Section C: Faculty Procedures

II. Faculty

A. Faculty Attendance

1. Faculty Absences (2002, Revised 2015, 2019)

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
- Death in the family (after appropriate Department Chair notification)
- Jury duty (after appropriate Department Chair notification)

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

2. Faculty Leave (2002, Revised 2015, 2019)

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

3. Sickness

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.C0.01_sick_leave.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%3DSAMLDS%3D1%26target%3Dcookie%253A1443382500_9234). Additionally, faculty members must submit to the Department Chair an explanation for any absences greater than three consecutive days.

4. Work-Related Travel

All out-of-town travel will be discussed with the Department Chair 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 assist with completion of this documentation. Refer to CONHS travel form.

5. 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.

**B. Faculty Credentialing Procedure (2013, 2019)**

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](http://academicaffairs.tamucc.edu/index.html)). Each faculty member is responsible for submitting, in a timely manner, essential evidence to support their expertise and preparation to teach the courses they will teach. 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.

**C. College of Nursing and Health Sciences Designation of Graduate Faculty Procedure (2008, 2012, Revised 2015, 2019)**

**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 Rule 12.99.99. C0.03 of the TAMU-CC Designation of Graduate Faculty in the University Handbook of Rules and Procedures. To acquire graduate faculty status, a tenure/tenure track faculty member must have a terminal degree. Department Graduate Faculty will review all nominations for graduate faculty status. Findings from the review are submitted to the Department Chairs and CONHS Dean. Only those faculty members identified as faculty of record for a course are required to hold graduate faculty status.
Faculty (non-tenured track) assigned to teach the clinical component of graduate courses in the CONHS apply for a teaching appointment to graduate faculty. A curriculum vita (CV), rationale for appointment and the application form for Graduate Faculty Status are signed by the Department Chair and the Dean.

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 Department Chair generates a list of faculty who need graduate faculty status before the start of each semester. The list is reviewed by department graduate faculty.

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)). Department Chairs guide each faculty member in completing the form to ensure 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 Department Chair.

4. The 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. Each applicant’s packet (application, CV and justification memo) are provided to the Dean for review.

6. Dean signs the *Graduate Faculty Status Application Form* and nominations are forwarded to the Graduate Council for review and to the College of Graduate studies.

7. Graduate Faculty designation is given for a three-year time period.

**D. Faculty Schedule**

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 faculty schedules is provided in this procedure.

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<tr>
<th>Faculty Name</th>
<th>Office</th>
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<td>Semester</td>
<td>Phone Number</td>
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E. Faculty Performance


Introduction

Tenured and non-tenured full-time faculty must participate in a performance review annually. Faculty are notified at the end of the calendar year to complete their annual performance evaluation and establish goals for the next calendar year in Digital Measures. Department Chairs meet with faculty in the Spring semester to discuss performance evaluation and goals for the next academic year. The criteria used in evaluating work performance includes academic preparation, experience, teaching, scholarship, service, and fulfillment of responsibilities associated with academic rank. Texas A&M-Corpus Christi Procedure 33.99.99.C0.02 Performance Reviews of Full-time Faculty Members delineates and describes the ranking levels used in evaluating faculty members. Those areas are as follows:

Excellent:

- Exceptional performance exceeding expectations for full-time faculty members of comparable
rank and workload in the department and/or college.

- **High:**
  - Exceeds performance expectations for full-time faculty members of comparable rank and workload in the department and/or college but does not rise to the level of Excellent.

- **Meets Expectations:**
  - Meets expectations for performance for full-time faculty members of comparable rank and workload in the department and/or college.

- ** Unsatisfactory:**
  - Performance is below expectations for a full-time faculty member of comparable rank and workload in the department and/or college.
  - The faculty member must improve performance in any area of teaching, research, and/or service that is scored unsatisfactory in the annual review and will be given a written set of expectations for improvement in a defined improvement plan. Unit supervisors may develop, in consultation with faculty, multi-year improvement plans.

Merit pay is awarded in accordance with Texas A&M–Corpus Christi procedure 31.01.08.C1.01 Merit Pay for Faculty, and is based on quality teaching, scholarly/creative activity, service and other duties as defined (in 12.01.99.C0.03). 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 meets role expectations as outlined in academic rank responsibilities. The steps in the process are outlined in the following section.

**a. 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, or date designated by Department Chair, of the calendar year to the Department Chair 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. Teaching effectiveness is evaluated using student evaluations, peer evaluations and self-evaluation. The self-evaluation
should be completed in Digital Measures. The Department Chair should be notified when the evaluation is completed by each faculty member no later than January 31, or the date designated by the Department Chair, of calendar year following the period covered in the evaluation.

- 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 met role responsibilities associated with academic rank. The Department Chair will meet with each assigned faculty member to provide feedback related to work performance and teaching effectiveness, 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

<table>
<thead>
<tr>
<th>January 31, 20XX</th>
<th>February-March</th>
<th>April 20, 20xx</th>
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<tbody>
<tr>
<td>• Self-Evaluation of proceeding calendar year to Department Chair.</td>
<td>• Department Chair review of Faculty Self-Evaluation and other relevant evidence of performance.</td>
<td>• Faculty Annual Performance Evaluations reviews with faculty completed.</td>
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<tr>
<td>• Goals and Objectives for current calendar year to Department Chair.</td>
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<td>• Signed evaluations submitted by Department Chairs to Dean.</td>
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</tbody>
</table>

b. **Part-Time Faculty Annual Performance Review Procedure and Process**

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.

c. **Adjunct Faculty Annual Performance Review Procedure and Process**

Course Managers will complete evaluations of adjunct faculty performance each semester.

2. **Faculty Peer Evaluation (2002, 2019)**

**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 members as 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/online 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.

ODELT provides an Online course Review Form that can be used if desired.
Peer Performance Evaluation Tool

Name:  
Title:  
Date:  
Reviewer:  

Evaluation Based On:  

Reviewer Signature:  
Date:  
Faculty Member Signature:  
Date:  

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<tr>
<th>Behavior</th>
<th>Strength</th>
<th>Challenge</th>
<th>Not Applicable</th>
<th>Comment</th>
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<tr>
<td><strong>A. Team Membership</strong></td>
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<tr>
<td>1. Collaborate with peers.</td>
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<td>2. Support peers.</td>
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<td>3. Communicate effectively with peers.</td>
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<td>4. Respect peers as individuals.</td>
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<td>5. Contribute productively as a course member</td>
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<td>6. Facilitate achievement of course goals.</td>
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<td>7. Support course team decision.</td>
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<td>8. Provide mentorship to new team members.</td>
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<tr>
<td><strong>B. Classroom Teaching</strong></td>
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<tr>
<td>9. Relate learning content to course objectives and student outcomes</td>
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<td>10. Articulate in-depth knowledge of didactic content.</td>
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<td>11. Facilitates students' critical thinking in discussion and application of didactic content.</td>
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<td>12. Promote cooperative student learning according to student level.</td>
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<td>13. Utilize effective teaching strategies to meet course objectives.</td>
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<td><strong>C. Clinical Teaching</strong></td>
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<td>14. Reinforce designed clinical behaviors according to student level.</td>
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<td>15. Provide constructive criticism of student behavior to promote professional functioning.</td>
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<td>16. Guide student to actively use critical thinking for problem solving and decision making.</td>
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<td>17. Facilitate student participation in group learning activities.</td>
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<td>18. Relate theoretical concepts to clinical practicum.</td>
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<td>19. Provide positive role modeling to students, staff and agency.</td>
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<td>20. Demonstrate collaborative practice functions with other health care professionals.</td>
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<td>21. Cultivate contacts within a community to identify potential clinical sites.</td>
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<td>22. Demonstrate professionalism through adherence to legal and ethical practice standards.</td>
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**F. College of Nursing and Health Sciences Faculty Practice Plan (1999, 2005, 2015, 2019)**

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). The American Association of Colleges of Nursing (AACN), in their 2018 position statement *Defining scholarship for the practice of nursing*, defines ways the Scholarship of Practice may be advanced, including establishing academic practice partnerships that utilize nursing faculty clinical expertise. Clinical practice specialists work with partners to advance research, clinical improvements and policy development and/or implementation. Additionally, they lead interdisciplinary teams to improve health and transform healthcare.

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 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:

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Faculty Handbook
Spring 2020
Page 11 of 24
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/assets/31.05.01.C1_faculty_consulting_etc.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/31.05.01.C1_faculty_consulting_etc.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](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

Faculty Handbook
Spring 2020
Page 12 of 24
• University Rule 31.05.02.C1.01 External Employment
G. Texas Board of Nursing Peer Review (2017, 2019)

Overview

The policy for Peer Review pertains to faculty and to CONHS students who are licensed as registered nurses. Peer Review of registered nurses is governed by the Nurse Practice Act [Texas Occupations Code (TOC) Chapter §303 et. Seq.] and Board Rules and Regulations [Texas Administrative Code (TAC)]. Chapter §303 in the TOC is known as the “Nurse Peer Review Law” or NPR Law.

The acts require reporting of reportable conduct, either through a nursing peer review committee or directly to the Board of Nurse Examiners (BNE) by individual registered or licensed vocational nurses, employers (i.e., hospitals), professional associations and certification bodies, insurance companies, and judicial systems. If a registered nurse reports a nurse to a nursing peer review committee for conduct that the nurse has a duty to report to the Board, the report to the committee will satisfy the nurse’s duty to report to the Board, provided that the following conditions are met;

1. The peer review committee shall report the nurse to the Board, if it finds the nurse engaged in reportable conduct. If the peer review and safe harbor committees finds that the conduct constitutes a minor incident as defined by 22 TAC §217.16 (relating to reporting of minor incidents), it shall report in accordance with the requirements of that rule;

2. The nurse shall be notified of the peer review committee’s findings and findings shall be kept confidential subject to the confidentiality requirements of the peer review proceedings and Texas Occupations Code §303.006; and

3. The reporting nurse accepts in good faith the findings of the peer review committee. (22TAC §217.19)

Definitions

Peer Review. According to the Nurse Practice Act, peer review is defined as:

The evaluation of nursing services, the qualifications of nurses, the quality of patient care rendered by nurses, the merits of complaints concerning nurses and nursing care, and determinations or recommendations regarding complaints including:

A. the evaluation of the accuracy of a nursing assessment and observation and the appropriateness and quality of the care rendered by a nurse;

B. a report made to a nursing peer review committee concerning an activity under the committee’s review authority;

C. a report made by nursing peer review committee to another committee or to the Board as permitted or required by law; and

D. implementation of a duty of a nursing peer review committee by a member, an agent, or an employee of the committee. [Texas Occupations Code §303.001 (5)(D)]
This definition is broad in an attempt to cover most activities relating to review and evaluation of nursing care. The intent is that Peer Review will be a collegial, non-adversarial review of a nurse or an event. It is not intended to be a form of punishment.

**Reportable Conduct.** [TOC §301.401(a); 22 TAC §217.11(K)]

Reportable conduct is defined as an incident or pattern of behavior when an RN/LVN:

- unnecessarily exposes, or is likely to expose, a patient/person to a risk of harm;
- unprofessional conduct by the nurse;
- failure to care adequately for a patient;
- failure to conform to minimum standards of acceptable professional nursing practice;
- impairment or likely impairment of the nurse’s practice by chemical dependency or mental illness. The option exists to report through Texas Peer Assistance Program for the Impaired Nurses (TPAPIN).

**Minor Incident.** A “minor incident” is defined by the TOC (Nursing Practice Act) §301.419(a) and Rule §217.16(b)] as “conduct that does not indicate that the continuing practice of nursing by an affected nurses poses a risk of harm to the client or other person.” Rule §217.16(d) establishes when a minor incident is or is not board-reportable. Conditions which may be considered in determining that mandatory reporting is not required are

- the significance of the nurse’s conduct in the particular practice setting; and
- the presence of contributing or mitigating circumstances, including system issues, in relation to the nurse’s conduct.

**Protection to RNs refusing to engage in reportable conduct.** (TOC§301.352) disciplining or discriminating against an RN who refuses to engage in what she/he believes is reportable conduct is prohibited. 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 the reasons for the refusal that the RN believes 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.

**Peer Review Committee Composition/Duties**

NPR law, Section §303.003(c) requires that a Nursing Peer Review Committee who conducts a review which involves the practice of professional nursing (including an RN with advanced practice authorization) must:
1. have registered nurses as 3/4 of its members
2. have only registered nurses as voting members; and
3. where feasible have at least one nurse with a working familiarity of the area of nursing practice of the nurse being reviewed. If APRN practices are reviewed, preferably have an APRN licensed in the same role and population focus on peer review or advising the peer review.

In addition, Rule §217.19(d)(3)(B) and Rule §217.20(h)(2)(B)-(C) exclude from membership or attendance at the Peer Review Committee hearing any person(s) with administrative authority for personnel decisions directly relating to the nurse. A person with administrative authority over the nurse may only appear as a fact witness.

Peer Review Committee (PRC) Chair is appointed by the Dean for the CONHS for a term of two years, beginning on an odd year, to coincide with the state legislative year. The PRC Chair will review the ABC’s of Nursing Peer Review by the Texas Nurses Association (2017). The PRC Chair is responsible for maintaining all records pertaining to a peer review proceeding, including, but not limited to policies in effect at the time of the PRC proceeding, identities of the specific nurses who were members of the PRC and designation of their licensure and areas of practice. Other documents include copies of the notice letter sent to the nurse being reviewed and proof that the nurse received it or that the letter was returned, and documentation related to the PRC determination. Documents are to be permanently archived.

Additionally, at least two members will be appointed to serve. Member roles include investigator, intervener, and an assistant to the chair. Additional members may be appointed to serve for one review if deemed necessary to the process. Confidentiality of the proceeding and protection from civil liability for PRC members is covered in Chapter 303 Nursing Peer Review, in the Nursing Practice Act.

**Procedure**

1. The NPR Committee is chaired by of the appointed Faculty and consists of a least three members, including the chair.
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 if needed (beyond the two members already appointed).
4. The Committee will meet within five working days and appoint a member of the committee to be the RN investigator.
5. 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.
6. Permission to review the medical records will be obtained when necessary.
7. Due Process Procedure:
   a. The nurse being reviewed must be notified of the peer review process as well the nurse’s due process rights under § 217.19(d) within 5 business days. The notification to the nurse being reviewed needs to include:
   b. A statement that the nurse’s practice is being evaluated by the Nurse Peer Review Committee.
   c. The PRC will meet on a specified date not less than 21, but not more than 45 calendar days from the date of notice unless otherwise agreed upon by the nurse and the NPR committee.
   d. A copy of the peer review plan, policies and procedures.

8. The nurse being notified must be notified by certified mail for proof of receipt of the notification. In addition to the information listed above, the notification must include:
   a. a description of the event(s) to be evaluated in enough detail to inform the nurse of the incident, circumstances and conduct, and should include date(s), time(s), location(s), and individual(s) involved. Any patient or client information shall be identified by initials or number to protect confidentiality, but the nurse shall be provided the name of the patient.
   b. the name, address and telephone number of the contact person to receive the nurse’s response (typically the peer review chairperson).

9. The nurse is provided the opportunity to review, in person or by attorney, at least 15 calendar days prior to appearing before the committee, documents concerning the event under review. (This review will occur in the presence of the PRC Chair or his/her designee. No records will be removed or copied by the nurse being reviewed or his/her attorney.)

10. The nurse is provided the opportunity to appear before the committee, make a verbal statement, ask questions and respond to questions of the committee and provide a written statement regarding the event under review.

11. The nurse shall have the opportunity to:
   a. call witnesses, question witnesses, and be present when testimony or evidence is being presented;
   b. be provided copies of the witness list and written testimony or evidence at least 48 hours in advance of the proceeding;
   c. make an opening statement to the committee;
   d. ask questions of the committee and respond to questions of the committee; and
   e. make a closing statement to the committee after all evidence is presented.

12. The committee must complete the evaluation within 14 calendar days from the date of the peer review hearing.
13. Within 10 calendar days of completion of the peer review hearing, the peer review committee must notify the nurse in writing of the determination.

14. The nurse shall be given an opportunity, within 10 calendar days, to provide a written rebuttal to the committee’s findings which shall become a permanent part of the peer review records.

15. Informal Conference Procedure:
   a. The PRC Chair may meet with the nurse being reviewed before the scheduled meeting with the full PRC committee for an informal conference or small work group. The purpose of this meeting is to identify facts and not issues in dispute, to provide a verbal summary of the investigation and to reach an agreed upon resolution.
   b. If a resolution is agreed upon, the PRC Chair shall record the agreement and forward a copy to the nurse being reviewed.
   c. The nurse being reviewed shall have 10 calendar days to sign and return the agreed-upon resolution.
   d. If the signed resolution is not returned within 10 calendar days, the nurse is presumed to have rejected the agreed-upon resolution and the PRC will 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. (All PRC members will verbally indicate their willingness to abide by the confidentiality expectations and this will be recorded in the minutes.)

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.


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.

If the nurse plans on bringing an attorney representative, he/she must notify the peer review representative at least seven (7) calendar days before the hearing. [22 TAC §217.19 (a)(5)]. If an attorney representing the facility or PRC is present at the peer review hearing in any capacity, including serving as a member of the peer review committee, the nurse is entitled to parity of participation of counsel and the nurse is to be notified at least 7 calendar days before the hearing. [22 TAC §217.19 (a)(5)].

(“Parity of participation of counsel” means that the nurse’s attorney is able to participate to the same extent and level as the facility’s attorney, e.g. if the facility’s attorney can question witnesses, the nurse’s attorney must have the same right.)

Confidentiality of information presented to and/or considered by the peer review committee shall be maintained and not disclosed, except as provided by Texas Occupations Code Rule §303.006 and §303.007. Disclosure/discussion by a nurse with the nurse’s attorney is proper because the nurse’s attorney is bound to the same confidentiality requirements as the nurse.

- The Nurse’s Attorney has the right to review documents relating to the incident in the presence of The PRC Chair.
- The Attorney may or may not be present at the PRC Meeting.
- If present at the meeting, the attorney participation will be limited to consulting with their client.
- The nurse’s attorney may not ask questions directly to the PRC or to the witnesses.

The Committee’s Decision

1. The Committee shall make its decision within 10 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 who was reviewed with receipt acknowledged in writing.

Filing of Rebuttal Statement [22 TAC §217.19 (a)(4)(H)].

1. The nurse has the right to submit in writing a rebuttal statement to the PRC’s decisions.
2. The nurse shall submit the rebuttal statement no more than 10 calendar days after
receipt of Notice of Decision.

Reporting

Review by peer review committee is advisory only and does not limit what administrative/personnel action is taken against the RN. Administration is not prohibited from taking action prior to peer review. It should be emphasized that the focus of peer review is to evaluate professional practice and not administrative/personnel issues.

The PRC chairperson submits all paperwork and committee findings to the Dean of the CONHS. The Dean submits to the board of Nurse Examiners (BNE) the results of the peer review process and final recommendations if reportable practice occurred. The report to the BNE shall include what corrective action was taken against the RN and whether formal disciplinary action by the Board is recommended.
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 #: ________________________

Faculty Handbook
Spring 2020
Page 21 of 24
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: ________________________________