

SON Faculty Approved May 2023

Educate nurse leaders who are dedicated to caring and participating with individuals, families and communities to meet health needs.

To be recognized for excellence in the transformation of health care through the scholarship of teaching, practice and research.

The Philosophy of the SON reflects the beliefs and values of the faculty and gives direction to the baccalaureate, masters and doctoral curricula. The baccalaureate graduate is a generalist who designs, provides, manages and coordinates nursing care in a variety of health care settings. The masters and doctoral curriculum build on the baccalaureate education and prepares graduates to practice in advanced roles.

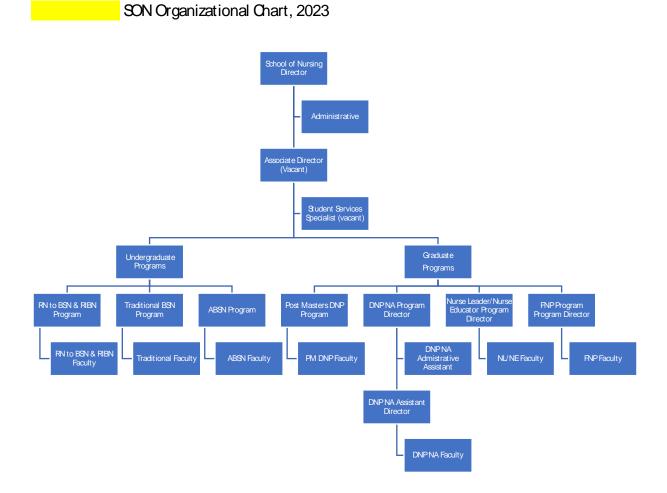
Strategic Direction #2t Enrich the Total Student Experience

4.1.5: Establish a plan to support faculty and staff self-care by supporting health and wellness initiatives. Strategic Direction #5 Invest in Our Core Resources

5.1.1: Evaluate our ability to recruit and retain high quality faculty and staff.

5.1.2: Seek internal/external funding for faculty, staff and physical assets to support visionary programs (e.g. simulation e2ITf1 f1 0 0 Gkm1 nBT/F1 12 Tf1 0 52 792 rla (y)5(s)-4(ic)it q0. ans(s)-4] TJETQq

- x Develop and evaluate systems to enhance safety and quality of health care.
- x Advocate and participate in collaborative interdisciplinary efforts to improve



Suggestions for changes or updating should be evaluated in teaching teams and then forwarded

licensure student files are maintained in the Cullowhee office. The Student Services office on the Biltmore Park instructional site maintains all other student files.

Faculty members are assigned a group of student advisees and will provide appointment times for advisement conferences. Periodic advisement concerning grades, academic progress towards completion of degree requirements, ATI scores, midterm warnings, or other pertinent issues, should be planned as needed. Advisors should be careful to determine that students continue to maintain the required G.P.A. Advisement is encouraged on a regular basis for students who may be having academic difficulty. Resources for remediation include the WCU Writing and Counseling Centers.

Written documentation should be maintained regarding advising meetings with advisees using University documentation resources (e.g. Navigate).

Faculty members serve as advisors to student organizations to assist the students in operation and conforming to WOU student organization policies. If a faculty member is interested in serving in this capacity, discuss your interest with the SON director.

In keeping with the mission of the School of Nursing (SON), the Faculty Practice Policy exists to foster faculty practice and the dinical education of nursing students. Faculty practice is defined as the delivery of nursing services by faculty through the roles of clinician, educator, researcher, consultant, and administrator. The policy creates a system of support for excellence in practice, scholarship, and teaching and serves the needs of the population by providing quality health care services in the community. The faculty practice policy is located in _____.

Please refer to the WCU Faculty Handbook for information about personnel policies and reporting of illness.

A computer is assigned to each full-time faculty, with internet service available on campus. This permits connection with the user to all on-line aspects of campus, including Banner, appropriate learning m 1 2 BDC q0.00000912 0 612 792 reW*nBT/F3 11.52 Tf 1 0 0 1 66.984 of campus, includie-

Objective:

To provide a smooth transition to the faculty role for new nurse educators hired for the school of nursing.

Components:

1. University Orientation

Occurs every August, conducted by the University

2. School of Nursing Orientation

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- g. Clinical/Lab/Smulation course policies
- h. **Ginical aAgency policies**

Program Specific Clinical/Lab/Smulation Procedures and Processes

- 3. Curriculum
 - a. Curriculum overview Accreditation and Essentials

4. Resources

a. a. Institutional

WCU Faculty Handbook

Office of the Provost, Resources for Faculty

- b. b. Coulter Faculty Commons
- c. c. Departmental Collegial Review Document (DCRD)
- d. d. SON Mission, Vision and Philosophy
- e. e. SON Strategic Plan
- f. f. SON Organizational Structure
- g. g. Faculty and Staff Contact Lists
- h. Campus resources (IT support, security, campus maps, etc.)
- i. b. Internet
- j. c. Professional journal articles
- k. d. Professional books
- I. e. Contact personnel
- m. f. Professional Nurse Educator Organizations

- ' All Human Resource Paperwork completed? Check with administrative support.
- ' HR Benefits orientation and paperwork
- ' Cat Card and Picture ID
- ' Activate Door Access for CHHS
- ⁶ Parking Permit
- ' Request Room and Building Keys
- ' Order Start-Up Office Supplies and Furniture and door sign
- ⁶ Order New Computer
- ' Add to Canvas Homeplace and Webpage
- ⁶ Create FAD (Faculty Activity Database) <u>www.fad.wcu.edu</u>
 - o faculty bio

Data collection for annual evaluation

- ⁶ Obtain copies of appropriate Student Handbooks
- ' Assign to Mentoring Program
- ' Supplies location, obtaining
- ⁶ Copier room (use of fax machine and copier)
- ⁶ Faculty mailboxes, campus mail, personal mail,
- ' Faculty kitchen coffee pot, food, dishes, refrigerator

Faculty office orientation

Academic advising

- ⁶ Academic Advising Responsibilities
 - o Procedures, expectations, process, forms, timelines, contacts, documentation, requirements, student files, pre-nursinghandbook
 - o Graduation requirements
 - o Contacts at WCU for questions
 - o Online registration
 - o Banner/Canvas
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- Course evaluations and course notebooks Course Grading Procedures ATI testing (access, orientation, use in proy 306.17 780.6 Tm0 g0 G[()0 1 12 "

Section 3. Duties and Responsibilities of the School of Nursing Faculty

I.3.1 The School of Nursing Faculty serves as a policy-recommending body for the SON. As such, the organization of the faculty provides for participation by its members in the governance and decision-making process of the School of Nursing. Proposals concerning policy matters may be initiated by individual faculty members through appropriate appointed and elected committees of the school or through administrative channels. Proposals may concern a change in existing policy, call for the correction of actions contrary to an existing policy, or call for interpretation of policy.

I.3.2 The expectation for all full-time faculty and part-time faculty (20 hours or more per week) is to serve on at least one teaching team as well as at least one committee as described in Article II.

I.3.3 The faculty shall discuss matters relating to the welfare of the School of Nursing. The faculty shall consider reports and proposals from the SON Director, faculty committees, and from individual faculty members and make recommendations concerning these reports and proposals.

I.3.4 Recommendations will be considered by the School of Nursing Director for appropriate action. As chief administrative officer of the School of Nursing, the Director will direct policy implementation. If action outside the School of Nursing is required, recommendations will be referred through the Dean of the College of Health and Human Sciences.

1.3.5 Any faculty member may attend meetings, however eligibility for voting and advancing a motion is determined by full-time or part-time status (works 20 hours or more per week).

1.3.6 The School of Nursing Director, or appointed representative, and two-thirds of the eligible voters shall constitute a quorum for the transaction of business at any meeting of the faculty of the School of Nursing.

1.3.7 The faculty may amend or repeal any part or all of the Bylaws of the School of Nursing. The Bylaws may be changed only during the academic year. Proposals to amend or repeal the bylaws shall be sent to the faculty at least ten days prior to the meeting at which discussions will occur. The vote may immediately follow the discussion. Actions to repeal or amend shall not be effective unless approved by two-thirds of eligible voting faculty members of the school and by the SON Director.

Section 4. Committees

1.4.1 The consideration of matters within its jurisdiction may be delegated by the School of Nursing Faculty to committees which shall be responsible to and report to the faculty. These may include subgroups of faculty by level (i.e., pre and post licensure Undergraduate Faculty or Graduate Faculty). Other committees of the School of Nursing are outlined under Article II.

I.4.2 There shall be three kinds of committees, Appointed Committees, Elected Committees, and Special Committees. The tenure of the latter shall end upon completion of their assignments.

1.4.3 Elected Committees. Within 30 days of the beginning of the academic year the faculty will vote on membership of the elected committees. This will be conducted through the development of a slate on which individual faculty members sign up for one or more committees. Members elected to a committee will determine the chairperson of that committee. The School of Nursing Director and the Associate Director are exofficio members of all committees. The Graduate Director is an ex-officio member of all Graduate Committees. The Undergraduate Director is an ex-officio member of all Graduate Committees. The Undergraduate Director is an ex-officio member of all undergraduate committees. Any faculty member may attend any elected committee as a non-voting member.

I.4.4 Members will be elected for a two-year term Members may serve two consecutive terms unless needed to meet program representation requirements. At the completion of two consecutive terms, the member may

return after a period of at least one year has elapsed. If a vacancy should occur, the School of Nursing Director shall appoint a replacement to complete the remainder of the academic year.

1.4.5 A majority of any appointed, elected or special committees shall constitute a quorum for the transct ion of business.

Sec.ion 1. Appointed Committees

II.1.1. Program Committees

II.1.1.1 Membership:

Program Committees, chaired by Program Directors, serve as <u>teaching teams</u> to support excellence in curricular and programmatic endeavors of the School of Nursing. The program committees shall be composed of the faculty who have primary teaching responsibilities in that program, as determined by the SON Director in consulta.ion with faculty. All full-time teaching faculty members shall participate in at least one Program Committee.

II.1.1.2 Program committees will be responsible for implementing the curriculum and will execute all concomitant instructional responsibilities. Functions will include the following: teaching; selecting and manginpg appropriate learning experiences; arraninpg clinical learning experiences under guidance of existing contracts; facilitating new clinical contracts within curricular objectives; maintaining communication with personnel in agencies used for clinical learning experiences; evaluating student progress, including decisions regarding progression within the nursing program; and referring and reporting matters regarding student progress, interagency concerns, etc., to the School of Nursing Director through the Program Directors. Other responsibilities include modifying current course objectives and outlines in response to onioi ng and end-of-course evaluations while keeping within the curricular framework as adopted by the faculty and the directives of the Curriculum Committees; referring major concerns regarding curriculum to the Curriculum Committees; and recommending policy changes to the undergraduate and graduate faculty committees, as relevant, for consideration and movement to a vote by the Faculty of the School of Nursing.

II.1.2 Program Directors Council

II.1.2.1 Membership: The Program Directors Council shall consist of the Program Directors and the SON Leadership. The SON Director will serve as the chairperson of the committee. Other staff (e.g. Student Services) may be asked to participate in these meetings as needed.

II.1.2.2 Duties: The Program Direc.ors Council

nursing, evaluating these, weighing their potential effects and influence on the nursing curriculum and responding appropriately; ensure conformity of the curriculum with criteria of accrediting bodies; recommend and evaluate resources needed to support excellence in experiential (dinical/simulation) and didactic education; vote on curriculum matters; and move approved items to School of Nursing faculty for consideration and approval by majority vote.

II.2.4 The Smulation Committee

II.2.4.1. Members: Committee membership shall consist of at least three faculty members with representation from programs that use simulation.

II.2.4

II.2.7.1 Membership: Program Directors will facilitate the identification of a student representative to serve on Members shall serve for a one-year term.

II.2.7.2 Duties: To advise the School of Nursing Director on matters of common interest to the School of Nursing Director and the students. Meetings may be called at any time by the School of Nursing Director or upon request by at least one-third of the student members of the committee. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

II.2.8 Nursing Education Advisory Committee

II.2.8.1 Members: Representatives from regional health care agencies, regional Nursing Programs, significant nurse leaders, alumni, program directors, Associate Director, and the SON Director who shall serve as Chairperson. The regional health care agencies, regional nursing programs and significant nurse leader representatives will be nominated by the School of Nursing Faculty and appointed by the Director and in compliance with accreditation requirements. Representatives will serve three-year staggered terms

II.2.8.2 Charge: The charge of the committee will be to advise the School of Nursing Director and Faculty regarding needs, trends, and changes in health care delivery in the region. Meetings will be called annually or per accreditation standards.

II.2.9 Nursing Alumni Committee

II.2.9.1 Members: The Alumni Committee should have at least four members with representation from undergraduate and graduate programs, alumni and graduatingstudents. Other staff (e.g., Student Services) may be asked to participate in these mdh 433.25 Tmc term.

Section 2. Administrative Relationships

IV.2.1 The School of Nursing Director shall be directly responsible to the Dean of the College of Health and Human Sciences.

The Stated mission of the School of Nursing is a compilation of nursing faculty responsibilities as prepared by the Executive Committee and the School Director, and approved by the Nursing faculty. These responsibilities education, service, and other scholarly activities serve as the job descriptions for Nursing faculty and the School Director, and are a specification of those responsibilities outlined in the Faculty Handbook and the annual Faculty Evaluation guidelines.

suming the responsibility both individually and collectively. The School Director is responsible for guidance and leadership in all areas to maintain compliance with standards of regulatory bodies.

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Faculty must possess the appropriate earned academic degrees for appointment, reappointment, promotion, and tenure as required by the University.	Verify that faculty possess appropriate earned degrees.
Instructor, Assistant Professor, Associate Professor	
A graduate degree in nursing or a related field from an accredited institution is required. The faculty should be academically and experientially prepared for the areas in which they teach. An earned doctorate in nursing or a related field is preferred.	
Full Professor As above with earned doctorate in nursing or related field.	
Oriteria for Faculty/Director SON Employment	
1. Nursing faculty must be prepared in the areas for which they will assume teaching responsibilities.	Verify that the faculty possesses the required professional preparation and experience Verified by the Dean of the CHHS
2. The following conditions must be met upon hire: Current unrestricted license to practice as an RN in North Carolina and meet NC BON education faculty requirements.	
3. When applicable, professional practice liability insurance	
4. When applicable, evidence of immunizations, certifications, and licensure.	

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	wo years of full-time experience teaching nursing curriculum at or above the baccalaureate level.	

Section II, Specific Responsibilities of Faculty, delineates the specific tasks and activities required in each of the mission areas. This section sets forth faculty values and expectations, which reflect the School Mission and Philosophy, and believed to be integral to a healthy teaching-learning and work environment.

Faculty in the School of Nursing work closely together; therefore, it is essential that they collaborate in sharing workload, decision-making, and achieving the mission of the School.

Faculty members are role models for intellectual development, competence, effective communication, compassion, critical thinking, holistic care, appropriate use of power, ethical

Individual faculty, assigned as Program Directors at BSN or Graduate level, have the following

Individual faculty, assigned as Program Associate Directors at BSN or Graduate level, have the

3. 4. At the end of each academic year, the practice plan will be reviewed by the faculty member,