Western Kentucky University
School of Nursing

Faculty Handbook

Revised July 2016
# Table of Contents

- **WKU SON Organizational Chart** 3
- **By-Laws** 4
- **Position Descriptions** 16
- **Administrative/Peer Review Policy** 34
- **Guidelines for Promotion and Tenure** 35
- **Appendix A- Nursing Specific Guidelines for Tenure and Promotion** 38
School of Nursing Organizational Chart
Solid Lines represent academic personnel who are directly responsible for the primary mission of teaching, service and scholarship.
Dotted lines represent support staff who are responsible for providing administrative and other support for the primary mission.
School of Nursing Bylaws

ARTICLE I

Name

1.01 The name of this academic unit is the School of Nursing (SON) in the College of Health and Human Services of Western Kentucky University.

ARTICLE II

Purposes, Functions and Structure

2.01 The purposes of the SON are to

a) implement the University’s mission to
   1) prepare students to be productive citizens of a global society,
   2) provide service and lifelong learning opportunities for its constituents,

b) offer programs of learning for the associate, baccalaureate and graduate degrees, recognizing the needs of our constituents,

c) provide applied research, service and continuing education programs directly related to the needs of our constituents,

d) develop close working relationships and articulation agreements with other departments, institutions, and health care agencies, and

e) serve as a basic unit of the University’s governance structure.

2.02 The functions of the SON are to

a) promote the rights, benefits, welfare, standards, and learning conditions for students,

b) promote the rights, benefits, welfare, standards, and working conditions of the faculty,

c) prepare competent nurses to practice in today’s health care environment,

d) facilitate educational mobility in nursing,

e) prepare nurses to assume advanced practice roles at the graduate level,

f) develop and offer continuing education programs to maintain the competencies of nurses,
g) promote scholarly activities including faculty development and nursing research,

h) promote professional and community service activities for the improvement of health care delivery,

i) facilitate functioning of the School of Nursing through preparation and evaluation of the budget, and

j) facilitate the functioning of the nursing programs.

2.03 The structure of the SON shall include

a) the Director who administers the unit,

b) the Program Coordinators for the ASN Prelicensure, LPN to ASN, BSN Prelicensure, RN to BSN, MSN, and DNP programs, who shall be appointed by the Director,

c) the Course Coordinators who shall be appointed by the Program Coordinators.

d) full- and part-time faculty who shall be appointed in compliance with University policy,

e) staff members who shall be appointed in compliance with University policy

ARTICLE III

Membership

3.01 The classifications of membership in the SON shall be

a) active members are those persons who are tenured, on tenure track, or non-tenured track who have faculty rank with full-time teaching or full-time clinical responsibilities

b) adjunct members who are not salaried, but who have faculty appointments, and

c) affiliate members who have part-time teaching responsibilities or are salaried staff.

3.02 The rights and privileges of members in the SON shall be that

a) all active members have the right of vote on all matters coming before the SON except in certain instances determined by University standards or criteria,

b) all active members with faculty rank shall be eligible for appointment or election to university, college and SON committees, and
c) persons who are not active members of the SON may be appointed to serve on SON committees based on need and expertise.

ARTICLE IV
SON Faculty Meetings

4.01 Regular meetings

Regular meetings of the SON shall be held at least once a semester on a date and time set by the Director and announced two weeks in advance.

4.02 Special meetings

Special meetings of the SON may be called by the Director or at the request of at least one-half of the active members.

4.03 Quorum

Two thirds of the active members shall constitute a quorum at SON faculty meetings.

4.04 Standing Committee meetings

Meetings are open to all active SON members, with the exception of Rank & Promotion and Tenure Committee meetings.

ARTICLE V
Officers

5.01 Duties of the Director

The Director shall

a) prepare and circulate an agenda one-week in advance of meetings,

b) preside at all faculty meetings of the SON,

c) serve as an ex-officio member of standing committees with voting rights,

d) appoint a pro-temp chairperson in their absence,

e) appoint a secretary to record minutes,

f) appoint ad hoc committees as needed, and

g) declare voter eligibility based upon SON criteria.

5.02 Duties of the secretary
The secretary shall

a) record minutes according to SON guidelines,

b) post an electronic copy of corrected minutes of all SON meetings on the nursing shared drive within two weeks of the meeting.

ARTICLE VI

Standing Committees

6.01 Definition

Standing committees are permanent committees responsible for the work of the SON.

6.02 Standing Committees

a) The standing committees of the SON shall be the

- ASN Prelicensure Committee
- BSN Prelicensure Committee
- RN to BSN Committee
- Graduate Committee
- Continuing Education Committee
- Faculty Affairs Committee
- ASN Program Evaluation Committee
- BSN/Graduate Program Evaluation Committee
- Rank & Promotion Committee
- Tenure Committee

b) The general functions of standing committees shall be to

1) carry out the functions of the specific committee,

2) assign on-going operations and specific tasks to individuals, ad hoc committees or subcommittees,

3) appoint and disband ad hoc committees as needed,

4) appoint non-SON or non-committee members to ad hoc committees as needed, and

5) designate purposes, function, authority and accountability of ad hoc committees.

6.03 The chairperson of a committee shall

a) be an active member of the faculty for at least one year,
b) be appointed by the Director or elected by committee members,

c) serve as chairperson of only one committee,

d) establish a regular meeting schedule of the committee,

e) preside at all meetings of the committee or appoint a pro-tem chairperson,

f) provide for selection of a secretary for the committee, who shall record the committee minutes and post copies on the SON Shared drive within two weeks of the meeting.

g) present committee recommendations and reports to the SON faculty,

h) complete an annual report by June 30 [which is consistent with end of academic year] to be submitted to the Director and the designated Program Evaluation Committee and post copies on the SON Shared drive

i) collaborate with Director one year prior to end of term to determine chair elect.

6.04 Members of committees

a) shall be active members of the faculty or as specified by committee membership,

b) shall serve at least a 2-year term, with exception of student representatives,

c) only committee members have the right of vote on matters coming before the committees,

d) persons holding ex-officio appointment have voice and voting rights, and

e) no faculty member shall be required to serve on more than two standing committees excluding Rank & Promotion and Tenure Committee.

6.05 Meetings of committees

a) shall be held at a frequency to be determined by committee,

b) shall be open to all active members of the SON, with the exception of the Rank, Promotion and Tenure Committee,

c) shall constitute a quorum when a majority of the committee membership is present, excluding ex-officio members, and

d) shall have minutes of all committee meetings and annual report in electronic format.
ARTICLE VII

ASN Prelicensure Committee

7.01 The functions of the ASN Prelicensure Committee shall be to

a) review the mission, philosophy, organizing framework and outcomes of the program on a regular basis,

b) review, approve and implement revisions of the curriculum, its content and sequence; credit hour allocation, and curriculum requirements,

c) review recommendations and make curriculum revisions based on program evaluation outcomes,

d) review, approve and implement policies and practices for student admission, progression, retention and graduation,

e) select and admit qualified applicants into the associate program,

f) promote activities related to student welfare and professionalism,

g) report action items to the SON faculty for information only, and

h) meet with RN to BSN Committee to facilitate educational mobility.

7.02 The ASN Prelicensure Committee membership shall be:

a) the ASN Prelicensure Program Coordinator as chairperson,

b) faculty members appointed by the Director, and

c) one non-voting student representing each entering class of the ASN Prelicensure Program.

ARTICLE VIII

BSN Prelicensure Committee

8.01 The functions of the BSN Prelicensure Committee shall be to

a) review the mission, philosophy, organizing framework and outcomes of the program on a regular basis,

b) review, approve and implement revisions of the curriculum, its content and sequence; credit hour allocation, and curriculum requirements,

c) review recommendations and make curriculum revisions based on program evaluation outcomes,
d) review, approve and implement policies and practices for student admission, progression, retention and graduation,

e) select and admit qualified applicants into the baccalaureate program,

f) promote activities related to student welfare and professionalism,

g) report action items to the SON faculty for information only, and

h) call meeting of the total BSN faculty as needed.

8.02 The BSN Prelicensure Committee membership shall be:

a) the BSN Prelicensure Program Coordinator as chairperson,

b) faculty members appointed by the Director, and

c) one non-voting student representing each entering class of the BSN Prelicensure Program.

ARTICLE IX

RN to BSN Committee

9.01 The functions of the RN to BSN Committee shall be to

a) review the mission, philosophy, organizing framework and outcomes of the program on a regular basis,

b) review, approve and implement revisions of the curriculum, its content and sequence; credit hour allocation, and curriculum requirements,

c) review recommendations and make curriculum revisions based on program evaluation outcomes,

d) review, approve and implement policies and practices for student admission, progression, retention and graduation,

e) select and admit qualified applicants into the baccalaureate program,

f) promote activities related to student welfare and professionalism,

g) report action items to the SON faculty for information only,

h) meet with the ASN and BSN Prelicensure committees to review curricula as a whole on an ongoing basis, and

i) call meetings of the total BSN faculty as needed.
9.02 The RN to BSN Committee membership shall be:

a) the RN to BSN Program Coordinator as chairperson,

b) faculty members appointed by the Director, and

c) one non-voting student representing each entering class of the RN to BSN Program.

ARTICLE X

Graduate Committee

10.01 The functions of the Graduate Committee shall be to

a) review the mission, philosophy, organizing framework and outcomes of the programs on a regular basis,

b) review, approve and implement revisions of the curriculum, its content and sequence; credit hour allocation, and curriculum requirements,

c) review recommendations and make curriculum revisions based on program evaluation outcomes,

d) review, approve and implement policies and practices for graduate student admission, progression, retention and graduation,

e) select and admit qualified applicants into the Graduate programs.

f) promote activities related to student welfare and professionalism,

g) report action items to the SON faculty for information only,

h) call meetings of the total Graduate faculty as needed.

10.02 The Graduate Committee membership shall be

a) the Graduate/MSN Program Coordinator as chairperson,

b) graduate faculty members appointed by the Director, and

c) one non-voting student representing each entering class of the MSN and DNP Programs.
ARTICLE XI

Continuing Education Committee

11.01 The functions of the Continuing Education Committee shall be to

a) assess the continuing educational needs of nurses,
b) plan, schedule, and evaluate continuing education programs,
c) report action items regarding continuing education to the faculty,
d) coordinate activities related to the Visiting Professorships, and
e) collaborate with South Central Kentucky Area Health Education Center (AHEC), which serves as the CE provider, to provide CE programs for the SON.

11.02 The Continuing Education Committee membership shall be

a) the appointed chairperson,
b) faculty members appointed by the Director for a two-year term,
c) continuing education coordinator for South Central KY AHEC, and
d) consultants from practice / community as deemed appropriate for development and evaluation of specific programs.

ARTICLE XII

Faculty Affairs Committee

12.01 The functions of the Faculty Affairs Committee shall be to

a) promote the rights, benefits, welfare, standards, and working conditions of the faculty,
b) serve as a resource to enhance the faculty role in teaching effectiveness,
c) coordinate orientation/mentorship of new faculty and review/revise faculty orientation/mentorship policies as needed,
d) review and forward recommendations regarding SON job descriptions,
e) follow the University’s current policy and procedure for recruitment and selection of qualified faculty,
f) review and revise SON Faculty Handbook,
g) review and revise new faculty mentoring program, and
h) review and revise peer review standards and procedures.

12.02 The Faculty Affairs Committee membership shall be
a) the appointed chairperson and
b) faculty members representing all nursing programs.

ARTICLE XIII

ASN Program Evaluation Committee

13.01 The functions of the ASN Program Evaluation Committee shall be to
a) review and revise the plan to evaluate program outcomes in a systematic ongoing basis,
b) coordinate and provide oversight in the collection and analysis of data for evaluation of program outcomes,
c) complete a semi-annual program evaluation report and present to faculty for decision making, and
d) review the program evaluation plan on an ongoing basis.

13.02 The ASN Program Evaluation Committee membership shall be
a) the appointed chairperson,
b) the Director and Program Coordinator as ex-officio members with all voice and vote rights, and
c) faculty members appointed by the Program Coordinator.

ARTICLE XIV

BSN/Graduate Program Evaluation Committee

14.01 The functions of the BSN/Graduate Program Evaluation Committee shall be to
a) review and revise the plan to evaluate program outcomes in a systematic ongoing basis,
b) coordinate and provide oversight in the collection and analysis of data for evaluation of program outcomes,
c) complete an annual program evaluation report and present to faculty for decision making,

d) review the program evaluation plan on an ongoing basis.

14.02 The BSN/Graduate Program Evaluation Committee membership shall be

a) the appointed chairperson,

b) the Director and Program Coordinators as ex-officio members with all voice and vote rights, and

c) faculty members appointed by the Director.

ARTICLE XV

Rank and Promotion Committee

15.01 The functions of the Rank and Promotion Committee shall be to

a) adhere to the rank and promotion requirements of the University, as set forth in the WKU Faculty Handbook,

b) recommend to the SON, policies and procedures related to rank and promotion within the policy of the University,

c) discuss in executive session, all relevant factors regarding promotion of an individual, and

d) review all relevant factors regarding appointment to rank and make recommendations to the Director.

15.02 The Rank and Promotion Committee membership shall be

a) the Director as an ex-officio, non-voting member and

b) all tenured faculty members in the SON holding an academic rank higher than that of the candidate (Refer to the WKU Faculty Handbook for committee composition if there are less than six tenured faculty members with academic rank higher than the candidate.).

ARTICLE XVI

Tenure Committee

16.01 The functions of the Tenure Committee shall be to

a) adhere to tenure requirements of the University,
b) discuss in executive session, the credentials of all faculty for tenure and make recommendations(s) to the Director,

c) vote by secret ballot to tenure or not to tenure, and

d) annually review faculty members (all full-time) on tenure track and make recommendations for continuance and provide positive and negative feedback for the Director.

16.02 The Tenure Committee membership shall be

   a) the Director as an ex-officio, non-voting member and

   b) all tenured faculty members

ARTICLE XVII
Revision of Bylaws

17.01 Revision of Bylaws

   a) The Faculty Affairs Committee shall appoint an ad hoc committee every three years to review the Bylaws and recommend revisions.

   b) Recommended revisions of the bylaws shall be submitted in writing to the members of the SON two weeks prior to the meeting.

   c) Approval of the bylaws shall require a two-thirds affirmative majority of those members present and voting.

   d) All revisions of the bylaws shall become effective on the date of adoption.

ARTICLE XVIII
Parliamentary Authority

18.01 The rules contained in the Roberts Rules of Order, Newly Revised shall govern all meetings of the School of Nursing and its committees, unless specifically addressed in these Bylaws.
Position Descriptions

Title: Director, School of Nursing
(11-month appointment)

Purpose of Position
To provide effective academic and administrative leadership of the School of Nursing (SON).

Principle duties and responsibilities include, but are not limited to:

1. Plan academic activities
2. Administer budgetary and development activities
3. Recruit and retain high quality faculty, staff and students
4. Maintain effective organizational structures and processes for faculty, staff and students
5. Evaluate personnel with input from program coordinators
6. Support program assessment, improvement and reporting activities
7. Advocate for a supportive teaching/research/service environment
8. Support international learning initiatives
9. Develop new programs
10. Assist in the implementation of the SON and CHHS strategic plan
11. Oversee professional and office support staff
12. Represent the School of Nursing at local, state, regional and national level meetings.
13. Provide a communication link between and among faculty and administration

Educational/Licensing/Professional Requirements

1. MSN degree with a Doctorate in Nursing or related field
2. Current RN license in Kentucky
3. Prior academic and administrative experience
4. Strong leadership and management skills
5. Evidence of effective interpersonal and communication skills that promote a collegial environment, effective problem solving, and consensus building
6. Distinguished record in and commitment to teaching, scholarship and service
7. Knowledge of current nursing issues
8. Participate in at least one professional nursing organization

See specific responsibilities in the Handbook for Department Heads, WKU Faculty Handbook.

Approved 9/30/11
Revised 8/19/2014
Nursing Faculty

Purpose of Position

To provide instruction to students in the School of Nursing (SON)

Principle duties and responsibilities may include, but are not limited to:

Didactic

1. Teach students in the classroom setting and/or online.
2. Assist with planning course schedule.
3. Assist course coordinator with preparation of course syllabi and related materials.
4. Implement the course objectives as developed by the program’s faculty.
5. Maintain up-to-date and in-depth knowledge of course content.
6. Apply knowledge and skills obtained from workshops, seminars, conferences, literature review and other instructional-related activities into the classroom experience.
7. Use feedback from S.I.T.E./peer evaluations to identify professional development needs and to improve teaching effectiveness.
8. Post class schedule and office hours.
9. Meet face-to-face classes regularly and promptly at the scheduled time.
10. When teaching online courses, respond to students regularly and promptly.
11. Assign and report a grade for each student by the deadline specified on the academic calendar.

Clinical (if applicable)

1. Teach students in the clinical setting.
2. Select laboratory assignments for one or more groups of students and guide them in correlating and integrating client care learning experiences with classroom instruction.
3. Evaluate opportunities for clinical experiences in each clinical facility.
4. Assist course coordinator with communicating course responsibilities and supervising part-time clinical faculty on a weekly basis.
5. Maintain weekly communication with course coordinator to report student absences, student behavior/progress, and unusual occurrences.
6. Assess student performance in the clinical setting according to School of Nursing evaluation methods.
7. Uphold the current standards of nursing practice as established and required by clinical facilities, state regulatory agencies and accrediting bodies.

Program, SON, CHHS and/or University Service

1. Participate in development, evaluation and modification of the program’s curriculum.
2. Advise students regarding admission, progression and fulfillment of program requirements.
3. Maintain student and program records in accordance with the policies of the University and the School of Nursing.
4. Participate in school, college and university functions related to the program of instruction, such as faculty and staff meetings, orientation programs, registration, committee assignments, and recruitment events.
5. Actively participate in committee assignments at the school, college and university level.
6. Participate as a leader according to academic rank and experience.
7. Mentor new faculty.
8. Represent the School of Nursing through attendance at academic convocations, graduation ceremonies and other assemblies.
9. Participate in activities that enhance public relations with individuals and/or groups working with the School of Nursing.
10. Support the goals of the university with regards to ongoing community service. Submit materials for annual faculty activity report, documenting teaching effectiveness, university/public service, and professional development/research/creative activities, using digital measures or other university systems.
11. Participate in completion of other university reports as needed.
**Education/Licensing/Professional Requirements**

1. Minimum of a Master’s Degree in Nursing is required for all regular nursing faculty (as required by the Kentucky Board of Nursing); a doctorate in nursing or related field and teaching experience in the desired courses is preferred. Faculty teaching in the Graduate Program may have to meet additional requirements from the Graduate School.

2. Non-nursing faculty requirements: Minimum of a Master’s Degree in applicable field. Doctorate is preferred. Candidates from non-nursing health care fields with a master’s degree or doctoral degree may be considered for non-clinical nursing courses only. These candidates will be expected to have experience in health care and experience teaching in the desired courses. According to KBN regulations (201 KAR 20:310), “non-nurse faculty shall be required to collaborate with a nurse faculty member in order to meet the nursing course outcomes.”

3. Maintain credentials to meet clinical agency requirements (such as Kentucky or compact state RN licensure, APRN licensure [if teaching clinical courses in the FNP program], immunizations, malpractice insurance, TB screening, CPR, etc.).

4. Seek opportunities to maintain professional competence, for example faculty practice, certification, professional development and/or consulting in field of expertise.

5. Undertake scholarly activities, engage in research, publications, grant writing, or other creative activities involving the profession or such activities that support student involvement and learning.

6. Participate in at least one professional nursing organization.

Refer to additional faculty responsibilities of all WKU faculty in the WKU Faculty Handbook.

Approved 9/30/11
Revised 8/19/2014
Title: Program Coordinator

Purpose of Position

To provide primary responsibility for coordination and educational leadership of the assigned program within the School of Nursing.

Principle duties and responsibilities may include, but are not limited to:

1. Coordinate the program’s on- and off-site campuses.
2. Serve as ex-officio member of all standing program committees.
3. Conduct monthly faculty meetings.
4. Provide an orientation and mentoring plan for each new faculty member.
5. Assist Director with the completion of university, state regulatory and/or accrediting agency reports with faculty input.
6. Inform state regulatory bodies and accrediting agencies of program changes as required.
7. Assist Director with monitoring program compliance with Kentucky Administrative Regulations regarding prelicensure/graduate nursing programs (if applicable to program).
8. Direct program efforts to maintain accreditation.
9. Assist Director with development and implementation of program’s strategic plan with faculty input.
10. Submit certified list of graduates to the Kentucky Board of Nursing each semester after ascertaining that graduates have met all program and WKU graduation requirements (if applicable to program).
11. Work with support staff and Director to maintain records of faculty academic credentials, licensure and other program required documentation (CPR, liability insurance, medical, etc.).
12. With faculty input, recommend to the Director faculty teaching assignments, academic advising responsibilities, classroom scheduling, and course schedules.
13. Assist the Director with annual faculty/staff evaluations.
14. Maintain program communication with clinical facilities utilized for learning experiences.
15. Actively participate in recruitment activities.
16. Teach 3-6 hours per semester.
17. Advise students related to admission, progression and fulfillment of program requirements.
18. Serve as liaison and promote cooperative working relationship with other programs in the School of Nursing.
19. Active participation on university and college committees.
20. Assist Director with annual budget allocations and requests and/or administer the budget if applicable for selected programs.
21. Complete the Annual Program Report and submit to the Director by the end of the fiscal year (June 30th).

Educational/Licensing/Professional Requirements

1. Minimum of a Master’s Degree in Nursing.
2. Prior teaching experience in the School of Nursing and the specific program.

Approved 9/30/2011
Revised 8/19/2014
Title: Course Coordinator

Purpose of Position

To provide primary responsibility for coordination and educational leadership of an assigned nursing course.

Principle duties and responsibilities may include, but are not limited to:

Prior to course start
1. Plan class schedule, syllabus & test blueprint for the semester.
2. Upload course syllabus to course management website/Topnet and maintain record of syllabi for archiving.
3. Submit upcoming semester room requests to Program Director prior to completion of current semester.
4. Inform University Bookstore of course required textbooks/items.
5. Provide any needed advisement/course information to incoming class.
6. Coordinate verification of student completion of any course pre-requisites and completion/enrollment of any course co-requisites.
7. Delegate didactic and clinical topics to course faculty.
8. Coordinate simulation experiences with Learning Resource Coordinator.
9. Communicate skills laboratory supply needs to Learning Resource Coordinator.
10. Schedule standardized testing and remediation according to program policy.
11. Coordinate verification of student compliance with clinical facility requirements (health records, CPR, orientation, etc.) with support staff and program coordinator.
12. Orient new faculty to the course.
13. Work with program coordinator and Director to identify part-time faculty if additional faculty are needed to maintain appropriate student to faculty clinical ratios.
14. Verify current affiliation agreements with Coordinator of Clinical Education.

Throughout semester
1. Maintain communication with faculty teaching additional clinical and or didactic sections to ensure course consistency.
2. Represent course at pertinent committee meetings.
3. Plan with other course coordinators cross-curricular topics.
4. Call course faculty meetings to plan and implement course activities.
5. Ensure course faculty follow test blueprint for course (if applicable for course).
6. Establish test due dates to ensure time for proofreading and printing.
7. Responsible for maintaining class rolls, attendance, reporting student deficiencies and grades.
8. Responsible for documentation of clinical absences and completion of alternate assignments.
9. Ensure course documents are maintained according to WKU Records Management Policy (Kentucky Revised Statue 171.410).
10. Connect with team members for routine progress of the semester.
11. Communicate faculty responsibilities related to student achievement of course objectives.
12. Communicate with part-time/adjunct clinical faculty on a weekly basis.
13. Communicate with the Program Director any pertinent student information/behavior that may have occurred in the classroom or clinical setting.
14. Disseminate information to course faculty and students as necessary.

End of semester
1. Complete reports related to course content and activities as requested by program coordinator and/or Director.
2. Complete Part-Time Faculty Evaluation form for each part-time/adjunct faculty member and submit to Program Director.

Approved 9/30/2011
Revised 8/19/2014
Title: Full Time Clinical Faculty

Purpose of Position

To provide instruction to students in the School of Nursing in the assigned program.

Principle duties and responsibilities may include, but are not limited to:

Clinical
1. Teach students in the clinical setting.
2. Select laboratory assignments for one or more groups of students and guide them in correlating and integrating client care learning experiences with classroom instruction.
3. Evaluate opportunities for clinical experiences in each clinical facility.
4. Select clinical/laboratory assignments appropriate for the level of the course.
5. Implement course specific clinical learning experiences.
6. Maintain weekly communication with course coordinator to report student absences, student behavior/progress and unusual occurrences.
7. Assist course coordinator with communicating course responsibilities and supervising part-time clinical faculty on a weekly basis.
8. Student evaluation in the clinical setting according to program evaluation methods.
9. Uphold the current standards of nursing practice as established by the state regulatory agencies or accrediting bodies.
10. Attend mandatory faculty orientation as required by clinical facility.
11. Provide mandatory student orientation as required by clinical facility.

Program, SON, CHHS and/or University Service
1. Participate in development, evaluation and modification of the program’s curriculum.
2. Advisement of students related to admission, progression and fulfillment of program requirements.
3. Maintain student and program records in accordance with the policies of the University and the School of Nursing policies.
4. Participate in university, college and School of Nursing functions related to the program of instruction, such as faculty and staff meetings, orientation programs, registration, committee assignments, and recruitment events.
5. Active participation in committee assignments at the program, college and university level.
6. Participate as a leader according to academic rank and experience.
7. Mentoring new faculty.
8. Represent the program and School of Nursing through attendance at academic convocations, graduation ceremonies and other assemblies.
9. Participate in activities that enhance public relations with individuals and/or groups working with the program and School of Nursing.
10. Supports the goals of the university with regards to ongoing community service.

Education/Licensing/Professional Development
1. Minimum of a Master’s Degree in Nursing is required for all regular nursing faculty (as required by the Kentucky Board of Nursing); a doctorate in nursing or related field and teaching experience in the desired courses is preferred. Faculty teaching in the Graduate Program may have to meet additional requirements from the Graduate School.
2. Maintains requirements of the program (Kentucky RN licensure, medical, insurance, CPR, etc.).
3. Seeks opportunities to maintain professional credibility and competence, for example faculty practice, certification, professional development and/or consulting in field of expertise.
4. Undertakes scholarly investigations, engages in research, publications, grant writing, or other creative activities involving the profession or such activities that support student involvement and learning.
5. Participation in appropriate professional nursing organizations.

Refer to additional faculty responsibilities of all WKU faculty in the WKU Faculty Handbook.

Approved 9/30/2011
Revised 8/19/2014
Title: Part Time Clinical Faculty

Purpose of Position

To provide clinical instruction to students in the School of Nursing in the assigned program.

Principle duties and responsibilities may include, but are not limited to:

Clinical
1. Teach students in the clinical setting.
2. Select laboratory assignments for one or more groups of students and guide them in correlating and integrating client care learning experiences with classroom instruction.
3. Evaluate opportunities for clinical experiences in each clinical facility.
4. Select clinical/laboratory assignments appropriate for the level of the course.
5. Implement course specific clinical learning experiences.
6. Maintain weekly communication with course coordinator to report student absences, student behavior/progress and unusual occurrences.
7. Assist course coordinator with communicating course responsibilities to students.
8. Student evaluation in the clinical setting according to program evaluation methods.
9. Uphold the current standards of nursing practice as established by the state regulatory agencies or accrediting bodies.
10. Attend mandatory faculty orientation as required by the School of Nursing and/or clinical facility.
11. Provide mandatory student orientation as required by School of Nursing and/or clinical facility.

Education/Licensing/Professional Development
1. Educational preparation shall be at least equal to the level of the program as required by KBN.
2. Maintains requirements of the program (Kentucky RN licensure, medical, insurance, CPR, etc.).
3. Seeks opportunities to maintain professional credibility and competence, for example faculty practice, certification, professional development and/or consulting in field of expertise.

Refer to additional faculty responsibilities of all WKU faculty in the WKU Faculty Handbook.

Approved 9/30/2011
Revised 8/19/2014
Title: Full Time Faculty for Extension Campus

Purpose of Position

To provide instruction to students in the School of Nursing in the assigned program.

Principle duties and responsibilities may include, but are not limited to:

Didactic
1. Attend all extension campus nursing course classes as assigned by the Program Director.
2. Serve as liaison between extension campus students and Bowling Green campus faculty.
3. Proctor and score examinations for assigned extension campus nursing courses.
4. Conduct test review.

Clinical (if applicable)
1. Teach students in the clinical setting.
2. Select laboratory assignments for one or more groups of students and guide them in correlating and integrating client care learning experiences with classroom instruction.
3. Evaluate opportunities for clinical experiences in each clinical facility.
4. Select clinical/laboratory assignments appropriate for the level of the course.
5. Implement course specific clinical learning experiences.
6. Maintain weekly communication with course coordinator to report student absences, student behavior/progress, and unusual occurrences.
7. Assist course coordinator with communicating course responsibilities and supervising part-time clinical faculty on a weekly basis.
8. Student evaluation in the clinical setting according to the program evaluation methods.
9. Uphold the current standards of nursing practice as established by the state regulatory agencies or accrediting bodies.
10. Attend mandatory faculty orientation as required by clinical facility.
11. Provide mandatory student orientation as required by clinical facility.

Skills Laboratory
1. Assist Learning Resource Coordinator with:
2. Schedule skills laboratory experiences.
3. Maintain inventory for laboratory supplies and equipment,
4. Perform routine maintenance and repair on training equipment to ensure longevity and proper functioning of equipment,
5. Maintain the extension campus skills laboratory in readiness for independent skills practice, skills demonstration, and skills testing,
6. Distribute specific skill supplies to students for take-home practice
7. Provide scheduled hours for skill practice appropriate for each nursing course as determined by course coordinator.
8. Assist students in the skills laboratory during scheduled practice hours.

Program, SON, CHHS and/or University Service
1. Participate in development, evaluation and modification of the program’s curriculum.
2. Advisement of students related to admission, progression and fulfillment of program requirements.
3. Maintain student and program records in accordance with the policies of the University and the School of Nursing.
4. Participate in university and division functions related to the program of instruction, such as faculty and staff meetings, orientation programs, registration, committee assignments, and recruitment events.
5. Active participation in committee assignments at the departmental level.
6. Participate as a leader according to academic rank and experience.
7. Mentor new faculty.
8. Represent the School of Nursing and program through attendance at academic convocations, graduation ceremonies and other assemblies.
9. Participate in activities that enhance public relations with individuals and/or groups working with the School of Nursing.
10. Supports the goals of the university with regards to ongoing community service.
11. Write annual performance evaluation documenting teaching effectiveness, university/public service, and professional development/research/creative activities.

**Education/Licensing/Professional Requirements**

1. Minimum of a Master’s Degree in Nursing is required for all regular nursing faculty (as required by the Kentucky Board of Nursing); a doctorate in nursing or related field and teaching experience in the desired courses is preferred. Faculty teaching in the Graduate Program may have to meet additional requirements from the Graduate School.
2. Non-nursing faculty requirements: Minimum of a Master’s Degree in applicable field. Doctorate is preferred. Candidates from non-nursing health care fields with a master’s degree or doctoral degree may be considered for non-clinical nursing courses only. These candidates will be expected to have experience in health care and experience teaching in the desired courses. According to KBN regulations (201 KAR 20:310), “non-nurse faculty shall be required to collaborate with a nurse faculty member in order to meet the nursing course outcomes.”
3. Maintain credentials to meet clinical agency requirements (such as Kentucky or compact state RN licensure, APRN licensure [if teaching clinical courses in the FNP program], immunizations, malpractice insurance, TB screening, CPR, etc.).
4. Seek opportunities to maintain professional competence, for example faculty practice, certification, professional development and/or consulting in field of expertise.
5. Undertake scholarly activities, engage in research, publications, grant writing, or other creative activities involving the profession or such activities that support student involvement and learning.
6. Participate in at least one professional nursing organization.

Refer to additional faculty responsibilities of all WKU faculty in the WKU Faculty Handbook.

Approved 9/30/2011
Revised 8/19/2014
Title: Director, Nursing Clinical and Simulation Laboratories  
(12 month appointment)

Purpose of Position

Coordinates activities and functions of the nursing simulation program to ensure that goals and objectives specified for each clinical section are accomplished in accordance with established CCNE and KBN requirements.

Principle duties and responsibilities may include, but are not limited to:

1. Participate with and assist faculty in the development, implementation, and integration of simulation activities for nursing students.
2. Provide leadership for the processes of purchasing simulation equipment and laboratory supplies for the nursing clinical laboratories.
3. Work collaboratively with the learning resource coordinator and the SON office coordinator to manage the skills lab budget.
4. Maintain unit documents and financial data.
5. Assist in finding and writing grants related to nursing simulation.
6. Work with IT to obtain, install and maintain clinical simulation software and equipment.
7. Serve as faculty to students in teaching scenario/learning situations of nursing skills, simulations, and debriefing sessions.
8. Train faculty, support staff and students in selected technical aspects of simulation.
9. Participate in or lead tours of the simulation laboratory.
10. Serve as primary contact for outside organizations and departments seeking information about nursing simulation.
11. Provide instructional support in the simulation lab for students and faculty to improve competencies and skills in meeting course objectives through simulation.
12. Develop and conduct evaluation of the effectiveness in providing simulation learning.
13. Schedule and coordinate simulation activities for each nursing course, as requested by course faculty.
14. Provide input to the Director for long-range planning for the use of simulation in nursing education.
15. Stay current with developments in the field of simulation technology and learning theory.
16. Maintain and update simulation lab to include, but not limited to: identifying software; supply and equipment needs; monitoring simulation equipment; troubleshooting and resolving problems.
17. Maintain records of all simulation activities including, but not limited to: numbers of students participating; numbers of faculty participating; numbers of hospital employees participating; video release forms; videotapes of simulation events.
18. Collaborate with Facility Liaison for scheduling use of simulation lab and nursing skills lab.
19. Conduct nursing skills demonstrations as requested by course faculty.
20. Assess student nurse competency in skills as requested by course faculty.
21. Coordinate remediation of nursing skills for students when requested by faculty.
22. Participates in special projects and functions.
23. Perform other duties as assigned.

Educational/Licensing/Professional Requirements

1. Minimum of a BS in Nursing or a health related field. Experience in clinical simulation is preferred.
2. Maintain Kentucky or compact state RN licensure if a registered nurse.
3. Seek opportunities to maintain professional competence related to simulation and healthcare.

Drafted 11/12/2012
Revised 8/19/2014
Title: Learning Resource Coordinator
(10-month appointment)

Purpose of Position

To coordinate utilization of nursing skills laboratory, maintain nursing skills laboratory facilities and laboratory equipment, and assist faculty with skills laboratory learning experiences.

Principal duties and responsibilities may include, but are not limited to:

Coordinate Utilization of Nursing Skills Laboratory
1. Schedule use of clinical space for laboratory activities.
2. Coordinate with college representative for scheduling of classrooms.
3. Identify objectives for laboratory activities, evaluate usage of the laboratory, determine methods for maximizing use, and establish nursing skills laboratory policies.
4. Prepare a semester calendar that provides for maximum utilization of laboratory facilities in collaboration with faculty.
5. Prepare an annual report for the program evaluation committee on lab usage data (hours and students served), and inventory, condition of supplies, equipment and learning media.

Maintain Nursing Skills Laboratory Facilities & Laboratory Equipment
1. Assume responsibility for all aspects of equipment management in the nursing skills laboratory.
2. Perform needed routine maintenance and repair on training equipment to ensure longevity and proper functioning of all equipment.
3. Maintain a master listing of all equipment.
4. Obtain faculty input to determine supply needs for each nursing course.
5. Responsible for maintaining par levels for all laboratory supplies.
6. Perform bi-annual inventory of all supplies to maintain par levels.
7. Assure purchase of needed laboratory supplies and equipment.
8. Collaborate with Director of SON and program coordinators when ordering supplies to ensure cost effective purchases.
9. Maintain an accurate listing of all CD-ROMS and videos that are currently being utilized by program faculty, assess for obsolescence and obtain current replacement for outdated materials in a timely fashion.

Assist Faculty with Skills Laboratory Learning Experiences
1. Assist faculty in supply location and setting up skills lab learning experiences.
2. Maintains the laboratory in readiness for independent skills practice, skills demonstration, and skills testing.
3. Serve as resource person to faculty in the area of skill practice and equipment usage.
4. Distribute specific skill supplies to students for take-home practice.
5. Provide assistance to faculty with skills check-offs.
6. Schedule skill practice and assists students in the laboratory during practice.
7. Provide in-services to faculty for new equipment or other learning resources.
8. Assist faculty in obtaining current educational aids such as videos and CD-ROMS for use in the classroom and/or student remediation.
9. Ensure accessibility of nursing software in computer labs.

Simulation
1. Participate in development of simulation initiatives and resources for School of Nursing programs.
2. Assists faculty with simulation experiences.
3. Serves as resource person to faculty in the area of simulation.
Other Duties May Include
1. Assist with recruitment and retention efforts.
2. Assist with planning and implementation of School of Nursing events.
3. Provide just-in-time student support and advisement.
4. Provide tours and guidance for potential students and their families.

Educational/Licensing/Professional Requirements
1. Minimum of a BS in Nursing
2. Maintain Kentucky or compact state RN licensure if a registered nurse.
3. Seek opportunities to maintain professional competence related to simulation and healthcare.

Approved 9/30/11
Revised 8/19/2014
Title: Coordinator of Clinical Education
(12-month appointment)

Purpose of Position

Obtain and Maintain Clinical Agency Contracts. Ensure compliance with clinical agency requirements. Assist with clinical placement of students in the School of Nursing (SON).

Principle duties and responsibilities may include, but are not limited to:

1. Work with program coordinators, faculty and clinical agencies to initiate, update and maintain affiliation agreements for all school of nursing programs.
2. Consult with faculty about clinical course requirements
3. Work with program coordinators, faculty and clinical agencies to ensure adequate clinical placements for all school of nursing programs.
4. Communicate and collaborate with other local nursing programs to facilitate appropriate use of shared clinical agencies
5. Discuss with students their clinical placements and requirements
6. Facilitate the process for obtaining and renewing affiliation agreements for compliance with KBN and accrediting body regulations
7. Participate in activities that enhance public relations with clinical agencies.
8. Coordinate SON Advisory Council meetings
9. Maintain current databases of school affiliation agreements in collaboration with the Dean's office
10. Serve as contact person for student concerns with clinical placement
11. Provide annual report to the Program Evaluation Committee
12. Assist with obtaining and maintaining documentation of student and faculty credentials to ensure compliance with clinical agency requirements (immunizations, licensure, insurance, CPR, TB updates, criminal background checks, etc.)
13. Work as a member of the support staff team to assist with various group projects to meet the needs of the School of Nursing.

Additional Duties

1. Assist with recruitment and retention efforts
2. Assist with planning and implementation of School of Nursing events
3. Provide student support and advisement as needed
4. Provide tours and information for potential students and their families

Education/Licensing/Professional Requirements

1. Minimum of a BS/BA in a relevant field. Experience in developing and maintaining agency contracts preferred.
2. Maintain Kentucky or compact state RN licensure if a registered nurse.
3. Seek opportunities to maintain professional competence related to contract development.
4. Other required knowledge and skills include being detailed oriented with excellent organization skills, excellent communication and interpersonal skills, knowledge of healthcare systems and clinical agencies, ability to use Excel/Access to maintain data tracking, ability to follow up on agency contracts, collaboration with university attorney as needed and ability to work with diverse populations.

Approved 9/30/11
Revised 8/19/2014
Revised 5/8/2015
Title: Office Coordinator
(12-month appointment)

Purpose of Position

This position assists with administrative and financial management of the School of Nursing.

Principle duties and responsibilities may include but are not limited to:

1. Administrative and Communication: Provide assistance to the Director and faculty with various reporting functions for accreditation purposes, facilitate interaction between students and staff, supervise student employees, maintain faculty records, review and verify faculty credentials on hiring and on an annual basis, certify graduation information for State Boards of Nursing requests. Provide administrative support to the search committee for faculty and staff hiring process. Coordinates faculty clerical support (general typing, filing and mass mailing) with student workers as needed. Responsible for office communication including numerous email and phone messages each day.

2. Coordinates and oversees activities of Office Associates, Assistants and Student Workers within the School of Nursing.

3. Duties to include tracking expenditures, professional development, grants and foundation funds. Utilization of Top Net, Banner, Payment Net and other university software to facilitate admissions, data management and budgets.

4. Provides excellent customer service to our students and constituents. Interprets department procedures to staff, faculty and to incoming students. Works closely with staff members to respond to multiple project activities, meet deadlines and resolve problems. Supervises two or more student workers. Compiling data required for accreditation reports.

5. Financial Management: Coordinate purchasing, timesheets, travel (travel arrangements, reimbursements, etc.), coordinate payroll and payment forms for staff, student employees, part-time faculty and DELO classes. Maintain financial records for School of Nursing including WKU Nursing Foundation accounts.

6. Scheduling and Coordination: Assists with development and maintenance of the directors schedule, works with the program coordinators and the chair of the CE director to coordinate event schedules, works with outside vendors to coordinate student recruitment events, luncheons, etc. works with textbook vendors to schedule review and ordering process.

7. Coordinate School of Nursing Website

8. Assist with planning and implementation of School of Nursing events

Educational/Professional Requirements

1. Minimum of a High School diploma plus 5 years of related experience

2. Ability to use Banner, TopNet for schedules and preparation of purchase requisitions

3. Capable of extended periods of computer concentration

4. Computer word processing, spreadsheet, and database skills

5. Strong interpersonal and communication skills

6. Familiarity with Microsoft Office Word, Excel, Access and PowerPoint

7. Ability to work with minimum supervision

8. Ability to manage multiple tasks

9. Ability to work with multiple interruptions
Title: Office Associate/Assistant
(12-month appointment)

Purpose of Position

This position provides clerical and technical support for the various School of Nursing Programs and maintenance of program related student records.

Principle duties and responsibilities may include, but are not limited to:

1. Administrative and Communication: Initiates and maintains all student records associated with the assigned program.
2. Reviews records on initial application and sends annual reminders to students when CPR, TB testing or other information must be updated. Processes and tracks student admissions materials (Drug screen, Background checks, medical forms, CPR, immunizations) for all students in the pre-licensure and post-RN program.
3. Supervises student workers as assigned and oversees payroll functions for these employees as delegated by the Office Coordinator.
4. Coordinates faculty clerical support (general typing, filing and mass mailing) with student workers as needed.
5. Processes foundation donor records and sends out thank you letters to donors, sends out program information to student inquires.
6. Responsible for office communication including numerous email and phone messages each day.

Technical and Data Management:

1. Has major responsibility for data entry, tracking and reporting for student data needed for AACN, CCNE, ACEN, KBN and other required reports.
2. Provides administrative support for admissions in both the pre-licensure and RN to BSN program by developing excel spreadsheets with all needed data (GPA in various classes, progress in pre nursing curriculum) on each candidate and assists with scheduling and interview processing. Maintains School of Nursing website.
3. Provides basic computer support for office related software questions as needed.

Other Duties:

1. Assist with recruitment and retention efforts
2. Assist with planning and implementation of School of Nursing events
3. Provide just-in-time student support and advisement
4. Provide tours and guidance for potential students and their families

Educational/Professional Requirements

1. High School diploma or equivalent
2. Clerical/office related experience preferred
3. Computer word processing, spreadsheet, and database skills
4. Familiarity with a variety of office equipment
5. Good organizational and communication skills
6. Ability to manage multiple tasks
7. Capable of extended periods of computer concentration

Approved 9/30/11
Revised 8/19/2014
Title: Student Worker

Purpose of Position

This position provides secretarial assistance to the School of Nursing.

Principle duties and responsibilities may include but are not limited to:

1. Greet visitors to the School of Nursing and provide tours when needed.
2. Provide secretarial support for faculty and staff including but not limited to data entry, copying, answering telephones, running errands, shredding, and filing.

Educational/Professional Requirements

1. Maintain professional communication skills and appropriate dress.
2. Knowledge of basic word processing skills.

Approved 9/30/11
Revised 8/19/2014
ADMINISTRATIVE/PEER REVIEW POLICY

POLICY & PROCEDURE DOCUMENT
NUMBER: N.1003
DIVISION: School of Nursing
TITLE: Peer Review Policy
DATE: 05/08/2015
REVISED: N/A
AUTHORIZED: Mary Bennett, Director WKU School of Nursing

I. Purpose and Scope

The purpose of peer review is to provide information to a faculty member to improve his/her teaching to include activities such as effective presentations, active-learning and tools to enhance student learning including, but not limited to, collaborative learning, problem-based learning, integration of service learning and other community-based learning.

II. Policy

All SON faculty, tenured and non-tenured, will have an annual peer review completed. If the faculty member is a non-tenured tenure track employee, the faculty member must have at least one annual peer review completed by an administrator.

III. Procedure

Each year faculty will select a peer to attend their class and/or review their online teaching sites. The faculty peer will provide feedback to the reviewed faculty member and SON administration via the appropriate peer review form located on the SON website. The faculty peer should email the Director of the SON to report that a peer review form has been completed. The Director will then download the form from Qualtrics and send a copy to both the faculty member being reviewed and the faculty peer that conducted the review. The faculty member being reviewed should retain electronic copies of these peer reviews for future documentation of teaching effectiveness for evaluations and tenure/promotion materials.

Faculty who are on tenure track, but are not yet tenured, will also select either their program coordinator or the Director of the School of Nursing and make arrangements for the annual administrative review.

IV. Related Policies:


Approved 5/08/2015
School of Nursing Guidelines for Promotion and Tenure

FACULTY PROMOTION

I.A. Introduction:

The School of Nursing Faculty Handbook may be more specific than the WKU Faculty and CHHS Faculty Handbooks and may be more demanding with regard to specific requirements for nursing faculty. Specific criteria for School of Nursing Faculty can be found in Appendix A of this document.

Note: Faculty previously housed in the Division of Health Sciences in University College who joined academic units in CHHS and were appointed on or before July 01, 2011 will adhere to departmental criteria for promotion and tenure as per Memorandum of Agreement dated July 08, 2011.

Faculty promotion requires certain academic qualifications at each rank, along with appropriate experience and a demonstrated and sustained achievement appropriate at each rank relative to teaching effectiveness, research/creative activity, and university/public service.

Note: Refer to CHHS Faculty Handbook Appendices A & B for specific procedural detail.

I.B. Criteria for Individual Ranks (Non-tenure-eligible): (refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix A)

I.B.1. Clinical Faculty Member:
I.B.2. Research Faculty Member:
I.B.3. Instructor:

I.C. Criteria for Individual Ranks (Tenure Eligible): (refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)

I.C.1. Professor:
I.C.2. Associate Professor:
I.C.3. Assistant Professor:

I.D. Criteria for Promotion Recommendations: (Tenure Eligible Ranks Only) (refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)

I.D.1. General:
I.D.2. Academic Qualifications:
I.D.3. Areas of Performance:
I.D.4. Levels of Performance:

I.E. Procedures for Recommending Promotion (Tenure Eligible Ranks Only) (refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)

I.E.1. Notice of Upcoming Promotion Review:
I.E.2. Rank and Promotion Committee:
I.E.3. Recommendations:
I.E.4. Notice of Negative Recommendation:
I.F. Promotion Recommendation Deadlines: (Tenure Eligible Ranks Only) (refer to WKU Faculty Handbook & CHHS Faculty Handbook Appendix B)
  I.F.1. Application:
  I.F.2. Department Recommendation:
  I.F.3. Dean Recommendation:
  I.F.4. Provost/President Recommendation/Board Approval:

FACULTY TENURE AND CONTINUANCE

II.A. Introduction:

Note: Refer to CHHS Faculty Handbook Appendix B for specific procedural detail.

II.B. Tenure Appointment Policy: (refer to WKU Faculty Handbook)
  II.B.1. Areas of Performance:
  II.B.2. Notice to New Faculty:
  II.B.3. Policies and Procedures for Continuance and Tenure Recommendations:
  II.B.4. Extension of the Probationary Period:

II.C. Non-Continuance or Negative Tenure Recommendations: (refer to WKU Faculty Handbook)
  II.C.1. Non-Continuance or Negative Tenure Recommendations:
  II.C.2. Faculty Complaint:

PROCESS FOR FACULTY COMPLAINT, CONTINUANCE, PROMOTION AND/OR TENURE

III.A. Advisory Committee on Faculty Continuance, Promotion and Tenure: (refer to WKU Faculty Handbook)

III.B. Faculty Complaint: (refer to WKU Faculty Handbook)

III.C. AD Hoc Committee on Continuance, Promotion and Tenure: (refer to WKU Faculty Handbook)

III.D. The President: (refer to WKU Faculty Handbook)

III.E. The Board of Regents: (refer to WKU Faculty Handbook)

POST-TENURE REVIEW OF FACULTY

IV.A. Introduction: (refer to WKU Faculty Handbook)

IV.B. Post-Tenure Review Process: (refer to WKU Faculty Handbook)

TERMINATION OF FACULTY

V.A Procedures for Termination: (refer to WKU Faculty Handbook)
  VII.A.1. Faculty Without Tenure:
VII.A.2. Faculty With Tenure:

FACULTY GRIEVANCE POLICY

VI.A. Faculty Grievance Generally: (refer to WKU Faculty Handbook)
   VII.A.1. Purpose:
   VII.A.2. Definition of Grievance
   VII.A.3. Eligibility of Faculty:

VI.B. Appeal through Administrative Channels: (refer to WKU Faculty Handbook)
   VIII.B.1. Informal Review:
   VIII.B.2. Formal Grievance:

VI.C. Appeal through Advisory Committee on Faculty Grievance: (refer to WKU Faculty Handbook)
   VIII.C.1. Establishment of Committee:
   VIII.C.2. Procedures:

VI.D. Annual Report: (refer to WKU Faculty Handbook)
Appendix A

Guidelines for Tenure and Promotion Activities in the School of Nursing

AUTHORIZED: Mary Bennett, Director WKU School of Nursing

I. Purpose and Scope

The following guidelines provide examples of activities that may provide evidence to support a candidate’s application for Tenure and/or Promotion.

II. Policy

The School of Nursing (SON) ascribes to the promotion and tenure policies as stated in the University Faculty Handbook. However, a special exception to these policies was negotiated for Associate Degree Nursing Program faculty hired prior to July 1, 2011. Faculty meeting this criterion for exception may apply for tenure and promotion to the rank of Associate Professor with the MSN degree.

III. Procedure

Faculty within the School of Nursing will follow the procedures for application for promotion and/or tenure as outlined in the WKU Faculty Handbook. Timelines and materials to be presented for consideration to either the tenure or promotion committee, as well as other applicable policies are found in the WKU Faculty Handbook.

School of Nursing faculty on tenure track are to prepare a portfolio annually, which will be reviewed by current Tenured Faculty Committee. Comments and suggestions regarding the portfolio will be provided to the Director and faculty member by the committee.

The following guidelines are suggested documentation for promotion and tenure of all nursing faculty on traditional Tenure track. They may also be used for faculty seeking promotion who are on clinical tracks, research tracks or pedagogical tracks. For instructors seeking promotion, only the categories of teaching and service will be required.

Teaching Effectiveness
Teaching is the central function of all faculty members. Effective teaching requires knowledge, organization, sensitivity and enthusiasm. Evidence in this area may include, but is not limited to, the following:

1. effective presentation of appropriate material
2. demonstration of professional responsibilities in the clinical setting (supervision of students, collaboration with other health team members, adherence to curriculum plan)
3. maintaining of professional standards and responsibilities to students (e.g., meeting class, holding office hours, returning materials in a timely fashion, and making clinical assignments).

4. maintaining professional competence (e.g., current license to practice nursing in the state of Kentucky; specialty certification; attendance at local, state and national professional organizations; clinical practice; attainment of continuing education requirements; enrollment in course work)

Additional evidence in this area may include, but is not limited to the following:
1. Student Evaluations the past year and relative pattern over time
2. Alumni Evaluations
3. Peer Evaluations
4. Evaluations by Director
5. Teaching Awards
6. Development and/or use of creative teaching methods, clinical exercises, demonstrations, etc.
7. Other inputs into teaching (e.g., preparing lab manuals, developing new courses, curriculum development and/or revisions, web course development and delivery, teaching via IVS)
8. Personal programs of study to enhance teaching effectiveness
9. Participation in interdisciplinary courses
10. Participation in cultural and/or intercultural activities
11. NLN Certified Nurse Educator
12. Applying and integrating knowledge and skills obtained from workshops, seminars, conferences, literature review and other instructional-related activities into the classroom experience.
13. Developing new courses and/or revising course content and methodology as dictated by changes in field; and, updating required course materials, including but not limited to textbooks.
14. Production of instructional material, e.g. computer/CAI programs or materials, lab manuals, lab simulations, demonstrations, or web course development, including development of podcasts, Tegrity videos, talking power points, etc.

Research/Creative Activity
Research and scholarship are important functions of the faculty in institutions of higher education. Research may be basic or applied; but, in nursing, it is more often applied. Scholarship promotes dissemination of knowledge, self-expression, and enhancement of teaching. Research and scholarship activities contribute to the quality of higher education and the advancement of knowledge in the nursing profession.

Evidence in these areas may include, but is not limited to the following:
1. Publication of articles in refereed and other journals;
2. Documentation of manuscripts accepted for publication;
3. Publication of books, textbooks, manuals, chapter in a book, monographs, or reports for local, state, regional or national agencies;
4. Grant/contract proposal submission;
5. Grant awards received, both internally and externally funded;
6. Participation in studies, program or scholarship supported by extramural funds;
7. Presentation (paper or poster) of scholarly works at local, state, regional, national or international conferences;
8. Initial development of course, seminar or associated instructional materials for local, state, regional, national or international presentations;
9. Current ongoing research and other scholarly activity not yet resulting in publication;
10. Inventor or co-inventor of U.S. and other patents;
11. Non-funded research;
12. Seminars presented (give agency/organization, project title, submission date);
13. University-level colloquia and/or seminars presented (give places, dates, titles);
14. Thesis, dissertation or DNP project chair or committee member (list student name, title, dates begun and completed);
15. Production of instructional material, e.g. computer/CAI programs or materials, lab manuals, lab simulations, demonstrations, or web course development, including development of podcasts, Tegrity videos, talking power points, etc.; that ideally involves some peer interaction/review;
16. Scholarly fellowships;
17. Provide opportunities for student engagement in scholarly activities;
18. Authoring, editing or reviewing for professional journals or other publications;

**University/Public Service**

University and public service are valuable functions of institutions of higher education. Participation in committees and other University functions allows faculty to influence the governance of the institution. Involvement in public service is a means of disseminating knowledge and/or skills to members of society.

Evidence in these areas may include, but is not limited to the following:

1. Service on departmental/college/university committees, councils, senate and other university activities;
2. Participation in professional organizations;
3. Participation in community boards, committees, organizations;
4. Participation in professional activities such as presenter of workshops, symposia, conferences, meetings or as a guest lecturer;
5. Participation on radio/TV to promote public awareness related to health issues or the practice of nursing;
6. Service to business or industry as a technical expert or member of a policy advising committee;
7. Service to local, state or national government boards, agencies and/or commissions;
8. Collaboration with counselors, teachers and administrators of schools; participation in science and health fairs, presentations to students, etc.
9. Academic advising;
10. Work on commissions/task forces outside the university wherein your contribution is directly related to your field of expertise (list group, nature of contribution, dates);
11. Other administrative duties within the University;
12. Other public service, e.g., talks to service groups (dates, titles, groups);
13. Faculty Advisor/Counselor to clubs/organizations/honor society;
14. External consulting activities that utilize the faculty member’s professional expertise.
15. Engagement of students in service and/or international activities.
16. Preparation of SON reports, e.g. self-study for CCNE Accreditation, reports to KBN, CPE, SACS, SREB, or other agency.
17. Preparation of annual committee reports;
18. Attending recruitment functions.
19. Implementing marketing for program/school/college/university.
20. Service as a grant proposal reviewer for a funding agency;
21. Service as reviewer or referee for a professional journal or organization;
22. Editor or member of an editorial board of professional journals;

IV. Related Policies
University Faculty Handbook policies on tenure and promotion

Approved: August 29, 2014
Revised August 2016