then notify the appellant in writing of his/her adjusted merit increment.
### Instructor Evaluation

<table>
<thead>
<tr>
<th>Statement</th>
<th>1: Strongly Disagree</th>
<th>2: Disagree</th>
<th>3: Neutral</th>
<th>4: Agree</th>
<th>5: Strongly Agree</th>
</tr>
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<tbody>
<tr>
<td>My instructor explains the course objectives clearly.</td>
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<tr>
<td>My instructor explains course content clearly.</td>
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<td>My instructor uses effective examples and illustrations.</td>
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<td>My instructor is respectful when I have a question or comment.</td>
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<td>My instructor provides feedback that helps me improve my performance in the class.</td>
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<td>My instructor is available for consultation (e.g., after class, email, office hours, or by appointment).</td>
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<tr>
<td>Please provide any additional written comments on the faculty's strengths and weaknesses.</td>
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### Course Evaluation

<table>
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<tr>
<th>Statement</th>
<th>1: Strongly Disagree</th>
<th>2: Disagree</th>
<th>3: Neutral</th>
<th>4: Agree</th>
<th>5: Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course has clear objectives.</td>
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<td>This course is effective in meeting its objectives</td>
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<td>This course has assignments related to the objectives of the course.</td>
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<td>This course has a clear grading system.</td>
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<tr>
<td>This course broadens my perspective and/or knowledge.</td>
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<tr>
<td>Please provide any additional written comments on the strengths and weaknesses of the course. You may comment on such things as the use of assignments, text(s), exercises, exams, etc.</td>
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(Comment box)
I. NAME
The name of this committee shall be the Contract Salary Committee of the School of Nursing.

II. AUTHORITY
The Contract Salary Committee shall function as a standing committee. Recommendations for salary adjustment based on meritorious performance shall be forwarded to the Director of the School. Salary policies shall not conflict with those of the University or College of Applied Sciences and Technology.

III. FUNCTIONS
1. The Committee shall be responsible for developing a distribution plan for salary adjustment, including merit, and across the board adjustments.
2. The Committee shall review applications for salary adjustment for meritorious performance.
3. The Committee shall make recommendations for salary adjustment for meritorious performance to the Director of the School for forwarding to the Dean of the College.
4. The Committee shall review the Contract Salary Committee Guidelines annually and submit appropriate changes to the Faculty Organization for approval.

IV. MEMBERSHIP
The membership shall consist of three full-time contract faculty members elected by the contract faculty. The Director shall be an ex officio member of the Salary Committee, with no voting privileges. No other representative can fill the Director’s function on the Committee.

Annual election of the Contract Salary Committee shall be held on the last meeting of the Spring Term at the Faculty Organization meeting. The person who has the majority of votes shall serve for two (2) years and will serve as Chair-elect during the first year and as Committee Chair during the second year of the appointment. The third member will serve as secretary.

V. OFFICERS
Officers of the Committee shall consist of a Chair, Chair-elect and Secretary.

VI. MEETINGS
Meetings of the Committee shall be determined at the first meeting of the Fall Term.
I. STATEMENT OF PURPOSE

The purpose of the salary program is to reward full-time contract faculty who have demonstrated meritorious achievement in one or more of the following areas: teaching, service and/or scholarship, practice and administration service. For the purpose of this document, “meritorious service” is defined as individual and/or collaborative faculty accomplishments in the areas of teaching, service, and may include scholarship that are above and beyond the minimum duties and responsibilities assigned and as stated in the minimum acceptable performances.

Furthermore, the Faculty and Professional Personnel Handbook states:

“The general purposes of the salary program are to attract, retain, and reward faculty and other professional personnel who enable the University to realize its mission. The salary program should contribute positively to the morale of the faculty and professional personnel and provide both incentive and reward for achievement. The salary program at Ball State University is designed to recognize the differences in performance and characteristics among faculty and professional personnel. The salary program rewards meritorious performance and exceptional achievement and also takes into account other factors, such as marketability, that affect the University’s ability to pursue excellence.”

II. DEFINITIONS

A. Faculty includes all continuing employees currently on a full-time contract track appointment.
B. Sub-Unit, the sub-unit covered by these guidelines is the School of Nursing.
C. Minimum Acceptable Performance, e.g. meet classes and/or clinical, serve on committees, attend meetings, accept assignments.
D. Unsatisfactory Performance
   If the annual evaluation of performance for a full-time contract faculty member does not meet the minimum criteria for satisfactory performance as determined by the subunit the Contract Salary Committee or by the department chair, as determined by a departmental vote and specified in the subunit salary document, the full-time contract faculty member’s performance is deemed unsatisfactory for the year and the individual will not receive a salary increase. If the full-time contract faculty member does not submit an annual report in the format established by the subunit, the individual’s performance will be considered unsatisfactory. All departments must use a calendar year format (January 1-December 31) for faculty annual reports and performance evaluations.

III. GENERAL SALARY ADJUSTMENT AND GUIDELINES

A. The salary dollars available to the School of Nursing for salary adjustments will be distributed in ways established annually by a majority vote of the continuing full-time contract faculty appointments.
B. All salary procedures, including adjusting the percentage allotted for merit, are subject to annual review by the faculty to assure compliance with the statement of purpose.

C. Types of Salary Increases
   1. Across the board increase will be 30% of the total increment funds provided to the School each year. These funds will be distributed with each eligible individual receiving the same percentage increase. Each individual’s previous year’s salary base will be multiplied by the given percentage.
   2. Merit increases will be 70% of the total increment funds provided to the School each year. These funds will be distributed to eligible faculty as described later in this document (see Appendix A).

D. Guidelines
   1. Satisfactory completion of the Minimum Acceptable Performances will qualify the faculty member for the across the board increment.
   2. No faculty or professional personnel member will receive any salary increment unless his or her performance is deemed to be satisfactory by the salary sub-unit.
   3. Dollars not distributed due to unsatisfactory performance will be included in the total funds used for across the board increments.
   4. All faculty members shall be required to submit an annual report (curricular vita) and a 2-4 page summary of the annual accomplishments or supporting documents. Those wishing not to be considered for a merit pay increment must state so in their annual report.
   5. No individual shall be required to be considered for any merit pay increments.
   6. Performance beyond “Minimum Acceptable Performance” will qualify the faculty member for merit pay consideration.
   7. The School shall use an average of merit scores since the last possible merit salary increase when determining merit salary.
   8. ALL LETTERS – meritorious, satisfactory, or unsatisfactory are placed in the personnel file each year.

IV. JOB DESCRIPTION AND ANNUAL REPORT

A. The Salary Guidelines for Annual Salary Adjustment will incorporate the use of a Position Description (see Appendix A), and the College of Applied Sciences and Technology curricular vita form as adapted by the School of Nursing (see Appendix B).

B. Each faculty member will meet with the School Chair annually to discuss and update his/her job description in the categories of Teaching and Service, and when applicable, Administration.

C. Each faculty member will submit an annual report, which includes the curricular vita (Appendix B), self-assessment (Appendix C), and checklist (Appendix H). This report should include accomplishments achieved during the period from January 1 to December 31 of the previous year.
   1. One electronic copy of the annual report will be prepared and submitted to the Contract Salary Committee Chair and School Director by the fourth Monday of the spring semester.
   2. Documentation of specific activities shall be available within one week requested by the Contract Salary Committee.
V. MINIMUM ACCEPTABLE PERFORMANCE, MERITORIOUS PERFORMANCE

A. In order to receive any salary increment, a person shall have demonstrated that he/she has satisfied the Minimum Acceptable Performances (Appendix D), and school and university standards of performance in Teaching and Service, and when applicable, Administration in accordance with the Faculty and Professional Personnel Handbook.

B. Student course ratings for all course sections taught since the last evaluation period will be included. The student ratings will be conducted in accordance with the official university policy for the Evaluation of Teaching and the Procedures to be followed in the Evaluation of Teaching as stated in the Faculty and Professional Personnel Handbook.

1. Near the end of the semester and through final exam week, a rating form adopted by the School to evaluate teaching (Appendix G) shall be available to students enrolled in classes being taught during the semester. Submit at least two-thirds of the course evaluations.

2. When the University has completed its analysis, the results will be available for the School chairperson and for the faculty member.

C. The review conducted by the Contract Salary Committee is based on the teaching merit guideposts in Appendix E.

D. Exceeding the Minimum Acceptable Performances qualifies the faculty member for a merit pay increase. Guidelines for the determination of meritorious performance are provided in Appendix D.

VI. EVALUATION PROCEDURE

A. Each faculty member will receive a job description in which the percent of effort will be divided into two categories based on the assigned duties within the School. The categories are: Teaching and Service, and when applicable, Administration.

B. The category of service must represent between 5% to 10% of each faculty member’s evaluation. The remaining percentage shall be apportioned in accordance with a faculty member’s assigned time in teaching and where applicable, administration.

C. The Contract Faculty Salary Committee will evaluate each faculty member in the categories of Teaching and Service, and when applicable, Administration. The faculty member’s performance will be rated using the check list for salary document evaluation in Appendix H. Evaluation scores will be calculated from these raw scores as outlined in section VII of this document. As part of this evaluation, the Contract Faculty Salary Committee will provide written categorical performance feedback to each faculty member. Guidelines for expected performance are given in Appendix E. The Contract Faculty Salary Committee will forward each faculty member’s written categorical performance feedback to the School of Nursing Director.

VII. CALCULATION PROCEDURE

A. In each category of Teaching and Service, and when applicable, Administration, a raw score will be assigned by the Contract Salary Committee. Raw score ratings may be given using 1/2 (0.5) point intervals on the check list for salary document evaluation in Appendix H.

B. The raw score for each category of Teaching and Service, and when applicable, Administration is then multiplied by the job description percent of effort value to produce a resultant score.

C. The resultant score from each category of Teaching and Service, and when applicable, Administration is then summed to produce the Evaluation Score.
D. A score of 0.0 results in no merit and no across the board pay increase. Requested documentation must be submitted to be eligible for across the board and merit raise.

VIII NOTIFICATION AND REVIEW OF MERIT EVALUATION
A. Each faculty member’s merit level will be multiplied by the value of “X” to determine his/her merit increment. The value of “X” will be determined by dividing the total number of dollars available for merit by the total number of merit increments assigned to faculty.
B. In accordance with the date specified by the College Dean, the School Director will forward the salary recommendation for each faculty member to the Dean of the College.
C. The school director will inform each faculty member in writing of his/her resultant score in each category, merit level, and merit increment.
D. The school director will meet with each faculty member to review his/her merit evaluation, and to provide feedback on performance in each category. The merit evaluation will be signed by the school director and the faculty member to acknowledge that the evaluation has been reviewed. This signature does not indicate agreement with the evaluation but, instead, only indicates that the evaluation has been reviewed.
E. The school director will meet with each faculty member to update his/her job description for the subsequent year. The job description will be signed by the faculty member and the school director.

IX APPELLANT PROCESS
A. The responsibility of the Contract Salary Appeals Committee will be to hear appeals from individuals who feel they have been aggrieved by an action taken in determining their merit points and to recommend appropriate action to the School Director and the Dean of the College.
B. Appeals Committee Pool
   1. The Appeals Committee shall be composed of four (4) elected full-time contract faculty to serve for a consecutive 2-year term. Representatives will be elected to terms that will permit the terms to be staggered.
   2. Immediately following the Contract Salary Committee election, four (4) faculty will be elected to serve in the pool for the following academic year.
   3. No member of the Contract Salary Committee or School Director may serve on the Appeals Committee.
   4. If the appellant is a member of the Contract Salary Appeals Committee, the appropriate program faculty must select a new member as a replacement to the committee. If the appellant is the chair of the Appeals Committee, a new chair must be elected.
C. Appeals Procedure
   1. A faculty member may appeal his/her merit level rating assigned by the Contract Salary Committee.
   2. The appeal must be filed in writing with the School Director within ten (10) working days of notification of the evaluation results. The appeal statement must include a rationale for the appeal.
   3. A panel of three (3) will be drawn from the Appeals pool to serve in any appeals proceeding.
      a. The Appellant will choose one (1) panel member.
      b. The Contract Salary Committee will choose one (1) panel member.
      c. The School Director will choose one (1) panel member.
4. The Appeals Panel will schedule a meeting date to meet with the appellant within ten (10) working days of receiving the appeal statement.
   a. Prior to the appeal meeting, each member of the Appeals Panel shall independently review the annual report, the appeal statement, and the resultant scores assigned by the Contract Salary Committee. When appropriate, the basis for the administrative review made by the School Director may be submitted along with the administrative review.
   b. The appellant and Contract Salary Committee chair or designee will each be allowed up to 30 uninterrupted minutes to present his/her case.
   c. The guidelines for the presentations by the appellant and Salary Committee chair are given in Appendix F.
   d. Following the appeal meeting, the Appeals Panel must meet and discuss the appeal, act on the appeal, and respond to the appellant in writing. This written notification must be completed within ten (10) working days of the Appeals Panel having rendered a decision.

5. Committee Actions
   a. If the Appeals Panel agrees with the merit evaluation of the Contract Salary Committee Director, that evaluation shall be forwarded to the School Director.
   b. If the Appeals Panel agrees with the appellant, the panel must adjust the merit level of the faculty based on its evaluation of his/her performance. Procedures for adjustment of a merit level by the Appeals Panel are given in Appendix A. The panel’s merit evaluation will replace the Contract Salary Committee and be forwarded to the School Director.

6. Failing satisfaction at the school level, the appellant may appeal to the college under procedures of the College of Applied Sciences and Technology document.

X SUMMARY INFORMATION

Once, the merit review has been completed, the School Director will inform faculty relative to mean ratings in each category and the mean category weightings for all faculty included in the annual merit evaluation process.

XI REVISION

The salary document is to be reviewed in the fall of each year by the Contract Salary Committee and subsequent changes submitted to the faculty of the School of Nursing for their approval.
APPENDIX A
POSITION DESCRIPTION
SCHOOL OF NURSING

NAME_________________________________________________ DATE_______________________

POSITION DESCRIPTION

TEACHING: (%Effort_____ ) (Raw Score_____ )

SERVICE: (%Effort_____ ) (Raw Score_____ )

ADMINISTRATION: (%Effort_____ ) (Raw Score_____ )

BEYOND POSITION DESCRIPTION

PRACTICE:

SCHOLARLY ACTIVITY: 

________________________________
Faculty Member Date

________________________________
School Chair Date
APPENDIX B
ANNUAL SALARY ADJUSTMENT
CURRICULAR VITA FORM
College of Applied Sciences and Technology

This form is to be used for preparation of the annual report by the faculty member of the School of Nursing. LIST ALL INFORMATION IN REVERSE CHRONOLOGICAL ORDER (MOST RECENT FIRST)

1. Name

2. School, Rank

3. Education
   3.1 Degree(s), Date(s), School(s), Major(s), Minor(s)
   3.2 Evidence of progress toward a degree (if such a stipulation is cited in the contract)

4. Assigned Time for Year Being Evaluated

<table>
<thead>
<tr>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>_______</td>
<td>______</td>
</tr>
<tr>
<td>Teaching</td>
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<tr>
<td>Research/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarly Prod.</td>
<td></td>
<td></td>
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<tr>
<td>Service</td>
<td></td>
<td></td>
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<tr>
<td>Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if applicable)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Teaching and Advising
   5.1 Credit class - (list, indicating semesters, peer and student evaluations subdivided into objective and subjective categories)
   5.2 Master’s Thesis/Research Project
   5.3 Doctoral committees (note chairperson)
   5.4 Advisement of Student Grants and Projects
   5.5 Curriculum and/or New Course Development
      5.5a New Course Development
      5.5b Major Course Revision
   5.6 Student Ratings
   5.7 Peer Evaluation
   5.8 Administration Evaluation
   5.9 Workshops/activities related to enhancing teaching
   5.10 Workshops taught
   5.11 Portfolio
   5.12 Other teaching related activities
   5.13 Immersive Learning
6. Scholarly Activity
   6.1 Publications
      6.1a Refereed articles
         6.1a1 Peer ed Articles in Print
         6.1a2 Referred Articles in Press
         6.1a3 Referred Articles submitted
      6.1b Conference proceedings
      6.1c Published abstracts
      6.1d Non-refereed articles
      6.1e Books, chapters in books (peer reviewed)
   6.2 Presentation (poster/papers)
      6.2a Refereed
      6.2b Invited
      6.2c Non-refereed
   6.3 Creative activities
      6.3a Creative activities completed and disseminated
      6.3b Creative activities accepted – verify
      6.3c Creative activities submitted - verify
   6.4 Grants submitted (internal, external)
      6.4a External
      6.4b Internal
      Title:
      Agency:
      Amount:
      Date submitted:
      Status:
      Starting and ending dates:
      Principal Investigator:
      Co-principal Investigator(s):
      Competitive vs. non-competitive:
   6.5 Contracted professional work/consulting outside the university
   6.6 Reviewer/Referee
   6.7 Professional growth
      6.7a Post-doctoral work
      6.7b Attendance at professional meetings
      6.7c Non-degree Study, continuing education
   6.8 Other

7. Professional Service
   7.1 Institutional Service
      7.1a School
      7.1b College
      7.1c University
   7.2 Professional service outside the university (officer, chair of session(s) at professional meetings, etc.)
      7.2a Local
      7.2b Regional
7.2c National
7.2d International
7.3 Honors, awards
7.4 Professional memberships
7.5 Presentations to community groups
7.6 Professional Certifications/Licenses
7.7 Other

8. Administration (some suggested headings)
8.1 Program/laboratory-specific policies and procedures
8.2 Academic management and leadership
8.3 Program/laboratory reports to external agencies (e.g., assessments, summary information, etc.).
8.4 Oversight of external sites for practicum, internship and student teaching opportunities.
8.5 Managed teaching/laboratory space
8.6 Promotion, recruitment, reception activities
8.7 Oversight of advising activities
8.8 Communication of program news, highlights, achievements, recognitions,
8.9 Tours and special events for program/laboratory
8.10 Met with campus visitors (e.g., prospective students/parents)
8.11 Engaged programmatic faculty regarding issues related to space and equipment.
8.12 Managed program-specific budgets and scholarships in accordance with university policies.
8.13 Other

9. Practice
9.1 Maintain certification status for teaching advance practice nursing clinical courses
9.2 Maintain required clinical hours in practice for specialty needed for teaching.
9.3 Maintain required continuing education to maintain certification required for practice and certification.
Name: Evaluation Year:

Self-evaluation and reflection are strong instigators for monitoring one’s own growth and development. Please a) list and b) briefly describe those activities in the teaching, service, and administration (if applicable) categories and scholarship which have exceeded your basic responsibilities as a faculty member and could be considered for merit credit (see “Guide Posts for Assessing Meritorious Performance” document for examples, Appendix E). Note the significance of an accomplishment which may not be readily apparent in your CV listing. NOT TO EXCEED 4 PAGES IN LENGTH

TEACHING/ADVISING (see SON salary document, Appendix E: Minimum Acceptable Performance)

The following items in the teaching section of my CV have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

SERVICE (see SON salary document, Appendix E: Minimum Acceptable Performance)

Indicate which commencement you attended in evaluation year (spring, summer, winter):

The following items in the professional service section of my CV have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

ADMINISTRATION {if applicable} (see SON salary document, Appendix E: Minimum Acceptable Performance)

The following tasks have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

PRACTICE {if applicable} (see SON document, Appendix E: Minimum Acceptable Performance)

The following tasks have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:

SCHOLARLY PRODUCTIVITY Keep abreast of current evidence-based scholarship in nursing and nursing education, and incorporate into teaching.

The following items in the scholarship section of my CV have exceeded the criteria for minimum acceptable performance and could be considered for merit credit:
APPENDIX D
MINIMUM ACCEPTABLE PERFORMANCE
SCHOOL OF NURSING

Minimum Acceptable Performance
In keeping with the Faculty and Professional Personnel Handbook: “To be eligible for a salary increment, an individual’s performance must be deemed to be satisfactory by the salary subunit.” Therefore, each faculty member assigned to a department is expected to achieve the following minimum acceptable performances to receive the fixed percent raise and be eligible for merit consideration.

Teaching
1. Conducts live class sessions as scheduled.
2. Maintains on-line courses.
3. Provides educational experiences for the class during absences for other professional obligations.
4. Submits grades at the conclusion of each term in accordance with University policy.
5. Willingly participates in the processes used to evaluate teaching performance, including administrative and student evaluations.
6. Teaches courses using appropriate content identified in approved program curricula and/or syllabi.
7. Receives a cumulative average student rating not lower than 3.0 for all courses taught during the evaluation period.
8. Addresses student grievances in a timely and professional manner.
9. Regularly make themselves available to students for consultation.
10. Administers final exams in accordance with the University policy.
11. Submits digital course outlines each semester for all courses taught.
12. Works cooperatively with the chair to identify replacement faculty when applying for course release (e.g., special assigned leave; course release within external grants, etc.).
13. Submits assessment data to program coordinator and/or chair as requested.

Service (internal)
1. Serves the school, college and university on committees as elected or requested.
2. Submits assigned/requested reports and requests for information in a timely manner (including updating faculty activities in Digital Measures).
3. Consistently attends school, college and university meetings.
4. Attends a minimum of one university/college commencement ceremony per year.
5. Consistently demonstrates a professional and collegial behavior in school/college/university activities.
6. Serves the school as a faculty mentor as assigned.

Administration
1. Completes administrative activities related to administrative assigned time as detailed in the formal job description and as determined by school of nursing director.
Beyond Position Description

Practice
1. Completes practice activities as needed to maintain certification status, level of clinical expertise and experience.

Scholarship
1. Participates in research activities.
APPENDIX E
Guideposts for Assessing Meritorious Performance
SCHOOL OF NURSING

Teaching category
1. Preps: Based on number of preps and new preps
2. Student ratings: pattern of consistently above 3.0 ratings.
3. Student advising/research: Based on chairing, committee member, advisor to project/student grant etc.
4. Other activities (e.g. advising, guest lecture, attending workshops, etc.)
5. Overloads or significant class coverage for colleagues
6. Immersive learning, must be registered at University level
7. Honors/Awards: Determined by scope of the award (e.g. internal vs. external, nature of recognition, national/international vs. regional/state, etc.)

Service Category
1. Internal service
   a. School, college and university service – based on magnitude of effort/involvement (e.g. chair or member, standing vs. ad-hoc committee, time commitment, supervisor of student club, etc.)
   b. Curriculum development, including online courses
   c. Participation in faculty candidate interview process (e.g. luncheons, research presentations, teaching presentations).
2. External service
   a. Service on professional organization committees: national vs. regional/state, chair vs. committee member
   b. Editorial boards
   c. Governance position
   d. Professional memberships
   e. Presentation to community groups
   f. Other (session moderator, abstract reviewer etc.)
3. Honors/Awards: Determined by scope of the award (e.g. internal vs. external, nature of recognition, national/international vs. regional/state, etc.)

Administration
1. Largely judged by the magnitude of the administrative responsibility and quality of the work performed.
2. Program/laboratory-specific policies and procedures
3. Academic management and leadership
4. Program/laboratory reports to external agencies (e.g., assessments, summary information, etc.).
5. Oversight of external sites for practicum, internship and student teaching opportunities.
6. Managed teaching/laboratory space
7. Promotion, recruitment, reception activities
8. Oversight of advising activities
9. Communication of program news, highlights, achievements, recognitions,
10. Tours and special events for program/laboratory
11. Met with campus visitors (e.g., prospective students/parents)
12. Engaged program-specific faculty regarding issues related to space and equipment.
13. Managed program-specific budgets and scholarships in accordance with university policies.
14. Other

Practice
1. Maintain certification status for teaching advance practice nursing clinical courses
2. Maintain required clinical hours in practice for specialty needed for teaching.
3. Maintain required continuing education to maintain certification required for practice and certification.

Scholarship Category
1. Refereed journal manuscripts: based on level of publication (e.g. national vs. regional/state, author vs. coauthor, and submission vs. in press/in print publication, etc.)
2. Non-refereed articles: depending on author vs. coauthor
3. Books/Chapters: based on magnitude of work (e.g. book vs. chapter, author vs. coauthor, submission vs. in press/in print publication, non-refereed vs. refereed, etc.)
4. Proceedings/Abstracts: based on magnitude of work (e.g. breadth and depth, national vs. regional/state, author vs. coauthor, etc.)
5. Scholarly presentations (all types): depending on national vs. regional/state, author vs. coauthor, non-refereed vs. refereed, invited, keynote, etc.
6. Grants: depending on internal vs. external, funded vs. submitted, principal investigator (PI) vs. co-investigator, competitive vs. non-competitive, and federal vs. non-federal submission
7. Contracted work: depending on scope
8. Professional growth: depending on scope (e.g. attending national vs. state/regional conference)
9. Evidence of a focused, sustainable line of research (e.g. connectedness of grants, presentations and publications)
10. Journal reviewer/referee
11. Honors/Awards: Determined by scope of the award (e.g. internal vs. external, nature of recognition, national/international vs. regional/state, etc.)
APPENDIX F
GUIDELINES FOR APPEAL OF MERIT EVALUATION
SCHOOL OF NURSING

A. Appellant
1. In presenting his/her case for an appeal, the appellant is restricted to the use of:
   a. Annual report submitted to the Contract Salary Committee by the deadline for submission
   b. Supporting documentation for items listed in annual report

2. The appellant may present his/her case uninterrupted for 30 minutes.

3. The appellant may bring one school of nursing colleague to the meeting. The colleague may speak for five minutes in support of the appellant.

4. The appellant will restrict verbal presentation to a clarification of his/her case. He/she may not ask questions of the Contract Salary Committee chair.

5. Appeals Panel members may ask questions to clarify a point made by the appellant.

B. Contract Salary Committee
1. In presenting his/her case, the Contract Salary chair is restricted to the use of:
   a. Annual report of the appellant
   b. Supporting documentation of the appellant used in the Contract Salary Committee evaluation process
   c. Any evidence that formed the basis for his/her merit evaluation.

2. The Contract Salary Committee chair may present his/her case uninterrupted for 30 minutes.

3. The Contract Salary Committee chair will restrict verbal presentation to a clarification of the evidence that formed the basis for his/her merit evaluation.

4. Appeals panel members may ask questions to clarify a point made by the Contract Salary Committee chair.

C. The appellant and director will not be allowed to record, tape or transcribe the information presented during these meetings.

D. Following the presentation and questions by panel members, the appellant and the Contract Salary Committee chair will be excused from the meeting.

E. The committee will send written notification of its decision to the appellant and the Contract Salary Committee chair within ten (10) working days after the Appeals Panel has rendered a decision.
# APPENDIX G
## University Core form

### Instructor Evaluation

<table>
<thead>
<tr>
<th></th>
<th>1: Strongly Disagree</th>
<th>2: Disagree</th>
<th>3: Neutral</th>
<th>4: Agree</th>
<th>5: Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>My instructor explains the course objectives clearly.</td>
<td></td>
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<tr>
<td>My instructor explains course content clearly.</td>
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<tr>
<td>My instructor uses effective examples and illustrations.</td>
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<tr>
<td>My instructor is respectful when I have a question or comment.</td>
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<tr>
<td>My instructor provides feedback that helps me improve my performance in the class.</td>
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<tr>
<td>My instructor is available for consultation (e.g., after class, email, office hours, or by appointment).</td>
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<tr>
<td>Please provide any additional written comments on the faculty's strengths and weaknesses.</td>
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</tbody>
</table>

### Course Evaluation

<table>
<thead>
<tr>
<th></th>
<th>1: Strongly Disagree</th>
<th>2: Disagree</th>
<th>3: Neutral</th>
<th>4: Agree</th>
<th>5: Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course has clear objectives.</td>
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<tr>
<td>This course is effective in meeting its objectives</td>
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<tr>
<td>This course has assignments related to the objectives of the course.</td>
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<tr>
<td>This course has a clear grading system.</td>
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<tr>
<td>This course broadens my perspective and/or knowledge.</td>
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<tr>
<td>Please provide any additional written comments on the strengths and weaknesses of the course. You may comment on such things as the use of assignments, text(s), exercises, exams, etc.</td>
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</table>

(Comment box)
APPENDIX H

CHECK LIST FOR SALARY DOCUMENT EVALUATION

SALARY DATES: Use CAST vita format. List your activities from January 1 to December 31.

NAME________________________________________

TOTAL MERIT POINTS________________________

Performance Documentation

| TEACHING | TOTAL POINTS |  |
|----------|--------------|  |
| Student Rating | | Points _____ |
| Required are student evaluations for each didactic and clinical section during taught per semester. (Must use University approved evaluation procedures and format, see Faculty Handbook). If teaching a course with lecture and clinical responsibilities both clinical and lecture evaluations are required. There will be 15 points awarded for each didactic/clinical taught within a semester including summer sessions if faculty meet the minimum requirement of a 3.0 average rating per didactic/clinical. |
| Creative Teaching Projects | | Points _____ |
| Describe all examples | |  |
| Web course development Conversion of existing course | 5 points _____ |
| Web course redesign | 5 points _____ |
| Simulation modules | 5 points _____ |
| Other (Describe all examples) | 5 points _____ |
| Immersive learning | 5 points _____ |
| Include the beginning date, completion date or still in progress. | |  |
| Curriculum and/or new course development | | Points _____ |
| New Course Development | |  |
| Catalog description, course objectives, topical outline, and course curriculum approval process. Do not include if it is an existing course that you are teaching for the first time. | 5 points _____ |
| Major course revision | |  |
| Include documentation of the revisions | 5 points _____ |
| Recognition of faculty course load including assigned time (merit beyond contract) | 2 points _____ |
| Teaching in different programs and teaching different courses | 2 points _____ |
| New agency sites for clinical experience | 5 points per site | 5 points _____ |
| Participation in New Faculty Meetings | | Points _____ |
| Include meeting dates | | (1 point per meeting) |

79
<table>
<thead>
<tr>
<th>Workshop taught 1 point for each contact hour</th>
<th>Points _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshops taught related to improvement and/or enhancement of teaching</td>
<td>Points _____</td>
</tr>
<tr>
<td>Guest Lecture list number of clock hours</td>
<td>Points _____</td>
</tr>
<tr>
<td>Include the course and date and be sure to include the number of clock hours of the guest lecture. 1 points per hour</td>
<td>Points _____</td>
</tr>
<tr>
<td>Professional Certification</td>
<td>Points _____</td>
</tr>
<tr>
<td>New Certification</td>
<td>6 points _____</td>
</tr>
<tr>
<td>Re-certification</td>
<td>3 points _____</td>
</tr>
<tr>
<td>Development/Implementation of National/International Experiences</td>
<td>Points _____</td>
</tr>
<tr>
<td>Preliminary Site Visit</td>
<td>5 points _____</td>
</tr>
<tr>
<td>Coordinator National/International Experience</td>
<td>5 points _____</td>
</tr>
<tr>
<td>Support/Accompanying faculty</td>
<td>5 points _____</td>
</tr>
</tbody>
</table>

### SERVICE

**TOTAL POINTS**

**PROFESSIONAL SERVICE INSIDE THE UNIVERSITY**

**Note** – Points will be distributed by semester

1) **Institutional Service**

<table>
<thead>
<tr>
<th>School Committee(s)</th>
<th>Points _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>5 points _____</td>
</tr>
<tr>
<td>Other Officer</td>
<td>3 points _____</td>
</tr>
<tr>
<td>Member</td>
<td>2 points _____</td>
</tr>
<tr>
<td><strong>No points are awarded for member of faculty organization</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Committee(s)</th>
<th>Points _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>5 points _____</td>
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<tr>
<td>Other Officer</td>
<td>3 points _____</td>
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<tr>
<td>Member</td>
<td>2 points _____</td>
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<table>
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<tr>
<th>University Committee(s)</th>
<th>Points _____</th>
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<tbody>
<tr>
<td>Chair</td>
<td>5 points _____</td>
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<tr>
<td>Other Officer</td>
<td>3 points _____</td>
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<tr>
<td>Member</td>
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<thead>
<tr>
<th>Other</th>
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<tbody>
<tr>
<td>Faculty Mentor</td>
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<tr>
<td>Student Recruitment</td>
</tr>
<tr>
<td>Academic Advising (15 points per 3 credit hours)</td>
</tr>
<tr>
<td>Administrative Load Hours (15 points per 3 credit hours)</td>
</tr>
<tr>
<td>Class Advisor per class</td>
</tr>
<tr>
<td>BSNA Advisor</td>
</tr>
<tr>
<td>Faculty Marshall for Commencement</td>
</tr>
<tr>
<td>Other (describe) 1 point per activity</td>
</tr>
</tbody>
</table>
2) **Professional Service Outside the University** (Points distributed by Semester, includes subcommittees)

<table>
<thead>
<tr>
<th></th>
<th>Local</th>
<th></th>
<th>State/Regional</th>
<th>National</th>
<th>International</th>
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<tbody>
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<td>Other Officer</td>
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3) **Honors and Awards**

<table>
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<th>Honors and Awards List:</th>
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4) **Professional memberships and offices**

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<tr>
<th></th>
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<tr>
<td>International</td>
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_Belonging to Sigma Theta Tau International is one point and includes chapter membership. One membership fee includes memberships in both the local and international organizations. Separate membership fees are charged for the Indiana Public Health Association and the American Public Health Association so 2 salary points are awarded. Full-time and part-time faculty are members of NLN, associated with agency membership._

5) **Presentations to Community Groups**

| Health Care Consumers | 1 point |
| Media Coverage        | 1 point |
| Other (describe)      | 1 point |
6) **Others**

<table>
<thead>
<tr>
<th>Event</th>
<th>Points</th>
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<tbody>
<tr>
<td>East Central Indiana Regional Science Fair (judge)</td>
<td>1 point</td>
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<tr>
<td>Family Weekend</td>
<td>1 point</td>
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<tr>
<td>School of Nursing WWW Home Page Contributions</td>
<td>1 point</td>
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<tr>
<td>Health Career participation</td>
<td>1 point</td>
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<tr>
<td>State Fair</td>
<td>1 point</td>
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<tr>
<td>Preview Days</td>
<td>1 point</td>
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<tr>
<td>Commencement</td>
<td>1 point</td>
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<tr>
<td>Pinning Ceremony</td>
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<tr>
<td>Freshman parent breakfast</td>
<td>1 point</td>
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<tr>
<td>Professional Employment outside the University</td>
<td>1 point</td>
</tr>
<tr>
<td>On-going Community Projects (describe)</td>
<td>1 point</td>
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</table>

**Scholarship: Research, Creative Endeavors, Professional Development**

**TOTAL POINTS** __________

1) **Presentations/Publications**

<table>
<thead>
<tr>
<th>Type of Presentation</th>
<th>Points</th>
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<tbody>
<tr>
<td>Refereed</td>
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<tr>
<td>Published Abstract</td>
<td>2 points</td>
</tr>
<tr>
<td>Invited</td>
<td>4 points</td>
</tr>
<tr>
<td>Non-refereed</td>
<td>2 points</td>
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<tr>
<td>Repeat presentations</td>
<td>1 point</td>
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2) **Creative activities**

<table>
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<tr>
<th>Creative activities</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Computer software, video, film, CD Rom, virtual field trip, etc.</td>
<td>10 points</td>
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</tbody>
</table>

3) **Grants submitted (Funded or Unfunded)**

<table>
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<tr>
<th>Type</th>
<th>Points (year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>External</td>
<td>10 points</td>
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<tr>
<td>7.5 points (year 2)</td>
<td>7.5 points</td>
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<tr>
<td>5.0 points (year 3)</td>
<td>5.0 points</td>
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<tr>
<td>2.5 points (year 4)</td>
<td>2.5 points</td>
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<tr>
<td>Internal</td>
<td>5 points</td>
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<tr>
<td>2.5 points (year 2)</td>
<td>2.5 points</td>
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4) **Contracted professional work/consulting outside the University**

<table>
<thead>
<tr>
<th>Type of Work/Consulting</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Contracted professional work/consulting outside the University</td>
<td>points</td>
</tr>
<tr>
<td>-1 point per 6 contact hours (must include type of work/number of hours)</td>
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</tr>
<tr>
<td>Note: External compensation in this category is not part of ongoing employment</td>
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</table>
5) **Reviewer/Referee** (must include title of journal/number of articles reviewed for each journal and letter from editor)

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
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<tbody>
<tr>
<td>Textbook</td>
<td>5</td>
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<tr>
<td>Chapter</td>
<td>2</td>
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<tr>
<td>Journal article</td>
<td>2</td>
</tr>
<tr>
<td>Grant proposal</td>
<td>2</td>
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<tr>
<td>Audio visual program</td>
<td>2</td>
</tr>
<tr>
<td>Computer software</td>
<td>2</td>
</tr>
<tr>
<td>Other (Describe) Abstract review (3 abstracts reviewed)</td>
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6) **Editorial Responsibilities**

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<th>Role</th>
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<tr>
<td>Member of Editorial Board</td>
<td>5</td>
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5 **Professional Growth/Continuing Education (CEU)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>Doctoral Work</td>
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<tr>
<td>Attendance at professional meeting(s)/continuing education (For every 10 CEU/contact hours, 5 points will be awarded, include documentation of the conference)</td>
<td>5</td>
</tr>
</tbody>
</table>
## Standard I  
Program Quality: Mission and Governance

<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission, goals, philosophy, &amp; (I-A, I-B, I-C) expected student &amp; faculty outcomes</td>
<td>- Baccalaureate, Master’s, &amp; DNP Curriculum Committees (Curriculum Committees)  - Faculty Organization</td>
<td>Review: - Congruency with institutional mission &amp; goals, and student &amp; faculty outcomes  - Consistency with professional nursing standards and guidelines  - Reflect needs and expectations of community of interest</td>
<td>Every 5 years based on University Strategic Plan or earlier as needed  Next review 2017-2018</td>
<td>- Curriculum Committees’ minutes  - Faculty Org minutes  - Community of interest feedback  - Congruence of university, college, SON missions &amp; expected student and faculty outcomes tables</td>
</tr>
<tr>
<td>Governance (faculty &amp; students) (I-D)</td>
<td>- Curriculum Committees  - Faculty Org  - Faculty</td>
<td>Review: - Faculty and students involvement in governance in SON, college, &amp; university</td>
<td>Annual, September</td>
<td>- Faculty Org minutes  - Committees’ minutes  - Committee Membership table on school, college, and university  - Baccalaureate and Master’s, DNP students on University Committee as CAST rep  - Faculty and student handbooks</td>
</tr>
<tr>
<td>Documents/Publications/Policies (I-E, I-F)</td>
<td>- Curriculum Committees  - Baccalaureate, Master’s, &amp; DNP (A &amp; P Committees) Director &amp; Program Directors  - Board of Trustees  - Bursar</td>
<td>Review: - Catalogs  - Student handbooks  - Faculty handbooks (school, university)  - Blackboard Student Communities  - Promotional materials  - Admission policies  - NLN PAX benchmark of 75% of admitted students score ≥120  - Grading policies  - Appeal &amp; grievance policies  - Degree completion requirements  - Academic calendar (withdrawal-finals)  - Tuition &amp; fees (linked to Bursar)  - School of Nursing website  - Licensure and certification information</td>
<td>Annual, April or as needed</td>
<td>- Curriculum Committees’ minutes  - A &amp; P committees’ minutes  - Written/online materials identified in the evaluation column  - NLN PAX admission score  - Email announcements re: policy changes  - Blackboard students communities - policy changes  - NCLEX-RN &amp; Certification discussed in baccalaureate seminar &amp; graduate practicum NP courses</td>
</tr>
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</table>
### Standard II
Program Quality: Institutional Commitment and Resources

<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal &amp; physical resources (II-A)</td>
<td>-Director -Program Directors -Director, SITC -Curriculum Committees</td>
<td>Review: -Fiscal budget -Physical resources -Computer &amp; equipment replacement plans</td>
<td>Annual, September</td>
<td>-Fiscal Budget -Computer plan (faculty &amp; students) -Equipment replacement plan -Simulation and Technology Evaluation Survey: faculty &amp; students -Baccalaureate, Master’s, &amp; DNP Curriculum Committees’ minutes Simulation Evaluation (baccalaureate &amp; master’s)</td>
</tr>
<tr>
<td>Academic support services (II-B)</td>
<td>-Director -Program Directors -Director, SITC -Curriculum Committees</td>
<td>Review: -Library resources -Campus/Computer labs availability -Admission/Advising Services -Counseling Services -Career Services -Research/Project Support -Financial Aid -Distance Education Support -Technology Support -Annual ISBN SON report -Annual distance education</td>
<td>Bi-Annual, November &amp; March</td>
<td>-Simulation, information, technology (SITC) evaluations -Program exit evaluations -Annual ISBN report -Distance education evaluations -Office of Institutional Effectiveness evaluations</td>
</tr>
<tr>
<td>Chief nurse administrator (II-C)</td>
<td>-Dean of College -Faculty</td>
<td>Review: -Curriculum Vitae -Annual Report</td>
<td>Annual, April</td>
<td>-Position description -Curriculum vitae -Annual report/SON -Annual evaluation/Dean -Faculty Org minutes/Election</td>
</tr>
<tr>
<td>Faculty members (II-D)</td>
<td>-Director -Program Directors -Course Faculty</td>
<td>Review: -Curriculum vitae -Annual report/SON -ISBN faculty qualifications -Faculty FTE</td>
<td>Bi-Annual, October &amp; February</td>
<td>-Curriculum vitae -Annual faculty report -Faculty qualifications table -Annual ISBN faculty qualifications -Faculty FTE</td>
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</table>
**Standard II**  
Program Quality: Institutional Commitment and Resources (cont.)

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<th>Frequency</th>
<th>Documentation</th>
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<tr>
<td>Preceptor (II-E)</td>
<td>-Director</td>
<td>Review:</td>
<td>Bi-Annual, October &amp; March</td>
<td>Preceptor roles/responsibilities</td>
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<tr>
<td></td>
<td>-Program Directors</td>
<td>-Preceptor qualifications</td>
<td></td>
<td>Preceptor/clinical supervisor</td>
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<td></td>
<td>-Faculty (Course/Clinical)</td>
<td>-ISBN preceptor qualifications</td>
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<td>Information forms/qualifications</td>
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<td>-NONPF preceptor qualifications</td>
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<td>Distance student clinical supervisor</td>
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<td>-DNP mentor/clinical/practice expert</td>
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<td>and preceptor evaluations</td>
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<td>Student agency evaluations</td>
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<td></td>
<td>Orientation packets (baccalaureate &amp; master's)</td>
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<td></td>
<td>Review:</td>
<td></td>
<td>-Preceptor roles/responsibilities</td>
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<tr>
<td></td>
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<td>-Preceptor annual report</td>
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<td>Preceptor/clinical supervisor</td>
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<td>-Faculty workload policies</td>
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<td>Information forms/qualifications</td>
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<td>-Assigned time reports</td>
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<td>-Resource survey</td>
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<td>- Professional Faculty Handbook</td>
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<td>Student agency evaluations</td>
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<td>Orientation packets (baccalaureate &amp;</td>
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<td>-Preceptor roles/responsibilities</td>
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<td>Preceptor/clinical supervisor</td>
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<td>Information forms/qualifications</td>
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<td>Distance student clinical supervisor</td>
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<td>Student agency evaluations</td>
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<td>Orientation packets (baccalaureate &amp; master's)</td>
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<td>--Curriculum committees’ minutes</td>
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<td>-New faculty mentors/SON community</td>
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<td>of teaching/learning</td>
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<td>-Assigned time policy</td>
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Environment that promotes faculty teaching, scholarship, service, & practice (II-F)

<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>-Director</td>
<td>Review:</td>
<td>Annual, March</td>
<td>Sponsored Programs Office</td>
</tr>
<tr>
<td></td>
<td>-Director, SITC</td>
<td>-Faculty annual report</td>
<td></td>
<td>Office of Educational Excellence =</td>
</tr>
<tr>
<td></td>
<td>-Faculty (annual report)</td>
<td>-Faculty workload policies</td>
<td></td>
<td>Teaching/scholarship/service/practice</td>
</tr>
<tr>
<td>Curriculum Committees</td>
<td></td>
<td>-Assigned time reports</td>
<td></td>
<td>workload</td>
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<td>-Resource survey</td>
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<td>--Curriculum committees’ minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Professional Faculty Handbook</td>
<td></td>
<td>-New faculty mentors/SON community</td>
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<td>of teaching/learning</td>
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<td>-Assigned time policy</td>
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<tr>
<td>Area to be Evaluated</td>
<td>Responsibility of</td>
<td>Evaluation Method</td>
<td>Frequency</td>
<td>Documentation</td>
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</tr>
<tr>
<td>Curriculum Structure (III-A) &lt;br&gt;-Mission &lt;br&gt;-Goals &lt;br&gt;-Philosophy &lt;br&gt;-Organizing Framework &lt;br&gt;-Expected Student Outcomes &lt;br&gt;-Student Learning Outcomes &lt;br&gt;-Professional Nursing Stds.</td>
<td>-Curriculum Committees &lt;br&gt;-Faculty &lt;br&gt;-Director &lt;br&gt;-Program Directors</td>
<td>Review: &lt;br&gt;-Consistency with mission, goals, philosophy, professional nursing stds, expected student outcomes, student learning outcomes</td>
<td>Every 5 years based on University Strategic Plan or earlier as needed &lt;br&gt;Next review 2017-2018</td>
<td>- Curriculum Committees’ minutes&lt;br&gt;-Faculty Org minutes&lt;br&gt;-Course grids&lt;br&gt;-Tier 3</td>
</tr>
<tr>
<td>Expected Student Outcomes (III-B) &lt;br&gt;-Professional Nursing Stds. &lt;br&gt;-Expected student outcomes (individual /aggregate)</td>
<td>-Curriculum Committees &lt;br&gt;-Faculty &lt;br&gt;-Director &lt;br&gt;-Program Directors</td>
<td>Review: &lt;br&gt;-Consistency of expected student outcomes with essentials of baccalaureate, essentials of master’s, DNP essentials, NONPF criteria for NP programs,</td>
<td>Every 3 years based on professional nursing standards or earlier as needed</td>
<td>- Curriculum Committees’ minutes&lt;br&gt;-Faculty Org Minutes&lt;br&gt;-Baccalaureate, Master’s, &amp; DNP expected learning outcomes, baccalaureate essentials, master’s essentials, DNP essentials, and professional nursing stds tables&lt;br&gt;-Course notebooks</td>
</tr>
<tr>
<td>Curriculum Logically Structure (III-C) &lt;br&gt;Baccalaureate &lt;br&gt;-Basic &lt;br&gt;-Degree in Three &lt;br&gt;-LPN transition &lt;br&gt;-Second degree track &lt;br&gt;-RN to BS Completion</td>
<td>-Baccalaureate, Master’s, &amp; DNP Curriculum Committees &lt;br&gt;-Faculty Organization &lt;br&gt;-Director &lt;br&gt;-Program Directors</td>
<td>Review: &lt;br&gt;-Sequencing of courses to meet program outcomes &lt;br&gt;-Congruent with educational standards (state board of nursing, AACN)</td>
<td>Every 3 years based on professional nursing standards or earlier as needed</td>
<td>- Curriculum Committees’ minutes&lt;br&gt;-Faculty Org minutes&lt;br&gt;-Sample baccalaureate, master’s &amp; DNP curriculum plans</td>
</tr>
</tbody>
</table>
### Standard III

Program Quality: Curriculum, Teaching-Learning practices and Individual Student Learning Outcomes (cont.)

<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
</tr>
</thead>
</table>
| Teaching-learning practices / environment support achievement of expected student outcomes (III-D) | - Curriculum Committees  
- Director  
- Program Directors  
- Faculty  
- SITC Director  
- SITC Staff & Professional Staff | Review:  
- Course grids  
- Course clinical evaluations (student eval of faculty)  
- Simulation evaluations  
- Faculty eval of agency/preceptor  
- Student eval of agency/preceptor  
- Distance Education evaluations  
- Exit evaluations  
- Preceptor evaluation of students | Annual, April | - Curriculum Committees’ minutes  
- Evaluation Reports  
- Course grids |
| Curriculum includes planned clinical practice (III-E)  
| | - Curriculum Committees  
- Faculty  
- Director  
- Program Directors | Review:  
- Course syllabi  
- Clinical evaluation forms  
- Course grids | Annual, April | - Baccalaureate, Master’s, & DNP Curriculum Committees’ minutes  
- Baccalaureate, Master’s, & DNP course syllabi  
- Agency agreements |
| Teaching learning/community of interest (III- F)  
Current Students  
Administration  
ISBN/NP Certification  
Agency Student Placement  
Prospective students/families  
Employers | - Curriculum Committees  
- Director  
- Program Directors  
- Faculty  
- SITC Director  
- SITC Staff & Professional Staff | Review:  
- Distance education evaluations  
- Course/clinical teaching evals  
- Simulation evaluations  
- Agency evals of program  
- Exit and alumni surveys | Annual, February | - Curriculum Committees’ minutes  
- Faculty Org minutes  
- Agency advisory minutes  
- Annual ISBN Report & approval  
- Affiliation agreements  
- Evaluation Reports |
| Student Performance (III G)  
Evaluation of policies & procedures | - Baccalaureate, Master’s, & DNP curriculum committees  
- Baccalaureate & Master’s Admission & Progression committees  
- Director  
- Program Directors  
- Faculty | Review:  
- Baccalaureate grading policy  
- Graduate grading policy  
- Course syllabi  
- Clinical evaluation forms  
- Course Grids  
- Student handbooks | Bi-Annual, October & March | - Curriculum Committees’ minutes  
- Faculty Org minutes  
- Student clinical evaluation forms  
- Course syllabi |
### Standard III
Program Quality: Curriculum, Teaching-Learning practices and Individual Student Learning Outcomes (cont.)

<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching – Learning Practice Improvement (III-H)</td>
<td>• Director&lt;br&gt;• Program Directors&lt;br&gt;• Faculty&lt;br&gt;• Baccalaureate, Master’s, DNP Curriculum Committees</td>
<td>• Review&lt;br&gt;- Distance education evals&lt;br&gt;- Course/clinical teaching evals&lt;br&gt;- Simulation evals&lt;br&gt;- Evidence based in literature&lt;br&gt;- Faculty development program surveys</td>
<td>Annual, February</td>
<td>- Curriculum Committees’ minutes&lt;br&gt;Faculty Org minutes&lt;br&gt;- Evaluation Reports</td>
</tr>
</tbody>
</table>
## Standard IV
Program Effectiveness: Aggregate Student Performance and Faculty Accomplishments

<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
</tr>
</thead>
</table>
| Systematic Evaluation Plan (IV-A)                        | - Curriculum Committees  
- Faculty Organization   | Review: Evaluation plan, recommend revision   | Annual, December  | - Curriculum Committees’ minutes  
- Faculty Org minutes | |
| Program completion rates demonstrate program effectiveness (IV-B) | - Baccalaureate, Master’s, & DNP A & P Committees and Curriculum Committees  
- Director  
- Program Directors | Retention & Graduation rates: \( \geq 70\% \) calendar year  
- Specific entry point and defines time period to completion baccalaureate, master’s, & DNP  
- Baccalaureate \( \geq 70\% \) of students will graduate within 3 calendar years of entry into the nursing program.  
- Master’s \( \geq 70\% \) of students will graduate within 6 calendar years of entry into the program.  
- DNP \( \geq 70\% \) of students will graduate within 5 calendar years of entry into the program. | Annual, February  | - Baccalaureate, Master’s, & DNP A & P Committees’ minutes & Curriculum Committees’ minutes  
- Faculty Org minutes  
- Calendar year retention & graduation reports (exclude students for family obligations, relocation, financial barriers, and decisions to change major or to transfer to another institution of higher education) | |
| Licensure and certification pass rates demonstrate program effectiveness (IV-C) | - Curriculum Committees  
- Director  
- Program Directors | Review:  
- NCLEX-RN pass rates: \( \geq 80\% \) calendar year  
- NP Certification exam pass rates: \( \geq 80\% \) calendar year  
- NP Postgraduate APRN certificate exam pass rates: \( \geq 80\% \) calendar year | Annual, February  | - Baccalaureate & Master’s A & P Committees’ minutes & Curriculum Committees’ minutes  
- Faculty Org minutes  
- NCLEX-RN, NP & post APRN certificate certification pass rate reports | |
| Employment rates demonstrate program effectiveness (IV-D) | Baccalaureate, Master’s, DNP  
Curriculum Committees  
- Director  
- Program Director | Employment rates:  
- Baccalaureate \( \geq 70\% \) of graduates employed at time of graduation or within 12 months of program completion  
- Master’s \( \geq 70\% \) of graduates employed at time of graduation or within 12 months of program completion  
- DNP \( \geq 70\% \) of graduates employed at time of graduation or within 12 months of program completion | Annual, February  | - Curriculum Committees’ minutes  
- Faculty Org minutes  
Employment rates for baccalaureate, master’s, post-graduate APRN certificate, & DNP |
<table>
<thead>
<tr>
<th>Area to be Evaluated</th>
<th>Responsibility of</th>
<th>Evaluation Method</th>
<th>Frequency</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program outcome demonstrate program effectiveness (IV-E)</td>
<td>Baccalaureate, Master’s, &amp; DNP Curriculum Committees - Director - Program Directors</td>
<td>Review: Baccalaureate - Program Exit surveys (calendar year) benchmark of ≥80% of respondents satisfied/very satisfied with the quality of the program - Course evaluations (calendar year) benchmark of ≥2.5 for overall course evaluations - Alumni surveys - (calendar year) benchmark of ≥80% of respondents satisfied/very satisfied with the quality of the program - NCLEX-RN reports (calendar year) benchmark of 46-65 percentile for test plan report and content dimension (nursing process, categories of health alteration, stages of maturity)</td>
<td>Annual, April</td>
<td>-Curriculum Committees’ minutes - Faculty Org minutes - Evaluation Reports</td>
</tr>
<tr>
<td>Area to be Evaluated</td>
<td>Responsibility of</td>
<td>Evaluation Method</td>
<td>Frequency</td>
<td>Documentation</td>
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<tr>
<td>- Barkley &amp; Associates NP Diagnostic Readiness Test (DRTs) annual (calendar) benchmark ≥65% composite score</td>
<td>- DNP</td>
<td>- Program Exit surveys (calendar year) benchmark of ≥80% of respondents satisfied/very satisfied with the quality of the program - Course evaluations (calendar year) benchmark of ≥2.5 for overall course evaluations - Alumni surveys – (calendar year) benchmark of ≥80% of respondents satisfied/very satisfied with the quality of the program - DNP Program Online and Distance Education surveys – (calendar year) benchmark of ≥80% of respondents satisfied/very satisfied with the quality of the program and courses - DNP student self-reflection benchmark of ≥ 80% of students evaluate themselves to be competent related to program outcomes</td>
<td>Annual, April</td>
<td>- Annual Reports - benchmarks findings</td>
</tr>
<tr>
<td>Faculty Outcomes, individually and aggregate, demonstrate program effectiveness (IV-F)</td>
<td>- Director - P &amp; T Committee</td>
<td>Review: - Faculty publications, presentations, grants, and creative endeavors-(calendar year) ≥70% of tenured, tenure-track faculty will have a minimum of one publication, presentation, grant, or creative endeavor per calendar year - Faculty evaluations – (calendar year) ≥90% of tenured, tenure-track, full-time contract, and part-time contract faculty will have an overall teaching evaluation average of ≥2.5 - Faculty service (calendar year) ≥90% of tenured, tenure-track, full-time contract, and part-time contract faculty will serve on one or</td>
<td>Annual, April</td>
<td>- Annual Reports - benchmarks findings</td>
</tr>
<tr>
<td>Area to be Evaluated</td>
<td>Responsibility of</td>
<td>Evaluation Method</td>
<td>Frequency</td>
<td>Documentation</td>
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<tr>
<td>more committees at SON, CAST, or University level</td>
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<tr>
<td>Area to be Evaluated</td>
<td>Responsibility of</td>
<td>Evaluation Method</td>
<td>Frequency</td>
<td>Documentation</td>
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<td>----------------------------------------------------------</td>
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<tr>
<td>Formal Complaints (IV-G)</td>
<td>-Baccalaureate, Master’s, &amp; DNP A &amp; P Committees &amp; Curriculum Committees</td>
<td>Review: complaints, policies &amp; outcomes</td>
<td>As Needed</td>
<td>-Baccalaureate, Master’s, &amp; DNP A &amp; P Committees’ Minutes &amp; Curriculum Committees’ minutes -Policy revisions in handbooks -Number of complaints &amp; results</td>
</tr>
<tr>
<td>Data Analysis, ongoing program improvement (IV-H)</td>
<td>-Baccalaureate, Master’s, &amp; DNP Committees -Director -Program Directors</td>
<td>Review: data regarding completion, licensure, certification employment rates; actual outcomes compared to expected outcomes, program changes ongoing &amp; analyzed for effectiveness, faculty engaged in program improvement process</td>
<td>Ongoing</td>
<td>-Baccalaureate, Master’s, &amp; DNP A &amp; P Committees’ minutes &amp; Curriculum Committees’ minutes -Faculty org minutes -program changes</td>
</tr>
</tbody>
</table>
CALL TO ORDER:

MEMBERS PRESENT:

MEMBERS ABSENT:

GUESTS:

APPROVAL OF MINUTES:

ACTIONS:

1. Motion to ... (specific motion) made by ... (specific faculty).
   Motion seconded by ... (specific faculty).
   Discussion: summary of discussion
   Vote: outcome
   Action: e.g., Chair will take motion to Faculty Organizational for approval

2. Discussion item
   Action: summary of the action
   Follow-up:

3. Data analysis
   Strengths:
   Areas for improvement:
   Action:
   Follow-up:

ANNOUNCEMENTS:

NEXT MEETING:

ADJOURNMENT:

________________________________________  ______________________________________
Chair                                      Secretary
Program Governance – Committees 2016-2017

1. Executive Summary at the end of each academic year
   a. Members
   b. Meetings
   c. Summary of actions including dates
   d. Submitted – Person submitted and reviewed executive summary with date
### Director of the School of Nursing

**Position Details**

**Employee Information**
- Employee First Name
- Employee Last Name
- Employee ID

**Position Information**
- **Position Title**: Director of the School of Nursing
- **Position Number**: 100578
- **FLSA**: Administrative Exemption
- **Job Code**: 1AA
- **Hrs/Week**: 40

**Position Function**
Plan, direct, and coordinate the operational, personnel, budgetary and student activities of the school; provide leadership and direction in the development and implementation of academic programs and related activities.

**Minimum Education**
Earned doctorate with a dissertation from an accredited institution of higher education; master's degree with a major in nursing; bachelor's degree in nursing.

**Minimum Experience**
Evidence of scholarly and professional achievement; demonstrated successful experience in higher education, academic administration, and teaching nursing courses at the baccalaureate and master's levels.

**Minimum Other**
Ability to communicate effectively; overall qualifications that will merit a faculty appointment at senior rank in the School of Nursing.

**Preferred Education**

**Preferred Experience**
Preferred Other

Certifications

Positions Supervised
Administrative Coordinator, Secretary to Program Director, Secretary (2).

Reports To (Title)

Supervisor's Position Number
100455

Hiring Manager

Duties & Responsibilities

Ranking
1

Job Duty
Provide leadership in the development of excellence in teaching, scholarly productivity, and professional service to support the mission and strategic plan of the university and the School.

Ranking
2

Job Duty
Recruit and retain excellent faculty.

Ranking
3

Job Duty
Serve as ex-officio member of the Promotion and Tenure Committee and make appropriate recommendations about faculty members to the Dean of the college; serve as ex-officio member of the Salary Committee and make appropriate salary recommendations to the Dean of the college.

Ranking
4

Job Duty
Administer the annual school budget, initiate and sign requisitions for the purchase of supplies, services, and equipment necessary for institutional research and service programs; administer all BSU Foundation Funds established for the school.

Ranking
5

Job Duty
Secure adequate facilities, equipment, supplies, and resources as necessary for successful functioning of the school; explain the resource needs of the school to administrative officers of the university and appropriate agencies.

Ranking
6

Job Duty
Engage in short-term and long-term planning for the school; administer the affairs of the School of Nursing.

Ranking
7

Job Duty
Appoint all program directors and administrative assistant, delegating authority, and responsibility as appropriate; assign faculty to necessary teaching and School of Nursing activities as needed.

**Ranking**
8

**Job Duty**
Chair the election of the Promotion and Tenure Committee Officers, and appoint additional committees as needed for efficient school operations.

**Ranking**
9

**Job Duty**
Serve as the school’s spokesperson and representative to the college, university, and external communities; provide official representation to the State Board of Nursing, the American Nurses’ Association, the National League for Nursing, American Association of Colleges of Nursing, and other educational/professional organizations.

**Ranking**
10

**Job Duty**
Promote an environment that is conducive to creativity, innovation, and professional development of faculty, students, and other personnel.

**Ranking**
11

**Job Duty**
Provide leadership in development, maintenance, and revision of academic programs; participate in student recruitment, retention, and student recognition.

**Ranking**
12

**Job Duty**
Administer the School of Nursing evaluation policies concerning teaching, scholarly productivity, creative endeavor, and service, provide guidance for faculty members in matters concerning promotion, tenure, special assigned leaves, released time, and other.

**Ranking**
13

**Job Duty**
Teach as required by School of Nursing needs; engage in scholarly or creative endeavor and professional service.

**Ranking**
14

**Job Duty**
Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel.

**Ranking**
15

**Job Duty**
Perform other related duties as assigned.

---

**FOAP Details**

**FOAP Details**
Organization Title
Fund 100100
Organization 500050
Account 610020 Faculty Wages Fiscal Year (Chairs)
Program 2001
Percentage Funded

Supervisory Position

Supervisor Position Description

Job Title Dean of the College of Applied Sciences and Technology
Position Number 100455
Org Unit VP Academic Affairs/Provost: 170010
First Name
Last Name
Email

Position Documents

No documents have been attached.
ASSOCIATE DIRECTOR

**Position Function:**
The Associate Director for the School of Nursing provides leadership to facilitate faculty teaching and research. The Associate Director facilitates planning, development, evaluation, and continuous improvement for baccalaureate, master’s, and doctoral programs; provides leadership and support for nursing program directors and faculty; and promotes intra-professional and interprofessional collaboration in academic and practice partnerships. The Associate Director reports to the Director of the School of Nursing.

**Characteristic Duties and Responsibilities:**
- Provide oversight for accreditation and curriculum development, including planning, development, implementation, and evaluation.
- Collaborate with Director and Program Directors in scheduling academic offerings and faculty workload assignments.
- Provide oversight to assure compliance with School of Nursing, college, university, and external agencies policies.
- Collaborate with Director and Program Directors in enrollment management and marketing.
- Seek external grant funding for academic and clinical initiatives.
- Disseminate to faculty about academic and practice issues, trends, and policies.
- Teach in area of expertise.
- Assist Director and Program Directors in the implementation of School of Nursing, college, and university strategic plans.
- Demonstrate a research program that is nationally recognized through peer-reviewed publications, external funding, and professional presentations.
- Serve as the designated representative for the Director.
- Perform other duties as assigned.

**Minimum Qualifications:**
- Current unencumbered or eligibility to obtain an Indiana Registered Nurse License
- Master’s degree with a major in nursing
- Earned doctorate degree with a dissertation in nursing (PhD, DNS) or a related field (PhD, EdD)
- Ability to communicate effectively

**Preferred Qualifications:**
- Prior administrative, teaching, accreditation, and curriculum development experiences
- Evidence of scholarly productivity, research experience, and grant funding
- Ability to integrate technology in nursing

**Rank:** Dependent on qualifications

**Term:** Academic or fiscal year; Appointed annually by the Director
BACCALAUREATE PROGRAM DIRECTOR

**Position Function**

Baccalaureate Program Director plans, directs, and coordinates the program. The Baccalaureate Program Director provides leadership in the development and implementation of the respective program. The Baccalaureate Program Director serves in an advisory capacity to the Director and makes recommendations regarding budgetary and other needs of the respective program. The Baccalaureate Program Director reports to the Director of the School of Nursing.

**Characteristic Duties and Responsibilities**

1. Direct the program according to accreditation criteria.
2. Direct curriculum development, implementation, and evaluation.
3. Conduct program assessment on an ongoing basis.
4. Oversee advisement of students and maintain an adequate system of student records.
5. Demonstrate excellence in teaching, scholarship, and professional service.
6. Obtain outside funding for the program through grants.
7. Make recommendations to the Director in regard to personnel needs and scheduling faculty assignments.
8. Report needs for equipment, supplies, and budgetary resources to the Director.
9. Collaborate with University offices in planning and directing activities of the program.
10. Assume other duties and responsibilities as delegated by the Director and/or established by University procedures.

**Minimum Acceptable Qualifications**

1. Master’s degree with a major in nursing
2. Unencumbered RN license

**Additional Preferred Qualifications**

1. Earned doctorate with a dissertation in nursing (PhD, DNS) or related field (PhD, EdD)
2. Record of success in scholarship
3. Record of success in curricular development and program accreditation
4. Ability to communicate effectively
5. Teaching experience in higher education
6. Clinical nursing experience in related area of teaching
7. Ability to integrate technology in nursing education

**Rank:** Dependent upon qualifications

**Term:** Academic and fiscal year; Appointed annually by the Director

Approved by Faculty Organization: 8/15/14
MASTER'S and DNP PROGRAM DIRECTORS

Position Function

Each Program Director plans, directs, and coordinates the program. The Program Director provides leadership in the development and implementation of the respective program. Each Program Director serves in an advisory capacity to the Director and makes recommendations regarding budgetary and other needs of the respective program. Each Program Director reports to the Director of the School of Nursing.

Characteristic Duties and Responsibilities

11. Direct the program according to accreditation criteria.
12. Direct curriculum development, implementation, and evaluation.
13. Conduct program assessment on an ongoing basis.
14. Oversee advisement of students and maintain an adequate system of student records.
15. Demonstrate excellence in teaching, scholarship, and professional service.
16. Obtain outside funding for the program through grants.
17. Make recommendations to the Director in regard to personnel needs and scheduling faculty assignments.
18. Report needs for equipment, supplies, and budgetary resources to the Director.
19. Collaborate with University offices in planning and directing activities of the program.
20. Assume other duties and responsibilities as delegated by the Director and/or established by University procedures.

Minimum Acceptable Qualifications

3. Master’s degree with a major in nursing
4. Unencumbered RN license
5. Earned doctorate with a dissertation in nursing (PhD, DNS) or related field (PhD, EdD)

Additional Preferred Qualifications

8. Record of success in scholarship
9. Record of success in curricular development and program accreditation
10. Ability to communicate effectively
11. Teaching experience in higher education
12. Clinical nursing experience in related area of teaching
13. Ability to integrate technology in nursing education

Rank: Dependent upon qualifications

Term: Academic and fiscal year; Appointed annually by the Director

Approved by Faculty Organization: 8/15/14
SIMULATION AND INFORMATION TECHNOLOGY CENTER DIRECTOR

The Simulation and Information Technology Center (SITC) Director is responsible for the direction of clinical simulation and telecommunication laboratories needed for instructional purposes at the undergraduate and graduate levels. This individual shall be available to advise and work with faculty, staff, and graduate assistants in the formulation of media-related materials for use in the School of Nursing. The SITC Director will work closely with the University computer, telecommunication, and distance education personnel to develop appropriate learning experiences to eliminate duplication of services. Reports to the Director of the School.

Characteristic Duties and Responsibilities

1. Assist faculty with an ongoing identification of technology innovations in the teaching-learning situations in accordance with the needs and trends of the profession.
2. Assist faculty with the development and implementation of technological innovations planned for courses offered in the School.
3. Assist with the establishment of channels of communication for development and implementation of technological innovations in the teaching-learning process.
4. Assist with the establishment of priorities regarding development and implementation of technological innovations for teaching-learning process.
5. Assist with the establishment of policies and procedures regarding technology used in the teaching-learning process.
6. Assist with securing adequate facilities, equipment, supplies, and resources necessary for the successful use of technology.
7. Direct activities of staff assigned to the clinical simulation, technology, and/or distance learning areas.
8. Assist with evaluating and analyzing technological innovations, their expenditures, and usefulness in the preparation of the professional nurse.
9. Participate in teaching courses appropriate with expertise and skills.
10. Assume functions common to all faculty members.
11. Assume duties as delegated by the Director and/or University policies.

Minimum Acceptable Qualifications

1. Master’s degree with a major in nursing.

Additional Preferred Qualifications

1. Earned doctorate with a dissertation in nursing or related field for tenure.
2. Course work or cognate in instructional resources and computer science desirable.

Rank: Dependent upon qualifications.

Term: Academic year. Appointed annually by the Director.
## Clinical Laboratory Specialist

### Position Details

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Employee Information</strong></td>
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<tr>
<td><strong>Employee First Name</strong></td>
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<tr>
<td><strong>Employee Last Name</strong></td>
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<td><strong>Employee ID</strong></td>
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<tr>
<td><strong>Position Information</strong></td>
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<tr>
<td><strong>Position Title</strong></td>
<td>Clinical Laboratory Specialist</td>
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<tr>
<td><strong>Position Number</strong></td>
<td>100617</td>
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<tr>
<td><strong>HR Rep</strong></td>
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<tr>
<td><strong>FLSA</strong></td>
<td>Learned Professional Exemption</td>
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<tr>
<td><strong>Job Code</strong></td>
<td>2H</td>
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<tr>
<td><strong>Hrs/Week</strong></td>
<td>40</td>
</tr>
<tr>
<td><strong>Position Function</strong></td>
<td>Facilitate the planning, operation, evaluation, support, maintenance, and security of the Learning Resource Center for use by students, faculty, and staff personnel and provide support for the Simulation and Information Technology Center (SITC) Director. (10-month position)</td>
</tr>
<tr>
<td><strong>Minimum Education</strong></td>
<td>Bachelor's degree in nursing.</td>
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<tr>
<td><strong>Minimum Experience</strong></td>
<td>Experience working in a related area.</td>
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<tr>
<td><strong>Minimum Other</strong></td>
<td>Current unencumbered State of Indiana Registered Nurse License; office related computer/technology skills.</td>
</tr>
<tr>
<td><strong>Preferred Education</strong></td>
<td>Master's degree in nursing.</td>
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<tr>
<td><strong>Preferred Experience</strong></td>
<td>Clinical experience as a Registered Nurse.</td>
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<tr>
<td><strong>Preferred Other</strong></td>
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<tr>
<td>Ranking</td>
<td>Job Duty</td>
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</tr>
<tr>
<td>1</td>
<td>Prepare supplies, equipment and clinical simulation laboratory of the SITC site for demonstration, practice, and validation of competency skills.</td>
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<td>2</td>
<td>Maintain currency of policy/procedure manuals, multi-media collections, equipment, and semester schedules for SITC utilization.</td>
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<td>3</td>
<td>Manage electronic documentation training and simulators.</td>
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<tr>
<td>4</td>
<td>Participate in evaluation of clinical skills, simulations, and standardized clients.</td>
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<tr>
<td>5</td>
<td>Delegate, supervise, and evaluate student employees.</td>
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<tr>
<td>6</td>
<td>Maintain an inventory of equipment and supplies for the clinical laboratory areas.</td>
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<tr>
<td>7</td>
<td>Participate in research, evaluation, and other SITC team projects related to the laboratory areas of the SITC.</td>
</tr>
<tr>
<td>8</td>
<td>Participate in recruitment and public relation activities of the School of Nursing SITC.</td>
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<tr>
<td>9</td>
<td>Provide support to Coordinator of Educational Resources and Extended Education in operational functions such as data collection, vendor contacts, equipment maintenance/repair, and system storage.</td>
</tr>
</tbody>
</table>
Ranking: 10
Job Duty: Communicate with BSU Environmental Control staff in meeting Standard Precaution and OSHA guidelines.

Ranking: 11
Job Duty: Perform other related duties as assigned.

FOAP Details

FOAP Details
Organization Title
Fund: 100100
Organization: 500050
Account: 610030 Professional Wages Academic Year
Program: 2001
Percentage Funded

Supervisory Position

No supervisor position description specified.

Position Documents

No documents have been attached.
Senior Technology Specialist and Analyst

Position Details

Employee Information

Employee First Name
Employee Last Name
Employee ID

Position Information

Position Title: Senior Technology Specialist and Analyst
Position Number: 102530
HR Rep
FLSA: Learned Professional Exemption
Job Code: 2iT
Hrs/Week: 40

Position Function: Provide leadership, management, and technical expertise within SITC and School of Nursing; support and advise faculty, students, staff, and administrators to address technical, informational, and academic software/hardware issues; serve as a software/hardware specialist for School of Nursing technology needs, including support of low and high fidelity simulation equipment, video recording and streaming, virtual reality, computerized clinical equipment, and multimedia content creation for online courses; manages all technology used by the School which includes computers, mobile devices, high fidelity simulators, servers, web content, and software/hardware, which are vital to the School of Nursing for teaching and learning; supervise and train technology services specialist and student staff.

Minimum Education: Bachelor’s or master’s degree in computer science, MIS, computer technology, or related field.

Minimum Experience: At least two years of experience working with microcomputers, networks, and software applications with an emphasis on troubleshooting, maintenance, and system integration; experience in an academic environment or comparable setting with knowledge of business operations; at least two years of experience working in a customer service environment.
<table>
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<tr>
<th>Minimum Other</th>
<th>Excellent verbal and written communication skills.</th>
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<tbody>
<tr>
<td>Preferred Education</td>
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<tr>
<td>Preferred Experience</td>
<td>Additional years of technology support experience and networking knowledge in a higher education or equivalent setting; over two years of experience working in a microcomputer support environment; supervisory experience; professional documentation experience.</td>
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<tr>
<td>Preferred Other</td>
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<tr>
<td>Certifications</td>
<td></td>
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<tr>
<td>Positions Supervised</td>
<td>Undergraduate and Graduate Students.</td>
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<tr>
<td>Reports To (Title)</td>
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<tr>
<td>Supervisor's Position Number</td>
<td>100784</td>
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<tr>
<td>Hiring Manager</td>
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<tr>
<td>Duties &amp; Responsibilities</td>
<td></td>
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<tr>
<td>Ranking</td>
<td>1</td>
</tr>
<tr>
<td>Job Duty</td>
<td>Provide leadership with the selection and implementation of technologies or products for the School of Nursing to enhance teaching and learning, includes evaluating and testing new systems and new versions of systems and making recommendations as to implementation and implementation schedules; troubleshoot complex system issues and make recommendations for solutions.</td>
</tr>
<tr>
<td>Ranking</td>
<td>2</td>
</tr>
<tr>
<td>Job Duty</td>
<td>Serve as a product specialist for learning management technologies and other applications used to support teaching and learning, including Blackboard, iQist, Mediasite, SITC simulation products and equipment, network applications, and telehealth, including providing managerial support to other technology services specialists supporting these applications to assist with issues they cannot solve; provide training and support for these applications to faculty, staff, students, and administrators.</td>
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<tr>
<td>Ranking</td>
<td>3</td>
</tr>
<tr>
<td>Job Duty</td>
<td>Provide leadership to other technical staff to troubleshoot and resolve technical issues via phone, e-mail, in person, and via remote assistance.</td>
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<tr>
<td>Ranking</td>
<td>4</td>
</tr>
<tr>
<td>Job Duty</td>
<td>Provide microcomputer support for faculty, administrators, and staff, includes system analysis, development, programming, and equipment consultation to maintain core School of Nursing functions and academic systems; establish university faculty, administrators, and staff computing needs and provide system specifications, including providing managerial support to other technology services specialists supporting these applications.</td>
</tr>
<tr>
<td>Ranking</td>
<td>Job Duty</td>
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<tr>
<td>1</td>
<td>Contribute and provide technical content leadership to the information technology needs and services for the School of Nursing; examine current trends; document technical information needed for the School of Nursing for internal and campus-wide strategic planning; keep the School of Nursing abreast of changes and new features in emerging health care technologies.</td>
</tr>
<tr>
<td>2</td>
<td>Consult with faculty and administrators on the use of technology in the classroom and online environment.</td>
</tr>
<tr>
<td>3</td>
<td>Provide microcomputer support for School of Nursing students; provide managerial support, including hardware and software issues, network configuration issues; operating system and application software problems; e-mail and/or password issues; and impromptu training sessions for the technologies used in the School of Nursing.</td>
</tr>
<tr>
<td>4</td>
<td>Support the SITC Director to plan schedules; prepare operation and budgetary reports; develop and specify policies and procedures, and design information guides.</td>
</tr>
<tr>
<td>5</td>
<td>Interview, hire, supervise and train undergraduate and graduate student employees and technology services specialists that work at the SITC; assign workflow to technology services specialists, and undergraduate and graduate students.</td>
</tr>
<tr>
<td>6</td>
<td>Assign and review work, orient and train staff, and make recommendations as to interviewing and selection, performance appraisal, and discipline.</td>
</tr>
<tr>
<td>7</td>
<td>Maintain an advanced level of technical knowledge and skills for current and evolving technologies pertaining to computers, software/hardware, networking, and troubleshooting methodologies.</td>
</tr>
<tr>
<td>8</td>
<td>Provide leadership to plan, prepare, design, and teach training sessions on microcomputer applications, operating systems, web-based applications, and learning management and simulation technologies.</td>
</tr>
<tr>
<td>9</td>
<td>Perform other related duties as assigned.</td>
</tr>
</tbody>
</table>
FOAP Details

Organization Title

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fund</td>
<td>100100</td>
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<tr>
<td>Organization</td>
<td>500050</td>
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<tr>
<td>Account</td>
<td>610010 Professional Wages Fiscal Year (P1 – except Chairs)</td>
</tr>
<tr>
<td>Program</td>
<td>2001</td>
</tr>
</tbody>
</table>

Supervisory Position

No supervisor position description specified.

Position Documents

No documents have been attached.
TECHNICAL SERVICES SPECIALIST

Technical Services Specialist

Position Details

Employee Information
Employee First Name
Employee Last Name
Employee ID
Position Information
Position Title
Grade
Position Number
New Hire Rate
HR Rep
FLSA
Job Code
Hrs/Week
Shift
Shift Premium
Minimum Education
Minimum Experience
Preferred Education
Preferred Experience

Bachelor's degree or equivalent.

Bachelor's degree in computer science, information technology, multimedia, web design, or related field.

Over three through five years of experience working with Mac and Windows based computers, networks, system installation and configuration, servers, multimedia applications and troubleshooting; knowledge of various computer platforms and computer software; effective oral and written communication skills.

Additional years of experience working with Mac and Windows based computers and networks.

Susan Schlensker
Non-Exempt
30
40

<table>
<thead>
<tr>
<th><strong>Positions Supervised</strong></th>
<th>Graduate assistants and students.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports To (Title)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor's Position Number</strong></td>
<td>100784</td>
</tr>
<tr>
<td><strong>Hiring Manager</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Position Function</strong></td>
<td>This description is intended to indicate the duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.</td>
</tr>
<tr>
<td><strong>Position Function</strong></td>
<td>Manage, implement, analyze, and support technology-based educational and academic systems and projects operated by the School of Nursing including mobile device/smartphone integration, video recording and videoconferencing solutions, high and low fidelity simulation integration, computer-based training modules, network applications, online and web-enhanced courses, and partnerships with clinical and interprofessional partners.</td>
</tr>
<tr>
<td><strong>Duties &amp; Responsibilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ranking</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Job Duty</strong></td>
<td>Troubleshoot and resolve technical issues for School of Nursing faculty, staff, administrators, students, and associated university technical support, and clinical and interprofessional partners via phone, e-mail, in person, videoconference, and via remote assistance.</td>
</tr>
<tr>
<td><strong>Percentage of Time Spent on This Duty</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ranking</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Job Duty</strong></td>
<td>Coordinate with Unified Communications personnel to schedule, facilitate, test hardware/software, and ensure videoconference solutions and connections between the School and outside partners; includes weekly lectures in the distance learning classrooms between campus and clinical partner sites, technology orientations for incoming students and faculty at a distance in the undergraduate and graduate programs, and other events as requested by faculty, staff, and administration.</td>
</tr>
<tr>
<td><strong>Percentage of Time Spent on This Duty</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ranking</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Job Duty</strong></td>
<td>Serve as a product specialist for learning management technologies and other applications used to support teaching and learning, including Blackboard, Mediasite, SITc simulation products and equipment, network applications, telehealth, electronic health record, and clinical encounter and scheduling software; includes providing supervision to graduate assistants and student workers supporting these applications to assist with issues they cannot solve; provide training and support for these applications to faculty, staff, students, administrators, and clinical partners.</td>
</tr>
<tr>
<td>Percentage of Time Spent on This Duty</td>
<td>Ranking</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
</tr>
<tr>
<td><strong>Manage, maintain, program, schedule, and coordinate the use and course integration of the high and low fidelity patient simulators and virtual environments/simulations; simulators include multiple Laerdal SimMan, Essential simulators, Laerdal SimBaby, CAE Healthcare ECG manikins, METIMAN manikins, CAE Healthcare iStan, Noelle Virtual manikin, and BabyHAL; includes Telemedicine equipment and the virtual environments including Unity, Second Life, and Open Sim; support includes the maintenance, use, and ability to troubleshoot both the manikins themselves and the equipment that controls them.</strong></td>
<td>4</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Percentage of Time Spent on This Duty</td>
<td>Ranking</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
</tr>
<tr>
<td><strong>Manage, maintain, coordinate, and support the use of video recording solutions that include the Mediasite recording technology and other high-tech recording equipment; includes recording simulations, lectures, presentations, volunteer patients, and other media elements for students, faculty, staff, administrators and clinical partners.</strong></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Time Spent on This Duty</td>
<td>Ranking</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
</tr>
<tr>
<td><strong>Support SITC Director to plan schedules, prepare operation and budgetary reports, develop and specify policies and procedures, and design information guides.</strong></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Time Spent on This Duty</td>
<td>Ranking</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
</tr>
<tr>
<td><strong>Interview, hire, train, and supervise undergraduate and graduate student employees that work at the SITC; assign workflow to undergraduate and graduate student workers; oversee quality of work.</strong></td>
<td>7</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Percentage of Time Spent on This Duty</td>
<td>Ranking</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
</tr>
<tr>
<td><strong>Install, support, maintain, configure, and secure hardware for faculty, staff, administrators, and student employees and SITC computers.</strong></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage of Time Spent on This Duty</td>
<td>Ranking</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
</tr>
</tbody>
</table>
Monitor, maintain, support, administer, backup, and update the department’s server hardware and software, including multiple file servers, print servers, database servers, multimedia servers, and application servers. Includes coordinating School systems with University systems, such as the print management system.

<table>
<thead>
<tr>
<th>Percentage of Time Spent on This Duty</th>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Manage, maintain, and design the School of Nursing’s website, multimedia course content, and related online materials.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of Time Spent on This Duty</th>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Research, test, evaluate, and recommend emerging computer and information technologies for use within the School of Nursing and maintain current knowledge of emerging hardware, software, and communication technologies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of Time Spent on This Duty</th>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Maintain, configure, perform, and participate in SITC evaluations needed for School of Nursing Systematic Evaluation Plan.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of Time Spent on This Duty</th>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Perform other related duties as assigned.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percentage of Time Spent on This Duty</th>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Maintain regular and predictable attendance.</td>
</tr>
</tbody>
</table>

All of the above essential functions require varying degrees of independence, judgment, and discretion. Requires the ability to efficiently operate a computer keyboard and programs.

**FOAP Details**
FOAP Details

Organization Title
Fund 100100
Organization 500050
Account 670010 Staff Personnel Wages
Program 2001

Percentage Funded

Supervisory Position
No supervisor position description specified.

Position Documents
No documents have been attached.
GRADUATE ADVISOR

Graduate Advisor

Position Details

Employee Information

Employee First Name
Employee Last Name
Employee ID

Position Information

Position Title: Graduate Advisor
Position Number: 103724
HR Rep
FLSA: Administrative Exemption
Job Code: 2SA
Hrs/Week: 40

Position Function
Participate in the planning and delivery of academic advising for master’s and DNP nursing students; cooperate with faculty members in providing for academic advising needs of master's and DNP students; understand and interpret the requirements and academic options of the three tracks of the master's program and DNP programs to facilitate the student's pursuit of interest.

Minimum Education
Master's degree.

Minimum Experience
At least two years of related work experience, which includes six months in an academic setting.

Minimum Other
Ability to work with faculty, administration, and graduate students; sensitivity to the needs of a diverse student population, including minority and international students; interpersonal/human relations skills; ability to encourage and empower students to make their own decisions; ability to act as an advocate for both the student and the university; ability to identify students' needs for support services in order to make appropriate referrals; ability to maintain confidentiality; ability to operate a personal computer and various software packages.
Preferred Education

Preferred Experience
Experience with advising graduate students.

Preferred Other
Superior interpersonal and communication skills; knowledge of university policies and procedures, academic requirements, campus resources, student life, and support services.

Certifications

Positions Supervised
None.

Reports To (Title)

Supervisor's Position Number
100579

Hiring Manager

Duties & Responsibilities

Ranking
1

Job Duty
Act as academic advisor for graduate nursing.

Ranking
2

Job Duty
Answer communications from prospective master’s and DNP nursing students.

Ranking
3

Job Duty
Advise students regarding the development of educational plan options and resources available, including maintaining up-to-date list of online graduate level courses in other departments as well as School of Nursing that DNP students can take as needed for electives each semester.

Ranking
4

Job Duty
Work closely with master’s and DNP program directors, faculty, and staff to provide timely information on course/degree options and university policies.

Ranking
5

Job Duty
Make appropriate referrals; coordinate admissions process for master’s and DNP students, including

Ranking
6

Job Duty
Analyze student records and certify graduation requirements have been met.

Ranking
7

Job Duty
Develop, maintain, and distribute materials which enhance the coordination of academic advising with the School.
<table>
<thead>
<tr>
<th>Ranking</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Duty</td>
<td>Perform related duties as assigned, including recruitment and persistence efforts.</td>
</tr>
</tbody>
</table>

### FOAP Details

<table>
<thead>
<tr>
<th>FOAP Details</th>
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<td>Organization Title</td>
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<td>Account</td>
<td>610010 Professional Wages Fiscal Year (P1 – except Chairs)</td>
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<tr>
<td>Program</td>
<td>2001</td>
</tr>
</tbody>
</table>

### Supervisory Position

<table>
<thead>
<tr>
<th>Supervisor Position Description</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Master's Program Director</td>
</tr>
<tr>
<td>Position Number</td>
<td>100579</td>
</tr>
<tr>
<td>Org Unit</td>
<td>School of Nursing, 900020</td>
</tr>
<tr>
<td>First Name</td>
<td>Diana</td>
</tr>
<tr>
<td>Last Name</td>
<td>Bantz</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:DBANTZ@BSU.EDU">DBANTZ@BSU.EDU</a></td>
</tr>
</tbody>
</table>

### Position Documents

No documents have been attached.
Baccalaureate Advisor

Position Details

Employee Information
Employee First Name
Employee Last Name
Employee ID

Position Information
Position Title: Baccalaureate Advisor
Position Number: 100457
HR Rep: Susan Schlesker
FLSA: Administrative Exemption
Job Code: 25A
Hrs/Week: 40

Position Function
Participate in the planning and delivery of academic advising for undergraduate on-campus and online RN to BS nursing students; cooperate with faculty members in providing academic advising needs of undergraduate students; understand and interpret the baccalaureate requirements and academic options; market/recruit; meet with prospective students/families.

Minimum Education
Master’s degree from an accredited college or university.

Minimum Experience
At least two years of related work experience, which includes six months in an academic setting.

Minimum Other
Ability to work with faculty, administration, and undergraduate students; ability to work in a collaborative environment and work independently; sensitivity to the needs of a diverse student population, including minority and international students; interpersonal/human relations skills; ability to encourage and empower students to make their own decisions; ability to act as an advocate for both the student and the university; ability to identify students’ needs for support services in order to make appropriate referrals;
ability to maintain confidentiality; ability to operate a personal computer and various software packages.

Preferred Education

Preferred Experience
Experience with advising undergraduate students.

Preferred Other
Excellent interpersonal and communication skills; knowledge of university policies and procedures, academic requirements, campus resources, student life, and support services.

Certifications

Positions Supervised
None.

Reports To (Title)

Supervisor’s Position Number
100578

Hiring Manager

Duties & Responsibilities

Ranking
1
Job Duty
Serve as academic advisor for undergraduate on-campus nursing students and online RN nursing students by reviewing and/or revising students’ developed educational plan of study and assist students in reading the DegreeWorks.

Ranking
2
Job Duty
Provide support with on-campus students in applying for admission to the School of Nursing and the RN to BS programs, transfer equivalencies, prerequisite requirements, and use Self-Service Banner and DegreeWorks.

Ranking
3
Job Duty
Analyze student records and confirm graduation requirements have been met.

Ranking
4
Job Duty
Answer communications from prospective baccalaureate nursing students, RN to BS nursing students, and current nursing students.

Ranking
5
Job Duty
Work closely with the baccalaureate and RN to BS program directors, School of Nursing Director, faculty, staff, university academic advisor, and university admission personnel to provide timely information on course/degree options and university policies.

Ranking
6
Job Duty
Serve as liaison to online and distance education partners.

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Job Duty</th>
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<tbody>
<tr>
<td>7</td>
<td>Participate in marketing and recruitment for each baccalaureate nursing program track at on-campus and off-campus sites.</td>
</tr>
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</table>

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<thead>
<tr>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Meet with prospective baccalaureate students/families and distribute informational materials.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Coordinate and generate reports through the use of Self-Service Banner.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Perform other related duties as assigned.</td>
</tr>
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</table>

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**FOAP Details**

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<tr>
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<tr>
<td>Organization Title</td>
<td>School of Nursing</td>
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<tr>
<td>Fund</td>
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<td>Organization</td>
<td>900020</td>
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<tr>
<td>Account</td>
<td>610010 Professional Wages Fiscal Year (P1 – except Chairs)</td>
</tr>
<tr>
<td>Program</td>
<td>2001</td>
</tr>
<tr>
<td>Percentage Funded</td>
<td>100</td>
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**Supervisory Position**

<table>
<thead>
<tr>
<th>Supervisor Position Description</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Director of the School of Nursing</td>
</tr>
<tr>
<td>Position Number</td>
<td>100578</td>
</tr>
<tr>
<td>Org Unit</td>
<td>School of Nursing 900020</td>
</tr>
<tr>
<td>First Name</td>
<td>Linda</td>
</tr>
<tr>
<td>Last Name</td>
<td>Siktberg</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:LSIKTBER@BSU.EDU">LSIKTBER@BSU.EDU</a></td>
</tr>
</tbody>
</table>
TENURE / TENURE-TRACK FACULTY

Faculty members of the School of Nursing are recommended for appointment by the Director of the School of Nursing to the Dean of the College of Applied Sciences and Technology. The position offer is given by the President.

General Statement of Position Function

Faculty member with appropriate nursing specialization to teach undergraduate and/or graduate courses and research competency.

Characteristic Duties and Responsibilities

Teaching

Classroom teaching and clinical supervision in undergraduate and/or graduate courses. Teaching assignment will average 12 credit hours per week. Evaluation of student competency in simulation laboratory and clinical settings may be required in certain undergraduate courses. Student advisement and counseling on academic progress and related activities included.

Research

Pursuit of scholarly activities and publications. Keep abreast of scholarly developments in nursing and nursing education and incorporate into teaching.

Service

Actively contribute to the professional life of the School of Nursing, the College of Applied Sciences and Technology, and Ball State University. Serve on appointed committees; participate in professional nursing organizations and community activities related to nursing. Contribute to the development of the curricula of the School of Nursing. Perform other role responsibilities as assigned by the Director of the School of Nursing or undergraduate or graduate program directors.

Minimum Qualifications

1. Current unencumbered State Registered Nurse License
2. Master’s degree in nursing
3. Earned doctorate in nursing or a related field by date of appointment

Preferred Qualifications

1. Teaching experience in higher education
2. Clinical nursing experience in related area of teaching
3. Demonstrated scholarship activities
4. Record of published research in refereed journals
5. Ability to communicate effectively
6. Ability to integrate technology in nursing education

Rank

1. Dependent on qualifications

Term and Conditions of Employment

Academic year. Probationary period for tenure is seven (7) years. Tenure is not automatic, but dependent on excellent performance, budgetary considerations, tenure density, and the needs of the University.

Edited: 3/25/11
CONTRACT FACULTY

Faculty members of the School of Nursing are recommended for appointment by the Director of the School of Nursing to the Dean of the College of Applied Sciences and Technology. The position offer is given by the President.

General Statement of Position Function

Faculty member with appropriate nursing specialization to teach in undergraduate and/or graduate courses.

Characteristic Duties and Responsibilities

Teaching
Classroom teaching and/or clinical supervision in undergraduate or graduate courses. Teaching assignment will be 12 credit hours per week. Evaluation of student competency in simulation laboratory and clinical settings. Student advisement and counseling on academic progress and related activities included.

Research
Keep abreast of recent scholarly developments in nursing and nursing education and incorporate into teaching.

Service
Actively contribute to the professional life of the School of Nursing, the College of Applied Sciences and Technology, and Ball State University. Serve on appointed committees; participate in professional nursing organizations and community activities related to nursing. Contribute to the development of the curricula of the School of Nursing.

Perform other related duties as assigned by the Director of the School of Nursing or Associate Director of the undergraduate or graduate programs.

Minimum Qualifications

1. Current unencumbered State of Indiana Registered Nurse License
2. Earned baccalaureate degree in nursing
3. Earned master’s degree in nursing
4. Certification as a NP or an earned doctorate in nursing or related field

Preferred Qualifications

1. Teaching experience in higher education
2. Clinical nursing experience in related area of teaching
3. Ability to communicate effectively
4. Ability to integrate technology in nursing education
5. Current clinical practice as an NP

Rank: Dependent upon qualifications

Term and Conditions of Employment:

Academic year/Academic part-time/Semester. Annual or semester contract is not automatic, but dependent upon Excellent performance, budgetary considerations, and the needs of the University.

*required if teaching master’s or DNP courses
Edited: 3.12.15
Baccalaureate Nursing Clinical Faculty Responsibilities/Faculty Workload

Faculty Credit Hours
1. 12 credit hours per semester or 24 credit hours per academic year (link to faculty/professional personnel handbook)

Faculty tenured/tenure-track and contract faculty salary
1. 9 month academic contract
2. Full-time summer salary is 30% of the academic salary

Faculty Clinical Credit Hours/Workload
1. NUR 228, 230, 231, 330, 340, 350, 370, 402, 404, 406, 423, 425, 430 = 3 credit hours/load hours – didactic
2. NUR 230, 231, 350, 370, 404, 406, 430 = 3 credit hours/load hours - clinical
3. NUR 330, 340, 402 = 4 credit hours/load hours - clinical
4. NUR 425 – 2.5 credit hours/load hours – clinical

Assignment Process
1. Assignments are determined fall, spring and summer by the Director in consultation with Associate Director and Program Directors
2. School of Nursing needs
3. Faculty Expertise and Experience
4. Individual Faculty Needs/Preferences

Changes in work assignments are communicated to the faculty member by the appropriate Director as soon as the change is known.

Full-time Faculty (Academic Year) Workload and Teaching Responsibilities
1. Teaching workload – compensated
   a. Attends class (e.g. on campus, video conference, listen to recorded sessions
   b. Plans and conducts pre and/or post-conferences to facilitate students’ learning in correlating clinical practice and theory
   c. Establishes an environment that is conducive to learning
   d. Guides students in mastery of clinical skills
   e. Guides students in application and implementation of the nursing process
   f. Supervises students in the implementation of safe and appropriate patient care
   g. Facilitates student’s application of theory to patient care through the use of critical thinking and problem-solving
   h. Participates in campus lab teaching and competencies on assigned clinical days
   i. Fosters socialization of students into professional nursing practice

2. Preparation for class/clinical and meetings with students – not compensated
   a. Course and clinical preparation (e.g. simulation, on-campus skills)
      (≥ 3 hours for each hour of class/clinical instruction)
   b. Grading papers, other assignments and reviews and provides feedback of student’s patient documentation
   c. Generating exams and quizzes
d. Conferences with students to (e.g. answer question, discuss class/clinical progress, midterm and final evaluation conferences, submits all student weekly, midterm and final clinical evaluations during final week to lead course faculty)
e. Encourages students to use self-evaluation as a means of promoting professional growth
f. Faculty office hours
g. Meetings (e.g. course faculty meetings, faculty meetings, curriculum meetings, subcommittee meetings, CAST/committee meetings, university meetings)

Part-time Faculty (Semester) Workload and Teaching Responsibilities

1. Teaching workload – compensated
   a. Attends class (e.g. on campus, video conference, listen to recorded sessions
   b. Plans and conducts pre and/or post –conferences to facilitate students’ learning in correlating clinical practice and theory
c. Establishes an environment that is conducive to learning
d. Guides students in mastery of clinical skills
e. Guides students in application and implementation of the nursing process
f. Supervises students in the implementation of safe and appropriate patient care
g. Facilitates student’s application of theory to patient care through the use of critical thinking and problem-solving
h. Participates in campus lab teaching and competencies on assigned clinical days
i. Fosters socialization of students into professional nursing practice

2. Preparation for class/clinical and meetings with students – not compensated
   a. Course and clinical preparation (e.g. simulation, on-campus skills)
      (≥ 3 hours for each hour of class/clinical instruction)
b. Grading papers, other assignments and reviews and provides feedback of student’s patient documentation
c. Generating exams and quizzes
d. Conferences with students to (e.g. answer question, discuss class/clinical progress, midterm and final evaluation conferences, submits all student weekly, midterm and final clinical evaluations during final week to lead course faculty)
e. Encourages students to use self-evaluation as a means of promoting professional growth
f. Meetings with course faculty (e.g. Go-To-Meetings)

Professional Expectations

1. Knows and follows the policies of the School of Nursing, clinical facilities, Indiana Nursing Licensure Statue and Rules on professional standards as well as the School of Nursing mission, philosophy, goals and organizing framework
2. Recognizes that faculty has a responsibility for public safety and responsibility not only to students, but also for the protection of the general public.
3. Models professionalism for students through appearance, attitude and behavior.
4. Demonstrates clinical nursing competence in the area assigned.
5. Collaborates with clinical facility staff and management in identifying and resolving issues involving students.
6. Keeps course faculty and the baccalaureate program director informed of atypical situations.
7. Maintains appropriate confidentiality.
Professional Development

1. Attends class or video conference (on-site or virtual) or listens to class recording sessions.
2. Completes and discusses with the School of Nursing Director a self-evaluation for teaching assignment at the annual meeting as well as discusses the clinical teaching rating forms for each teaching assignment.
3. Collaborates with course faculty in setting goals based on course evaluation feedback.
4. Maintains competency and professional growth through membership in professional associations, attendance at professional meeting/conferences, and other professional activities.
5. Maintains a positive image of the School and University.
6. Participates in agency orientation similar to that of a new employee if a new facility.

11/3/14
Criteria for Appointment to Graduate Faculty

I. Full Member
   A. Criteria
      1. Earned doctoral degree in nursing or a related field. If doctorate is in related field, master’s degree must be in nursing or nursing cognate at the doctoral level.
      2. Eligible as a new faculty: The faculty member is expected to provide evidence of scholarly productivity:
         a. Dissertation, Doctorate of Nursing Practice Quality Improvement Project for advanced practice nurses (nurse practitioner), and peer review of the hiring process, or
         b. One published refereed article,
         c. One presentation at state, regional, national, and/or international professional meeting, and
         d. Potential to teach graduate courses effectively as evaluated and approved by the School of Nursing Director.
      3. Eligible for renewal: The faculty member must demonstrate:
         a. Scholarship by the publication of at least two refereed articles within the previous six year period or the equivalent, such as one refereed published article and one significant externally funded grant.
         b. Intellectual leadership by making at least three refereed presentations within a six year period at state, regional, national, and/or international professional meetings.
         c. Ability to teach graduate courses effectively based on faculty teaching evaluations.
   B. Term of Membership
      1. Term of appointment is for a period of six years.
   C. Responsibilities and Prerogatives
      1. Full graduate faculty members are eligible to:
         a. Teach all levels of graduate course work within their academic, artistic, or clinical competence.
         b. Serve on doctoral committees.
         c. Chair master’s theses and creative projects committees.
         e. Develop graduate programs and courses.
         f. Serve as members of the Graduate Education Committee.
         g. Vote on graduate faculty issues.
      2. Chairs of dissertations, thesis, research papers, and creative projects who retire or who move to other institutions may be retained as chairs when such arrangements are advantageous to the student and convenient to the former faculty member and Ball State University.
D. Doctoral Committee Chair Endorsement
Criteria
1. Have Full Graduate Faculty Status.
2. Demonstrate competence in directing research/writing through previous service on doctoral committees and additional publications and/or grants beyond the Full member criteria.

II. Associate Member
A. Criteria
1. Earned master’s degree in nursing or doctoral degree in nursing or a related field.
2. Demonstrate a high level of competence in an area of special need, such as certified advanced practice nurse.
3. Members may also be drawn from across departmental and collegiate lines, from professionals, and others within the community, faculty emeriti, faculty who have moved to other institutions, or from any source which is reasonably convenient.

B. Term of Membership
1. Term of appointment is for three years.

C. Responsibilities and Prerogatives
1. Members may teach all levels of graduate course work within their academic, or clinical competence.
2. Members drawn from outside the University may serve as committee members but not as chairpersons.

III. Assistant Member
The School of Nursing does not allow for Assistant Graduate Faculty status.

IV. Departmental Guidelines and Procedures
A. The Graduate Curriculum Committee takes the primary role in defining the criteria for appointment and reappointment of its graduate faculty, in accordance with the general principles listed in this policy. New or revised criteria will be forwarded to the departmental faculty for approval.

B. These criteria for graduate faculty membership will be submitted every six years via the College Dean to the Graduate Education Committee for review and approval.

C. Approval of an applicant’s graduate faculty status is determined by the Dean of the Graduate School, upon the joint recommendation of the applicant’s department and College Dean.

D. The application will consist of the candidate’s curriculum vitae together with a cover letter prepared by the department that includes the classification sought and an overview of significant professional activity. Only those professional accomplishments during the three (Associate) or six (Full) years prior to the application will be considered.

E. Exceptions to these policies are made on a case-by-case basis; occasionally, individuals may be authorized to perform specific graduate faculty duties with the approval of the Dean of the College and the Dean of the Graduate School.

V. Appeals
Appeals from an adverse departmental decision should be made to the Dean of the College; appeals from an adverse college decision should be made to the Dean of the Graduate School; appeals from an adverse decision of the Dean of the Graduate School
should be made to the Faculty Affairs Committee of the Graduate Education Committee,
In all cases, the final decision will be made by the Dean of the Graduate School.

VI. Policies
Refer to the *Faculty and Professional Personnel Handbook* Section II: Faculty and Professional Personnel Policies – Graduate Faculty Policy.
In keeping with University policy on the appointment of Adjunct Professors, those persons appointed to the position by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration. Reports to the Director of the School or the Program Director of the program in which service is to be given.
SECTION V: TEACHING POLICIES

FACULTY CLINICAL ORIENTATION POLICY

Any new faculty member or one who changes clinical agencies or clinical areas within an agency is required to participate in an orientation period as jointly determined by the faculty member and clinical unit administrator.

It is strongly recommended that the faculty member participate in an orientation period if one or more of the following conditions are relevant:

1. significant changes have occurred in the clinical unit.
2. more than two years have elapsed since last assignment to area.
3. request issued by school of nursing and/or clinical unit administration.

Approved by Faculty Organization 4/23/09

COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY/COLLEGE OF HEALTH

ASSIGNED TIME GUIDELINES FOR SCHOLARLY PRODUCTIVITY

These guidelines are designed to provide faculty direction for assigned time research and scholarly productivity. It is imperative that faculty members work closely with the school or department chair when planning assigned time activities. The department/school chair must approve all assigned time contracts. A departmental Memorandum of Agreement should serve to clarify a faculty member’s goals for the assigned time.

I. Assigned time for tenure-track faculty

The following are minimum levels of productivity for the academic year (3 hours of assigned time for fall and spring semesters). If a faculty member receives more than three hours of assigned time per semester for the academic year, expectations are increased proportionally. It is anticipated that all faculty who receive assigned time for scholarly productivity will make every effort to involve students in their investigations and integrate their research findings into classroom experiences. Faculty are expected to complete assigned time activities in a timely manner. Assigned time activities will be evaluated as part of the department merit/salary decisions.

A. Publications

For each academic year a faculty member receives 3 hours of assigned time per semester (fall and spring), the faculty member will be expected to submit at least one refereed manuscript as sole author or lead author (not an abstract).

B. Grants

A faculty member will be expected to acquire funding to support research. For each academic year a faculty member receives 3 hours of assigned time per semester (fall and spring), the faculty member will be expected to apply for one grant from an external funding agency as principle investigator, unless significant external funding is guaranteed for the following year.

C. Presentations

For each academic year a faculty member receives 3 hours of assigned time per semester, the faculty member will be expected to make one refereed presentation of research and/or scholarly productivity results at a national or international meeting.

D. Creative Endeavors

When appropriate, faculty may pursue independent or collaborative creative endeavors as an assigned time activity. The following criteria are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, interior design work, consulting with outside organizations, proprietary research, etc.):

---

1 CAST Promotion and Tenure Document
1. The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator.

2. There must be a planned and disciplined approach to the activity’s development, design and implementation. The activity must reflect contemporary content, strategies, design or media components.

3. The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models or other appropriate means.

4. The activity must be refereed, juried or competitive in nature.

Based upon a faculty member’s assigned time proposal, the chair can agree to substitute a creative endeavor for the expectation that the faculty member will submit at least one refereed manuscript.

II. Assigned time for tenured faculty

After achieving tenure, faculty are expected to continue a successful record of scholarly productivity described in section I. Tenured faculty may receive 3 hours assigned time per semester at the discretion of the school/department chair and college dean. Assigned time activities will be agreed to prior to the faculty member receiving the assignment.

COURSE SYLLABI

All courses will use the approved format for construction of the course syllabus. Course syllabus, calendar, and module assignments will be placed on the course Blackboard.

Current course syllabi of all the school offerings shall be available in the official school of nursing files.

Procedure: Each course faculty shall submit an electronic syllabus of the course to the administrative coordinator and appropriate program coordinator at the beginning of each semester.
GUIDELINES FOR FORMAT OF COURSE SYLLABI
Narrative Format

COURSE SYLLABUS

BALL STATE UNIVERSITY
Semester Year

COURSE NUMBER:

COURSE TITLE:

COURSE CREDIT:

PREREQUISITES:

CO-REQUISITES:

FACULTY:

Name:
Email:
Office Phone:
Office Room Number:
Office Hours: (Eastern Standard Time)

COURSE DESCRIPTION:

COURSE RATIONALE:

COURSE OUTCOMES: Include related program outcome # and AACN program essentials numbers that correspond to each course outcome – use the course grid to obtain these numbers.
Example:
Examines the evolution and unique heritage of the profession of nursing. (Meets: Program Outcome 1 and Baccalaureate Essentials 1 & 8)

COURSE TOPICS:

TEACHING STRATEGIES:

TEXTS:
(Statement about previous texts – required undergraduate courses only, excluding electives and RN-BS)

Required:

Optional:

ONLINE RESOURCES: A BSU network account for email and Blackboard. (Any other subscription or online resources which must be obtained, e.g. NEO LMS, Evolve Online Course, HESI, ShadowHealth, Barkley/Fitzgerald Review, etc.)

SOFTWARE: (Any software which may be needed for the course, such as Microsoft Office, EHR Tutor, Inspiration 9, iPad apps, etc.)
TECHNICAL INFORMATION:

Technical Assistance:
If you have any issues with your course(s), or related technology, please contact the Nursing Simulation and Information Technology Center (SITC) directly at 765-285-5584 (Monday - Friday 8:00AM-5:00PM Eastern Time).

If you have problems with Blackboard between the hours 5:00PM and 8:00am or weekends, you can contact the University Technology Support (UTS) Helpdesk 765-285-1517 select prompt 2 (24 hours daily) or by visiting http://www.bsu.edu/helpdesk. **Do not contact the UTS Helpdesk between the hours of 8:00AM – 5:00PM Monday through Friday unless instructed by the Nursing SITC.**

COURSE POLICIES:

Attendance:
Attendance in Ball State University online classes is measured by your active participation in course activities at least once each week. Be sure to complete your course work as assigned to ensure you are recorded as attending the course.

On-campus attendance -specific to your course

Participation and Timeliness
Your regular participation and timeliness are important to your academic success. In online courses this takes the form of participation in discussion via forums, chat, and other electronic means provided.

As this is an online course, it is up to every student to stay on track and not fall behind. You must be self-motivated and disciplined to meet all due dates. Developing a routine is essential.

All assignments are expected to be submitted by a specific time and date.

Insert the late assignment policy for your course here.

Classroom (or Online) Conduct: Students should observe proper "netiquette." Treat fellow classmates and instructors with respect, even if you strongly disagree with their postings. There is room for all opinions in our forum--we are here to share and learn, together. Always be professional.

Students with Disabilities: Some elements of this course may not be accessible to persons with some types of disabilities. If you need course adaptations or accommodations because of a disability, please contact Ball State's Disability Services office. This office coordinates services for students with disabilities. Documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu. Further online information for students may be found at the [BSU Disability Services web page](http://www.bsu.edu/disability).

Communication:
Any communication with the School of Nursing, always use your BSU email. The instructor will typically respond to communication within 48 hours of receiving them.

Academic Integrity Students are expected to adhere to University guidelines as presented in the [Code of Student Rights and Responsibilities](http://www.bsu.edu/student) and the _______ Student Handbook.

Fraternization: Fraternization with clients is professionally unethical.

Confidentiality: Breach of client confidentiality is a serious error and disciplinary action may follow a violation.
**Academic Assessments:** Place statement regarding exit surveys, portfolio, examples of student work here

**CLINICAL POLICIES:**

**Attendance:**

**Requirements:**

**Uniform Policy:**

**Skills Laboratory:**

**Unsatisfactory Clinical Performance** – refer to handbook (link to student handbook)

**GRADING POLICIES:**

(Explanation of grading policies, such as dropping lowest grade, etc.)

Grades are private and available only on Blackboard. Communication with the instructor of a confidential nature is to be conducted via your BSU email.

**EXAMINATION POLICIES:**

Insert examination policies for your course

Example:

**B-Virtual Exams**  
Exams are scheduled over a number of days providing students flexibility for scheduling the exam. It is highly recommended that students sign up to take the exam as early as possible once dates are announced and during the business hours of the School; 8a-5p fall and spring semesters, 7:30a-4p summer semester eastern time so that if connection or access problems occur the proctor/student can contact the SITC. If the student has scheduled the exam at a time that is not during business hours, the proctor has been instructed to e-mail the SITC and instructor concerning the occurrence. The student will need to wait until the next business day to determine if the issue can be resolved.

A few days before each exam, review the B-virtual information found on BB in the course column to the left. It is the student’s responsibility to understand the policies regarding B-virtual and the test taking/review process. Any questions about the process should be addressed with the course faculty a minimum of 72 hours before the student takes the test. The contact information for B-virtual to call if having technical difficulties or become disconnected is Student Technical Support 1-877-238-0245. Please have this number available in another room so that the information can be easily accessed if needed. It is not to be in the room used for test taking/review: writing paraphernalia, paper, books, and electronics are not to be in the room when taking the exam or the review.

Exams and review are closed book, proctored, and video recorded. You will be allowed to enter the exam only one time. You will have 60 minutes to complete each 50 question exam. You will have 120 minutes to complete the 100 question comprehensive exam. Once the exam is completed and while the proctor is still present 15 minutes can be used for review. Exams are NOT to be printed or copied in any way. You are not to have any electronics or writing paraphernalia in the room when taking the exam or review. The exam and review are video recorded. The proctor will report any aberrant behavior to faculty via e-mail. Faculty may review the video if needed. The review time provides the opportunity to review the questions after you have submitted your answers; however, you are still not allowed to print, copy or take notes or in any other way transmit the questions and answers. For any reason if the proctor is not present
during the exam or the review the student is to immediately close the exam/review and e-mail the SITC and instructor of the occurrence. If this is not done it is a violation of policy. Any infraction of the policy will result in a zero on the test and possible dismissal from the program. Be aware that, while a wireless connection can be used, a direct connection is preferred and if connection is lost during the exam using wireless you will either receive the recorded score at the point the connection was lost or receive a zero.

**GRADING SCALE:**

List grading scale for program

**NOTE:** Students must earn a grade of C or higher to pass the course.

**COURSE GRADING:**

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>Points or % Each</th>
<th>Total Points or %</th>
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<td><strong>TOTAL:</strong></td>
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**WITHDRAWAL DATE:** Course Withdrawal Period ends per BSU.edu/Calendar (add link)

Student initiated course withdrawal during the withdrawal period will be accepted and recorded as a “W” if the student is passing the course. (If a student has failed a clinical competency or failed clinically the student will a grade of “F.”)

An Incomplete grade (I) will be given for extenuating circumstances only. The reason is usually related to an illness, not excessive work demands. An I grade is given for a student who has to complete one paper, or one similar work. Written documentation is required to justify the Incomplete (I) grade. 

(Undergraduate syllabi only) The School of Nursing, College, and University cannot guarantee that any student will pass a course or NCLEX-RN. Your success will be determined by several factors beyond the instruction you receive in the classroom including your test-taking skills, your satisfactory completion of clinical and campus lab requirements, and your willingness to read/study outside of class. NCLEX-RN questions are generated from a variety of textbooks, references, and databases; therefore, a thorough understanding of the subject matter according to assigned readings for this program is required.

(Master’s syllabi only) University cannot guarantee that any student will pass a course or certification exam. Your success will be determined by several factors beyond the instruction you receive in the classroom including your test-taking skills, your satisfactory completion of clinical and, your willingness to read/study outside of class. Certification questions are generated from a variety of textbooks, references, and databases; therefore, a thorough understanding of the subject matter according to assigned readings for this program is required.

Faculty name

Date reviewed for each semester
## GUIDELINES FOR FORMAT OF COURSE SYLLABI

### Table Format

**COURSE SYLLABUS**  
**BALL STATE UNIVERSITY**  
**SEMESTER and YEAR**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<tr>
<td>COURSE TITLE</td>
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<td>COURSE CREDIT</td>
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</tbody>
</table>
| PLACEMENT IN CURRICULUM | Prerequisites  
Co-requisites |
| COURSE FACULTY | Name:  
Email:  
Office Phone:  
Office Room Number:  
Office Hours (Eastern Time): |
| COURSE DESCRIPTION |  |
| COURSE RATIONALE | Include related program outcome # and AACN program essentials numbers that correspond to each course outcome – use the course grid to obtain these numbers. Example: Examines the evolution and unique heritage of the profession of nursing. *(Meets: Program Outcome 1 and Baccalaureate Essentials 1 & 8)* |
| COURSE OUTCOMES |  |
| TEACHING STRATEGIES |  |
| REQUIRED TEXTS AND MATERIALS | Include statement about previous texts – required undergraduate courses only, excluding electives and RN-BS |
| OPTIONAL BOOKS |  |
| ONLINE RESOURCES | BSU network account for email and Blackboard  
Any other subscription or online resources which must be obtained (e.g. NEO LMS, Evolve Online Course, HESI, ShadowHealth, Barkley Review Course, etc.) |
| SOFTWARE | Any software that will be needed for the course (e.g. Microsoft Office, EHR Tutor, Inspiration 9, iPad applications, Typhon, etc.) |
| TECHNICAL INFORMATION | *Technical Assistance:*  
If you have any issues with your course(s), or related technology, please contact the Nursing Simulation and Information Technology Center (SITC) directly at 765-285-5584 (Monday - Friday 8:00AM-5:00PM Eastern Time).  
If you have problems with Blackboard between the hours 5:00PM and 8:00am or weekends, you can contact the University Technology Support (UTS) Helpdesk |
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COURSE POLICIES

**Attendance:** Attendance at BSU online classes is measured by your active participation in course activities at least once each week. Be sure to complete your course work as assigned to ensure you are recorded as attending the course.

**Attendance (on-campus):** Insert information specific to your course

**Participation and Timeliness (online):**
Your regular participation and timeliness are important to your academic success. In online courses this takes the form of participation in discussion via forums, chat, and other electronic means provided.

As this is an online course, it is up to every student to stay on track and not fall behind. You must be self-motivated and disciplined to meet all due dates. Developing a routine is essential.

All assignments are expected to be submitted by a specific time and date.

Insert your course late assignment information here.

**Classroom (or Online) Conduct:** Students should observe proper "netiquette.”
Treat fellow classmates and instructors with respect, even if you strongly disagree with their postings. There is room for all opinions in our forum--we are here to share and learn, together. Always be professional.

**Students with Disabilities:** Some elements of this course may not be accessible to persons with some types of disabilities. If you need course adaptations or accommodations because of a disability, please contact Ball State’s Disability Services office. This office coordinates services for students with disabilities. Documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu. Further online information for students may be found at the BSU Disability Services web page.

**Communication:**
For any communication with the School of Nursing, always use your BSU email. The instructor will typically respond to email communication within 48 hours of receiving them.

**Academic Integrity:** Students are expected to adhere to University guidelines as presented in the Code of Student Rights and Responsibilities as outlined in the University Student Code http://cms.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode and the Student handbook.

**Fraternization:** Fraternization with clients is professionally unethical.
**Confidentiality:** Breach of client confidentiality is a serious error and disciplinary action may follow a violation.

**Academic Assessment:**
Include any student activities in the course that are required and used for program evaluation (e.g., portfolios, exit surveys, etc.)

Example:
All students in the DNP program are required to have academic portfolios. Students are expected to upload designated course assignments and/or clinical documents in an electronic portfolio. The course instructor will indicate on the course calendar what assignments and/or documents are to be uploaded along with the due date. If an assignment is not uploaded by the due date 10% will be deducted from the total points earned on the assignment. If designated clinical documents are not uploaded the student will receive an unsatisfactory clinical grade.

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Be aware that, while a wireless connection can be used, a direct connection is preferred and if connection is lost during the exam using wireless you will either receive the recorded score at the point the connection was lost or receive a zero.

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NOTE: Students must earn a grade of C or higher to pass the course.

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<th>ASSIGNMENT</th>
<th>POINTS OR % EACH</th>
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142
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<th>TOTAL POINTS POSSIBLE</th>
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</table>

| WITHDRAWAL DATE | The Course Withdrawal Period end date for the semester is provided in the BSU academic calendar available at BSU.edu/Calendar. Student initiated course withdrawal during the withdrawal period will be accepted and recorded a “W” if the student is passing the course. If a student has failed a clinical competency or failed clinically the student will have a grade of “F”. |
| INCOMPLETE GRADE | An Incomplete grade (I) will be given for extenuating circumstances only. The reason is usually related to an illness, not excessive work demands. An I grade is given for a student who has to complete one paper, or one similar work. Written documentation is required to justify the Incomplete (I) grade. |

(Undergraduate syllabi only) The School of Nursing, College, and University cannot guarantee that any student will pass a course or NCLEX-RN. Your success will be determined by several factors beyond the instruction you receive in the classroom including your test-taking skills, your satisfactory completion of clinical and campus lab requirements, and your willingness to read/study outside of class. NCLEX-RN questions are generated from a variety of textbooks, references, and databases; therefore, a thorough understanding of the subject matter according to assigned readings for this program is required.

(Master’s syllabi only) University cannot guarantee that any student will pass a course or certification exam. Your success will be determined by several factors beyond the instruction you receive in the classroom including your test-taking skills, your satisfactory completion of clinical and, your willingness to read/study outside of class. Certification questions are generated from a variety of textbooks, references, and databases; therefore, a thorough understanding of the subject matter according to assigned readings for this program is required.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Date Reviewed and/or Updated for Each Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

4/12/16
BACCALAUREATE AND MASTER’S AND DNP GRADING SCALES

The grading scale for the **baccalaureate program** is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>92 - 94.9</td>
</tr>
<tr>
<td>B+</td>
<td>90 - 91.9</td>
</tr>
<tr>
<td>B</td>
<td>87 - 89.9</td>
</tr>
<tr>
<td>B-</td>
<td>84 - 86.9</td>
</tr>
<tr>
<td>C+</td>
<td>81 - 83.9</td>
</tr>
<tr>
<td>C</td>
<td>78 - 80.9</td>
</tr>
<tr>
<td>C-</td>
<td>76 - 77.9</td>
</tr>
<tr>
<td>D+</td>
<td>74 - 75.9</td>
</tr>
<tr>
<td>D</td>
<td>72 - 73.9</td>
</tr>
<tr>
<td>D-</td>
<td>70 - 71.9</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
</tr>
</tbody>
</table>

The grading scale for the **master’s and DNP program** is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
</tr>
<tr>
<td>B</td>
<td>84-86.9</td>
</tr>
<tr>
<td>B-</td>
<td>81-83.9</td>
</tr>
<tr>
<td>C+</td>
<td>78-80.9</td>
</tr>
<tr>
<td>C</td>
<td>74-77.9</td>
</tr>
<tr>
<td>C-</td>
<td>70-73.9</td>
</tr>
<tr>
<td>F</td>
<td>69 and &lt;</td>
</tr>
</tbody>
</table>

**Class Attendance**

http://cms.bsu.edu/academics/undergraduatestudy/catalog/current-year/degreereq
CONFIDENTIALITY AND PROTECTION OF STUDENT INFORMATION

To avoid violation of FERPA rules, DO NOT:

- Circulate a printed class list with student name and BSU ID or SSN or grades as an attendance roster.
- At any time use the BSU ID or SSN of a student in a public posting of grades.
- Ever link the name of a student with that student’s BSU ID or SSN in any public manner.
- Leave graded materials (ex: exams, quizzes, assignments) in a stack for students to pick up that require sorting through the papers of all students.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the students.
- Provide anyone with lists of students enrolled in your classes for any commercial purpose.
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

INFORMATION REGARDING BACCALAUREATE CLINICAL COURSES

Permission for Nursing Course Enrollment:

Enrollment in all baccalaureate nursing courses requires permission from the School of Nursing.

Orientation for Clinical Courses:

Most of the clinical courses have a required orientation period during the first week of each semester. If orientation is required, students must attend the orientation lab in order to prepare for a specific clinical area. Students who do not attend the orientation period will be required to withdraw from the course.

Preparation for Clinical Courses:

Students are required to prepare for clinical courses. The preparation required will be presented to students by course faculty. Students will not be permitted to care for patients when not appropriately prepared. Lack of preparation leads to unsafe patient care and is cause for an unsatisfactory clinical day.

Clinical Transportation:

Students must have access to a car for use during all clinical experiences. Some clinical labs are located in Anderson, Elwood, Ft. Wayne, Greenfield, Indianapolis, Marion, Muncie, Portland, Richmond, and other areas as well as East Central Indiana.

Reviewed 8/10

CLINICAL, PROGRAM, AND ASSESSMENT FEES

Students are required to purchase uniforms and other equipment for clinical/laboratory experiences.

Clinical and program fees have been established to provide financial support for the unique activities necessary for essential learning opportunities for students. Money from this account is utilized for:

- Media equipment, software for clinical modules, simulators, SITC laboratory equipment, consumable supplies, such as syringes, needles, alcohol, pads, etc, and, other equipment for students to practice using the equipment in the in SITC.

Fees may be charged for assessment activities, such as the Hesi Exit Exam RN - Computerized. “Assessment of student learning within the University’s undergraduate academic programs is an essential means of identifying areas...
for growth and improvement in those programs. Therefore, the colleges, departments, and schools of the University will engage in programmatic assessment” (*Faculty and Professional Personnel Handbook, current edition*).

**INFORMED CONSENT, STANDARD PRECAUTIONS, & HIPAA**

Each student admitted to the Baccalaureate (pre and post-licensure), Master’s, and DNP must complete and submit the informed consent upon admission to the program. Standard precautions and HIPAA requirements are found in the appropriate Community of Students site. NOTE: Standard precautions and HIPAA requirements are upon entry to the program and each Academic Year thereafter.

**LIABILITY INSURANCE**

Each baccalaureate student in a clinical course pays the designated amount billed, to be covered under Ball State University’s umbrella for liability insurance each term.

- $1,000,000 per each claim is the limit of liability
- $3,000,000 aggregate (the total amount that may be paid by the insurance company in any policy year)

Reviewed annually by University

**CRIMINAL BACKGROUND CHECK**

All School of Nursing Faculty and students are required to submit official state and federal documentation for criminal background checks to the School of Nursing by required established dates. Students are required to pay for the costs of the background checks.

All students must also sign the disclosure statement related to the criminal background checks by the stated date. NOTE: Failure to complete by the stated date may result in the student being dropped from the program.

Verification of the absence of exclusion from participation in any federal or state program, including Medicare and Medicaid and Zachary’s Law, will be obtained for each student.

**ACADEMIC HONESTY AND PLAGIARISM**


Plagiarism will be addressed in course syllabi and in the Student Rights and Community Standards section on Student Academic Ethics, [http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIEthicsPolicy.aspx](http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode/VIIEthicsPolicy.aspx).

Please refer to the American Nurses Association Code of Ethics

**DISABLED STUDENT POLICIES**

Protocols for students with disabilities are at the following site: [http://www.bsu.edu/dsd/](http://www.bsu.edu/dsd/)
ILLNESS/HOSPITALIZATION POLICY

Whenever a student has been ill for two or more consecutive days involving class and/or clinical experiences, has been injured or has been hospitalized, a medical release form (found in the appropriate Community of Students blackboard site) must be completed and signed by the health care provider and/or therapist and must be submitted to the Baccalaureate Program Coordinator prior to the student’s return to classes or clinical/laboratories. The health care provider/therapist is to stipulate any limitations that the student may have as a result of the illness on the release form. To return to the clinical/laboratory setting, there can be NO RESTRICTIONS noted.

The course instructors have the authority to refuse re-admittance to classes and clinical/laboratories if they, in their professional judgment, believe the student cannot fulfill the course objectives and assignments because of the nature of the illness or the identified limitations.

ILLNESS/HOSPITALIZATION POLICY APPEAL PROCEDURES

Step one:

1. The student will meet with the course instructor(s) to discuss the decision. The decision will be given to the student verbally within one hour following the meeting.
2. The student will be instructed that she/he may appeal the decision by making an appointment to see the Director of the School of Nursing or designee. This appointment should be made for the next day or two.
3. The course faculty shall communicate in writing the decision to the Director or designee within one school day. A copy of this decision will be placed in the student’s permanent file and a copy mailed to the student at this time.

Step two:

1. The Director of the School of Nursing, or designee, shall meet with the student two school days after the decision was made. The Director’s decision will be given to the student verbally within one hour following the meeting.
2. After the meeting, the Director or designee, shall communicate the recommendation in writing to the instructor(s) within one school day and a copy of the decision will be placed in the student’s permanent file.

Step three:

1. If the grievance is not resolved, the student may appeal to the Dean of the College of Applied Sciences and Technology.

Approved 3/28/88
Reviewed 8/02

WITHDRAWAL AND INCOMPLETE POLICIES

Course Withdrawal Policies: http://cms.bsu.edu/about/administrativeoffices/registrar/registration-activities/withdraw-from-classes

Incomplete Course Work
See the Community of Teaching Learning Teams Important Forms for detailed information
STUDENT AUTHORIZATION TO DISCLOSE INFORMATION TO THIRD PARTIES
http://cms.bsu.edu/-
/media/WWW/DepartmentalContent/Registrar/PDFs/StudentAuthorizationToDiscloseInfoToThirdParties.pdf

GRADE APPEAL POLICY

Grade appeal policies and procedures for departmental and university grade appeals processes are outlined in the University’s Student Rights and Community Standards, under section 6.7, “Grade Appeals.”
http://cms.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode/67gradeappeals

Clinical Grade Appeal Process

Special circumstances exist for courses involving the placement of students in settings external to the University. In those courses, if it has been determined prior to the issuance of a final grade that removal of the student from the placement is necessary, a review of that decision is available solely upon request to the office of the Dean of the College in which the course is offered. The review and determination of the dean is final.

A copy of the Appeal and the decision will be placed in the student’s permanent file.

GRIEVANCE PROCESS

For any grievances or concerns not related to course grades, the process is as follows:

1. Meet with the faculty person most directly involved with the concern.
2. If the issue is not resolved, schedule a meeting with all faculty members for the specific course.
3. If the issue remains unresolved, schedule a meeting with the Baccalaureate, RN to BS, Leadership/CNS, or NP/DNP Program Directors.
4. If the issue remains unresolved, schedule a meeting with the Director, School of Nursing.

WRITTEN/ELECTRONIC/EMAIL REFERENCES FOR STUDENTS

Students may ask faculty to write references letters for jobs, scholarships, grants, awards, and other opportunities related to the role of nursing student. To request a reference letter, the student must:

1. The student must complete the Release of Information form (found in the appropriate Community of Student site as well as the Community of Teaching & Learning site) with a date, name, and signature consenting for release of information by the faculty member.

A photocopy of the student’s signed Release of Information form and the completed reference form or letter, will be placed in the student’s permanent file.

STUDENT PERMANENT FILES

Permanent nursing student and graduate records are maintained in a secure location, as required by the Indiana State Board of Nursing and accrediting agencies. Students may make an appointment with the Director or Program Director of the program to review the student’s permanent record.

STUDENT AWARDS

The Cooper Science Award is given to one nursing student per year. The award is based on specific criteria available from the Department of Nursing Office in CN418.
NURSING ASSOCIATIONS

Ball State Student Nurses’ Association

BSNA is a member of the National Student Nurses’ Association (NSNA), which is an independent nursing student organization. Members participate on the state level through the Indiana Association of Nursing Students (IANS). BSNA provides a vehicle for students to express their ideas and initiate change, http://cms.bsu.edu/academics/collegesanddepartments/nursing/currentstudents/studentnursesassn. State and national conventions are very popular activities.

SIGMA THETA TAU, BETA RHO CHAPTER

Sigma Theta Tau is the International Honor Society of Nursing. Beta Rho Chapter is the Ball State University’s chapter of the honor society, which was established in 1974. The purposes of the organization are to recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen the commitment to the ideals and purposes of the profession.

Candidates for membership are selected from the baccalaureate and graduate students as well as outstanding nurses from the community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards, and commitment. Graduate nursing students are eligible for membership if they have achieved a grade-point average (GPA) of 3.5 on a 4.0 scale and if they have completed one-fourth of their program of study. At the annual induction, the Chapter gives an award to a student member who has demonstrated outstanding leadership and scholarship skills.

NURSING ALUMNI SOCIETY

The Ball State University Nursing Alumni Society is a part of the Ball State Alumni Association and is responsible for planning nursing alumni activities throughout the year. Scholarships and awards are available to assist nursing student's financial needs for tuition and fees. The Society sponsors, with the School of Nursing, the Pinning Ceremony for graduating seniors. An Annual Alumni Banquet is held in April. Financial support for the Society is from nursing alumni.

FACULTY TEACHING EVALUATION POLICY

Faculty and Professional Personnel Handbook
Guidelines to be followed in Evaluation, http://cms.bsu.edu/web/facultyprofessionalhandbook

Online Faculty and Course Evaluation
http://cms.bsu.edu/about/administrativeoffices/provost/facresources/crseresponsefaqs

Guidelines for Student Evaluation of Faculty

Refer to Promotion and Tenure document, tenure and tenure-track salary document, and contract faculty salary document.

Course and Faculty Evaluations


GUIDELINES FOR SELECTION OF OUTSTANDING TEACHING AWARD RECIPIENTS (currently under revision)
SECTION VI: PERSONNEL POLICIES AND PROCEDURES

BACCALAUREATE ACADEMIC ADVISING

ACADEMIC ADVISING

When a student completes 30 or more semester hours and has declared a major, the student is assigned to a faculty advisor in the student’s major. The Student Advising Handbook is available in the Upper Division Advising Center. (AC 224)).

As part of the advising program, the student brings a copy of his/her DegreeWorks for the purpose of reviewing the student’s process and plan for student’s continued academic progress. The names of the student’s nursing advisors are on the DegreeWorks.

If the student needs to meet with a nursing advisor, the student will contact the advisor to set up an appointment. The secretaries do not schedule appointments for advisors or individual faculty members. For further information on advising, access faculty advising handbook:

http://cms.bsu.edu/academics/advising/academicbasics/advisinghandbook

Edited 1/28/16

COMPLIMENTARY AND DESK COPY TEXTS

Faculty should request complimentary e-book texts directly from the publisher or book representative or submit a request to the Baccalaureate Compliance Coordinator.

TRAVEL REIMBURSEMENT POLICY

Refer to Travel Regulations and Procedures Manual,


At the beginning of the fall semester, faculty will be asked to complete a “Projected Faculty Travel” form and return to the Administrative Coordinator of the School of Nursing.

Priority will be given to faculty who are presenting and/or participating in events that have tangible and significant impact on their classroom/clinical instruction. Disbursement will proceed on a needs basis. Travel authorization online form needs to be submitted two (2) weeks prior to travel and receipts for reimbursement must be submitted to the Administrative Coordinator two by (2) weeks after travel. If travel forms are not submitted in that timeframe, reimbursement for travel is not guaranteed. Access the following forms: Travel Authorization, Expense Voucher, Vehicle Request, http://cms.bsu.edu/academics/collegesanddepartments/nursing/facultyforms, CAST Application for College Travel Funds: http://cms.bsu.edu/-/media/WWW/DepartmentalContent/CAST/PDFS/CAST%20Deans%20Travel%20Fund%20Guidelines%202015.pdf
Health Clearance for School of Nursing Faculty

All faculty must submit the following at the time of hire:
1. Current RN license (must submit upon hire and upon renewal)
2. Evidence of TDAP, MMR, Varicella and Hepatitis B immunity (documentation or titre)
3. Current TB

Annual requirements for undergraduate faculty:
1. Current TB (must be current for academic year)
2. Influenza immunization (must obtain by October 15 annually)
3. Current CPR certification—must be American Heart Association BLS

Annual requirements for all faculty:
1. HIPAA/OSHA training

*Please note: Clinical Agencies may have requirements in addition to those listed above*

**KEYS**

1. Each faculty member will receive keys from the Administrative Coordinator.
2. The School of Nursing administrative offices are under alarm and faculty will not have access after-hours or on weekends.

**SECURITY**

The School of Nursing fourth floor area is locked after 5:00 p.m. daily during the academic year and 4:00 p.m. daily during summer hours. Please maintain this security.

1. Make certain the doors close completely behind you. Due to air pressure, the doors do **NOT** always shut tightly behind you.
2. Use key to re-lock door after you unlock it.

**NURSING CONFERENCE ROOM, MAILBOXES, OFFICE SUPPLIES**

1. The copiers in the Faculty Lounge and the School of Nursing Office, CN 418, permit faculty to email documents.
2. Office supplies are available the Nursing Conference Room and may be requested in CN 418.
3. Mail is delivered to the School by University personnel once a day; outgoing mail is picked up at the same time. It is faculty members’ responsibility to periodically check mailboxes.

**FACULTY LIABILITY**

This coverage applies to negligence, personal injury, and malpractice situations in both classroom and clinical supervision situations while acting within the scope of assigned responsibilities.

- $1,000,000 primary coverage per claim and in the aggregate
- $15,000,000 umbrella coverage per claim and in the aggregate
The faculty is additionally protected by the University's Indemnification policy which reimburses them for any legal and court fees which they would experience defending themselves provided that the charges made against them were not valid and unfounded.

**INTRADEPARTMENTAL COMMITTEE MINUTES**

When committee minutes or other information, such as reports, are to be distributed to all faculty members, the materials will be either sent by email or placed in the Blackboard Community of Teaching/Learning Teams. Committee secretaries needs to submit all minutes, documents and reports to the Administrative Coordinator.

**FACULTY DUES**

All faculty are asked to pay annual dues of $20.00, which are used for celebratory events (e.g., weddings, notable achievements), and events of concern (illness) or sadness (death of an immediate family member). Dues also support recognition of staff, active and retired faculty. Dues are also used to purchase departing gifts for faculty and to sponsor agreed upon faculty events. Dues are assessed each fall for each academic year.

**MAINTENANCE INFORMATION**

1. Maintenance and custodial requests are to be given to the Administrative Coordinator who will forward them to the appropriate persons.
2. For weekend emergencies, call the Campus Operator.

**ELECTRONIC CHECK DEPOSIT**

Faculty are paid the last working day of each month through electronic deposit from August to May.

**SCHEDULES AND WORK WEEK**

Each semester, faculty will be emailed a schedule form. This form must be completed in its entirety and returned to the Administrative Coordinator by email by the state specified. Faculty will also receive a schedule card to be completed and mounted on their office doors. Full-time, contract faculty, and part-time faculty must be available for office hours as posted in course syllabus, Blackboard, etc.

Faculty is responsible for all classes and laboratories of their assignments. Faculty will be present when classes and laboratories are in session unless other arrangements have been made with the appropriate Program Directors and/or Director.

In the event that a faculty member is ill, detained, or wishes to work at home, the School of Nursing Office should be notified.

**FACULTY SUMMER EMPLOYMENT POLICY**

The School of Nursing summer employment policy is based on student needs and available resources. Recognizing the charge of providing the student with a quality learning experience, summer employment will be based upon the following criteria:

1. Teaching assignments will be based on qualifications of the faculty.
2. Priority will be given to tenured or tenure-track full-time faculty.
3. Among full-time tenure/tenure-track faculty or among contract faculty, additional consideration will be given to:
   a) faculty willing to teach the entire course.
   b) seniority at Ball State University.
The above items are listed according to their importance, e.g. item number 1 is most important.

Final decisions rest with the Director and Program Directors. *(Faculty and Professional Personnel Handbook, http://cms.bsu.edu/web/facultyprofessionalhandbook)*

**SUMMER SALARY CALCULATION**

Summer salaries are based on a combination of University guidelines. Refer to University Guidelines in *Faculty and Professional Personnel Handbook, http://cms.bsu.edu/web/facultyprofessionalhandbook*.

**INDIANA STATE BOARD of NURSING**

A COMPILATION OF THE INDIANA CODE AND INDIANA ADMINISTRATIVE CODE

INDIANA CODE § 25-23, ARTICLE 23. NURSES


**NCLEX-RN TEST PLAN EDUCATOR**

Refer to [https://www.ncsbn.org/2016_RN_DetTestPlan_Educator.pdf](https://www.ncsbn.org/2016_RN_DetTestPlan_Educator.pdf) for NCLEX-RN Test Plan, April 1, 2016-March 31, 2019
<table>
<thead>
<tr>
<th>ALLOWED</th>
<th>PROHIBITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Any inquiry or discussion about applicant’s name or previous name, such as maiden name or birth name.</td>
</tr>
<tr>
<td>2. Address</td>
<td>Place and length of time at current address</td>
</tr>
<tr>
<td></td>
<td>Any inquiry that would indicate national origin. Names or relationship of person with whom applicant resides. Whether applicant owns or rents home.</td>
</tr>
<tr>
<td>3. Age</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Any inquiry or discussion about age.</td>
</tr>
<tr>
<td>4. Birthplace or National Origin</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Any inquiry or discussion about birthplace or national origin.</td>
</tr>
<tr>
<td>5. Race or color</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Any inquiry that would reveal race or color. Any discussion about race or color.</td>
</tr>
<tr>
<td>6. Gender</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Any discussion of applicant’s gender or genders of prospective co-workers. Any inquiry made of members of one gender but not the other.</td>
</tr>
<tr>
<td>7. Religion or Creed</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Any inquiry that would indicate religion custom or denomination. Any discussion of applicant’s religion. Applicant may not be told any religious identity or preference of employer.</td>
</tr>
<tr>
<td>8. Disability</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Any inquiry that would reveal disability.</td>
</tr>
<tr>
<td>9. Citizenship</td>
<td>Are you legally eligible for employment within the United States?</td>
</tr>
<tr>
<td></td>
<td>Any inquiry about citizenship or national origin. Any inquiry about type or duration of visa.</td>
</tr>
<tr>
<td>10. Personal</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Inquiry or discussion about marital status, number and age of children, pregnancy, child care arrangements, sexual orientation, maternity plans.</td>
</tr>
<tr>
<td>11. Arrests</td>
<td>Nothing</td>
</tr>
<tr>
<td></td>
<td>Inquiry or discussion about arrests without conviction.</td>
</tr>
<tr>
<td>12. Organizations</td>
<td>Inquiry about professional organizations</td>
</tr>
<tr>
<td></td>
<td>Inquiry or discussion about non-professional, social organizations.</td>
</tr>
<tr>
<td>13. Military Service</td>
<td>Branch of service, rank</td>
</tr>
<tr>
<td></td>
<td>Inquiry or discussion about type of discharge.</td>
</tr>
<tr>
<td>14. Work schedule</td>
<td>Inquiry into willingness to work required schedule</td>
</tr>
<tr>
<td></td>
<td>Inquiry about willingness to work any particular religious holiday, or inquiry about caring for children during scheduled work time.</td>
</tr>
</tbody>
</table>

A GUIDE TO EMPLOYMENT CONSIDERATIONS

Note: When considering applicants, the following guide applies not only to questions that may or may not be directed to applicants but also to areas that may or may not be discussed about applicants.
Section VII: Faculty Clinical Policies

Student Exposure to Blood or Other Potential Infectious Materials

1. Student exposed to blood or body fluids must report exposure immediately to clinical faculty, and charge nurse or nurse manager on the unit.

2. Student should obtain necessary assistance to clean/flush wound, mucous membranes, eyes, or other palliative measure to the contaminated at the time of exposure.


Step One: Attend to the exposure and immediately notify a supervisor.

Provide immediate care to the exposure site.
- Wash exposed area, needlesticks and cuts, thoroughly with soap and water.
- Flush nose or mouth with water for 15 minutes.
- Irrigate eyes with clean water, saline or sterile wash for 15 minutes.
- Supervisor assesses the situation to determine if all emergency medical needs have been met.
- Supervisor determines if additional clean-up steps are necessary to decontaminate the area.

Step Two: Document the identity of the exposed individual, the route of exposure, and the circumstance of the exposure incident.

- Document exposed individuals name and social security number.
- Document detailed description of the exposure.
- Document equipment used.
- Document procedures followed.
- Document information regarding the source individual.
  - The above information will be analyzed by supervisor to determine if changes need to be made in procedures or equipment availability. Information regarding the source individual will be utilized during the medical evaluation.
- Documented when the exposed individual last received blood-borne pathogen training.

Step Three: Seek immediate medical evaluation through Ball State University Health Center or agency designee, such as occupational health or emergency department.

- The Director of the Health Center or an agency designee will meet directly with the person who experienced the exposure to determine what medical evaluation steps need to be taken.
- At this time, it will be determined whether or not the exposed individual has been previously vaccinated for Hepatitis B, and if not should then be offered the Hepatitis B vaccine or a post exposure prophylaxis for HBV.
- Additionally, the exposed individual will be offered free of charge an opportunity to be tested for the presence of HIV antibodies.
- The exposed individual must provide written consent for testing or may decline to be tested at all.
• If the source individual of the exposure is known, there may be an attempt to obtain consent from the source individual to determine the presence of HIV or HBV in the source individual. The source individual may decline to be tested. After the medical evaluation, the exposed individual will be given a medical opinion in writing regarding the exposure incident.
• All records of the exposure will be confidentially kept thirty (30) years post-employment. No disclosure of these records will be made without the exposed person’s consent.
Bloodborne Pathogen Clinical Exposure Report

Clinical faculty is to complete report immediately after an exposure is reported. Submit report to Baccalaureate Program Director, Master’s Program Director, or DNP Program Director.

Student Name ______________________________________________________

Date of Incident_____________________________  Time of Incident__________________________

Clinical Agency and location ___________________________________________________________

1. Describe the incident, including activity at time of exposure; part of body and location; type of device; and severity and depth of injury.

2. Describe treatment of exposed area, including actions take, and duration of action.

3. Describe location the student received medical exam, including clinical facility (e.g., occupational health department or emergency department), or Ball State University Student Health Center.

4. Did student notify the Ball State University Student Health Center if exposure and treated was provided at clinical facility?

5. Describe if student received and/or reviewed exposure information, and if any counseling was give or other information provided.

6. Describe follow through with any additional testing and investigation provide by the clinical agency or Ball State University Student Health Center.

Signature of Faculty: ______________________________________________________________________

Print Faculty Name: ___________________________  Date: ___________________________
Incident Reports of Clinical Site

Faculty will follow the policies for Incident Reports of each clinical site. In the event that an Incident Report is completed at the clinical site, the clinical instructor/faculty will write a brief description of the incident, inform the lead course faculty, and send the report Baccalaureate Program Director, Master’s Program Director, or the DNP Program Director.