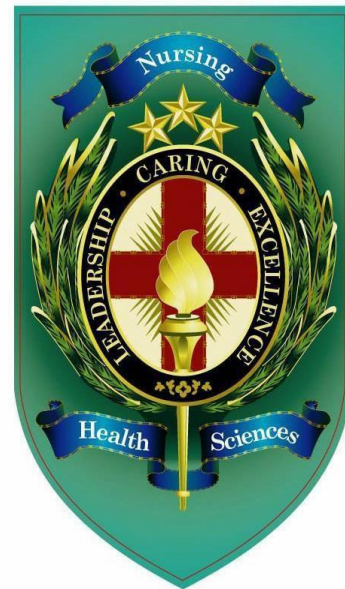


Texas A&M University Corpus Christi  
College of Nursing and Health Sciences

Faculty and Staff  
Handbook



Revised 2015

[http://conhs.tamucc.edu/faculty-staff/faculty\\_resources.html](http://conhs.tamucc.edu/faculty-staff/faculty_resources.html)

## Section A. Organization and Administration

- I. Introduction
- II. College of Nursing and Health Sciences Foundation for Practice
  - A. Mission
  - B. Vision
  - C. Philosophy
  - D. College of Nursing and Health Sciences Goals
  - E. Conceptual Framework
  - F. Program-Level Student Learning Outcomes
  - G. History of Texas A&M University-Corpus Christi
  - H. History of College of Nursing and Health Sciences
- III. Faculty Bylaws
- IV. Organization Structure
- V. Administrative Positions
  - A. Dean
  - B. Associate Dean for the College
  - C. Associate Dean for Graduate Nursing Programs
  - D. Graduate Nursing Department Chair
  - E. Undergraduate Nursing Department Chair
  - F. College Program and Track Coordinators
- VI. Specialized Administrative Positions
  - A. Director of Innovative Programs
  - B. Coordinator, Nursing Learning Resource Center
  - C. School Nurse
- VII. Faculty Positions
  - A. Full-time Tenure-Track
  - B. Full-time Clinical Track
  - C. Adjunct
- VIII. Program Support
  - A. Course Managers
  - B. Clinical Teaching Assistant
- IX. Support Staff Positions
  - A. Administrative Assistant
  - B. Business Coordinator
  - C. Data Base Assistant
  - D. Educational Technologist
  - E. Senior Secretary
  - F. Support Staff Duties

## Section B. College of Nursing and Health Sciences Program Procedures

### I. Academic Programs

- A. BSN
- B. RN-BSN
- C. BSHS
- D. MSN
- E. RN-MSN
- F. Post-Master's
- G. PhD Cooperative

### II. Faculty

- A. Employment Requirements
- B. Process for Hiring Faculty
- C. New Employment Checklist
- D. New Faculty- Self-Directed Orientation
- E. Faculty Absences
- F. Faculty Leave
- G. Credentialing
- H. Graduate Faculty Designation
- I. Faculty Class Schedule and Office Hours
- J. Faculty Annual Performance
- K. Faculty Peer Evaluation
- L. Tenure
- M. Promotion
- N. Faculty Practice Plan
- O. Texas Board of Nursing Peer Review

### III. Academic Operations

- A. Faculty Workload
- B. Workload reassignment Procedure
- C. Syllabus Template
- D. Course Management System
- E. IT Standards

### IV. Human Resources (Staff Procedures)

**The information in this Handbook represents current practice within the College of Nursing and Health Sciences. Procedures will be monitored for compliance with *University Handbook of Rules and Procedures* and the extent to which they support College activities. The content will be updated when indicated.**

## **Organization and Administration**

### **I. Introduction**

#### **A. Policy Statement Regarding Handbook**

Procedures stated in this handbook require continued evaluation, review and updating as approved by appropriate University and College of Nursing and Health Sciences (CONHS) administrators. All statements herein reflect policies in existence at the time this handbook was published. The CONHS and Texas A&M University-Corpus Christi (TAMU-CC) reserve the right to change policies. All members of the College will be informed about changes in the handbook.

#### **B. Reaffirmation of Commitment to Equal Opportunity, Affirmative Action, & Diversity**

See TAMU-CC website- Inclusive excellence: Diversity, inclusion, and equity:

<http://tamucc.edu/marcom/diversity/>

### **II. College of Nursing and Health Sciences Foundation for Practice**

#### **A. Mission Statement**

The College of Nursing & Health Sciences positively impacts the health of the global population through the education of health care leaders and providers of tomorrow with innovative educational programs in the nursing and health professions. The College identifies, attracts, and graduates students of high potential, especially from groups who have been historically under-represented in the organization and provision of health care. This work is enhanced through faculty contributions to community service, leadership, practice and research. These activities are fostered in a collaborative inter-professional and multicultural learning environment promoting a sense of community and caring.

(Adopted by CONHS faculty Spring 2014)

#### **B. Vision**

Envisioning the future.....transforming healthcare through education, research, innovation, & practice.

#### **C. Philosophy of the College of Nursing and Health Sciences**

The faculty believes that **learning** is a life-long, interactive process in which both teachers and students are learners. The faculty endeavor to create a learning environment that is flexible and intellectually stimulating, encourages scholarship, and promotes self-directed learning. Student learning is built upon an existing knowledge base and is directed toward socialization into the practice of professional nursing and the health sciences.

Nursing and health science are professions as well as disciplines. Therefore, the faculty strives to maintain expertise in **practice**. Faculty members believe student learning is influenced by observing faculty role models. (Practice is defined as clinical specialty expertise, research, leadership and other forms of scholarly endeavor.)

Service is of great value to the nursing and health science faculty. As such, they interact and contribute to the internal and external communities that surround them. Through service, the faculty develops sensitivity to the context in which the nursing and health science programs exist and evolve. This active participation reflects a commitment to the community and serves as a professional standard for the student.

Research and scholarly activity are important parts of the faculty role and the curriculums. Each member of the faculty is involved in research and/or scholarly activity. The research base for professional practice is an integral part of both undergraduate and graduate curriculums. At both levels of education, students utilize the research process to identify and study nursing and issues related to health care. Critical thinking is developed through a variety of assignments aimed at promoting scholarship.

#### **D. Goals of the College of Nursing and Health Sciences**

1. To develop within the student the knowledge and skills necessary for beginning professional and advanced health care practice, cultivating basic and specialized abilities needed to successfully pursue a career.
2. To promote the concept of caring and facilitate attainment of a care delivery system sensitive to multicultural diverse communities and their health values.
3. To offer individuals the opportunity to increase the breadth and depth of the theoretical base for health care practice, enhance and expand competence, prepare for role specialization and contribute to the discovery of new nursing knowledge.
4. To provide an educational environment of respect within which students may evolve as broadly educated, responsible and accountable professionals dedicated to the principles of lifelong learning.
5. To build a foundation for graduate education.
6. To ethically serve diverse communities as health care experts, leaders, consultants and advocates of resources.

#### **E. Conceptual Framework**

- *Person*

The faculty of the Texas A&M University-Corpus Christi College of Nursing and Health Sciences believes that each individual has value, dignity, and worth independent of special endowments or external circumstances and has the freedom to make choices. A person's development requires and is influenced by interaction with the environment.

Each individual is characterized by certain life processes that the person uses to interact with the environment. Each person is unique and influenced by, but not determined, by heredity, environment, culture and life experiences.

- Environment

The environment is viewed as physical, biological, psychological, cultural, and social conditions that influence the individual. The relationship between the individual and the environment is dynamic, continuous, and reciprocal.

- Health

Health is multi-dimensional and encompasses varying states of well-being. A health state is the result of an ability to change, to perceive in accordance with reality and to display a rational and integrated personality.

- Nursing

Nursing is an applied science and an interpersonal process. Its essence is care. Texas A&M University-Corpus Christi faculty describes this essence in cognitive, affective and psychomotor terms. Caring implies an informed knowledge of the client's condition, behaviors and preferences. It implies emotional responses such as empathy, concern for comfort and respect for human dignity. Caring behaviors include the skillful use of the nursing process directed toward preservation of cultural differences, freedom of choice, promotion of human and environmental growth and development, and the adherence to ethical principles.

Nursing's ultimate goal is promoting optimal states of health in individuals, families and communities at all stages of development. Nurses assist clients to help themselves in maintaining and restoring health or in experiencing a peaceful death. These activities create relationships within which the nurse enacts complimentary roles categorized as professional, provider of care or coordinator of care.

Responsible and accountable nursing practice is characterized by the utilization and application of theory and research from nursing and a variety of other related disciplines to plan comprehensive care, implement care based on a high level of expertise and creativity, systematically plan evaluations, identify researchable nursing problems, and provide leadership to improve health care. Peer and interdisciplinary collaboration are sought to facilitate implementation of effective problem-solving and decision-making.

## **F. Learning Outcomes of the CONHS Programs**

**Student Learning Outcomes for the Baccalaureate Nursing Program.** Graduates of this program will:

1. Incorporate the philosophy "Caring is the Essence of Nursing".
2. Practice nursing utilizing the nursing process and other systematic approaches derived from the sciences and liberal arts to promote optimum health for individuals, families and communities from diverse populations.

3. Communicate and collaborate purposefully, using creative approaches that acknowledge interdependent roles and relationships.
4. Demonstrate leadership through the application and utilization of theories for the improvement and enhancement of care and health status.
5. Display critical thinking and independent decision-making that utilize and apply theory and research in practice.
6. Show awareness of political, ethical and social issues; accountability for professional practice and commitment for continuing professional development.
7. Accept nursing leadership roles that respond to a changing society and health care delivery system.

**Student Learning Outcomes for the Graduate Nursing Master of Science in Nursing Program.** Graduates of this Program will:

1. Critically analyze, interpret and integrate appropriate knowledge, research and theories to meet the health care needs of diverse populations.
2. Apply competent leadership and collaborative skills as members of a multi-professional health care workforce to promote high quality and safe patient care.
3. Design evidence-based plans to sustain quality initiatives that promote a transparent professional environment and contribute to the delivery of safe, high-quality care.
4. Integrate research into professional practice through the implementation of translational processes.
5. Demonstrate competence and accountability as clinicians, educators, and leaders in advanced healthcare roles.
6. Model caring, sensitivity and respect in the delivery of health care to culturally diverse populations.
7. Operationalize principles of ethical, legal, financial and economic theories as applied to health care delivery systems.
8. Guide the adoption and use of information, communication technologies and resources to document patient care and improve patient outcomes.
9. Evaluate the effect of legal and regulatory processes on nursing practice, healthcare delivery, and outcomes using critical analyses of policies that influence health services.

**Student Learning Outcomes for the Bachelor of Science in Health Sciences.** A core set of abilities is required for the effective health administrator. These abilities are:

1. Demonstrate a thorough understanding of the theoretical and practical aspects of the health care delivery system from a historical, comparative, economic, cultural, and ethical perspective.
2. Employ a variety of business and management skills and techniques including marketing, financial management, law and information management to effectively and efficiently advance the goals of the organization.
3. Demonstrate creativity in defining, negotiating and solving problems.
4. Communicate and educate, using the most current information and communication technology.

**Student Learning Outcomes for the Health Care Administration Post-Master Certificate Program.** Students completing this certificate program will:

1. Demonstrate a thorough understanding of the theoretical and practical aspects of the health care delivery system from a historical, comparative, economic, cultural, and ethical perspective.
2. Employ a variety of business and management skills and techniques including marketing, financial management, law, and information management to effectively and efficiently advance the goals of the organization
3. Demonstrate creativity in defining, negotiating and solving problems.
4. Communicate and educate, using the most current information and communication technology.

**F. History of Texas A&M University-Corpus Christi**

See the University website -A Brief History <https://www.tamucc.edu/about/history.html> or a more detailed history at: <https://www.tamucc.edu/about/assets/history1.pdf>

**G. History of the College of Nursing and Health Sciences**

In 1972, a delegation of community nursing leaders led by Elizabeth Willis, Chairperson of Registered Nurses Education at Del Mar College, met with the first Dean of the College of Science and Technology, Dr. Ralph Gilchrist, to study a number of successful upper-level nursing programs in the United States. Application for an Upper-Level Nursing Program at University of Corpus Christi (UCC) was made to the Coordinating Board, Texas College and University System. In July, 1974, University of Corpus Christi (UCC) one of three universities in the state approved to implement the multiple entry/exit model curriculum designed by the Study Committee on Nursing Education of the Coordinating Board.

**Baccalaureate Nursing Program.** The Baccalaureate Nursing Program at Texas A&M University-Corpus Christi (TAMUCC) then known as Corpus Christi State University was established in 1974. Research conducted by the Study Committee of Nursing Education of the Coordinating Board, Texas College and University System, had identified the need for increased numbers of nurses in Texas at all educational levels, especially those prepared for teaching and leadership. The results also indicated the need for an upper-level nursing program in South Texas. Graduates of the five associate degree nursing programs in the region who wanted to further their education found that the nearest baccalaureate nursing programs were 160 to 220 miles away. The majority of those who moved away from the area to go to college never returned. This migration left an even greater deficit in the numbers of available graduates. (Toward Quality Health Care: The Improvement of Nursing and Nursing Education in Texas, 1974.)



The Baccalaureate Program for Registered Nurses at the University of Corpus Christi (UCC) (Texas A&M University-Corpus Christi) began on a limited scale in the fall of 1974, becoming fully operational in the fall of 1975. Dr. Ruth M. Bakke was the first director of the Baccalaureate Nursing Program. Initial accreditation by the National League for Nursing (NLN) was attained December, 1979, retroactive for eight months. The Baccalaureate Nursing Program was the first RN-BSN program in Texas to be accredited by NLN. Continuing accreditation was granted by the NLN Board of Review in March, 1985. The program was re-accredited in fall, 1992 by NLN with full accreditation to 2002. Accreditation occurred in 1998 by CCNE, with re-accreditation in 2005 and scheduled visit for reaccreditation in Oct 2015.

In 2001, the College of Nursing and Health Sciences received a grant from the Learning Anytime Anywhere Partnership (LAAP) and from the Fund for the Improvement of Post-Secondary Education (FIPSE) for the development of an online nursing education track. Through collaboration between Associate's Degree in Nursing (ADN) and Bachelor of Science in Nursing (BSN) educational partnerships, the eLine© track was established and became operational in 2003. The online modular-based nursing education became first online generic Bachelor of Science in Nursing (BSN) in the nation.

In 2010 the CONHS received a grant from the Health Resources and Services Administration (HRSA). The White House and the Department of Defense has repeatedly recognized the program for its unique mission to fill two critical needs in our nation: a nursing shortage and civilian employment for military veterans. The eLine© Military (ELM) track, is a competency- based online program with face-to-face clinical experience, which facilitates access to a full curriculum to obtain a Bachelor's of Science in Nursing (BSN) degree and pathway to Registered Nurse (RN) licensure. The program developed an individualized Prior Learning Assessment (PLA), awarding the maximum amount of college credit based upon prior learning from medical training and experience obtained while serving in the military.

The eLine© Military nursing track at Texas A&M University-Corpus Christi was the recipient of the 2013 American Association of Colleges of Nursing (AACN) Innovations in Professional Nursing Education Award.

**Graduate Nursing Program.** Graduate nursing education at e Texas A&M University-Corpus Christi was established in 1984 as one of the Corpus Christi State University graduate programs. The program offered registered nurses the opportunity to expand their scope of practice in one of three specialty areas: advanced clinical practice, nursing administration, or nursing education. Students earn their Master of Science in Nursing (MSN) upon completion of core and specialty course work in tracks now known as Family Nurse Practitioner, Leadership in Nursing Systems, and Nurse Educator areas of study. Starting in 1996, nurses who have not earned the BSN degree were also admitted to the MSN program through the RN-MSN entry option. The MSN program initially was accredited by the National League for Nursing in the academic year 1988-89. The Master of Science in Nursing program has maintained accreditation since 1989 and is now currently accredited by CCNE. The MSN program will undergo program review again in October 2015.

With the goal of meeting regional and state needs and the faculty's commitment to educating the nursing and healthcare leaders for tomorrow, the graduate nursing program has been offered to

students in distant sites. Outreach sites supported students living and working in the Rio Grande Valley, Laredo, Temple, Victoria and Weslaco, Texas. The faculty initially drove to these sites, moving shortly to incorporating audio-conferencing technology, then fixed image transmission, progressing to slow scan video-conferencing as the method of course delivery. Faculty had access to the slow scan television after Corpus Christi State University joined the A&M University System in 1989. At that time, the Texas legislature authorized the name change from Corpus Christi State University to Texas A&M University-Corpus Christi. Enrollment in the A&M University-Corpus Christi MSN program grew with access to televised real-time classes. Faculty supplemented these televised class interactions through regular travel to the regional sites. By 2002 web-based computer delivery of classes was the norm. The interactive high-definition distance education technology available through the Internet provided access to graduate nursing education for working nurses who lived and worked in rural areas. Neither students nor faculty had to travel to engage in learning activities. The MSN program now offers all of its tracks only through web-based course management systems. The MSN programs was initially accredited by the National League for Nursing in the academic year 1988-89. The Master of Science in Nursing program has maintained accreditation since 1989 and is now currently accredited by CCNE. The MSN program will undergo CCNE re-accreditation in October 2015.

After Dr. Ruth Bakke was named Dean of Science & Technology, in the 1980's, the BSN and MSN programs were chaired by Dr. Susan Nelson and Dr. Elizabeth Erkel. In August, 1989, Dr. Noreen C. O'Neill was invited to Texas A&M University-Corpus Christi to direct the Division of Nursing. Her mission was to reorganize its administrative structure, fortify its infrastructure and help develop new programs. In 1990, after receiving the approval of multiple oversight groups, the generic BSN option was implemented as a four-semester, upper-division nursing major. After Dr. O'Neil retired in 1994, Dr. Rebecca A. Jones (August 1994) assumed the directorship. In spring, 1995, the Division became a School of Nursing and two program coordinator positions were approved. Dr. Mary Jane Hamilton was appointed by the Director as Undergraduate Program and Dr. Claudia Johnston was appointed as Graduate Program Coordinator.

In fall of 2003, with the rapid growth in the School of Nursing, the university administration proposed to the A&M system and the Texas Higher Education Coordinating Board that the School become a College of Nursing and Health Sciences. In October 2004 the Convocation celebrating the College of Nursing and Health Sciences took place. Dean Mary Jane Hamilton was installed by President Dr. Robert Furgason as the Founding Dean. Dr. Bunny Forgione was appointed Associate Dean and Dr. Karen Koozer-Olson was appointed the Outreach Coordinator. Dr. Linda Cook was appointed Undergraduate Chair and Dr. Eve Layman was appointed Graduate Chair.

The CONHS in 2012 expanded its graduate programs to include a cooperative Doctor of Philosophy in Nursing Science program through a partnership with the Denton campus of the Texas Woman's University (TWU). Students enrolled in this program earn their degree from TWU. Members of the A&M University-Corpus Christi faculty provide student support through their roles on advisory and research committees. The first student graduated from this partnership in 2013. In Spring 2015, with the approval of the Doctor of Nursing Practice program, the College added a new doctoral program. The first cohort of students will be admitted in fall 2016.

Currently (2015) the administrative structure consists of the Dean (Dr. Mary Jane Hamilton), Associate Dean (Dr. Bunny Forgione), Associate Dean for Graduate Nursing Programs (Dr. Eve Layman) and Undergraduate Chair (Dr. Christina Murphey) and Graduate Chair (Dr. Linda Gibson-Young).

### **III. Bylaws**

#### **Texas A&M University Corpus Christi College of Nursing and Health Sciences Faculty of the Whole Bylaws**

#### **Article I. Title**

##### **Section I. Title**

The name of the organization is the Texas A&M University Corpus Christi College of Nursing and Health Sciences (CONHS) Faculty of the Whole (FOW).

#### **Article II. Purpose, Membership, and Function**

##### **Section I. Purpose**

The purpose of the CONHS FOW is to:

- Establish a structure of communication
- Promote and facilitate on-going development and evaluation of all programs within the College
- Engage in activities that support the CONHS

##### **Section II. Membership**

**A. Members.** The CONHS FOW shall consist of all faculty in the CONHS with at least a 50% designation as appointed by the Provost of the University. Faculty may be either tenure track or non-tenure track.

**B. Participation.** All faculty members of the CONHS have the right and responsibility to full participation and voting in regular and special meetings of the FOW.

##### **Section II. Function**

- Develop, implement and evaluate philosophy, goals and the programs of the College.
- Establish policies to facilitate smooth operation of the college and its programs.
- Foster professional growth and development of the students and Faculty.
- Promote the image of the CONHS.

## **Article III. Officers of the FOW**

### **Section I. Officers**

The officers of the FOW shall include a Chair and Faculty Secretary. A staff secretary will be appointed by the Dean to take minutes of the meeting. The Chair will be elected in even years and serve two years. The Faculty Secretary will be elected in odd years and serve two years.

### **Section II. Chair's Duties**

- Prepare agenda.
- Preside at FOW meetings in accordance with Robert's Rules (See Article VII).
- Collaborate with committee chairs to insure that the work of the FOW is achieved.
- Facilitate faculty communication and dissemination of information.
- Represents FOW at Administrative council once a month.
- Other duties as applicable to the office.

### **Section III. Faculty Secretary**

Faculty secretary, working with the staff secretary, will insure accuracy of minutes as taken. The faculty secretary will prepare minutes of meeting for approval at next FOW meeting.

## **Article IV. Meetings of the FOW**

### **Section I. Regular Meetings**

A minimum of four (4) regular meetings of the FOW shall be held during the academic year.

### **Section II. Special Meetings**

Special meetings of the FOW may be called by the chair or by the Dean or upon written request of ten or more faculty members. The purpose of the meeting and one or more items of business shall be specified in the call of the meeting. Ten (10) business days' notice is required for called meetings.

### **Section III. Quorum**

Two-thirds of the eligible meeting members shall constitute a quorum for any regular or special meetings of the FOW.

## **Section IV. Agenda**

The proposed agenda shall be prepared by the chair and distributed by the staff secretary prior to each scheduled meeting. Agenda items will be solicited by the chair prior to each meeting. A matter may be included in the agenda at the request of any committee or any member of the faculty. All agenda items, including attachments, must be submitted to the FOW Chair prior to the scheduled meeting. The agenda will be distributed to each member of the FOW.

## **Section V. Minutes**

A staff secretary shall be designated by the Dean to serve as secretary of the FOW. Term of Office: Indefinite or until changed by Dean A member of the faculty may act as secretary in the absence of a staff secretary.

Faculty of the Whole minutes will be recorded in the College of Nursing and Health Sciences minutes format. The Faculty Secretary will review transcribed minutes prepared by support staff to confirm accuracy and completeness of information. The meeting minutes and all relevant documents will be distributed to faculty members no later than 2 week after the meeting was held. Minutes will be stored in a designated repository after they are reviewed and approved by FOW members. The repository will be maintained by a FOW Secretary and stored electronically such that support staff and the FOW secretary can access copies as needed.

## **Article V. Standing Committees**

### **Section 1. Standing Committees**

Standing Committees shall include, but are not limited, to the following:

- Undergraduate Department Committee
- Graduate Department Committee
- Library and Media Committee
- Promotion and Tenure Committee
- Peer Review Committee
- Research Enhancement Committee
- Continuing Nursing Education Committee
- CONHS Grade Appeal Committee
- Undergraduate Scholarship Committee
- Graduate Scholarship Committee

- Awards Committee

## **Section II. General Considerations for Standing Committee Membership**

All voting members of the faculty are eligible to serve on committees. Nominations for representatives to standing committees will be solicited by the FOW Chair. Faculty are nominated and elected for committee service. Terms of new service begin at next academic year. Individuals may be asked to advise any committee but may not vote. A qualified faculty member may be elected to complete the term of office in the event of a vacancy.

## **Section III. General Considerations for Standing Committee Officers**

Chairs will be elected from within committee membership. Duties of chair include the following:

- Chair committee meetings.
- Prepare agendas.
- Prepare reports, including annual report.
- Plan with Chair of FOW for the presentation and discussion of committee motions and reports.
- Other duties as applicable.

A secretary will be elected from within the committee membership. Duties of the committee secretary include:

- Record, review and sign all minutes of committee meetings.
- Circulate minutes of meetings to all members of the committee following each meeting.
- Place minutes of meeting in repository; minutes to file electronically.

## **Section IV. General Considerations for Standing Committee Meetings**

Each standing committee shall meet at least once per semester and more often as desired by committee. Each committee is authorized to create appropriate subcommittees, ad hoc committees, or task forces. Other faculty members, not on the standing committee, may be requested to serve as subcommittee or ad hoc committee/task force members. Faculty members asked to serve on such committees may vote only on issues raised in those specialty formed committees. Two thirds of eligible members shall constitute a quorum.

## Section V. Committee Descriptions

**Undergraduate Department Committee.** Department meetings will be held monthly. Minutes of the meeting will be recorded and filed electronically to the designated repository.

***Function:***

- Handles issues related to the pre-licensure and articulated baccalaureate nursing and health science programs.
- Review and evaluate the undergraduate curriculum.
- Recommend new courses and program offerings.
- Present proposed curriculum changes to the FOW.
- Provide a forum for the review of student input regarding curricular matters.
- Maintain SACS, BON, CCNE, and other specialty standards.
- Establish academic standards for the undergraduate program.
- Conduct a systematic evaluation of the undergraduate program.

***Membership.*** Members of the committee will be faculty with teaching 50% or greater responsibilities in the Undergraduate Program. Students, elected by the student body representing their program, will be non-voting participants on this committee. The chair of the Undergraduate Department will serve as Chair of the Undergraduate Department Committee. Two thirds eligible members shall constitute a quorum.

**Graduate Department Committee.** Department meetings held monthly. Minutes of meeting will be recorded and filed electronically in designated repository.

***Function:***

- Handles issues related to the graduate nursing programs
- Reviews and evaluates the graduate curriculum
- Recommends new course and program offerings to the FOW
- Presents proposed curriculum changes to the FOW
- Provide a forum for the review of student input regarding curricular matters
- Maintain SACS, BON, CCNE and other specialty accrediting standards.



**Membership.** Members of the faculty with teaching 50% or greater responsibilities in the graduate nursing program. Graduate students, elected by the student body, will be non-voting participants on this committee. The chair of the Graduate Department will serve as Chair of the Graduate Department Committee. Two thirds eligible members shall constitute a quorum.

**Library and Media Committee.** Meetings are held as often as necessary to conduct the business of the Committee. Minutes of meeting are recorded and filed electronically to designated repository.

***Functions:***

- Monitors acquisition of library resources (books, audio-visual, and computer software) relevant to the needs of the CONHS faculty and students.
- Coordinates the division of allocated library funds by the University Library and Media Committee.

**Membership.** Members will be elected to this committee. The membership will represent all programs within the CONHS and include students representing programs within the CONHS. Student members can be nominated by faculty or volunteer. The Library and Media Committee Chair is elected from within the committee and represents the CONHS on the University Library and Media Committee. The Chair's term of office is one year. Two thirds eligible members shall constitute a quorum.

**Promotion and Tenure Committee.** Meetings are held as often as needed to conduct the business of the CONHS. The College Dean will convene the first meeting in the fall semester to begin tenure and promotion reviews. The Committee will continue to meet through the academic year to complete the reviews of dossiers submitted by pre-tenure, tenure, promotion, and graduate faculty designation candidates.

***Functions:***

- Recommend and implement policy and procedure for the evaluation of faculty for the purpose of recommending or appointing, promoting, and awarding tenure to the Dean of the CONHS.
- Assist faculty who are eligible for promotion and/or tenure to prepare their dossiers for review.
- Periodically review and recommend changes as needed to criteria for faculty appointments, retention, promotion and tenure.
- Review and recommend policy and supporting procedures for consideration by the Dean and Faculty Senate.

- Annually review and revise as necessary the criteria for promotion.
- Adhere to the University's timeline for promotion and tenure.
- Determine the mechanism for conducting committee business during the summer semester.
- Review and recommend faculty for graduate status designation.

**Membership.** The Promotion and Tenure Committee shall consist of three to five tenured members of the CONHS faculty consistent with the University's and CONHS's policy. The Committee chair is elected within the committee for a term of two years. Two thirds eligible members shall constitute a quorum.

**Peer Review Committee.** This Committee will meet as necessary. Minutes of meetings/proceeding will be recorded and filed electronically to designated repository and/or BON.

**Functions:**

- Oversee the peer review process by the assessment and analysis, in a climate of collegial problem solving, to determine whether or not an event/conduct by a licensed students/faculty is reportable to the Texas Board of Nursing.
- Maintain compliance with the BON peer review rules and regulations.

**Membership.** Membership will consist of three members of the CONHS faculty elected by the FOW, one of whom is a CONHS administrator. Term of office will be staggered three-year terms. Members may be reelected.

**Research Enhancement Committee.** The committee will meet at least once per semester and as necessary. Minutes of meetings will be recorded and filed electronically to designated repository.

**Functions:**

- Provide requested consultation and peer review of research proposals for faculty.
- Notify faculty of research opportunities within the CONHS.
- Review proposals submitted for funding by the CONHS.

**Membership.** Members from each of the CONHS departments are elected. Individual committee members may be reelected. The Chair of the committee will be elected by the

Committee members for a term of one year. Graduate students will be invited to participate in membership.

**Continuing Nursing Education Committee.** Meetings are held as necessary, with at least one meeting per semester. Minutes of meetings will be recorded and filed electronically to designated repository.

***Functions:***

- Plans continuing education for the CONHS and identifies faculty needs
- Conducts needs assessment to identify educational needs of faculty and community
- Conducts annual program evaluation to maintain continuing nursing education by the Texas Nurses Association (TNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation (ANCC COA).
- Chairperson maintains records and files for six years.

***Membership.*** The Continuing Nursing Education Committee (CNE) shall be composed of a minimum of four faculty members from the CONHS. Members serve on community programs as representatives of the CONHS. The Chair will be elected from within the Committee membership. The Chair's term of office will be per CNE authority renewal cycle.

**College Grade Appeals Committee.** The Committee will be convened by the Associate Dean of the College to implement the grade appeal process as needed. Members will meet as necessary to complete the review of the complaint. Minutes of meetings will be recorded and filed electronically to designated repository.

***Functions:***

- Hear all grade appeals cases for undergraduate and graduate programs.
- Review all evidence presented.
- Determine facts of case.
- Affect a fair and appropriate resolution to the grade complaint.
- Chair will present findings and recommendation to the Associate Dean of the CONHS within five business days after completion of its hearings and deliberations.

***Membership.*** The Grade Appeals Committee shall be composed of three faculty members appointed by Dean. Two students will be elected to serve, one student from each department. The Associate Dean of the College is not eligible to serve as a member. The Chair will be elected by the members of the Committee for a one year term.

**Undergraduate and Graduate Scholarship Committees.** Meetings will be held at least once each semester and as often as necessary to conduct the business of the CONHS. Minutes of the meetings will be recorded and filed electronically to designated repository.

***Functions:***

- Identify and document current available student scholarships/awards.
- Select recipients for student scholarships/awards administered through the University and through the College of Nursing and Health Sciences.

***Membership:*** Membership is composed of elected members of the faculty from the respective departments. Elections are held annually. Members may be re-elected. The Chair shall be elected by the Committee members for a term of one year.

**Faculty Awards Committee.** Meetings will be held at least once per semester and more often if necessary to conduct the business of the College. Minutes of meeting will be recorded and filed electronically to designated repository.

***Functions:***

- Identify and document current faculty awards within the CONHS and University
- Identify and assist in nominating faculty for available award(s).
- Assist select faculty by preparing recommendations for select faculty awards.

***Membership.*** The Faculty Award Committee is comprised of at least three undergraduate and graduate faculty elected by the members of the CONHS faculty for a two year term. Members may serve more than one term. The Chair shall be elected by the Committee membership.

## **Article VI. Appeal and Grievances**

Any professional or administrative grievance not resolved informally by the concerned parties may be filed by the aggrieved party following the procedures outlined in the University Handbook of Rules and Procedures ([http://academicaffairs.tamucc.edu/Rules\\_Procedures/index.html](http://academicaffairs.tamucc.edu/Rules_Procedures/index.html)).

## **Article VII. Rules and Amendments**

### **Section I: Rules**

The most current edition of *Robert's Standard Code of Parliamentary Procedures* determines conduct and proceedings of the Faculty standing committees, unless suspended by unanimous consent of the members present.

## **Section II. Amendments**

These bylaws may be amended by a two-thirds vote of the voting members present, providing at a copy of the proposed amendment has been given to all members two weeks prior to the meeting.

Adopted by the Faculty of the Whole 11/25/14

## **IV. rganizational Structure**

### **A. Texas A&M University-Corpus Christi Administration**

See University website- Senior Administrative Organization:

[http://pir.tamucc.edu/university\\_organization/Org%20Charts/Senior%20Administrative%20Organization.pdf](http://pir.tamucc.edu/university_organization/Org%20Charts/Senior%20Administrative%20Organization.pdf)

### **B. Texas A&M University-Corpus Christi Office of the Provost**

See University website –Provost and Vice President for Academic Affairs:

[http://pir.tamucc.edu/university\\_organization/Org%20Charts/Provost%20and%20VP%20for%20Academic%20Affairs.vsd.pdf](http://pir.tamucc.edu/university_organization/Org%20Charts/Provost%20and%20VP%20for%20Academic%20Affairs.vsd.pdf)

### **C. College of Nursing and Health Sciences**

See University website- College of Nursing and Health Sciences:

[http://conhs.tamucc.edu/assets/images/conhs\\_org\\_chart\\_2015.pdf](http://conhs.tamucc.edu/assets/images/conhs_org_chart_2015.pdf)

## **V. Administrative Positions**

### **A. Dean, College of Nursing & Health Sciences**

#### ***Function:***

The Dean is the executive officer in the College of Nursing and Health Sciences and has responsibility for the educational leadership of the area in terms of teaching, assessment, research, and general scholarship/creative activity.

#### ***Scope:***

The Dean shall as appropriate:

- Develop policies and programs for the operational unit.
- Direct and coordinate activities of program or departmental units.
- Coordinate human resources programs within the unit.
- Supervise the development and implementation of a schedule of courses or other activities.
- Coordinate activities of advising personnel in consultation with the Executive Director for Academic Advising.
- Coordinate activities of faculty and/or other personnel committees.
- Promote the unit through the development of working relationships with community and other affiliated groups.
- Oversee strategic planning, continuity of learning, and assessment/continuous improvement efforts of the operational unit.
- Contribute to the overall planning and development of the University.
- Manage the unit budget.
- Oversee planning and implementation of staff development.
- Recruit faculty and staff.
- Adjudicate staff and student complaints.
- Ensure effective communication within the college or unit.
- Support the overall fundraising efforts of the University, supervising Alumni Development Officers in conjunction with Institutional Advancement.
- Lead processes and supervise activities related to maintenance of accreditation.
- Direct/Lead college marketing efforts in conjunction with the Office of Marketing and Communications.
- Perform other duties as assigned.

#### ***Supervision:***

The Dean reports to the Vice President for Academic Affairs and Provost. The Dean supervises Associate Deans and/or Assistant Deans, tenure-system and non-tenure system faculty, and administrative/professional staff.

***Education:***

An earned terminal degree from a regionally accredited university or equivalent is required.

***Experience:***

The Dean shall have demonstrated abilities in leadership in or out of higher education so as to enable the incumbent to lead a diverse population toward continuous improvement and the pursuit of excellence in undergraduate and graduate education and research and scholarly/creative activity. . In rare and exceptional cases a candidate without the terminal degree or tenure may be appointed based on other qualifications and experience.



## **B. Associate Dean of The College of Nursing and Health Sciences**

### ***Function:***

The Associate Dean has overall responsibility for coordinating, implementing, and evaluating all undergraduate and graduate programs of the College of Nursing and Health Sciences and interfaces with the research, service and practice divisions of the College. The Associate Dean acts on the behalf of the Dean in his/her absence.

### ***Scope:***

The Associate Dean shall as appropriate

- Maintain and revise the strategic plan for the College of Nursing and Health Science academic programs, aligning the plan with the strategic mission of Texas A&M University-Corpus Christi.
- Provide the leadership and vision for the implementation and evaluation of all academic programs, utilizing national educational trends in nursing.
- Provide the leadership for faculty in the evaluation and refinement of each academic program.
- Provide the leadership for the development, assessment and refinement of policies and procedures as they relate to the College of Nursing & Health Science academic programs.
- Advise the Administrative Council on the recruitment, retention and development of faculty as it relates to the academic mission.
- Recruit prospective faculty, serve on search committee, coordinate with secretarial staff visits of prospective faculty and notify current faculty of visits.
- Organize and implement orientation program for new faculty.
- Oversee the integration of new faculty into the College through office assignments, purchase of equipment, and books.
- Assign mentors to new faculty.
- Determine and secure adjunct faculty when appropriate.
- Serve on faculty evaluation teams.
- Communicate to the coordinators and faculty in an open facilitating manner.
- Contribute to administrative budget management.
- Secure external funding to augment the resources necessary to support the academic programs.
- Mentor faculty in the securing of external funding activities and other pertinent issues involving the College of Nursing & Health Science.
- Facilitate the recruitment of students into the academic programs in conjunction with the Office of Recruitment and Admissions.
- Facilitate the retention of students into the academic programs in conjunction with the mission of the University.
- Coordinate representation of the College of Nursing & Health Science in career fairs and associated student recruitment

- Advise the Dean on all issues related to the various academic programs.
- Coordinate with the Dean College of Nursing and Health Science coverage for the main office.
- Serve as the College of Nursing & Health Science representative or designates a representative to other entities that involve the University's educational agenda.
- Collaborate with academic program coordinators concerning enrollment, progression and graduation of students and other programmatic issues.
- Manage student records in compliance with established standards and protocols.
- Assess, refine and update student handbook and polices with the coordinators.
- Assess, refine and update faculty handbook and polices.
- Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.
- Manage all information on the web page and Blackboard electronic bulletin boards for Academic Programs.
- Disseminate accurate information to the public related to policies of admission, progress and graduation of students.

***Supervision:***

The Associate Dean of the College of Nursing and Health Sciences reports to the College Dean. The Associate Dean of the College supervises the Academic Advisers in collaboration with the Executive Director for Academic Advising and other staff as delegated by the Dean.

***Education:***

An earned terminal degree from a regionally accredited university or equivalent is required.

***Experience:***

The Associate Dean of the College of Nursing and Health Sciences shall have demonstrated abilities in leadership in or out of higher education so as to enable the incumbent to effectively perform the responsibilities of the role.

## **C. Associate Dean for Graduate Nursing Programs**

### ***Function:***

The Associate Dean for Graduate Nursing Programs has overall responsibility for creating, implementing, and evaluating graduate programs that expand the focus of graduate education within the College of Nursing and Health Sciences.

### ***Scope:***

- Contribute to the strategic plan for the College of Nursing and Health Sciences from the graduate programs perspective.
- Provide leadership in the strategic expansion of the College of Nursing and Health Sciences research capacity.
- Advise the Administrative Council on the recruitment, retention, and development of faculty as it relates to the research mission and quality of graduate programs.
- Provide the leadership for the research division of the College.
- Provide leadership in the implementation of accreditation procedures for the Graduate Nursing Department.
- Assist the Associate Dean of the College in the development, assessment, and refinement of policies and procedures as they relate to the graduate academic programs.
- In partnership with the Graduate Nursing Department Chair assess and evaluate the graduate academic programs annually.
- Provide guidance to graduate program coordinators regarding student and program issues.
- Provide leadership to the CONHS in the creation of new graduate programs that contribute to the intellectual development of the region and state.
- Provide leadership in College for the marketing of graduate programs.
- Direct the development and distribution of recruitment materials.
- Coordinate financial aid processes, scholarships, and assistantships for graduate students.
- Provide leadership in graduate student services.
- Provide project management services.
- Manage College research support services.
- Manage Research Assistant appointments.
- Manage the College doctoral programs.
- Serve as the representative to the College of Graduate Studies in activities that involve graduate matters.

### ***Supervision:***

The Associate Dean for Graduate Nursing Programs reports to the College Dean. The Associate Dean for Graduate Nursing Programs supervises the College Education Technologist, Database Assistant and other staff as delegated by the Dean.

***Education:***

An earned terminal degree from a regionally accredited university or equivalent is required.

***Experience:***

The Associate Dean for Graduate Nursing Program shall have demonstrated abilities in leadership in or out of higher education so as to enable the incumbent to effectively perform the responsibilities of the role.

## **D. Undergraduate Nursing Department Chair**

### ***Function:***

The Undergraduate Department Chair administers the Undergraduate Department in matters of academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The Department Chair is a mid-administrative position as defined in the University policy pertaining to mid-administrative appointments and compensation.

### ***Scope:***

The general responsibilities of the Department Chair include the following:

1. Establishes a positive, supportive, and productive environment for faculty, staff, and students.
2. Fosters collegiality and collaboration within and between departments, units, and colleges.
3. Effectively and respectfully advocates on behalf of the department.
4. Uses personnel effectively for the implementation of undergraduate nursing and health sciences programs.
5. Works with administrative team to recruit a diverse faculty.
6. Provides leadership within the Department that promotes faculty retention and professional development in academic roles.
7. Implements personnel management practices consistent with University policies.
8. Conducts annual faculty reviews, with recommendations to the Dean pertaining to such personnel issues as salary and merit pay adjustments, contract renewals, tenure, and promotion to all ranks, all as specified in University and College policies.
9. Employs and supervises appropriate adjunct faculty for the Department as needed, with the approval of the Dean and Associate Dean of the College.
10. Supervises Department faculty administrative assistant and other departmental staff.
11. Recommends to the Dean concerning Department faculty requests that pertain to workload, travel, sick leave and other absences from campus, funds for special teaching materials, and remunerated off-campus activities.
12. Conducts departmental programs and curricula assessments.
13. Provides leadership in the recruitment of qualified students for the undergraduate programs.
  - Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the department.
  - Coordinates the Department's catalog revision process and assures that the catalog copy is submitted and course inventory forms completed and appropriately filed.
  - Approves all degree plans, special course requests, and grade changes for all students whose discipline major is within the Department.
14. Serves as primary mediator of student complaints pertaining to Department classes and faculty.
  - Develops and approves class schedules for each semester, in consultation with the Department faculty.

- Supervises the textbook selection process in the Department each semester, including distribution and collection of textbook order forms and notification of the University Bookstore of the selected texts and projected course enrollments.
- Develops annual Department budget requests, in consultation with the Dean, and recommendations to the Dean pertaining to all Department requests for expenditures.
- Prepares and submits reports as requested by the Dean.
- Participates in outreach activities to both alumni and interested community members
- Performs other tasks as assigned by the Dean.

***Supervision:***

The Department Chair reports to the Dean and serves as liaison between the Dean and the faculty and staff. The Department Chair supervises any discipline coordinators and the department disciplinary faculty. The Department Chair also supervises staff assigned to support department operations.

***Education:***

An earned terminal degree from an accredited university is required.

***Experience:***

The Department Chair shall be tenured and have sufficient experience in leadership within or outside of higher education as to enable the incumbent to effectively lead disciplinary faculty in continuously improving and pursuing excellence in undergraduate and graduate education and research.

## **E. Graduate Nursing Department Chair**

### ***Function:***

The Graduate Nursing Department Chair administers the Graduate Nursing Department in matters of academic program planning, curricula, budgets, staffing and program maintenance and evaluation. The Department Chair is a mid-administrative position as defined in the University policy pertaining to mid-administrative appointments and compensation.

### ***Scope:***

The general responsibilities of the Department Chair include the following:

15. Establishes a positive, supportive, and productive environment for faculty, staff, and students.
16. Fosters collegiality and collaboration within and between departments, units, and colleges.
17. Effectively and respectfully advocates on behalf of the Department.
18. Uses personnel effectively for the implementation of Graduate nursing degree and certificate programs as well as the specialty concentration courses for the Master of Business Administration and Master of Public Administration programs.
19. Works with administrative team to recruit a diverse faculty.
20. Provides leadership within the Department that promotes faculty retention and professional development in academic roles.
21. Implements personnel management practices consistent with University policies.
22. Conducts annual faculty reviews, with recommendations to the Dean pertaining to such personnel issues as salary and merit pay adjustments, contract renewals, tenure, and promotion to all ranks, all as specified in University and College policies.
23. Employs and supervises appropriate adjunct faculty for the Department as needed, with the approval of the Dean and Associate Dean of the College.
24. Supervises Department faculty administrative assistant and other departmental staff.
25. Recommends to the Dean concerning Department faculty requests that pertain to workload, travel, sick leave and other absences from campus, funds for special teaching materials, and remunerated off-campus activities.
26. Conducts departmental programs and curricula assessments.
27. Provides leadership in the recruitment of qualified students for the undergraduate programs.
  - Supervises curricular and course planning, including the planning and promoting of improvements within the curricula of the department.
  - Coordinates the Department's catalog revision process and assures that the catalog copy is submitted and course inventory forms completed and appropriately filed.
  - Approves all degree plans, special course requests, and grade changes for all students whose discipline major is within the Department.
28. Serves as primary mediator of student complaints pertaining to Department classes and faculty.

- Develops and approves class schedules for each semester, in consultation with the Department faculty.
- Supervises the textbook selection process in the Department each semester, including distribution and collection of textbook order forms and notification of the University Bookstore of the selected texts and projected course enrollments.
- Develops annual Department budget requests, in consultation with the Dean, and recommendations to the Dean pertaining to all Department requests for expenditures.
- Prepares and submits reports as requested by the Dean.
- Participates in outreach activities to both alumni and interested community members
- Performs other tasks as assigned by the Dean.

***Supervision:***

The Department Chair reports to the Dean and serves as liaison between the Dean and the faculty and staff. The Department Chair supervises any discipline coordinators and the department disciplinary faculty. The Department Chair also supervises staff assigned to support department operations.

***Education:***

An earned terminal degree from an accredited university is required.

***Experience:***

The Department Chair shall be tenured and have sufficient experience in leadership within or outside of higher education as to enable the incumbent to effectively lead disciplinary faculty in continuously improving and pursuing excellence in undergraduate and graduate education and research.



## **F. College of Nursing and Health Sciences Program/Track Coordinators**

### ***Function:***

The Program/Track Coordinator is a faculty member who has responsibility for educational leadership of a program in terms of curriculum, hiring needs, assessment, facilities, and general administration. The College of Nursing and Health Sciences Program/Track Coordinators include:

- Health Sciences
- BSN Face-to-Face (F2F)
- BSN eLine©
- BSN eLine/Military ©
- RN-BSN
- MSN Family Nurse Practitioner
- MSN Leadership in Nursing Systems
- MSN Nurse Educator

### ***Scope:***

The Program/Track Coordinator shall:

- Coordinate faculty discussions on program changes and new program development.
- Assist the Chair on scheduling of courses.
- Recommend to the Chair on program hiring needs for faculty, including adjunct faculty and graduate teaching assistants; develop local adjunct pool. Assist the Chair with program specific reporting related to accreditation requirements, such as substantive change, documentation of faculty qualifications for instructors of record, documentation of student achievement
- Generally, oversee 5-year program reviews and follow-up reports (unless the Chair assigns another faculty member to this).
- Assist chair with completing course inventory change forms for assigned program(s) and catalog copy changes.
- Oversee program assessment and reporting activities in consultation with the Chair.
- Recommend to the Chair and oversee any renovation or improvements to facilities dedicated to the program.
- Assist the Chair with duties related to strategic planning and continuity of learning planning.
- Perform related duties as assigned by the Chair and in coordination with program faculty/staff, such as program recruitment, admissions, maintenance of an alumni database, assistance with undergraduate and graduate faculty appointments, overseeing program implementation with adjunct faculty (including appropriate syllabi and textbooks), etc.

- Coordinate with academic advisors on degree plans, program changes, etc.
- Coordinate program reviews in terms of national and international standards established by/for the discipline.

***Supervision:***

The Program/Track Coordinator reports to the Chair of the department in which the program is administratively housed. The Program/Track Coordinator serves as a liaison to the tenure-line and non-tenure line faculty of that program.

***Education:***

The terminal degree from a regionally accredited university or its equivalent is required. In rare and exceptional cases, a non-terminally degreed program coordinator may be named based on additional qualifications or experience.

***Experience:***

The Program/Track Coordinator shall have demonstrated ability in leadership in or out of higher education to enable the incumbent to lead the faculty of that program toward continuous improvement and the pursuit of excellence in undergraduate and/or graduate education.

## **VI. Specialized Administrative Positions**

### **A. Director of Innovative Programs**

#### ***Function:***

The Director of Innovative Programs serves as the College of Nursing and Health Sciences liaison to internal and external constituents for innovative programs.

#### ***Scope:***

The Director of Innovative Programs shall:

- Establish, develop and manage relationships for various internal and external stakeholders involved in clinical site agreements.
- Direct and facilitate efforts in the delivery of innovative programs including advocacy, marketing, retention and technology.
- Coordinate with the CONHS Administrative Team and instructors to monitor and improve the quality of learning and instruction.
- Facilitate compliance with policies and procedures to ensure development and delivery of high quality instruction in the online environment.
- Support professional development for high quality instruction with innovative programs.
- Develop effective group and individual faculty and staff training programs for innovative technologies.
- Assist in creating process and procedures.
- Other duties as assigned.

#### ***Supervision:***

The Director of Innovative Programs reports to the Dean. The Director supervises undergraduate program case managers, student workers, project and grant employees, project and grant graduate assistants.

#### ***Education:***

An earned doctoral degree from a regionally accredited university is required.

#### ***Experience***

The Director of Innovative Programs should have experience managing an educational program, expert-level computer skills, knowledge of learning management systems, and knowledge of legal procedures such as contract development and HIPPA regulations.

## **B. Coordinator, Nursing Learning Resource Center**

### ***Function:***

The coordinator and instructor of the Nursing Learning Resource Center (NLRC) manages the Nursing Learning Resource Center and is responsible for the acquisition, maintenance, and safe use of equipment and materials essential to the implementation of effective learning activities. The Coordinator of the Nursing Resource Center insures equipment and materials are available in a timely manner by the effective coordination of the Nursing Learning Resource Center schedule.

### ***Scope:***

The Coordinator of the Nursing Learning Resource Center shall:

- Assist in establishing, evaluating and directing the NLRC activities.
- Interpret objectives and policies of the NLRC.
- Review check-off schedules of students for assigned psychomotor skills.
- Participate in the facilitation of skills remediation of students with skill deficits using faculty-generated prescriptions.
- Facilitates the use of the various laboratories in the NLRC by scheduling available times equitably among courses requiring laboratory time.
- Collaborate with faculty to be certain that the appropriate equipment is available in the scheduled labs.
- Assigns work study/cooperative education/teaching assistants to support Learning Center activities.
- Collects data and prepares utilization reports representing annual NLRC operations.
- Inventories disposable items, dispensing them judiciously; stocking at appropriate levels; ordering replacements through the appropriate College process.
- Arranges for the pick-up and delivery of laundered linen.
- Reviews with the Department Chairs, Associate Dean, and Dean all capital equipment orders.
- Remains current on new information that may enhance the effectiveness of the NLRC.

### ***Supervision:***

The Coordinator for the Nursing Learning Resource Center reports to the Associate Dean of the College of Nursing and Health Sciences. The Coordinator supervises teaching assistants assigned to support Learning Center activities.

### ***Education:***

An earned Bachelor of Science in Nursing degree from a regionally accredited university is required.

## C. School Nurse

### *Function:*

The school nurse serves as the health care expert in the school to meet student health needs through the delivery of evidence-based nursing care with an understanding of normal growth and development in children and youth as well as students with special needs.

### *Scope:*

The School Nurse shall

- Practice within the defined limits of the Texas Nursing Practice Act and the American Nurses Association standards of nursing practice.
- Comply with the Texas Department of Health Regulations and District policy.
- Perform screening procedures as required by the Texas Department of Health, Texas Education Agency and District policy and make appropriate referrals as indicated.
- Serve as a Health Advocate for the child.
- Provide temporary and emergency care for sick and injured students or staff members.
- Notify parents of accident or illness and secures medical care for students in emergency cases if parents or emergency contact cannot be reached.
- Provide emergency care according to policy and procedures.
- Serve as health liaison among school, physician, parents and community.
- Assess student problems and makes appropriate referrals, working with students, teachers, parents, family physicians and other community health providers as needed.
- Make home visits concerning health-related problems as necessary.
- Coordinate a system of administration and management of medications given at school.
- Administer medications according to policy and procedures.
- Review and evaluate immunization records and records in database.
- Maintain complete and accurate health records on each student and inputs data into the database.
- Maintain accurate and complete clinic records and inputs data into the database.
- Serve as a mentor and supervisor for undergraduate students in the Health and Wellness Center and the School Nurse Clinic.
- Submit timely reports as requested by the Undergraduate Nursing Department Chair.
- Report potential health/safety hazards in school to the Undergraduate Nursing Department Chair.
- Promote wellness and provide information to facilitate healthy life styles among students by teaching throughout the curriculum as directed by Undergraduate Nursing Department Chair.
- Provide health counseling and teaching on an individual basis.
- Maintain current communications Undergraduate Nursing Department Chair regarding health problems and related matters.
- Perform vital signs and health histories on the clients in the Health and Wellness Center.
- Maintain certification in CPR, Vision and Hearing Screening.

- Participate in staff meetings and professional growth activities.
- Complete mandated Continuing Nursing Education (CNE) requirements to maintain R.N. license.
- Remain informed of the latest trends in health and education by attending meetings that contribute to professional growth.
- Perform other duties as assigned.

***Supervision:***

The School Nurse reports to the College of Nursing and Health Sciences Undergraduate Nursing Department Chair and the Director of Nursing for the Corpus Christi Independent School District.

***Education:***

An earned Associate or Bachelor Degree in Nursing is required; a Master of Science in Nursing is preferred. The School Nurse must hold an unencumbered current Texas Registered Nurse license. Additional required certifications include CPR (updated yearly), audiometric and vision screening.

## VII. Faculty Positions

### A. Full-time Tenure-Track Positions

Three Ranks: Assistant, Associate, and Professor

#### *Function:*

A tenured or tenure track faculty member has the responsibility to contribute to the work of the University, College, Department, and Discipline through teaching, scholarship, and service in accordance with College processes or procedures and University rules. These procedures and rules include but are not limited to:

- College of Nursing and Health Sciences Tenure Procedure
- College of Nursing and Health Sciences Promotion Procedure
- University Rule 12.01.99.C1.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty
- University Rule 12.01.99.C1.03 Responsibilities of Full-Time Tenured and Tenure-Track Faculty Members
- University Rule 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service
- University Rule 12.01.99.C2 Tenure
- University Rule 12.01.99.C1.05 Promotion of Tenured Faculty Members

#### *Scope:*

**Teaching** (May require 60%-80% work effort).

- Plan and organize content/structure of course within limits set by published course descriptions and objectives.
- Adhere to Best Practices for Distance Learning when developing and implementing web-based courses.
- Participate in course planning, Faculty of the Whole, and Department meetings.
- Prepare syllabi.
- Order textbooks and desk copies.
- Teach credit courses.
- Supervise the clinical work of students or interns.
- Implement teaching strategies that promote student learning in a safe and just environment.
- Communicate effectively in interactions with students.
- Grade written and oral assignments.
- Complete grade sheets, drop/add forms, or student rosters for the Registrar.
- Arrange/reserve for audiovisuals and media support technology.
- Meet classes at scheduled times as reflected in the most current semester schedule.
- Demonstrate professional behavior in the classroom showing respect for students and a diversity of opinion.
- Maintain posted office hours.

- Coordinate distribution and collection of achievement exams, critical thinking surveys, comprehensive exams and other program evaluation surveys, end-of-course and instructor reviews.
- Complete end-of-semester reports as required by accrediting bodies and forward copy to appropriate administrator and school files.
- Advise students related to career development, academic success and student development.
- Monitor student performance using formative and summative evaluation strategies.
- Engage continuous improvement activities to ensure courses promote optimal student learning outcomes.
- May direct undergraduate and graduate projects, internships.
- May serve on master and doctoral committees.
- Stay abreast of content in clinical or discipline area.
- Maintain clinical skills/certification.
- Investigate and incorporate new, innovative teaching/learning strategies.
- Participate in commencement ceremonies according to university guidelines.
- Create and maintain collegial relationships with faculty members who teach similar courses or who engage in team teaching arrangements..

**Scholarship** (May require 50-80% work effort).

- Engage in scholarly activity according to requirements for performance by rank as designated in University and College tenure rank descriptors (CONHS Tenure process, University Rule 12.01.99.C1.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty).
- Engage in activities that advance the teaching and practice of nursing through rigorous inquiry.
- Conduct inquiries that contribute to discipline knowledge and result in a product that can be shared with others (e.g. empirical research, theory development, methodological studies, comparative effectiveness analyses, program evaluations)
- Engage in practice appropriate to faculty credentials.
- Participate in inter-professional activities that facilitate integration of ideas and development of new meaning of principles guiding nursing practice.
- Complete a tangible project as a result of clinical practice, research, integration and teaching, application.

**Service** (<20% of work effort).

- Membership on and active participation in College committees.
- Membership on and active participation in University committees or councils.
- Membership in professional organizations.
- Membership in community organizations.



***Supervision:***

Tenure and tenure-track faculty members are supervised by the Department Chairs depending on the courses to which they are assigned. The Graduate Nursing Department Chair completes the annual performance evaluation.

***Education:***

An earned doctoral degree in nursing or relevant discipline from an accredited institution. Evidence of advanced preparation in assigned course teaching area.

## **B. Full-time Clinical Track Positions**

Ranks: Clinical Instructor, Clinical Assistant, Clinical Associate, and Clinical Professor

### ***Function:***

The primary responsibility of clinical faculty members is teaching courses in the discipline, but they make a significant contribution to the scholarship and service efforts of the College in accordance with College procedures and University rules. These procedures and rules include but are not limited to:

- College of Nursing and Health Sciences Employment of Full-time Non-tenure Track Faculty in the College of Nursing and Health Sciences Procedure
- 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service
- University Rule 12.07.99.C0.01 Full-Time Non-Tenure Track Faculty Positions

### ***Scope:***

**Teaching** (May require 65-75% work effort).

- Plan and organize content/structure of course within limits set by published course descriptions and objectives.
- Adhere to Best Practices for Distance Learning when developing and implementing web-based courses.
- Participate in course planning, Faculty of the Whole, and Department meetings.
- Prepare syllabi.
- Order textbooks and desk copies.
- Teach credit courses.
- Supervise the clinical work of students or interns.
- Implement teaching strategies that promote student learning in a safe and just environment.
- Communicate effectively in interactions with students.
- Grade written and oral assignments.
- Complete grade sheets, drop/add forms, or student rosters for the Registrar.
- Arrange/reserve for audiovisuals and media support technology.
- Meet classes at scheduled times as reflected in the most current semester schedule.
- Demonstrate professional behavior in the classroom showing respect for students and a diversity of opinion.
- Maintain posted office hours.
- Coordinate distribution and collection of achievement exams, critical thinking surveys, comprehensive exams and other program evaluation surveys, end-of-course and instructor reviews.
- Complete end-of-semester reports as required by accrediting bodies and forward copy to appropriate administrator and school files.
- Advise students related to career development, academic success and student development.
- Monitor student performance using formative and summative evaluation strategies.
- Engage continuous improvement activities to ensure courses promote optimal student learning outcomes.

- May direct undergraduate and graduate projects, internships.
- May serve on master and doctoral committees.
- Stay abreast of content in clinical or discipline area.
- Maintain clinical skills/certification.
- Investigate and incorporate new, innovative teaching/learning strategies.
- Participate in commencement ceremonies according to university guidelines.
- Create and maintain collegial relationships with faculty members who teach similar courses or who engage in team teaching arrangements.

**Scholarship** (Required work effort varies depending on rank <15 % effort).

- Prepare publications reporting novel practice experiences or evaluation of projects.
- Contribute to professional practice guidelines, textbooks, monographs, videotapes or other educational materials.
- Contribute to policy development as consultant and expert...
- Complete a tangible project as a result of clinical practice, research, integration and teaching, application.

**Service** (<20% of work effort).

- Membership on and active participation in College committees.
- Membership on and active participation in University committees or councils.
- Membership in professional organizations.
- Membership in community organizations.

***Supervision:***

Clinical track faculty members are supervised by the Department Chairs depending on the courses to which they are assigned. The Undergraduate Nursing Department Chair completes the annual performance evaluation.

***Education:***

Educational preparation varies depending on rank. An earned doctoral degree in nursing or relevant discipline from an accredited institution is required for the Clinical Associate and Clinical Professor ranks. Evidence of expertise in assigned course teaching area.

## **C. Adjunct Faculty**

### ***Function:***

An adjunct faculty member contributes to the work of the University, College and Department primarily through teaching. The adjunct member is contracted to work for a specific period of time (normally an academic semester) for a specific work assignment. They are expected to perform teaching responsibilities in accordance with College and University procedures and rules. The procedures and rules include but are not limited to:

- College of Nursing and Health Sciences Employment of Full-time Non-tenure Track Faculty in the College of Nursing and Health Sciences Procedure
- University Rule 12.01.99.C1.04 Descriptions of Teaching, Scholarship, and Service
- University Rule 12.99.99.C2.01 Responsibilities of Adjunct Faculty Members

### ***Scope:***

- Refer to Scope for Clinical Track Faculty

### ***Supervision:***

Adjunct faculty members are supervised by the Program Coordinators and Department Chairs depending on the courses to which they are assigned. The respective Department Chair completes an annual performance evaluation.

### ***Education:***

Educational requirements vary depending on faculty assignment. A minimum of a Master of Science in Nursing degree or graduate degree in a related discipline is required to teach in undergraduate courses and graduate clinical courses. A doctoral degree is required for faculty assigned to teach non-clinical courses at the graduate level. Adjunct faculty must meet University standards for faculty appointment

### ***Experience:***

Adjunct faculty members must be experts in the area they are assigned to teach. They must hold appropriate national certification and licensures to teach in APRN courses.

## **VIII. Program Support**

### **A. Course Manager**

#### ***Function:***

Course Managers work with the respective Department Chair and Program Track Coordinator to implement specific course activities across multiple sections and ensure clinical experiences are successfully integrated with course activities.

#### ***Scope:***

The Course Managers shall:

- Coordinate review of objectives, teaching/learning strategies and course evaluation methods and incorporate new information when modified through appropriate Department processes.
- Develop, implement and lead evaluation of course examinations.
- Prepare end-of-course reports.
- Coordinate end-of-course reviews.
- Support clinical faculty members in their assessments of clinical experiences and clinical site evaluations.
- Coordinate contractual arrangements for clinical sites and clinical placement with the Undergraduate Department Chair and Clinical Coordinator.
- Assure ordering of textbooks and desk copies for course faculty.
- Coordinate midterm and end-of-term compilation and submission of grades
- Assist with orientation of new faculty to course processes.
- Communicate with the Undergraduate Department Chair and the Admission, Progression and Graduation (APG) Committee when student progress becomes an issue.
- Mediate resolution of student issues related to the course.
- Attend scheduled meetings for Course Managers and Faculty.
- Coordinate with Lab Director the use of the Nursing Learning Resource Center space for simulation, skills lab, competency validation and other lab-based experiences.

#### ***Supervision:***

The Course Managers reports to the Chair of the respective CONHS department.

#### ***Education:***

Earned Master of Science in Nursing degree.

***Experience:***

The Course Coordinator should be an experienced educator and an expert in the content covered in the assigned course. The Coordinator should have experience teaching in clinical settings and be familiar with common agency requirements for service-academic agreements for student experiences.

## **B. Clinical Teaching Assistant**

### ***Function:***

Clinical Teaching Assistants (CTA) support faculty members in their supervision of students in clinical laboratory settings. The CTA supervises student clinical learning experiences only when the qualified and experienced faculty member is present physically in the affiliate agency or alternative practice setting. The designated faculty member meets with the CTAs and students as needed during the clinical rotation to monitor and evaluate learning experiences.

### ***Scope:***

The CTA shall

- Attend course management meetings.
- Participate in clinical and/or classroom evaluation activities such as grading papers and/or clinical documents within the guidelines designated by the assigned faculty member.
- Actively participate in clinical simulation activities related to a specified clinical course.
- Provide feedback to students regarding their performance validated with the assigned faculty member.
- Conducts clinical conferences for appropriate clinical groups with input from assigned faculty.
- Demonstrate a professional role appropriate to his/her stage of professional development.
- Notifies assigned faculty member when student(s) demonstrate(s) unsafe practice.

### ***Supervision:***

The Course Teaching Assistant is assigned to a course by the Department Chair. The Teaching Assistant reports to the course faculty or Course Coordinator when assigned to a course. The Course faculty or Course Coordinator completes a performance evaluation at the end of the employment period.

### ***Education:***

Earned Bachelor of Science in Nursing degree.

### ***Experience:***

At least two years of clinical practice experience in the general area in which the individual will teach.

## **IX. Support Staff Positions**

### **A. Administrative Assistant**

#### ***Functions:***

Each administrative assistant is assigned to support specific areas of operation with the College. One administrative assistant supports the Dean and the administrative area; the second administrative assistant supports departmental operations within the College.

#### ***Scope:***

The Administrative Assistant shall

- Assist the CONHS in handling office affairs by facilitating the efficient use of time and other personnel resources
- Assigns and reviews work assigned to students and to clerical staff
- Prepares correspondence, letters, memoranda and reports.
- Maintains records and files
- Prepares routine reports.
- Prepares travel forms, reservations and registrations.
- Coordinates inventory of assets and supplies used in department activities and monitor stocking levels.
- Coordinates graduate and undergraduate nursing department activities in resolving day-to-day operational problems.
- Prepares internal support materials.
- Provides administrative to respective administrators.
- Monitors work flow and resolves problems relating to procedures and deadlines.
- Works with all CONHS staff to maintain daily operations and eliminate barriers that interfere with productivity.

#### ***Supervision:***

The Administrative Assistant to the Dean reports to the Dean and the Administrative Assistant for the Departments reports to the Department Chairs. The Administrative Assistant to the Dean supervises students in the work-study program.

#### ***Education:***

Earned Associate Degree with a Bachelor's degree preferred.

#### ***Experience:***

The Administrative Assistant should have at least four years experiences in secretarial, computer and clerical work. Administrative support experience preferred.



## **B. Business Coordinator**

### ***Function:***

The Business Coordinator coordinates unit business and financial affairs, develops budget, and ensures compliance with applicable policies and procedures. The Coordinator administers and evaluates unit financial procedures and provides professional support in the development and recommendation of strategic financial planning for a unit.

### ***Scope:***

The Business Coordinator shall

- Coordinate and oversee purchasing, accounting, accounts payable/receivable, budget, payroll, travel, and other related activities.
- Participate in complex budget and accounting projects.
- Provide appropriate training and guidance to unit staff.
- Prepare financial reports.
- Prepare, monitor and analyzes budgets.
- Approve and sign purchase, PTR, work orders and other required documents as delegated by supervisor.
- Reconcile periodic financial reports.
- Investigate and solve purchasing, accounting, accounts payable and payroll errors. Maintain confidentiality.
- Perform other duties as assigned.

### ***Supervision:***

The Business Coordinator reports to the Dean.

### ***Education:***

Bachelor's degree in Business, Finance or Accounting

### ***Experience:***

The Business Coordinator should have two years related financial/accounting experience in preparation for this position.

## **C. Database Assistant**

### ***Function:***

The Database Assistant is responsible for collecting, entering, and retrieving data used to support the academic programs of the CONHS.

### ***Scope:***

The Database Assistant shall

- Compile and provides data from databases for Graduate Nursing, Undergraduate Nursing Departments and CONHS Special Projects. These databases include information stored in TAMU-CC BANNER and specialized information systems such as CertifiedBackground.com, Typhon Clinical Tracking System.
- Retrieve data to support CONHS reporting requirements.
- Design and maintain simple databases to track information flow related to student admission, progression, and graduation.
- Design and maintain spreadsheets to support information management associated with special projects; to track student compliance with admission requirements and monitor clinical faculty/preceptor assignments.
- Research database records in order to obtain and maintain complete information on each constituent.
- Assists staff in developing procedures, forms, and database documentation including reports that support CONHS department and special projects.
- Evaluate information, separating important from unimportant, and making sound and timely decisions.
- Is accountable for data quality.
- Select decision alternatives that meet the objectives of the department.
- Work cooperatively with others in his/her assigned division and works to enhance teamwork across divisions/administrative units.

### ***Supervision:***

The Database Assistant works with the Dean, Associate Deans, and Department Chairs. The Associate Dean for Graduate Nursing Programs completes the Assistant's annual performance evaluation.

### ***Education:***

High School Diploma

### ***Experience:***

The Database Assistant should have a minimum of two years experience in managing, entering and retrieving information placed into databases. Experience in entering and organizing data in Access with transfer to Excel for exporting to SPSS is preferred.

#### **D. Educational Technologist**

##### ***Function:***

The Educational Technologist provides support to the College in the development, implementation, and evaluation of distance learning technology and its use in the delivery of quality educational programs.

##### ***Scope:***

The Educational Technologist shall

- Assist with the administration of the University's learning management system and oversee all aspects including the population of user accounts, course integration, record maintenance and content creation.
- Facilitate communications between internal and external clients via video conferencing software and hardware.
- Assist use of enhancements web-based video conferencing and portfolio management tools.
- Provide video streaming services for special events.
- Provide training and technical support for on-site educational hardware and software and to all users of the University's learning management system.
- Develop tutorials and other training materials.
- Work collaboratively with faculty as an eLearning resource/trainer, providing technical and instructional design consulting services that augment on-site, blended and online learning.
- Analyze, troubleshoot, document and resolve technical issues.
- Research new technologies for integration in learning environments. Provide periodic reports on course development and other projects.
- Assist faculty on a one-on-one basis with development of new online courses

##### ***Supervision:***

The Educational Technologist supports the educational programs in the College. The Associate Dean for Graduate Nursing Programs evaluates the Educational Technologist's work performance annually. The Educational Technologist hires and supervises the Computer Science Graduate Assistant who works with the CONHS.

##### ***Education:***

Earned Bachelor's degree in a relevant field. An Associate Degree combined with appropriate experience can substitute for the Bachelor's degree.

***Experience:***

The Educational Technologist should have experience in the fields of Distance Education and Information Management Technology including videoconferencing, multimedia, and software packages used for the online learning environment and various learning management systems.

**E. Senior Secretary*****Function:***

The CONHS support staff includes several secretaries whose time and effort are focused on specific areas of operations. The senior secretaries assist faculty by performing secretarial duties. Individuals in this position have some latitude for decision-making in carrying out routine phases of the work such as answering correspondence, giving information, keeping records and files and preparing routine reports. Work procedures are established by each supervisor who periodically reviews completed work for conformance to procedures.

***Scope:***

The Senior Secretary shall

- Generate and update course schedules in Banner.
- Support preparation of faculty workload reports and class assignment records.
- Create/Organize database for student clinical placements.
- Maintain records, files and enter data.
- Generate reports.
- Support faculty in their delivery of courses.
- Perform receptionist duties as assigned.
- Answer and route telephone calls.
- Open, distribute and answer mail.
- Prepare travel authorizations and completes travel expense reports to conferences for faculty.
- Prepare documents for Chair and Faculty.
- Order supplies.
- Prepare correspondence.
- Maintain calendars and schedules.
- Work cooperatively with office team.
- Record meeting minutes as assigned
- Distribute student evaluation results for faculty and courses.
- Support orientation.
- Support CONHS events.
- Support University commencement activities.
- Perform other duties as assigned.

***Supervision***

The Senior Secretary reports to supervisors as designated by the Dean.

***Education:***

Earned a high school diploma/GED. Additional specialized/technical training or some college coursework in Business, Computers or related area is preferred.

***Experience:***

The Senior Secretary should have a minimum of three years related experience for this position.



	<p>Department Chairs</p> <ul style="list-style-type: none"> <li>• Supports preparation of department reports</li> <li>• Prepares correspondence as assigned</li> <li>• Assists to organize College and department events</li> <li>• Hires and supervises work study students that support department activities</li> <li>• Maintains general work areas and orders supplies</li> <li>• Orders desk copies of text books</li> <li>• Prepares and maintains faculty office hour lists and CONHS phone/address list</li> <li>• Maintains and submits Syllabi each term</li> <li>• Collects and processes course syllabi for TAMUCC records</li> <li>• Delegates activities to department secretaries to support department projects when needed</li> </ul>		
Senior Secretary Undergraduate Department	<ul style="list-style-type: none"> <li>• Supports undergraduate nursing department operations</li> <li>• Supports faculty preparation and delivery of undergraduate courses</li> <li>• Generates and updates undergraduate course schedule in Banner</li> <li>• Supports preparation of faculty workload reports and class assignment records</li> <li>• Supports course faculty evaluation preparation</li> <li>• Distributes evaluation results for undergraduate courses</li> <li>• Supports Undergraduate Orientation</li> <li>• Assists to organize College and department events</li> </ul>	<p>Undergraduate Department Chair; Faculty support for undergraduate courses</p> <p>Evaluated By: Undergraduate Department Chair</p>	<p>Undergraduate Department meeting Undergraduate APG Other meetings as assigned</p>

	<ul style="list-style-type: none"> <li>• Works with faculty to order HESI testing</li> <li>• Prepares and processes travel to conferences for clinical track faculty</li> </ul>		
Senior Secretary Graduate Department	<ul style="list-style-type: none"> <li>• Supports graduate nursing department operations</li> <li>• Supports Research Lab</li> <li>• Supports faculty preparation and delivery of graduate courses</li> <li>• Generates and updates graduate course schedule in Banner</li> <li>• Supports preparation of faculty workload reports and class assignment records</li> <li>• Supports course faculty evaluation preparation</li> <li>• Distributes evaluation results for graduate courses</li> <li>• Supports Graduate Orientation</li> <li>• Assists to organize College and department events</li> <li>• Prepares and processes travel to conferences for tenured/tenure track faculty</li> <li>• Manages notification and implementation of Proctored Testing Site procedures for graduate course tests and undergraduate course test (UG Pharm only)</li> <li>• Welcomes visitors to Administrative Offices and directs them to appropriate offices</li> <li>• Answers phones as needed</li> </ul>	<p>Graduate Department Chair; Faculty support for graduate courses</p> <p>Evaluated By: Graduate Department Chair</p>	<p>Graduate Department Meeting Other meetings as assigned</p>
Senior Secretary Advisors	<ul style="list-style-type: none"> <li>• Supports academic advisors</li> <li>• Prepares new student files and maintains student records</li> <li>• Manages student admission database</li> </ul>	<p>Academic advisors</p> <p>Evaluated By: Associate Dean for CONHS</p>	



	<ul style="list-style-type: none"> <li>• Prepares packets for Island Days or recruitment events</li> <li>• Inputs/prepares database/files for Undergraduate APG committee review</li> <li>• Prepares and distributes student admission packets</li> <li>• Serves as receptionist for CONHS business.</li> <li>• Coordinates academic advisor appointments</li> <li>• Monitors CONHS central telephone</li> <li>• Directs customer/student inquiries to appropriate personnel</li> <li>• Monitors appearance of front entrance area</li> <li>• Answers administrator phones as needed</li> </ul>		
Project Assistant	<ul style="list-style-type: none"> <li>• Supports Dean's Administrative Assistant <ul style="list-style-type: none"> <li>○ Enters data into Contract Data management system, as needed.</li> <li>○ Prepares and sends Dean's list certificates, as needed.</li> </ul> </li> <li>• Supports special projects <ul style="list-style-type: none"> <li>○ Faculty/Staff Handbook, as needed.</li> <li>○ Integrative Care- Behavioral Health Project</li> </ul> </li> <li>• Supports preparation and coordination of CONHS unit assessment process (WEAVE) <ul style="list-style-type: none"> <li>○ Collects information</li> <li>○ Enters data</li> <li>○ Monitors deadlines</li> </ul> </li> <li>• Supports STTI operations</li> <li>• Assists CNE Committee</li> <li>• Assists with Recognition Ceremony</li> <li>• Records and writes minutes of College meetings as needed</li> </ul>	Dean's Office and CONHS Staff	Supports staff at department meetings

Database Assistant	<ul style="list-style-type: none"> <li>• Manages (enters, confirms accuracy, and retrieves) student data <ul style="list-style-type: none"> <li>○ Immunization</li> <li>○ Background check</li> <li>○ Urine drug screen results</li> <li>○ RN license</li> <li>○ CPR training</li> </ul> </li> <li>• Manages Faculty (enters, confirms accuracy, retrieves) data <ul style="list-style-type: none"> <li>○ RN license</li> <li>○ Immunization</li> <li>○ CPR training</li> </ul> </li> <li>• Manages Clinical Student Tracking System (TYPHON) <ul style="list-style-type: none"> <li>○ Enters clinical data</li> <li>○ Trains students, faculty</li> <li>○ Communicates with vendor representative regularly</li> </ul> </li> <li>• Prepares reports related to student compliance with program requirements</li> <li>• Prepares reports for faculty compliance with employment requirements</li> <li>• Provides data and supports preparation of annual and special CONHS reports</li> <li>• Assists to organize College and department events.</li> </ul>	Evaluated By: Associate Dean for Graduate Studies	
Education Technology Assistant	<ul style="list-style-type: none"> <li>• Support faculty on a one-on-one basis in their design, implementation, and evaluation of distance learning educational programs <ul style="list-style-type: none"> <li>○ Provide guidance in the use of the University's learning management system</li> <li>○ Provide training and technical support for on-site educational hardware and</li> </ul> </li> </ul>	Evaluated By: Associate Dean for Graduate Studies	

	<p>software</p> <ul style="list-style-type: none"> <li>○ Provide technical support to resolve any problems faculty experience in using the learning management system</li> <li>• Develop tutorials and other training materials.</li> <li>• Analyze, troubleshoot, document and resolve technical issues.</li> <li>• Research new technologies for integration in learning environments.</li> <li>• Provide periodic reports on course development and other projects.</li> <li>• Work collaboratively with TAMUCC IT department and ODELT as an eLearning resource/trainer to represent CONHS needs in distance learning.</li> <li>• Conduct and document CONHS hardware inventory</li> <li>• Prepare and monitor end of semester course evaluations.</li> <li>• Be available as consultant to CONHS administration for technology purchase decisions</li> <li>• Hire and supervise work/study student</li> </ul>		
--	--	--	--

Reviewed July 24, 2015

## Academic Affairs

### I. Academic Programs

#### A. Bachelor Science in Nursing (BSN) Degree Program

See College webpages.

BSN Traditional: <http://conhs.tamucc.edu/future-students/traditional.html>

BSN Accelerated: [http://conhs.tamucc.edu/future-students/accelerated\\_bsn.html](http://conhs.tamucc.edu/future-students/accelerated_bsn.html)

BSN eLine© (online format) <http://conhs.tamucc.edu/future-students/eLine.html>

BSN eLine/Military© (online format) <http://elinemilitary.tamucc.edu/>

#### B. RN-BSN Articulation Degree Program

See College webpages.

RN-BSN [http://conhs.tamucc.edu/future-students/rn\\_to\\_bsn.html](http://conhs.tamucc.edu/future-students/rn_to_bsn.html)

#### C. Bachelor of Science in Health Sciences (BSHS) Degree Program

See College webpage.

BSHS: [http://conhs.tamucc.edu/future-students/health\\_science.html](http://conhs.tamucc.edu/future-students/health_science.html)

#### D. Master of Science in Nursing (MSN) Degree Program

See College webpages.

MSN Family Nurse Practitioner (FNP):

[http://gradschool.tamucc.edu/degrees/nursing/family\\_nurse\\_prac.html](http://gradschool.tamucc.edu/degrees/nursing/family_nurse_prac.html)

MSN Leadership in Nursing Systems

[http://gradschool.tamucc.edu/degrees/nursing/leadership\\_in\\_nurs\\_sys.html](http://gradschool.tamucc.edu/degrees/nursing/leadership_in_nurs_sys.html)

MSN Nurse Educator

[http://gradschool.tamucc.edu/degrees/nursing/nurse\\_educator.html](http://gradschool.tamucc.edu/degrees/nursing/nurse_educator.html)

#### E. Alternate Entry MSN Degree Program- RN-MSN and RN-Bridge

See College webpage.

RN-MSN: [http://gradschool.tamucc.edu/degrees/nursing/msn\\_entry.html](http://gradschool.tamucc.edu/degrees/nursing/msn_entry.html)

RN-Bridge: [http://gradschool.tamucc.edu/degrees/nursing/bridge\\_entry.html](http://gradschool.tamucc.edu/degrees/nursing/bridge_entry.html)

#### F. Post-Master Certificate Programs

See College webpages.

Family Nurse Practitioner [http://gradschool.tamucc.edu/degrees/nursing/post-master\\_certification.html](http://gradschool.tamucc.edu/degrees/nursing/post-master_certification.html)

Leadership in Nursing Systems [http://gradschool.tamucc.edu/degrees/nursing/post-master\\_certification.html](http://gradschool.tamucc.edu/degrees/nursing/post-master_certification.html)

Nurse Educator [http://gradschool.tamucc.edu/degrees/nursing/post-master\\_certification.html](http://gradschool.tamucc.edu/degrees/nursing/post-master_certification.html)

Health Care Administration (HCAD) [http://gradschool.tamucc.edu/degrees/nursing/post-master\\_certification.html](http://gradschool.tamucc.edu/degrees/nursing/post-master_certification.html)

**G. Texas Woman's University-Texas A&M University-Corpus Christi Doctor of Philosophy in Nursing Science Cooperative Degree Program**

See College webpage.

TWU-TAMU-CC PhD. Cooperative:

[http://gradschool.tamucc.edu/degrees/nursing/nursing\\_science\\_phd.html](http://gradschool.tamucc.edu/degrees/nursing/nursing_science_phd.html) or

<http://www.twu.edu/nursing/phd.asp>

Program information is also found online in the Texas A&M University-Corpus Christi Undergraduate and Graduate Catalogs respectively: <http://www.tamucc.edu/academics/>

## II. Faculty

### A. Faculty Employment Requirements *(2001, 2008, Revised 2015)*

All members of the faculty employed in the College of Nursing and Health Sciences are expected to complete the following requirements. Evidence of compliance will be maintained in each faculty member's personnel file and may be shared with clinical agencies where students are trained as required.

- Provide official transcripts documenting the award of your initial Registered Nurse degree and all graduate nursing degrees. The original transcripts of additional courses or degrees are completed after employment begins must also be submitted to the College Dean's office.
- Provide evidence of national professional certification as appropriate.
- Maintain current, unencumbered registered nurses license with authority to practice in Texas.
- Maintain professional liability insurance for practice outside of the faculty role.
- Maintain a valid Texas driver's license as needed when traveling on University business.
- Provide evidence of current immunizations as required by clinical agencies to include usual childhood immunizations, Hepatitis A and B, varicella, and tuberculin testing. See College Student Handbook for detailed list of required immunizations.
- Maintain Current CPR for Health Professionals certification.
- Maintain a complete and current academic record in the University *Digital Measures* application.
- Fulfill position expectations delineated in the CONHS Faculty Handbook Tenure or Clinical Faculty Position Descriptions, Section A.
- Adhere to the University Section D. *Standards of Conduct* (University Rules and Procedures 3.3 Employment, Standards of Conduct  
[http://academicaffairs.tamucc.edu/Rules\\_Procedures/index.html](http://academicaffairs.tamucc.edu/Rules_Procedures/index.html))

### B. Process For Hiring Faculty *(2005, Revised 2015)*

**Full-Time Faculty.** The College adheres to the Texas A&M University System Policy Civil Rights Protections and Compliance Policy (Texas A&M University System (08.01 Civil Rights Protections and Compliance, 2011). The College Dean is responsible for requesting full-time positions for College faculty. When a position is available, the Dean will appoint a Search Committee and designate the Search Committee Chair. The Search Committee Chair is responsible for ensuring the implementation of the Texas A&M University-Corpus Christi Faculty Hiring Online Process.

*The Search Committee Chair shall:*

- Attend a briefing and/or update with the Employee Relations/ Equal Employment Opportunity (ER/EEO) Office prior to commencing the search.
- In consultation with the Dean and Search Committee, prepare the position description and announcement.
- Submit the position description and announcement for approval by the respective Department Chair, Dean, ER/EEO Director, and Provost before the position is advertised.

- Complete and submit the faculty position requisition form, along with the advertisement/announcement, via the faculty online search process to the Department Chair, who reviews and forwards to the Dean, and the Provost for approval.
- With approval from the Department Chair and Dean, determine where and how the position shall be advertised.
- Send a copy of the position advertisement to the Office of Human Resources for posting on or linking to its website
- Develop in writing the criteria to be used in evaluating applicants for the position.
- Submit criteria for approval by the ER/EEO Director before initiating application review.
- Develop a timetable for the screening process.
- Document the search properly in accordance with ER/EEO employment guidelines.
- Submit recommendations to the Department Chair and Dean for approval.
- Notify those applicants interviewed by telephone or in person who are no longer under consideration. The letter must be composed in consultation with the Department Chair and Dean.
- Ensure the Office of Human Resources electronically notifies candidates not interviewed by telephone or interviewed on campus.

*Search Committee Responsibilities include:*

- Completing a review the A&M-Corpus Christi Faculty Search and Selection Handbook available from the ER/EEO Office.
- Screening all applicants.
- Conducting preliminary telephone interviews of a subset of applicants for further consideration in the hiring process.
- Validating credentials of the candidates still considered for the position following the interviews including verifying previous experience and securing official transcripts.
- Recommending to the Search Committee Chair which applicant(s) should be invited to campus for interview.
- Request candidate evaluations from all members of the program faculty and students.
- Submit a recommendation to the department chair and state the reasons for the recommendation.

*Hiring Process Final Steps:*

- Administration coordinates an on-campus interview of selected applicants. The interview process will include, at a minimum, the following:
  - Interviews with the Provost, Dean, Associate Dean, Search Committee and Faculty.
  - Faculty from the community and students will be included, as much as possible.
  - Conduct tours of the University campus and clinical and practicum placement sites.
- Department Chair will complete an evaluation of the applicants and submit the evaluation findings with the Committee's recommendation to the Dean for approval.
- The Dean will discuss terms of an offer with the candidate including start-up requirements. The start-up needs will be submitted as an itemized written request from the candidate to the Dean.

- The Dean, after consideration of the candidate's request, and in consultation with the Vice-President for Research, Commercialization and Outreach, and the Provost, extends a written offer, and secures a written agreement.
- The Provost will send the Letter of Appointment to the successful applicant.
- The Applicant must sign and return the Appointment Letter within two weeks of receipt to consummate a valid appointment.

**Part-Time Faculty and Adjunct Faculty.** Department Chairs work with faculty and Program Coordinators to identify individuals interested in teaching in a part-time position when no full-time faculty member is available to teach a course. Once qualified individuals are identified, the respective Department Chair contacts the individual to verify availability based on scheduling needs. The applicant must then provide documentation to confirm qualifications.

*The applicant shall*

- Complete the University Employment process, submitting a CV and transcripts before the position is confirmed.
- Complete a telephone interview with a Search Committee if requested.

*The Department Chair*

- Prior to a contract being issued, discuss the appointment with the dean.
- If approved by the dean, the appointment will be recommended to the Provost.
- Works with the Business Coordinator and Dean to complete the Personnel Requisition Form.
- Assigns a faculty member to support the part-time or adjunct faculty member.
- Makes course assignment.

**Faculty Candidate Evaluation Form.** The **Faculty Candidate Evaluation Form** shall be used by faculty to provide feedback about a candidate for a full-time faculty position. Members of the College faculty will receive the agenda for the Faculty Candidate's on-campus visit. The agenda provides time for the Candidate to meet faculty normally through the Faculty Presentation session. Faculty members may request time to meet with a Candidate if they are unable to attend the faculty group session. All College faculty will receive a copy of the Candidate's CV before the presentation. Faculty are expected to review the CV as part of the hiring review process. Faculty are asked to provide feedback to the Search Committee using the Faculty Candidate Evaluation Form.



## Faculty Candidate Evaluation

Position

Title

Term

Name of Candidate \_\_\_\_\_

Interview Date \_\_\_\_\_

Please assess the candidate's potential as a faculty member in the TAMUCC College of Nursing and Health Sciences for each of the faculty attributes listed below. You have received the candidate's CV and will have the opportunity to meet the candidate at the Faculty Presentation session. You can respond with "Do not know" or "unable to assess" if you did not interact sufficiently with the candidate to rate an attribute.

1	2	3	4	5
Unacceptable	Weak	Adequate	Strong	Exceptional

1 Ability to teach

2 Interpersonal skills

3 Ability to communicate to a large  
group

4 Understanding of the faculty role

5 Ability to conduct scientific  
investigations

6 Fit with the CONHS programs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendations for further action by Search Committee:

\_\_\_\_\_ offer tenure-track position      \_\_\_\_\_ do not offer tenure-track position

Comments:

**C. New Employment Check List** (*Revised 2014*)

The Texas A&M University-Corpus Christi Human Resources office has authorized the academic department to complete or facilitate the activities required to prepare a new faculty member for employment. They created the following list to guide a department in its new employee preparation activities. The Human Resources staff is available to support the department. (<http://hr.tamucc.edu//index.html>).

**University Department Faculty Checklist**

([http://hr.tamucc.edu/assets/Faculty\\_OnBoarding\\_Department\\_Checklist.xlsx#Checklist](http://hr.tamucc.edu/assets/Faculty_OnBoarding_Department_Checklist.xlsx#Checklist))

Task Completed	PRIOR TO ARRIVAL	
	<b>Contact for Help</b>	
	Contact HR Immigration Specialist if New Faculty is Foreign National	
	HR Immigration - x2198	
	Obtain copy of the appointment letter/critical information	Administrative Assistant to the Dean
	Confirm UIN & A# received from HR	Human Resources x2630
	Submit Credentialing Packet to Academic Affairs Office	Wendy Benderman x2838
	Obtain PIN#	Administrative Assistant to the Dean or College Business Coordinator
	Create EPA if not done by Payroll/Budget	Payroll Office x2411
	IT Access - Identify Needs	IT x2692 or itrequests@tamucc.edu
		Outlook Account: auto set up; confirm and contact IT if necessary
		IT x2692 or itrequests@tamucc.edu
		<i>When the Island ID is activated, access to outlook, campus Wi-Fi, Blackboard, library resources, Astra and Argos is established.</i>
		SSO (HR Connect, Concur, LeaveTraq, TimeTraq, TrainTraq)
		Human Resources x2630
		<i>Access to SSO is activated when HR creates the UIN. Special steps may be required for in some applications.</i>

	IT Access - Identify Needs	Banner	Contact the Computer Help Desk x2692 or ithelp@tamucc.edu for assistance with login. Contact the Office of the Registrar at x7024 for other types of assistance.
		Faculty Self Service	
		S.A.I.L.	
		Degree Planner	
		Digital Measures	
		MAESTro	Research Office x2497
		College/Department & Other Systems:	
	Obtain Telephone Access		Telecommunications x2100
	Arrange for Building Access		Univ Police Department x3739
	Prepare Office Space		Space Mgt Committee x2321
	Prepare Office Computer		CONHS Ed Tech; IT x2692 or ithelp@tamucc.edu
	Check Status of Text Book Orders & Textbook Adoptions		sm402@bncollege.com or tm402@bncollege.com
	Order Door Plate if applicable		Department Admin Assistant
	Order Business Cards		Department Admin Assistant Print Shop x5679
	Update departmental web site		CONHS Webmaster
	Obtain Class Syllabi		Department Chair
	<b>ON THE FIRST DAY</b>		
	Confirm SandDollar ID card obtained		Sandollar Office x5978
	Check key status and explain building access processes		Administrative Assist to the Dean; Univ Police Department x3739
	Provide information about IT access		IT x2692 or ithelp@tamucc.edu
	Provide long distance PIN		Adminstrative Assist to the Dean; Telecommunications x6006

	Provide copier access code and library copier code		Department Administrative Assistant
<b>WITHIN THE FIRST WEEK</b>			
	Concur Set-up		Department Administrative Assistant; Travel Office x2749
	Set-up and Post Office Hours		Consult Department Chair
	Process Relocation Reimbursement		Payroll Office x2409
	HR Benefit Orientation Scheduled		Human Resources x6081
	Provide Procurement & Travel Credit Card Applications if necessary		Department Administrative Assistant; Procurement & Disbursements x2617
	FERPA Training		Employee Development x5826
<b>COLLEGE OR DEPARTMENT ORIENTATION</b>			
	Use of Media & Media Assistance		Associate Dean of the CONHS
	Travel for field trips & required forms and approval procedures		Associate Dean of the CONHS
	Information Security (Lap Top Encryption & Permit)		Associate Dean of the CONHS
	Phones in Classrooms & Safety		Associate Dean of the CONHS; Safety Office x5555
	Emergency Response Quick Reference (all items)		Associate Dean of the CONHS; Safety Office x5555
	Code Blue Emergency Notification System		Associate Dean of the CONHS; Safety Office x5555
	Mail Shipping/Receiving (discuss personal items), Mail Unit #		Department Secretary; Mail Services x2684
	Reserving Facilities/Events		Department Secretary
	Information on Research Office, Grants, etc.		Assoc Dean for Grad Nursing Programs; R.C.O. X3881

	Process for Hiring Students	Associate Dean for CONHS and Associate Dean for Graduate Nursing Programs; Career Services x2628
	Notices: outside employment, arrests, emergency response system	Associate Dean of the CONHS
	Parking	Associate Dean of the CONHS; Univ Police Dept x7275
<b>WITHIN THE FIRST 30 DAYS</b>		
	Confirm New Faculty appears on Monthly BVD	Business Coordinator
	Provide Travel & Procurement Credit Cards if Applicable	Business Coordinator, Procurement & Disbursements x2617
	Confirm completion of required State and TAMUS training	Department Chair, Employee Development x5826

**D. Self-Paced Faculty Orientation Checklist (2001, Revised 2015)**

Administrators, Faculty, and Staff welcome you to Texas A&M University-Corpus Christi, College of Nursing and Health Sciences. We are very proud of the quality of each of our programs. Much of this is due to the caliber of faculty who teach and administer these curricula. It is our attempt with this *Self-Paced Orientation Check-Off List*, to inform you of activities, procedures, practices and traditions so that you may experience a satisfying "belonging-ness," resulting in a long, distinguished tenure here.

Source: Associate Dean of the College of Nursing and Health Sciences

Topic	Date Completed
Orientation to the University and the A&M University System	
Review University Handbook of Rules and Procedures	
Review of College Bylaws and committee functions	
Review of College philosophy, vision, and goals	
Review of College of Nursing and Health Sciences Faculty and Staff Handbook	
Review of Specific University and College Procedures	
<ul style="list-style-type: none"> <li>• Advisement</li> </ul>	
<ul style="list-style-type: none"> <li>• Travel (regulations and forms)</li> </ul>	
<ul style="list-style-type: none"> <li>• Role, rights and responsibilities of faculty</li> </ul>	
<ul style="list-style-type: none"> <li>• Workload expectations and assignments</li> </ul>	
<ul style="list-style-type: none"> <li>• Role of faculty in teaching, scholarship, and service</li> </ul>	
<ul style="list-style-type: none"> <li>• Class rules, grading processes, drop/add</li> </ul>	
<ul style="list-style-type: none"> <li>• Tenure and promotion</li> </ul>	
<ul style="list-style-type: none"> <li>• Annual work performance</li> </ul>	
<ul style="list-style-type: none"> <li>• Teleconferencing</li> </ul>	
<ul style="list-style-type: none"> <li>• Introduction to administrators, managers, staff, and faculty</li> </ul>	
<ul style="list-style-type: none"> <li>• Parking regulations</li> </ul>	

Source: Department Chair

Topic	Date Completed
Office preparation and keys	
Department approach to program delivery	
Frequency of department meetings	
Overview of curriculum	
Orientation to assigned courses	
Clinical laboratory requirements	
Ordering text books	
<ul style="list-style-type: none"> <li>• Library requests</li> </ul>	
<ul style="list-style-type: none"> <li>• Media acquisition</li> </ul>	
<ul style="list-style-type: none"> <li>• Schedule preparation</li> </ul>	

• Preparation of syllabi (format, deadline)	
• Record retention for course work	
• Examination processes	
• Tour of CONHS and University facilities (including Bookstore, Food Services, Nursing Resource Lab, Nursing Research Lab)	
• Tenure and promotion	
• Annual work performance	
• Teleconferencing	

Source: Program Coordinator

Topic	Date Completed
Review program admission, progression, and graduation procedures	
Review unique aspects of program curricula	
Review clinical course management processes	

Source: Course Coordinator

Topic	Date Completed
Orientation to course syllabus	
Tour of CONHS facilities related to course	
Meeting for course coordination	

Source: Human Resources Office

Topic	Date Completed
Benefits	
Payroll and distribution method	

Source: College of Nursing and Health Sciences Librarian

Topic	Date Completed
Orientation to library's physical plan	
Orientation to library resources	

Source: College of Nursing and Health Sciences Educational Technologist

Topic	Date Completed
Review of IT structure and available IT support services	
Introduction to IT support staff	
Overview of learning management system	
Introduction to Office of Distance Education and Learning and Technology	

Source: Department Secretaries

Topic	Date Completed
Work requisition procedures	
Phone system	
Mail distribution	
Copy room	
Capital equipment	
Duplication services	
Keys	
Office Supplies	



### **E. Faculty Absences** (2002, Revised 2015)

Unless ill, faculty members are expected to work except:

- An official University holiday
- An end-of-semester break, including summer break when not contracted to teach summer term.
- Winter or Spring Break

Regular duty hours begin with the pre-semester week or summer registration days and end with the day grades are due or graduation, whichever comes last.

### **F. Faculty Leave** (2002, Revised 2015)

Faculty members on nine-month contracts do not earn personal leave.

#### **Sick Leave**

Faculty absences related to illness are regulated by University Rule 31.03.02.C1.01 Sick Leave ([http://academicaffairs.tamucc.edu/Rules\\_Procedures/assets/31.03.02.C1.01%20Sick%20Leave.pdf](http://academicaffairs.tamucc.edu/Rules_Procedures/assets/31.03.02.C1.01%20Sick%20Leave.pdf)). This rule applies to all employees who work 50 percent or more time for at least four and one-half months (excluding students employed in positions that require student status as a condition for employment). Faculty members who must be absent due to illness or injury are expected to notify the Dean as soon as possible. Upon return to work, they must request sick leave through the *Single Sign On* portal

([https://sso.tamus.edu/Logon.aspx?entityID=https%3A%2F%2Fsso.tamus.edu%2Fshibboleth&return=https%3A%2F%2Fsso.tamus.edu%2FShibboleth.sso%2FDS%3FSAMLDS%3D1%26target%3Dcookie%253A1443382500\\_9234](https://sso.tamus.edu/Logon.aspx?entityID=https%3A%2F%2Fsso.tamus.edu%2Fshibboleth&return=https%3A%2F%2Fsso.tamus.edu%2FShibboleth.sso%2FDS%3FSAMLDS%3D1%26target%3Dcookie%253A1443382500_9234)). Additionally, faculty members must submit to the Dean an explanation for any absences greater than three days.

#### **Work-Related Travel**

All out-of-town travel will be discussed with and approved by the Dean. Faculty members must complete the official Request to Travel forms for paid and unpaid travel through Concur on the *Single Sign On* portal. This process provides documentation that a faculty member will not be available due to travel. Faculty should use this process to request College or University funds to support travel. Department secretaries are available to completion of this documentation.

#### **Personal Leave**

Faculty and staff on twelve month contracts who do earn leave must submit a request for personal leave through the *Single Sign On* portal. Leave must be approved by the appropriate supervisor before it is used.

## **G. Faculty Credentialing Procedure (2013)**

The purpose of this procedure is to inform College faculty about the University requirement that faculty must be credentialed to teach the courses to which they are assigned. This College is expected to implement the procedure in accordance with The Texas A&M University-Corpus Christi *Guidelines and Procedures for Credentialing Faculty* administered through the Division of Academic Affairs.

The Faculty Credentialing Procedure was adopted to ensure that all faculty (i.e., instructors of record) possess the academic preparation, training, and experience to teach at Texas A&M University-Corpus Christi and have the credentials to deliver quality educational programs as represented in standards set by accrediting bodies and state agencies. All members of the faculty, full- and part-time faculty tenured, tenure-track, clinical, visiting, instructors, and adjunct, must provide professional and educational evidence that they have the qualifications required for the position they hold.

The Guidelines and Procedures for Credentialing Faculty delineate administrative-level and faculty responsibilities for completing the credentialing process. The Department Chair is responsible for completing the Certification of Credentials and Qualifications for a Tenured or Tenure-Track Faculty Appointment form. These forms are stored on the Academic Affairs website (<http://academicaffairs.tamucc.edu/index.html#>). Each faculty member is responsible for submitting essential evidence to support their expertise and preparation to teach the courses they will teach in a timely manner. These documents should be submitted to the Administrative Assistant to the Dean. This documentation includes, but is not limited to:

- Curriculum Vita.
- Official transcripts (indicating terminal degree or other appropriate transcripts).
- Appropriate licenses.
- Certifications.
- Verification of work related to teaching experience (as needed).

Faculty may be requested to submit updated information.

## **H. College of Nursing and Health Sciences Designation of Graduate Faculty Procedure (2008, 2012, Revised 2015)**

### **Overview**

Graduate faculty designation is required for faculty members who teach graduate courses or serve on graduate scholarship committees. Criteria for graduate status are delineated in Section B. Rule 12.99.99.C3.01 of the TAMU-CC Designation of Graduate Faculty of the University Handbook of Rules and Procedures. The CONHS Promotion and Tenure Committee (P&T Committee) reviews all nominations for graduate faculty status. Findings from the review are submitted to the Graduate Nursing Department Chair and CONHS Dean. Only those faculty members identified as faculty of record for a course are required to hold graduate faculty status. Generally faculty assigned to teach the clinical component of graduate courses in the CONHS

are not designated faculty of record and, therefore, will not be required to hold graduate faculty status.

In accordance with the University rule, the CONHS Dean reviews the list of candidates and forwards an approved list to the TAMU-CC Graduate Council for its review. The Graduate Council reviews the CONHS request and evidence supporting the request for each applicant's appointment as graduate faculty. The Graduate Council submits its recommendations to the Dean of the College of Graduate Studies who grants or denies graduate faculty status.

### **Procedure**

1. In consultation with the Dean, the Graduate Nursing Department Chair generates a list of faculty who need graduate faculty status before the start of each semester.
2. Faculty members are notified they must complete the College of Graduate Studies Graduate Faculty Status Application Form 2 ([http://gradschool.tamucc.edu/contact\\_us/forms.html](http://gradschool.tamucc.edu/contact_us/forms.html)). The Graduate Nursing Department Chair guides each faculty member in completing the form to insure the appropriate status and term of appointment is indicated on the application.
3. Each applicant submits the signed Graduate Faculty Status Application and a current curriculum vita to the Graduate Nursing Department Chair.
4. The Graduate Nursing Department Chair briefly explains in writing why each applicant is qualified for a specific graduate faculty status. In this memo the Department Chair should specify the graduate faculty status category appropriate for an individual faculty member and the term of the designation.
5. The Graduate Nursing Department Chair prepares the College of Graduate Studies Graduate Faculty Status College Summary form. Each applicant's packet (application, CV and justification memo) are provided to the Dean with the Graduate Faculty Status College Summary form for review.
6. The Graduate Nursing Department Chair convenes a CONHS P&T Committee to review applicant credentials. The P&T Committee does not review the credentials for initial faculty or special appointments. Initial appointments to graduate faculty status and special appointments are exempt from additional review by the TAMU-CC rule for the designation of graduate faculty.
7. The CONHS P&T Committee reviews each applicant curriculum vita to determine if the applicant has sustained scholarship activity consistent with rank requirements as specified in the CONHS Promotion and Tenure policies and contributed to the Graduate Nursing Department through teaching and practice while holding graduate faculty status designation. The CV should contain sufficient information for the committee to evaluate performance during the previous graduate faculty status period.

8. The findings from the CONHS P&T Committee review are submitted in writing to the Department Chair and the Dean. The Dean considers the P&T Committee recommendations when preparing recommendations for appointment to the Graduate Council.

Members of the CONHS P&T Committee may consult with CONHS members of the Graduate Council, the Associate Dean for the College of Graduate Studies, and the CONHS Dean as needed to ensure the intent of the University rule is implemented in the CONHS.

**I. Faculty Class Schedule and Office Hours**

Faculty members are expected to establish structures within their courses that promote timely interactions with students. These structures should fit the course delivery format (traditional face-to-face, online, hybrid). Faculty availability to students should be delineated in the course syllabus. A template for documenting office hours is provided in this procedure.

Faculty Name \_\_\_\_\_ Office \_\_\_\_\_  
 Semester \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Number \_\_\_\_\_

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10 am					
11 am					
12 noon					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					
8 pm					

## **J. Faculty Annual Performance Review Procedure (2006, Revised 2013)**

### **Introduction**

Texas A&M System Rule 12.01.99.C1 *Evaluation and Promotion of Full-Time Faculty Members* stipulates that tenured and non-tenured full-time faculty must participate in a performance review annually. Section 1.2.1 of the rule delineates the minimal criteria that must be used in evaluating work performance. These criteria include academic preparation, experience, teaching, scholarship, service, and fulfillment of responsibilities associated with academic rank. The College of Nursing and Health Sciences Annual Performance Review Process incorporates peer evaluation, self-evaluation, and department chair appraisal to determine the extent to which a faculty member meet role expectations as outlined in academic rank responsibilities. The steps in the process are outlined in the following section.

### **Full-time Faculty Annual Performance Review Process**

- Faculty members are responsible for generating specific measurable goals and objectives to direct their work activities for a calendar year. Goals and Objectives will be recorded in the appropriate format as determined by members of the College faculty in *Digital Measures*. Annual Goals and Objectives shall be submitted by January 31 of the calendar year to the Associate Dean for the College and maintained as part of each faculty member's personnel record.
- Faculty shall evaluate the extent to which their goals and objectives were met at the end of the calendar year as specified in the Goals and Objectives record. The evaluation should include statements that provide evidence of goal achievement. The self-evaluation should be completed in *Digital Measures*. The Associate Dean should be notified when the evaluation is completed by each faculty member no later than January 31 of calendar year following the period covered in the evaluation.
- The Associate Dean of the College will notify Department Chairs that each faculty member has completed a self-evaluation in *Digital Measures*.
- The Department Chair will review assigned faculty member's self-evaluation, peer-evaluations and all other relevant evidence to appraise the extent to which the faculty member has meet role responsibilities associated with academic rank. The department chair will meet with each assigned faculty member to provide feedback related to work performance, to explore potential areas for professional development in succeeding semesters, and to identify potential barriers to professional development. Faculty members will have an opportunity to write comments on the performance evaluation completed by the department chairs. All performance evaluations will include the Department Chair's and faculty member's signatures to indicate the review was discussed and completed. The completed annual performance review will be retained in the faculty member's *Digital Measures* record.

#### Timeline for Annual Performance Review Process

January 31, 20XX	February-March	April 20, 20xx
<ul style="list-style-type: none"> <li>• Self-Evaluation of proceeding calendar year to Associate Dean</li> <li>• Goals and Objectives for current calendar year to Associate Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Department Chair review of Faculty Self-Evaluation and other relevant evidence of performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty Annual Performance Evaluations reviews with faculty completed.</li> <li>• Signed evaluations submitted by department chairs to Dean</li> </ul>

### **Part-Time Faculty Annual Performance Review**

All part-time members of the College faculty will complete an annual performance review using the same process described for full-time faculty. Additionally, each part-time faculty member should obtain one peer performance evaluation annually.

### **Adjunct Faculty Annual Performance Review**

Department Chairs, after consulting with Program Coordinators will complete evaluations of adjunct faculty performance annually.

## **K. Peer Evaluation (2002)**

### **Introduction**

The purpose of the Faculty Peer Performance Evaluation is for faculty enrichment and enhancement skills. Additionally, the peer evaluation provides evidence of a faculty member's competence as a teacher. The evaluation can be submitted by the faculty member s part of the annual performance evaluation packet and Promotion or Tenure dossier.

### **Peer Evaluation Process**

Each faculty member selects peers to complete the performance evaluation. The evaluation is a mutually accepted confidential process between the faculty member and the peer evaluator.

Peers are defined as colleagues from any of the following areas:

- The same clinical specialty.
  - The same teaching team.
  - The same academic rank.

The peer evaluator should assess faculty performance on three areas:

1. Team membership
2. Classroom teaching, and
3. Clinical teaching

The Peer Evaluation should be based on relevant areas indicated on the Peer Performance Evaluation Tool. Some areas may not be appropriate for a particular setting and should be noted on the Tool. The evaluator should arrange to be present in the classroom, course shell, and or

clinical area (if appropriate) for a sufficient length of time to gather data for the evaluation. If desired, a pre-evaluation conference with the peer evaluator may be arranged, especially if the faculty member wishes to be evaluated on any additional behaviors that are not included in the Peer Performance Evaluation Tool. A post evaluation conference between the faculty member being evaluated and the peer evaluator should be arranged, preferably as soon as possible after the evaluator completes the assessment in order for maximum communication and sharing to take place. The peer evaluator provides a copy of the evaluation to the faculty member. The faculty member will submit the evaluation with evidence to support the annual self-evaluation.

**Peer Performance Evaluation Tool**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Evaluation Based On: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Behavior	Strength	Challenge	Not Applicable	Comment
A. Team Membership				
1. Collaborate with peers.				
2. Support peers.				
3. Communicate effectively with peers.				
4. Respect peers as individuals.				
5. Contribute productively as a course member				
6. Facilitate achievement of course goals.				
7. Support course team decision.				
8. Provide mentorship to new team members.				
B. Classroom Teaching				
9. Relate learning content to course objectives and student outcomes				
10. Articulate in-depth knowledge of didactic content.				
11. Facilitates students' critical thinking in discussion and application of didactic content.				
12. Promote cooperative student learning according to student level.				
13. Utilize effective teaching strategies to meet course objectives.				
C. Clinical Teaching				
14. Reinforce designed clinical behaviors according to student level.				
15. Provide constructive criticism of student behavior to promote professional functioning.				
16. Guide student to actively use critical thinking for problem solving and decision making.				
17. Facilitate student participation in group learning activities.				
18. Relate theoretical concepts to clinical practicum.				
19. Provide positive role modeling to students, staff and agency.				
20. Demonstrate collaborative practice functions with other health care professionals.				
21. Cultivate contacts within a community to identify potential clinical sites.				
22. Demonstrate professionalism through adherence to legal and ethical practice standards.				



## **L. Tenure Procedure (2008, Revised 2012)**

### **Overview**

Tenure as defined in 12.01.99.C2 of the University Rules and in Section 2.2.2 of the Texas A&M University-Corpus Christi Faculty Handbook is the entitlement of a faculty member to continue in an appointed faculty position unless dismissed for good cause. University standards for tenure are delineated in both the University Rules and TAMUCC Faculty Handbook. These standards are embedded in the College of Nursing and Health Sciences tenure standards outlined in this document.

### **Consideration for Tenure**

TAMUCC rules stipulate that the tenure probationary period for a tenure track faculty member will not exceed seven years of full-time service at Texas A&M University-Corpus Christi. Up to three years of service at other institutions may be considered as part of the probationary period if agreed to in writing at the time of the faculty member's initial tenure track appointment. The initial TAMUCC appointment letter from the Provost will document that pre-TAMUCC service time is approved for a new tenure-track faculty member's probationary period. Years of credit will be stated in terms that allow the faculty member to choose whether to use the years of credit approved at the initial appointment period. Normally each faculty's tenure review will occur during the sixth year of TAMUCC service in a tenure track position.

The CONHS Dean will notify tenure review candidates that they are eligible for to begin the review process no later than March 31<sup>st</sup> of the academic year prior to the academic year in which their review would be conducted. Once the Dean has indicated that a faculty member can be included on the CONHS List of Candidates for Tenure, the faculty member will notify the Dean in a formal letter that s/he plans to undergo the review. The letter should be typed and addressed to the Dean. Email and faxed documents will not be accepted.

The tenure review process will begin in the fall semester following the Dean's notification of and the candidate's confirmation that the candidate has completed the probationary period time requirements and holds the appropriate rank for a tenure position. Before the review process begins, the candidate should prepare written documentation describing his or her performance over the probationary period and accomplishments. Criteria considered for promotion relating to teaching, scholarship, and service are also the standards used in tenure evaluations.

Supporting documentation as specified in Documentation Guidelines of the College of Nursing and Health Sciences Tenure Policy must be submitted to the Dean's office by the close of business of the first Monday after Labor Day in the tenure review year. The CONHS Promotion and Tenure Committee will use the portfolio of evidence to assess the extent to which the candidate has demonstrated behaviors consistent with the academic ranks of assistant, associate, or professor while employed at TAMUCC. Documentation must follow the guidelines as set forth in Documentation Guidelines of this process.

## **Alternate Tenure Periods**

Faculty may apply for tenure before completing the sixth year in rare instances. In these cases the review process will be considered an early review. Faculty allowed to participate in an early review process must demonstrate exceptional teaching and scholarship over the first five years of the TAMUCC tenure-track employment period. A faculty member may withdraw a request for early review before submitting required materials to the Provost's office for the University Promotion and Tenure Committee review. The tenure review will then be conducted in the mandatory sixth year. Faculty who were granted years of credit for service at other educational institutions or for non-tenure-track service are not eligible to apply for early tenure.

Faculty new to the TAMUCC CONHS may be appointed to a position with tenure upon recommendation to the Provost by the CONHS Dean. The Dean must submit the recommendation in writing after consultation with the appropriate department chair and faculty. These requests for tenure upon initial appointment must be approved by the TAMUCC president and the TAMUS Board of Regents.

Pursuant to University Rule 12.01.99.C4, the tenure probationary period may be extended under special conditions. A faculty member must submit a request for extension in writing to the appropriate department chair who will then forward the request to the CONHS Dean. The request must include a detailed description of the circumstances supporting the request and relevant supporting documentation. A faculty member must submit a written request for "extension of the tenure probationary period" to his/her department head. The request should state in detail the extraordinary circumstances supporting the request and include all relevant documentation. If approved, the department chair will forward the request to the Dean for approval and on to the Provost for final approval. Any request for extension must be submitted sufficiently in advance of the deadline for submitting a request for tenure review.

## **Promotion and Tenure Committee Membership**

The TAMUCC Tenure process stipulates that two units within each college will be assigned the responsibility to assess the qualifications for tenure of eligible faculty members within the college. The first committee will be a department level committee and the second review will be conducted by a college level committee made up of elected tenured representatives of each of the college departments. The rule allows for departments to be integrated into a single Tenure Review unit when the units are explicitly described in the college policy. The current unit structure in the CONHS supports a single tenure review committee. Because the tenure-track/tenured faculty are members of the Graduate Nursing Department in the College of Nursing and Health Sciences a department level review committee (Graduate Nursing Department Promotion) and a college level review committee would consist of the same members. Therefore the College of Nursing and Health Sciences Promotion and Tenure Committee (P&T Committee) will constitute the Tenure Review Unit for the College of Nursing and Health Sciences.

All tenured members of the Graduate Nursing Department faculty are eligible for membership on the CONHS P&T Committee. This committee will consist of a minimum of three members. An

additional tenured faculty member from another department may be nominated by the Graduate Nursing Department faculty members to sit as a voting member on the CONHS Promotion and Tenure Committee if there are less than 3 qualified tenured CONHS faculty to constitute the CONHS P&T Committee at any review period. This additional member must be appointed to the committee by the CONHS Dean. The CONHS P&T Committee shall act as an ad hoc Promotion and Tenure committee for the tenure review when the Committee includes a tenured member of a department other than a CONHS department.

A previously tenured CONHS emeritus faculty member may be nominated by committee members to serve on the CONHS Promotion and Tenure Committee. The Dean may then make the appointment to the committee.

### **CONHS Tenure Review Process**

Each tenure-track faculty member will be evaluated annually by the department chair to discuss accomplishments, areas for improvement, and expectations for continued performance that contribute to the faculty member's progress toward tenure. These evaluations will provide the faculty member information to guide future efforts to meet tenure requirements. The tenure-track faculty member will also meet with the Provost or designee during the first-year performance, pre/mid tenure, and tenure reviews.

The tenure review process will be initiated no later than the sixth year of the tenure probationary period a CONHS faculty member holding a tenure-track position. The CONHS Dean will initiate the tenure review process. At this time the Dean shall notify the tenure candidate of his or her status for tenure and the deadline for submitting documentation for the tenure review. The candidate will acknowledge plans to participate in the review process in a formal written letter addressed to the CONHS Dean. This letter should be submitted no later than 10 days after the Dean's notification. The Dean will meet with all tenure candidates to review the tenure timeline, process, and documentation requirements. Each of these activities shall be completed no later than March 31 of the spring semester prior to a qualified candidate's tenure review year.

Each tenure candidate shall prepare a portfolio that consists of evidence that he or she has fulfilled responsibilities of TAMUCC and CONHS tenure and tenure-track faculty. The responsibilities are outlined in the Documentation For Tenure Review Guidelines included in this document. The portfolio shall be submitted to the Graduate Nursing Department Chair no later than close of business on the first Monday after Labor Day of the fall semester in the tenure review year. Additional documents cannot be added to a candidate's portfolio once it is submitted to the Department Chair.

The Dean will convene a meeting of the CONHS Promotion and Tenure Committee (P&T Committee) and Department Chair to review the TAMUCC and CONHS tenure policies. The meeting shall occur no later than the last business day in the 2<sup>nd</sup> week in September. This Committee shall elect a chair at this first meeting. The Dean, associate deans, and department chairs will not be present in subsequent CONHS P&T Committee meetings. The Committee Chair shall convene additional meetings until all tenure candidates have been reviewed. The final meeting shall be held within five working days of written notice by the Chair and shall

occur no later than October 15<sup>th</sup>. P&T Committee recommendations for granting or denying tenure to candidates will be determined at this last meeting through a simple majority vote. A tie vote is insufficient to recommend tenure. Recommendations must be based on written measures and discussions among committee members. The P&T Committee Chair will provide the Graduate Nursing Department Chair the results of the review no later than October 15<sup>th</sup>. The results must be documented in a written statement signed by all members of the CONHS P&T Committee.

After reviewing the CONHS P&T Committee recommendations, the Graduate Nursing Department Chair will develop in writing a recommendation to grant or deny a candidate tenure. The Department Chair may consult with the P&T Committee and candidate before making recommendations. The recommendation shall be presented to the candidate in a meeting during which the Chair will review both the P&T Committee and Chair's recommendations. The meeting shall occur no later than the first working day in November.

The tenure candidate shall prepare and submit a response to the CONHS P&T Committee and Department Chair's recommendations indicating his or her agreement with the recommendations. This response should be no more than 2 pages in length and shall be submitted to the Department Chair no later than 2 business days after their meeting. The CONHS P&T Committee's, Department Chair's, and the candidate's letters will be included in the candidate's tenure portfolio. The portfolio will be submitted to the Dean for review no later than the first working day in November.

The CONHS Dean will meet with the candidate no later than November 15<sup>th</sup> to discuss the Dean's tenure recommendation. During this meeting the Dean will provide the candidate an opportunity to read the Dean's recommendation letter and share the results of the other levels of review completed in the CONHS. The Dean will share the numerical results of the CONHS P&T Committee votes upon the tenure candidate's request. The Dean's letter will be added to the candidate's portfolio and forwarded to the Office of Academic Affairs for further review. The University review process is delineated in Section 8 of TAMUCC Rule 12.01.99.C2 The portfolio must be submitted to the Provost no later than December 1<sup>st</sup>.

### **Additional Tenure Review Procedure Options**

A candidate may implement University Rule 12.01.99.C3 Faculty Dismissals, Administrative Leave, Non-Reappointments, and Terminal Appointments in instances when tenure is denied. The CONHS Tenure process does not include additional actions to execute when tenure is denied as a result of the CONHS reviews.

A candidate may withdraw from the tenure review process any time during the CONHS review. However, the review cannot be terminated once the portfolio and recommendations have been submitted to the Provost for review by the University Promotion and Tenure Committee. The request to withdraw must be submitted in writing to the CONHS Dean. The withdrawal request cannot be rescinded once submitted. The CONHS will offer the faculty member a one year contract for employment following the semester in which the withdrawal request is submitted.

The contract will not be renewed at the end of the one year period.

### *Tenure Review Procedure Timeline*

No later than March 31 <sup>st</sup> of academic year prior to tenure review year	CONHS Dean notifies tenure candidates they are eligible for tenure review in the next academic period
Within 10 days of Dean's confirmation	Candidate submits a letter to the CONHS Dean indicating plans to participate in the review
First Monday after Labor Day	Candidate submits portfolio to Graduate Nursing Department Chair
Last business day in 2 <sup>nd</sup> week of September	CONHS Dean convenes P&T committee to review policies. P&T Committee elects a Chair
No later than October 15th	CONHS P&T Committee makes recommendations for tenure and submits written summary of recommendations to Graduate Nursing Department Chair
No later than first working day of November	Graduate Nursing Department Chair meets with e candidate and prepares written recommendation to grant or deny tenure for each candidate. Written recommendation shall be submitted to CONHS Dean by this date.
No later than November 15 <sup>th</sup>	CONHS Dean meets with candidate after reviewing Graduate Nursing Department Chair's and P&T Committee's recommendations and candidate's portfolio
No later than December 1 <sup>st</sup> :	CONHS Dean submits written recommendations to approve or deny tenure for each candidate to the TAMUCC Provost.

### **Pre-Tenure Review**

Pre-tenure review is an evaluation process to assess a faculty member's progression to tenure and is completed as a component of a tenure-track member's annual faculty performance evaluation. . The CONHS adopted a pre-tenure review to provide timely feedback on a faculty member's progression through the tenure process. Generally this review will occur three years prior to eligibility for tenure review. This time period may be less than 3 years when credit for teaching is awarded as a condition of employment at TAMUCC. The primary outcomes of this review are recommendations for improvement or directed efforts provided to the faculty member by the CONHS P&T Committee, Graduate Nursing Department Chair, CONHS Dean, and TAMUCC Provost or Provost's designee.

The CONHS Dean shall notify all CONHS tenure-track faculty members subject to pre-tenure review no later than the March 31<sup>st</sup> of the spring semester before the academic year in which the

pre-tenure review should occur. Each faculty member will create a portfolio containing evidence of excellence in teaching, scholarly achievement, and service that demonstrates his or her potential for tenure. The portfolio will be submitted to the Graduate Nursing Department Chair no later than the first Monday after Labor Day in the pre-tenure review year. The Chair will make it available to members of the CONHS Promotion and Tenure Committee within 24 hours after receipt of the portfolio.

The CONHS P&T Committee shall review the faculty member's portfolio to identify strengths and opportunities for development in the CONHS tenure-track role. Findings from the CONHS P&T Committee's developmental review will be submitted to the Graduate Nursing Department Chair no later than the last business day in the 2<sup>nd</sup> week of November. The Graduate Nursing Department Chair will prepare a summary of the P&T Committee's recommendations and meet with the faculty member to discuss the P&T Committee recommendations during the first week of the spring semester... The written recommendations will be given to the candidate and submitted to the CONHS Dean at this time.

The CONHS Dean shall review the feedback from the P&T Committee and Graduate Nursing Department Chair and prepare a written evaluation. A copy of the written evaluation will be given to the faculty under review during the Dean's meeting with the faculty member. The CONHS will meet with the faculty member no later than the last working day in February

The CONHS Dean will forward the Dean's and the Graduate Nursing Department Chair's evaluations to the Office of Academic Affairs by March 15<sup>th</sup>. The provost, or designee, will review the evaluations and recommendation and prepare a written evaluation. The provost, or designee, will then meet with the tenure-track faculty member to discuss the mid-tenure review. The provost, or designee, may review the Pre-Tenure Evaluation Forms upon request. The faculty member will receive a copy of the provost's, or designee's, written comments and recommendations.

As required by System Policy 12.02, [Institutional Procedures for Implementing Tenure, Section.] the faculty member's contract will not be renewed following the pre-tenure review when the evaluations indicate that the tenure-track faculty members is not progressing adequately towards the requirements for tenure.

*Pre-Tenure Review Timeline*

March 31 <sup>st</sup> of academic year prior to pre-tenure review year	CONHS Dean notifies all faculty subject to pre-tenure review in coming academic period
First Monday after Labor Day in pre-tenure review year	Faculty under review submits portfolio to Graduate Nursing Department Chair
Within 24 hours of receiving a pre-tenure review faculty portfolio	Graduate Nursing Department Chair makes faculty portfolios available to CONHS P&T Committee
As scheduled	CONHS P&T Committee meets to discuss evidence of faculty achievements and progression through tenure responsibilities
Last business day of week 2 in November	CONHS Promotion and Tenure Committee prepares Developmental Review and submits to Graduate Nursing Department Chair
First week in January	Graduate Nursing Department Chair meets with faculty under pre-tenure review to discuss Department Chair recommendations and share CONHS P&T Committee's Developmental Review
Within 24 hours of meeting with faculty member	Graduate Nursing Department Chair sends faculty portfolio, CONHS P&T Committee Developmental Review, and Department Chair recommendations to CONHS Dean.
No Later than last working day in February	CONHS Dean meets with faculty member after completing reviews of all pre-tenure review documents and preparing written evaluation of faculty performance during pre-tenure review period.
No later than March 15	CONHS Dean submits the Dean's and Graduate Nursing Department Chair's evaluation to the Provost.

## **Evaluation Criteria**

To be awarded tenure, faculty must demonstrate achievement in the areas of teaching, scholarship, and service. As directed in *University Statement 12.01.99.C1.04: Descriptions of Teaching, Scholarship and Service*, each college is responsible for delineating the standards for achievement as a condition of tenure. The standards set by the CONHS are consistent with the general descriptions in *University Statement 12.01.99.C1.04* and as described by the American Association of Colleges of Nursing. The American Association of Colleges of Nursing created a framework for organizing the work of nurses in academic roles in its *Framework for Defining Scholarship*.

## **Definition of Scholarship in Nursing**

Scholarship in nursing can be defined as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated and 5) can be peer-reviewed through various methods. Consistent with Texas A&M University-Corpus Christi's understanding of scholarship, the CONHS uses Boyer's Model of Scholarship (1990) as the framework for evaluating a faculty member's potential performance as a tenured member of the TAMUCC and CONHS faculty.

The Scholarship of Discovery is inquiry that produces the disciplinary and professional knowledge that is at the very heart of academic pursuits (Boyer, 1990). Within nursing, the scholarship of discovery reflects the unique perspective of nursing that "takes an expanded view of health promotion, restoration, and rehabilitation, as well as a commitment to caring and comfort (AACN, 1998, p.1). The scholarship of discovery takes the form of primary empirical research, historical research, theory development and testing, methodological studies, and philosophical inquiry and analysis.

The Scholarship of Practice (Application) has emerged in nursing as a critical component in the maintenance of clinical competency of faculty in a university setting and the advancement of clinical knowledge in the discipline (Norbeck & Taylor, 1998; Rudy et al., 1995; and Wright, 1993). Practice scholarship encompasses all aspects of the delivery of nursing service where evidence of direct impact in solving health care problems or in defining the health problems of a community is presented. Competence in practice is the method by which knowledge in the profession is both advanced and applied. Practice roles for faculty in health care delivery systems may include direct caregiver, educator, consultant, and administrator (Brown, et al., 1995; Norbeck & Taylor, 1998; Wright, 1993)

The Scholarship of Integration refers to writing and the products that use concepts and original works from nursing and other disciplines in creating new patterns, placing knowledge in a larger context, or illuminating the data in a more meaningful way. The scholarship of integration emphasizes the interconnection of idea, and brings new insight to bear on original concepts and research.



The Scholarship of Teaching is inquiry that produces knowledge to support the transfer of the science and art of nursing from the expert to the novice, building bridges between the teacher's understanding and the student's learning (Boyer 1990). Within nursing, the scholarship of teaching increases the effectiveness of the transfer of discipline-specific knowledge, and adds to deeper understanding of both the discipline and pedagogy. The scholarship of teaching is conducted through application of knowledge of the discipline or specialty are in the teaching-learning process, the development of innovative teaching and evaluation methods, program development, learning outcome evaluation, and professional role modeling. The College of Nursing and Health Sciences of TAMUCC considers the Scholarship of Teaching integral part of the teaching criteria.

### **Standards of Achievement: Associate Professor**

#### Teaching

*Demonstrates and continues to develop knowledge necessary for excellent teaching*

- Recognized as expert in own specialty area
- Serves as a resource within area of expertise for faculty and local health systems
- Integrates one's own scholarly and research activities into course content and clinical teaching
- Shows evidence of continued development of own area of expertise (CE, Credentialing)

*Provides expertise in the assessment, planning, implementation and evaluation of the curriculum*

- Provides expertise in the assessment of trends relevant to curriculum
- Participates in regional or national committees related to curriculum development/testing, certification, exams, etc.
- Collaborates with other faculty to design instruction
- Develops new courses or teaching strategies
- Uses instructional strategies that reflect depth and breadth of knowledge in diverse content areas
- As appropriate teaches graduate and undergraduate students with positive student and peer evaluations
- Demonstrates effective, novel and innovative use of technology
- Creates a learning environment that stimulates student interaction in the learning process.
- Provides feedback to students and peers in a timely manner
- Incorporates multiple evaluation strategies that promote achievement of course outcomes.
- Encourages student utilization of research findings in didactic and clinical instruction.
- Actively supports legislative and or policy formation activities essential to education
- Serves on dissertation committee(s)
- Participates in designing and conducting program-wide evaluations
- Assists other faculty in developing methods for curriculum and instructional evaluations
- Uses the findings of evaluation to make recommendations for course and curriculum change to ensure course outcomes promote the program goals.
- Engages in thoughtful annual self-evaluation
- Participates in peer evaluation of innovations in teaching

- Provides student advising related to course and career issues
- Advocates legislative and or policy formation activities essential to education
- Serves as a mentor to students

*Provides knowledge to support the transfer of the science and art of nursing*

- Disseminates findings of research related to teaching methodology or learning outcomes, case students related to teaching-learning, learning theory development, and development of testing of educational models or theories in peer-reviewed publications or presentations.
- Engages in design and implementation, and evaluation of programs that support teaching and learning through sponsored program awards.
- Develops and implements outcomes assessment programs
- Serves a role model for professional and ethical standards
- Plans and implements activities that inform/educate the community

### Research/Scholarly Activities

*Demonstrates skills in the design, implementation, and dissemination of principles that promote effective nursing care through primary empirical research, historical research, theory development and testing, methodological studies, and philosophical inquiry and analysis*

- Expands program of research
- Disseminates results of research activities in refereed publications or presentations
- Disseminates findings of own research and/or other scholarly activities
- Demonstrates success in obtaining funding for scholarship efforts
- Serves as mentor for colleagues and student's research or scholarly activities
- Recognized as expert through positive peer evaluations of body of work
- Receives positive peer evaluations of professional accomplishments during pre-tenure period

*Demonstrates sustained expertise in specialty area of practice as direct caregiver, educator, consultant, and administrator.*

- Disseminates findings of research, case studies, technical applications or other practice issues in peer reviewed publications or presentations.
- Supports the expert practice of nursing through sponsored awards
- Expands depth and breadth of expertise as demonstrated through professional certifications, degrees, and other specialty credentials
- Participates in policy development related to improved practice environments
- Recognized by peers as expert in specialty area of practice Prepares accreditation or other comprehensive program reports
- Disseminates outcomes of interdisciplinary programs or service projects through appropriate technical reports or public presentations.

*Demonstrates skills in the integration of concepts and principles from the discipline of nursing and other relevant disciplines that result in the development of new models for understanding the delivery of nursing care in the broad context of healthcare services.*

- Supports scholarly activities aimed at integrating theoretical models to enhance the understanding of nursing through the support of interdisciplinary grant awards

- Participates in development of policy papers designed to influence organizations or governments
- Disseminates findings from interdisciplinary programs or service projects through appropriate methods such as technical reports and scientific presentations.
- Disseminates research, policy analysis, case studies, and integrative reviews of the literature and others in peer-reviewed publications.

### Service

*Contributes to the success of the CONHS and University, and nursing profession through activities that demonstrate commitment to respective values beyond the success of students in the classroom or the generation of knowledge.*

#### *College and Department*

- Holds leadership positions in CONHS committees and task forces
- Actively participates in the recruitment, selection and mentoring of qualified faculty.
- Represents faculty at student functions; faculty advisor for student organizations
- Advises students as assigned
- Completes semi-administrative or administrative responsibilities as assigned in a timely manner

#### *University*

- Participates in University committees or task forces as appointed.
- Fulfills leadership responsibilities when elected or appointed leader of groups or committees at the University level.

#### *Community*

- Provides leadership on Community-based health care organization boards or task forces
- Serves as a leader in planning and implementing activities that improve standards of care
- Plans and implements activities that inform/educate the community
- Recognized as a consultant in area of specialty within the community
- Participates in Community-based health care organization boards

#### *Profession*

- Participates in professional organizations through committee or board appointments
- Serves as a consultant in area of specialty concentration at the state or regional level.
- Serves as a leader in professional organizations
- Participates in regional political/policy activities to improve patient outcomes within specialty area of practice
- Serves as a reviewer or editor of a scholarly journal
- Provides leadership to students and junior faculty that promotes professional involvement outside the instructional setting.

### **Standards of Achievement: Professor**

Faculty members under review for tenure with anticipated promotion to the rank of professor must demonstrate behaviors delineated as Evaluation Criteria for Associate Professor as well as the criteria listed below for Professor.

## Teaching

*Demonstrates and continues to develop knowledge necessary for excellent teaching*

- Recognized nationally/internationally as expert in own specialty area
- Serves as a consultant within area of expertise nationally/internationally
- Integrates one's own scholarly and research activities into course content

*Provides expertise in the assessment, planning, implementation and evaluation of the curriculum*

- Leads faculty in the assessment of trends relevant to curriculum
- Undertakes leadership roles for national committees related to curriculum development/testing, certification, exams, etc.
- Develops new courses and/or programs such as applications for training grants and other extramural funding opportunities
- Provides leadership in the innovative use of technology
- Uses creative instructional strategies that reflect an excellent command of the content and future directions of nursing and health care.
- Provides a learning environment that motivates students to exceed course expectations.
- Utilizes evaluation strategies that maximize demonstration of individual student capabilities
- Encourages student utilization of research findings, as well as incorporate evidence-based activities that promote the profession in instructional activities.
- Works with graduate students to develop research/training or service grant proposals
- Provides leadership in legislative and or policy formation activities essential to education
- Serves as Chair of dissertation committee(s) or Chair of doctoral projects
- Designs and conducts program-wide evaluations
- Provides leadership in modifying educational programs
- Develops methods for curriculum and instructional evaluation
- Serves as an expert resource to students related to career issues.
- Demonstrates a record of having developed and/or applied innovative approaches to education.
- Serves as a mentor to students and junior level faculty within the School, the University and the nation

*Engages in inquiry essential to the transfer of the science and art of nursing*

- Disseminates findings of research related to teaching methodology or learning outcomes, case students related to teaching-learning, learning theory development, and development of testing of educational models or theories in peer-reviewed publications or presentations.
- Designs, implements, and evaluates programs that support teaching and learning through integrated and funded projects
- Recognized at the state, regional, national, or international level as a master teacher
- Publishes textbooks or other learning aids
- Designs outcome studies or evaluation/assessment programs

## Research/Scholarly Activities

*Has a well-developed program of research that has advanced the understanding of nursing practice and the delivery of healthcare services.* Disseminates research, theory or philosophical essays in peer reviewed publications, including abstract proceeding or presentations

- Disseminates findings of own research and/or other scholarly activities
- Demonstrates success in obtaining grants or extramural funding for scholarship efforts
- Receives awards and citations for work from within and outside the College and University
- Receives invitations to present papers at the national and international level
- Sustains an established program of research
- Fosters the research of other groups/individuals in the College
- Recognized by external evaluators for the importance and contribution of published research and its impact.
- Develops body of interdisciplinary research and publications

*Demonstrates expertise in specialty area of practice as direct caregiver, educator, consultant and administrator*

- Engages in and may lead the evaluation of efficacy of various treatment therapies/modalities
- Engages in and may lead the Evaluation of clinical or system outcomes
- Engages in and may lead the Evaluation of health care quality
- Develops and disseminates f peer-accepted clinical or practice guidelines
- Recognized at the state, regional, national or international level as a master practitioner
- Prepares consultation reports
- Disseminates findings of research, case studies, technical applications or other practice issues in peer reviewed publications or presentations.
- Receives grant awards in support of practice
- Maintains evidence of expertise through professional certifications, degrees, and other specialty credentials
- Prepares accreditation or other comprehensive program reports

*Leads the integration of concepts and principles of nursing practice with principles that guide the work of other relevant disciplines to advance the practice of nursing and healthcare delivery.*

- Establishes a body of work through the f authorship of articles/chapter/books that integrate knowledge in the nursing field or that assess overall value of discoveries in relationship to areas of basic or applied research and/or current advanced practice (Systematic reviews, meta-analysis, evidenced-based nursing practice)
- Produces materials that generate copyrights, licenses, patents or products for sale
- Recognized by peers for contributions to integrative scholarship
- Disseminates results of scholarly inquiries through peer-review processes

## Service

*Contributes to the success of the CONHS, University, and nursing profession through activities that demonstrate a commitment to respective values beyond the success of students in the classroom or the generation of knowledge.*

### *College and Department*

- Completes semi-administrative or administrative responsibilities as assigned in a timely manner
- Assumes responsibility in academic decision making affecting the mission of the CONHS
- Actively participates in the recruitment, selection and mentoring of qualified faculty.
- Represents CONHS within the University, region, and nation

### *University*

- Fulfills leadership responsibilities (Chair) when elected or appointed leader of groups or committees at the University level.

### *Community*

- Provides leadership on Community-based health care organization boards or task forces
- Serves as a leader in planning and implementing activities that improve standards of care
- Recognized as a consultant in area of specialty within the community

### *Profession*

- Participates in professional organizations through committee or board appointments at the national or international level
- Serves as a consultant in area of specialty concentration at the national or international level.
- Serves as a leader in professional organizations
- Participates in National political/policy activities to improve patient outcomes within specialty area of practice
- Serves as a reviewer or editor of a scholarly journal
- Consulting regarding curricular, professional or scientific activities
- Provides leadership to students and junior faculty that promotes professional involvement outside the instructional setting.

## **M. Promotion Procedure (2009)**

The College of Nursing and Health Sciences Promotion Procedure is outdated and is currently under revision. The Promotion and Tenure Committee is adapting the existing policy to comply with the University procedure: *12.01.99.C1.05 Promotion of Tenured Faculty Members* ([http://academicaffairs.tamucc.edu/Rules\\_Procedures/PDF/12.01.99.C1.05%20Promotion%20of%20Tenured%20Faculty%20Members.pdf](http://academicaffairs.tamucc.edu/Rules_Procedures/PDF/12.01.99.C1.05%20Promotion%20of%20Tenured%20Faculty%20Members.pdf)).

## **N. College of Nursing and Health Sciences Faculty Practice Plan (1999, 2005, 2015)**

The purpose of this procedure is to delineate the options available to faculty who engage in professional practice as a component of their role responsibilities. The intention of the Faculty

Practice Plan is to support faculty efforts directed at maintaining clinical expertise required for advanced certification.

### **Assumptions**

1. The mission of the University and the College of Nursing and Health Sciences, and the community includes teaching, research, patient care and service. The mission of health care agencies is to provide quality health care to the individual, respecting the dignity and values of the individual, and responding to emerging community needs now and in the future. Practice scholarship is critical for maintaining individual and collective clinical competency of faculty. It is required to maintain advanced practice certification. (Norbeck & Taylor, 1998; Rudy et al., 1995; & Wright, 1993). "Competence in practice is the method by which knowledge in the profession is both advanced and applied" (Position statement: *Defining scholarship for the practice of nursing*. [1999]. American Association of Colleges of Nursing, p.5).
2. For Advanced Practice Faculty, (APRN), faculty practice is mandated by the Texas State Board of Nursing, Credentialing, and Accrediting Bodies.
3. Faculty practice:
  - a. Enhances the knowledge base in specialty areas.
  - b. Enhances clinical expertise.
  - c. Augments areas and sites for research.
  - d. Develops preceptor sites and establishes collaboration with community agencies.
  - e. Allows faculty to directly model the Advanced Practice Role.
  - f. Provides a system of remuneration for faculty expertise.

### **Faculty Practice Plan Contract Partnership**

The Faculty Practice Plan Contract Partnership establishes a contractual partnership between the University, College and the agency where the faculty member practices. This contractual arrangement establishes a reimbursement structure whereby the employer reimburses the College for the faculty member's services. The faculty member, in turn, receives workload credit equivalent to the hours of practice covered by the reimbursement plan.

#### ***Definition of Terms.***

1. **Definition of Faculty Practice:** Faculty practice is the direct/indirect delivery of health care by a faculty member as clinician, educator, researcher, consultant, or administrator for compensation.
2. **Reassignment Time:** The University/College workload credit proportionate to the contract service commitment at the rate of one day of clinical practice equals 0.25 of normal workload.

3. **Membership:** All full-time faculty members are eligible for faculty practice.
4. **Application Process:** Contracts for services are negotiated between the employing agency and the individual faculty member. The contract will be consistent with all legal and mission obligations of the College of Nursing and Health Sciences and Texas A&M University-Corpus Christi. All contracts must be in process through the University, and signed by the Dean before faculty practice is initiated.
5. **Workload Credit:** The University provides workload credit proportionate to the contract service commitment at the rate of one day of clinical practice equals 0.25 of normal workload.
6. **Remuneration:** Cost of replacement for the faculty is at the University's prevailing rate.
7. **Distribution of Funds:** Compensation in excess of cost of replacement will be distributed as follows:
  - 90% to the individual faculty member's account.
  - 10% to the Dean's discretionary account.

Faculty members who practice through the Faculty Practice Plan contract agreement must apply to the Dean before completing negotiations for employment with the employing agency. Upon the Dean's approval, the faculty member will initiate the contract process between the employing agency and the College. The Dean will facilitate the University contract process once a contract is prepared by the employing agency.

The faculty member must negotiate workload reassignment for practice with the Department Chair after receiving approval to practice through the contracted arrangement from the Dean. The Department Chair will work with the faculty member to design a work assignment that supports practice. The faculty member is responsible for fulfilling College responsibilities associated with the work assignment.

In the contract plan, reimbursement for faculty practice will be paid directly to the University. The funds will be dispersed as follows:

*Process for the College of Nursing and Health Sciences Faculty Practice Fund*

1. All funds will be budgeted and expended in accordance with the rules, regulations and guidelines of Texas A&M University-Corpus Christi.
2. Remuneration for the faculty's practice is remitted to a special account in the College of Nursing and Health Sciences, designated with the faculty member's name.



3. Faculty remuneration in excess of cost of replacement for faculty is distributed as follows:
  - a. 10% for the Dean's Discretionary Fund.
  - b. 90% for Faculty support.
    - Malpractice insurance.
    - Professional organization dues.
    - Clinical support items not usually supported, i.e. clip art, computer software, videos, computer hardware, etc.
    - Support services.
    - Graduate Assistant support/work-study student.
    - Consultation.
    - Professional development.
    - Other at the discretion of the Dean.
4. All funds in the participating faculty member's account remain with the University upon resignation or separation of the faculty member from University employment.

### **Faculty Practice Plan Professional Employment Option**

The Faculty Practice Plan Professional Employment option allows faculty to practice through University Rule 31.05.01.C1 *Faculty Consulting, External Professional Employment, and Conflicts of Interest* ([http://academicaffairs.tamucc.edu/Rules\\_Procedures/PDF/310501C1.pdf](http://academicaffairs.tamucc.edu/Rules_Procedures/PDF/310501C1.pdf)). Faculty must receive approval from the Department Chair, Dean, Provost, and President to engage in external professional employment for reimbursement. The faculty member will be reimbursed directly by the employing agency in this Practice Plan option. No workload credit will be assigned for practice in this option.

Faculty members who practice through the External Professional Employment Faculty Practice Plan must submit the External Employment Application and Approval Form (<http://assets.system.tamus.edu/files/hr/forms/202A.pdf>) before completing negotiations for employment with the employing agency. While the application is reviewed by all relevant parties, the faculty member must notify the Department Chair of the intention to engage in external employment during an academic term. The Department Chair will not give workload credit for practice but may work with faculty members to facilitate efficient course delivery processes. The faculty member is responsible for fulfilling College responsibilities associated with the work assignment.

The College of Nursing and Health Sciences Practice Plan supports faculty contributions to the work of the University, College, and Department through the scholarship of practice. Faculty and College responsibilities are consistent with:

- University Rule 31.05.01.C1 *Faculty Consulting, External Professional Employment, and Conflicts of Interest*
- University Rule 31.05.02.C1.01 *External Employment*

## O. Nursing Peer Review

### Overview

Peer review provides the opportunity for assessment and analysis by other registered nurses in a climate of collegial problem solving. The focus is on obtaining relevant data about the event, determining whether or not the event is reportable to the Texas Board of Nursing (TBON), ensuring due process, and making recommendations for corrective actions to the TBON. The policy for Peer Review for Reportable Incidents pertains to both faculty and students who are licensed as registered nurses. Peer review of registered nurses is governed by Article 4525b of the Nurse Practice Act.

### Definitions

**Reportable Conduct.** In accordance with Article 4525a, Section 1, Nurse Practice Act, "reportable conduct" identifies the conduct that must be reported to the Texas Board of Nurse Examiners as any one of the following:

- Conduct that unnecessarily exposes, or is likely to expose, a patient/person to a risk of harm.
- Unprofessional conduct.
- Failure to care adequately for a patient.
- Failure to conform to minimum standards of acceptable professional nursing practice.
- Practice that is, or is likely to be, impaired by chemical dependency.
- Mental illness affecting practice would be reportable as falling under (a)-(d), depending on behaviors/conduct exhibited.

**Minor Incidents.** Conduct that otherwise is reportable may not be reportable if it is a minor incident and employer procedures are in place to ensure that the incident does not go undocumented. In accordance with Article 4525a, Section 6A, Nurse Practice Act, defines "minor incident" as conduct that does not indicate that the Nurse's continuing to practice professional nursing poses a risk of harm to a patient/client/person. The Texas BON Rule 217.19 further defines that which constitutes a minor incident as "conduct that does not indicate the Nurse's continuing to practice professional nursing poses a risk of harm to the client or other person." (For RNs, see TNA, The ABCs of Nursing Peer Review, Version 12/14/95, p. 19)

**Protection to RNs refusing to engage in reportable conduct.** Article 4525d, Nurse Practice Act, prohibits disciplining or discriminating against an RN who refuses to engage in what she/he believes is reportable conduct. It is designed to provide protection to the RN who refuses to engage in conduct that the RN believes would be reportable to the Texas Board of Nursing. RNs can be placed in situations in which they feel that they are being forced to choose between refusing to carry out an employer's order or to engage in conduct that the RN believes violates the Nurse Practice Act. The RN, at the time of refusing to engage in the conduct, must state that the reasons for the refusal are that the RN believes that it violates the Nurse Practice Act. The RN must be familiar with what is reportable conduct and assert that as the reason for refusing to engage in the conduct. (See TNA, The ABCs of Nursing Peer Review, Version 12/14/95, Section 2, p. 19.)

## **Procedure**

1. The Peer Review Committee for Reportable Incidents (hereafter referred to as The Committee) is chaired by a member of the Faculty Peer Review Committee and consists of a least three members.
2. Any person may initiate the Peer Review process to investigate complaints concerning the practice of any nurse contracted by Texas A&M University-Corpus Christi School of Nursing & Health Sciences by contacting the Dean of the College of Nursing & Health Sciences and submitting the proper form.
3. Upon receipt of the complaint, the Dean will notify the Chair of the Committee and appoint other committee members.
4. The Committee will meet within five working days and appoint an investigator.
5. The Committee will assign an RN, who may or may not be a faculty member, to investigate the complaint.
6. If the practice of the Nurse under peer review involves an affiliating agency, the Committee Chair will coordinate the respective agency's Peer Review Committee, according to Article 4525b of the Nurse Practice Act.
7. Permission to review the medical records will be obtained when necessary.
8. Due Process Procedure:
  - a. The nurse shall be notified within three calendar days of the decision date on which the incident is to be reviewed.
  - b. The notice shall be sent by certified mail with return receipt requested or personally delivered to the Nurse with receipt acknowledged in writing.
  - c. The Committee Chair or designee shall conduct an investigation to include reviewing relevant documents and interviewing witnesses.
  - d. The Nurse who is being reviewed shall be interviewed and given an opportunity to submit a written statement.
  - e. At least 15 calendar days before the date of The Committee meeting as determined by the original notice, the Nurse and the Nurse's attorney shall be given an opportunity to review the documents relating to the incident.
  - f. This review shall occur in the presence of The Committee Chair or designee.
  - g. All records shall not be removed or copied by the Nurse or by the Attorney.
9. The Committee Chair may meet with the Nurse at least days before The Committee meeting in an informal conference. The purpose of this meeting is to identify facts and not issues in dispute, to provide a verbal summary of the investigation and to attempt to reach an agreed-upon resolution.
10. If a resolution is agreed upon, the Committee Chair shall record the agreement and forward a copy to the Nurse.
11. The Nurse shall have 10 calendar days to sign and return the agreed-upon resolution.
12. If the signed resolution is not returned within § calendar days, the Nurse is presumed to have rejected the agreed-upon resolution and the Committee shall meet as scheduled.

## **Meeting Agenda**

1. An opening statement will be made by The Committee Chair on the purpose, process and confidentiality of the meeting.

2. Opening statement about the incident investigation by the person reporting the incident.
3. Opening statement about the incident investigation by the Nurse.
4. Presentation of evidence.
5. Witnesses
6. Summaries of written statement
7. Response by the Nurse.
  - a. May ask questions;
  - b. May respond to questions;
  - c. May present own witnesses;
  - d. Closing statement by the Nurse.
8. Statement by the Committee Chair on decision date.
9. Participation by the Nurse.
  - a. May attend the meeting;
  - b. May ask questions of The Committee and respond to questions;
  - c. May present own witnesses;
  - d. May not question witnesses directly, but may submit questions for witnesses in writing to the Committee Chair who will ask the questions.
10. Attorney Involvement.
  - a. Both the Nurse and the College have the right to consult an attorney.
  - b. The Nurse's Attorney has the right to review documents relating to the incident in the presence of The Committee Chair.
  - c. The Attorney may or may not be present at the Committee Meeting.
  - d. If either the Nurse or the facility intends to have their attorney at the meeting, they must notify the other in writing at least 7 calendar days in advance. Failure to do so will waive the right to have an attorney present.
  - e. If present at the meeting, their participation will be limited to no additional participation/consulting with client .
  - f. May not ask questions directly to The Committee or to the witnesses.

### **The Committee's Decision**

1. The Committee shall make its decision within 14 calendar days or less after the review.
2. The decision shall include the reportable incident and correct action.

### **Notice to Nurse of Decision**

1. The Nurse will receive notice within 10 calendar days of decision.
2. The notice shall be sent by certified mail or will be delivered personally to the Nurse with receipt acknowledged in writing.

### **Filing of Rebuttal Statement**

1. The Nurse also the right to submit in writing a rebuttal statement to the Committee's decisions.
2. The Nurse shall submit the rebuttal statement no more than 10 calendar days after receipt of Notice of Decision.

## **Reporting**

A written report shall be submitted to the Texas Board of Nurse Examiners by the Director of the Texas A&M University-Corpus Christi School of Nursing. The written report will contain:

1. Nurse's name .
2. Description of the incident.
3. The decision of the Committee.

The file will be destroyed if The Committee or the Texas Board of Nursing (after review) does not believe action is necessary.

NOTE: TNA: (1995). The ABC's of Nursing Peer Review, Austin, Texas: TNA.  
May be used as reference for model forms pertaining to Peer Review Process.

**PEER REVIEW REPORTABLE INCIDENT COMMITTEE CONFIDENTIALITY  
AGREEMENT**

I, \_\_\_\_\_, understand that any information disclosed during the Peer Review Reportable Incident process is confidential and that this confidentiality is protected by federal law. Federal regulation (42CFR Part 2; TNA ABCs of Nursing Peer Review) prohibits me from making any disclosure of such information without the written consent of the person to whom the information pertains.

Signature \_\_\_\_\_

Date \_\_\_\_\_

PEER REVIEW REPORTABLE INCIDENT REPORT

- I. Person Being Reported: \_\_\_\_\_
- II. Date of Incident: \_\_\_\_\_
- III. Status \_\_\_\_\_ Incident Site: \_\_\_\_\_
- IV. Time of Incident: \_\_\_\_\_
- V. Description of Incident (attach with full identifying information on each sheet):
  
- VI. Person Reporting: \_\_\_\_\_  
License Number: \_\_\_\_\_ Position: \_\_\_\_\_  
Agency/Institution: \_\_\_\_\_
- VII. Witness/es (attach with name, address, phone number and position):
  
- VIII. Summary of further investigation (if necessary):

I swear that the information provided in regard to this incident is true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

For Committee Use:

Received: \_\_\_\_\_ Case #: \_\_\_\_\_

## **PEER REVIEW REPORTABLE INCIDENT MEETING AGENDA**

- I. Opening statement to be made by the Committee Chair on purpose, process and confidentiality of the meeting.
  
- II. Description of the event by the person reporting the incident.
  
- III. Description of the event by the person being reported.
  
- IV. Presentation of evidence.
  - a. Witness/es
  - b.
  - c. Summaries of written statements
  
- V. Response by person being reported.
  - a. May ask questions.
  - b. May respond to questions.
  - c. May present own witness/es
  - d. Closing statement.
  
- VI. Closing statement by the Committee Chair, which includes identification of Committee decision date.



PEER REVIEW REPORTABLE INCIDENT  
COMMITTEE REPORT

- I. Date of receipt of Incident Report: \_\_\_\_\_
- II. Date of Committee Meeting: \_\_\_\_\_
- III. Name: \_\_\_\_\_ Credentials \_\_\_\_\_
- IV. Position: \_\_\_\_\_ Agency \_\_\_\_\_
- V. Person Being Reported: \_\_\_\_\_
- VI. Summary of Testimony:
- VII. Summary of Proceedings:
- VIII. Documents Reviewed:
- IX. Findings:
- X. Recommendations:

---

For Committee Use

- 1. Date detailed summary of findings prepared: \_\_\_\_\_
- 2. Date person being reported notified of decision: \_\_\_\_\_
- 3. Date person being reported rebuttal form due:  
\_\_\_\_\_
- 4. Date report submitted to Dean, College of Nursing and Health Sciences: \_\_\_\_\_
- 5. Date report submitted to BON by Dean: \_\_\_\_\_

## Academic Operations

### A. Academic Workload (2008, Revised 2015)

Academic workload is the numerical representation of time and effort faculty members are expected to allocate across work responsibilities for an academic period. Workload is derived from each faculty member's work assignment for a specific time period- normally an academic semester. Consistent with University Rule 12.03.99C1 *Faculty Workload* and University Rule 12.03.99.C1.01 *Assignment of Faculty Workload Credit*. University Rule 12.03.99.C1 *Faculty Workload* delineates the work activities across which time and effort should be allocated by each faculty member; University Rule 12.03.00.C1.01 *Assignment of Faculty Workload Credit* delineates the credit hours that can be allocated to the specific work activities. University Rule 12.03.00.C1.01 *Assignment of Faculty Workload Credit* is currently under revision with a new procedure pending approval.

Department Chairs are responsible for faculty work assignments. The procedure requires the Department Chairs:

- Assess the work requirements for a semester.
- Assess the available faculty resources.
- Assess the educational preparation and experience required for teaching specific courses. Complete the credentialing process for each faculty member.
- Assign faculty to specific courses, administrative responsibilities, and scholarship activities for a total of 100% effort.

Faculty members are responsible for providing Department Chairs appropriate information about their professional experience and education as well as ongoing scholarly projects. Faculty discuss work assignment preferences with Department Chairs before each academic term.

Department Chairs will notify faculty of their work assignments in a timely manner so faculty can prepare courses and acquire the resources needed to support their scholarship activities. Faculty members will notify Department Chairs of plans that will affect their availability to meet work commitments in a timely manner.

The Associate Dean of the College of Nursing and Health Sciences will reconcile work assignments with the Texas Higher Education Coordinating Board semester Workload Report.

### B. Workload Reassignment Request Form (2004, 2008)

#### Overview

As the university moves toward a more research intensive institution, an internal college level granting procedure will be instituted to provide reassignment time for faculty to engage in scholarly activities with an emphasis on activities supporting knowledge generation. Reassignment for scholarly activities provides opportunities for faculty to obtain

reassignment time to support scholarly activities including grant-writing, research, and publications at Texas A&M - Corpus Christi College of Nursing and Health Sciences.

**Eligibility:**

Tenured and tenure-track faculty

**Committee**

**Membership.** Four elected members consisting of the two representatives to the University Research Enhancement Committee and two faculty members representing the undergraduate and graduate departments. All committee members will serve two years in staggered terms. The committee will elect a chair each year.

**Responsibilities.** The Committee supports the Graduate Nursing Department Chair in the selection of faculty who can receive additional work assignment for scholarly activities.

1. Review applications for workload reassignment time by evaluating the worth of the proposal for reassignment time using established criteria and forward recommendations to the department chairs, associate dean, and dean.
2. Review the process for proposal submission and criteria for evaluation as necessary.

**Application Process:**

Applicants must submit a completed Workload Reassignment Application to both the Chair of the Research Enhancement Committee and the Graduate Nursing Department Chair which includes the following (See application on page 3.):

1. Table identifying past workload reassignments with date of semester, purpose of scholarly activity, and outcomes achieved
2. List of course(s) that would need to be reassigned with suggestions of how course(s) might be managed
3. Statement of how request supports the faculty member's goals, departmental program goals, college and university mission, as well as the University Momentum 2015 priorities while remaining consistent with the university definition of scholarship
4. A 1-2 page brief narrative of the proposed research activities stating:
  - Purpose/research question
  - Methodology
  - Timeline (if multi semester study, identify plans for future)
  - Expected outcomes
  - How students can be involved in scholarly effort, if appropriate

**Evaluation:**

1. Each request will be evaluated using the following criteria: Potential to contribute to new knowledge, quality of previous product from reassignment time, creativity/innovativeness, clarity of proposal, reasonableness of timeline, and potential for outcome by the end of semester.
2. Following the recommendations of the committee, the department chairs will determine, in collaboration with the dean, whether the reassignment time is within the financial limitations of the college and logistically feasible for the semester requested. Recommended reassignment time may be deferred to another semester and would not require re-submission.

**Timelines:**

Fall semester reassignment time-

- 2nd Monday in March submit application to committee
- 1st Monday in April committee sends recommendation to department chair
- 3rd Monday in April faculty member is notified of decision

Spring semester reassignment time-

- 4th Monday in September submit application to committee
- 2nd Monday in October committee sends recommendation to dean
- 4th Monday in October faculty member is notified of decision

**Final Report**

A final report is due 30 days after the end of the semester in which the faculty member received reassignment time. The final report should be a 1-2 page summary submitted to the dean and department chair. Faculty members who fail to submit a final report detailing outcomes of reassignment time are not eligible for subsequent workload reassignment for the following academic year.

## WORKLOAD REASSIGNMENT APPLICATION

Name \_\_\_\_\_

Department \_\_\_\_\_

### Directions:

Applicants must submit a Workload Reassignment Application to both the chair of the Research Enhancement Committee and the department chair which includes the following:

1. Table identifying past workload reassignments with date of semester, purpose of scholarly activity, and outcomes achieved. (Sample Table in Attached Document)
2. List of course(s) that would need to be reassigned with suggestions of how course(s) might be managed
3. Statement of how request supports the faculty member's goals, departmental program goals, college and university mission, as well as the University Momentum 2015 priorities while remaining consistent with the university definition of scholarship
4. A 1-2 page brief narrative of the proposed research activities stating:
  - a. Purpose/research question
  - b. Methodology
  - c. Timeline (if multi semester study, identify plans for future)
  - d. Expected outcomes
  - e. How students can be involved in scholarly effort, if appropriate

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Research Enhancement Committee Decision:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Deferred \_\_\_\_\_

Committee Chair signature \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair signature \_\_\_\_\_ Date \_\_\_\_\_

Dean signature \_\_\_\_\_ Date \_\_\_\_\_

C. Syllabus Template (2002, 2015)

---

Texas A&M University - Corpus Christi  
College of Nursing and Health Sciences

**NURS xxxx TITLE**

Syllabus

Summer 2015

**FACULTY:** xxxxx

**OFFICE:** Island Hall, Office

**OFFICE HOURS:** xxxxx

**TELEPHONE:** 361-825-

**EMAIL:** xx@tamucc.edu

**FAX:** (361) 825-xxxx

**CREDITS:** semester hours (X:X)

**COURSE DESCRIPTION:** Should match with catalog

**COURSE OBJECTIVES:**

Primary objectives must be the same objectives approved through the University Course Approval Procedures. Faculty should indicate in parentheses the *Essential* associated with the course objective.

**REQUIRED TEXTS AND RESOURCES:**

List in APA

**Faculty may place their own specific content and other headings here**

**POLICIES:**

## **Course Evaluations**

The faculty of the College of Nursing and Health Sciences places great value on evaluative input from students. Evaluation of courses, instructors and clinical facilities provides the College with important data which is used to strengthen the program. Data is analyzed as to trends and themes and is important to curriculum and sequencing decisions. All evaluations for courses posted are online. The online mechanism allows us the opportunity to tabulate and store information in order to analyze trends within the curriculum. Please be assured that this information is secured and not released until after grades are submitted. No names are available to faculty. In order to garner some reliability and validity, the College must have representative data from the student population. That representation, based on the literature, has been set at 70%. The College is anticipating that students will thoughtfully participate in the evaluation process which will assist the faculty with the growth of the program. A link to evaluations will be available on Blackboard toward the end of the semester. Thank you in advance for your assistance with the evaluation process.

## **Academic Integrity and Honesty**

It is expected that University students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one's own). Please see the following sites for additional information:

- University Student Handbook and Code of Conduct: <http://www.tamucc.edu/~students>
- University catalog related to academic integrity and honesty: <http://catalog.tamucc.edu/>
- University Rules and Procedures: [University Procedure 13.02.99.C3.01 Academic Misconduct Cases](#)

## **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at 361.825.5816 or visit the office in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disabilities Services office for assistance at (361) 825-5816.

## **Title IX**

As part of the Texas A & M Corpus Christi University policy, pregnant students are urged to contact the Title IX office for facilitation of academic issues impacted by pregnancy, delivery and subsequent complications. Contact information: Mr. Samuel Ramirez, Title IX Coordinator or Ms. Rosie Ruiz, Deputy Title IX Coordinator (825-5826).

## **Grade Appeals Process**

The College of Nursing and Health Sciences (CONHS) adheres to the University's student grade appeal procedures described in Section 13.02.99.C2.01 (revised May, 2013) and follows those guidelines. See [http://academicaffairs.tamucc.edu/Rules\\_Procedures/](http://academicaffairs.tamucc.edu/Rules_Procedures/) for the University procedure and see <http://conhs.tamucc.edu/shb/> for the CONHS process identified in the Student Handbook.

## **Support Services**

Students are encouraged to seek faculty assistance in accessing University Services, including tutoring, health services, personal counseling, degree counseling, financial aid, learning resources, job/work placement, career guidance, and computer/technical support/instruction. If a student is interested in other support services provided by the University, the student is encouraged by the College of Nursing and Health Sciences and the University to seek these services.

Syllabus Footer:

Author of Syllabus  
Course Syllabus: Semester, Year  
Page number

---

### ***D. Course Management System (2015)***

The College of Nursing and Health Sciences uses a wide array of technology to deliver its programs through distance education format. The primary distance education structure is the web-based Blackboard Learning Management System which is managed at the university-level through the Office of Distance Education and Learning Technology. Every course taught in a semester has a corresponding course shell in Blackboard. Some of the College courses are taught online only; others use a hybrid format. All faculty members are expected to continue to deliver their courses through the web-based course structures in the event the campus must be closed for business.

Each College web course has a prescribed structure. Faculty members are expected to use this structure when teaching online. The structure was designed through consultation with distance education experts and Blackboard consultants to insure students can navigate the course features easily and rapidly. The College can convene a task force to evaluate the current structure for delivery effectiveness and efficient use of the course management system as needed. This task force makes recommendations for improvement in design to the College faculty. The prescribed



template will be revised based on the task force recommendations and in consultation with the Office of Distance Education and Learning Technology.

The College Educational Technologist provides faculty and staff support for Blackboard. This support includes assistance in resolving problems that interfere with course design, implementation, and evaluation. The Educational Technologist is also responsible for informing faculty about new learning technologies through workshops, tutorials, and one-on-one instruction.

#### ***E. College of Nursing and Health Sciences Website (2015)***

The College of Nursing and Health Sciences maintains a College website to provide information to faculty, staff, future and current students as well as community members about the programs offered by the College and the structures and processes used to deliver high quality education. Additionally, the website provides information about the focus of scholarship within the College.

The College website is part of the Texas A&M University-Corpus Christi website (<http://conhs.tamucc.edu/>). The Director of Innovative Programs works with the Dean, members of the faculty and staff, and students to design a website that efficiently provides accurate and relevant information essential to implementing admission, progression, and graduation procedures. The Director consults College faculty members, staff, and Academic Advisors to insure information is accurate and easy to find.

The College Educational Technologist is responsible for updating information regularly and resolving any problems that interfere with access to the College website. Faculty and College administrators submit requests to change information to the College Educational Technologist. The Associate Dean for Graduate Nursing Programs reviews the requested changes and informs the College administrative team of requests for substantive changes. Once the request for to change information has been assessed for impact on the website and accuracy, the Educational Technologist will make changes.

All members of the College (faculty, staff, and students) will engage in periodic reviews of the website as a component of College continuous quality processes to monitor the extent to which the structure fits information management standards.

#### ***F. IT Standards (2015)***

The Information Technology (IT) department (<http://it.tamucc.edu>) is responsible for managing the media and computer infrastructure for the University. Members of the University IT staff are committed to serving the faculty, staff, and students through computer and media support services. Faculty can access these services through the IT Helpline (361-825-2692), ITHelp.tamucc.edu, submitting a Help Desk Ticket ([https://agiloft.tamucc.edu/gui2/eui2template/main.php;en;jsessionid=E992EE65A1A2AE1BC363C8C0DFBA14D90003;CSRF\\_NONCE=BC525A9638A705046FD4B727D06ECCFE](https://agiloft.tamucc.edu/gui2/eui2template/main.php;en;jsessionid=E992EE65A1A2AE1BC363C8C0DFBA14D90003;CSRF_NONCE=BC525A9638A705046FD4B727D06ECCFE)), or IT Requests ([itrequests@tamucc.edu](mailto:itrequests@tamucc.edu)).

The IT department has developed guidelines and standards as part of the University's technology infrastructure. These guidelines provide a framework for faculty use of technology in the workplace. Faculty members are expected to adhere to the guidelines as best practice procedures designed to secure information and ensure the technology is used appropriately. Every member of the faculty should have knowledge of the IT procedures delineated in the *University Handbook for Rules and Procedures*.

The College is responsible for providing faculty members a computer with appropriate software. Faculty members can supplement their technology resources as needed to support scholarly activities through grant funding. Faculty members are responsible for managing the technology purchased for their grants and disposing of the technology upon completion of the research as specified in the funding agreement.

### **III. Human Resources**

This section is under development. Staff should refer to the Human Resources website (<https://hr.tamucc.edu/>) and the Human Resources section of the University Handbook of Rules and Procedures ([http://academicaffairs.tamucc.edu/Rules\\_Procedures/index.html](http://academicaffairs.tamucc.edu/Rules_Procedures/index.html)) until this section is completed.