In the 2016/17 academic year, the faculty/staff manual will be revised and this guide will remain online as a reference. Please contact WSU HR, Brett Oglesbee, or Renee Hoeksel if you have questions.
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SECTION I - ORGANIZATION AND GOVERNANCE

Strategic Plan
Visit the College of Nursing website for the 2012-2016 Strategic Plan.

Statement of Philosophy and Conceptual Framework
Nursing integrates the art of caring and the scientific foundations of knowledge into a practice and research-oriented profession. Nursing scholarship is guided by nursing and related theories and adds to the scientific body of knowledge both within nursing and across other health-related disciplines. Professional nurses provide holistic care through relationships with individuals, families, groups, and communities to promote health. Nurses, always responsive to the contextual uniqueness of the situation, are also responsible and accountable for upholding the standards and values of the profession. These values include altruism, autonomy, human dignity, integrity, and social justice.

Altruism, the selfless concern for others, is reflected in the nurse’s appreciation of the culture, beliefs and perspectives of others, acts of client advocacy and the assumption of mentoring roles. Autonomy is the belief that persons have the right to make informed decisions and is based on a respect for human dignity. Human dignity is demonstrated through respect shown for the inherent uniqueness and worth of individuals and groups. Integrity is reflected in professional practice that is in accordance with an appropriate code of ethics, accepted standards and scope of practice, and an upholding of the moral, legal, and humanistic principles of social justice.

Professional nurses as leaders in the health care system, design, provide, manage, evaluate and coordinate care. The provision of nursing care requires the utilization of knowledge regarding the expected growth and development of individuals throughout the life span. Strategies for health promotion, risk reduction, and disease prevention/management are based on knowledge of the genetic endowment and the social, physical, psychological, and spiritual responses of the client. The goals of nursing care are to enhance, maintain, or restore the quality of life and encourage individuals to derive personal meaning through the end of life.

Nurses, as information managers and evidenced-based practitioners, monitor and create environments that foster health. Nurses must anticipate and respond proactively to the rapid changes occurring continuously in our world. Ultimately responsible to the consumer of health care, nurses must employ competencies applicable across multiple settings and contexts in order to achieve desired outcomes. As informed citizens of the world and members of a profession, nurses take leadership and responsibility for social and political activism to effect meaningful changes in a global environment of limited resources.

Learning is a dynamic, experiential process that increases in depth and complexity with the maturation of students. It is a joint endeavor between faculty and students in which adult learners, with rich lived experiences, undertake active involvement in the educational process. Students assume responsibility for learning and personal growth. Faculty and staff help to create an environment where learning may take place, using innovative, individualized approaches to teaching which empower both students and faculty through a relevant curriculum and opportunities for learning. Scientific rationality is enhanced by intuitive and aesthetic thought as students apply liberal arts education to the discipline of nursing. Faculty serve as facilitators, role models, mentors, and co-learners who encourage articulation across various levels of nursing education. Evaluation of learning outcomes guides student progress through the course of study. Students, faculty, staff, and community members, as stakeholders in educational outcomes, are involved in the development and implementation of the evaluative process.
In the quest for excellence, the climate of the educational program fosters intellectual stimulation, creativity, systematic inquiry, freedom to challenge ideas, curiosity, scholarly dialogue, collaboration, interdependent learning, and a sense of personal integrity. Flexibility in all College of Nursing programs promotes individualized, self-directed learning within the framework of degree requirements. Baccalaureate education builds on a liberal arts education to prepare generalists for professional practice, which is based on a theoretical foundation, critical thinking, caring, competence in the application of research findings, and clinical skills. Emphasis on the process of inquiry promotes lifelong learning and prepares nurses for leadership in the health care system. Master’s level education provides beginning competence in the conduct of research, preparation for advanced practice nursing and further leadership development. Graduate education encourages continued personal growth and assists students in the pursuit of scholarship and expertise in an area of specialization.

8/13/09

**Diversity Statement**
Visit the [College of Nursing Diversity](#) webpage for the Diversity Statement.

**Organizational Chart**
Visit the [Faculty & Staff](#) page on the College of Nursing website for the current Organizational Chart.

**Bylaws**
**Faculty Organization Bylaws**
The Faculty Organization Bylaws are located on CougNurse Net, under Committees > Faculty Org > Bylaws.

**Graduate Faculty Bylaws**
The Graduate Faculty Bylaws are located on CougNurse Net, under Programs > Graduate.

**Position Descriptions**
**Dean**
The Dean of the Washington State University College of Nursing serves as its chief executive officer. The Dean is selected upon recommendation of the WSU Provost after consultation with the other members of the Council of Provosts/Vice Presidents. The Dean is appointed by the Board of Regents of WSU, the Coordinating Institution, and is subject to the personnel policies of WSU. The position is a 12-month appointment.

**Responsibilities**
1. Have the usual and ordinary duties of academic deans of colleges of Washington State University, as well as the other participating institutions, and serves on appropriate councils and committees.
2. Reports to Washington State University Provost as the administrative coordinating institution of the consortium while supporting the interinstitutional concepts and seeking advice and consultation as indicated from the Council of Provosts/Vice Presidents regarding the administration and operation of the Washington State University College of Nursing.
3. Coordinates the educational programs of the Washington State University College of Nursing with the Provosts of Eastern Washington University, Gonzaga University, Washington State University, and Whitworth College and ensures the participation of each member institution according to the Interinstitutional Agreement.
4. Serves as the official spokesperson for the Washington State University College of Nursing.
within the University, the consortium and to the external community.

5. Actively fundraises for the Washington State University College of Nursing in collaboration with the Advancement and External Relations Department and the WSU Foundation.

6. Serves as a member of the Council of Provosts and chairs the meetings of the Council.

7. Provides visionary leadership for achieving the Washington State University College of Nursing mission and goals through planning, implementing, and evaluating education, research, scholarship, and service activities.

8. Responsible for the process of recruitment, promotion, tenure, and performance review within the Washington State University College of Nursing.

9. Fosters an organizational culture that supports collegiality, personal well-being, and professional development of students, faculty, and staff.

10. Implements a tangible commitment to diversity in faculty, staff, students, and community.

11. Advances the Washington State University College of Nursing mission and goals through leadership activities at local, regional, state, and national levels.

12. Maintains a personal program of scholarship within the framework of the administrative role.

**Associate Dean For Academic Affairs**

The Associate Dean for Academic Affairs has general responsibility for the graduate and undergraduate programs of study at the Washington State University College of Nursing. She/he works with the Associate/Assistant Deans for Graduate and Undergraduate Education, Regional campus/Site Directors, other College Administrators and with members of the faculty in identifying future directions for programs and resources, human and material, necessary for the successful implementation of the programs of study. The Associate Dean reports directly to the Dean and represents the Dean in her/his absence. The position is a 12-month appointment.

**Responsibilities**

1. Provides leadership in establishing and implementing the College’s strategic plan for academic-program-related activities.

2. Coordinates scheduling, implementation, and administration of undergraduate and graduate academic programs at all Washington State University College of Nursing campuses in collaboration with the undergraduate and graduate /associate deans and campus directors.

3. Collaborates with other academic units of the consortium universities, other departments and colleges within Washington State University as well as other institutions, on behalf of the academic interests of the Washington State University College of Nursing.

4. Plans utilization of faculty and program resources using local and distance education techniques in collaboration with appropriate administrators and Faculty.

5. Manages and/or oversees academic program budgets in collaboration with direct report coordinators/directors.

6. Manages overall plan for evaluation of academic programs.
   a. Monitors educational standards to ensure that the Washington State University College of Nursing maintains accreditation by the Commission on Collegiate Nursing Education and approval by the Washington State Nursing Care Quality Assurance Commission.
   b. Serves as an ex officio member of the Outcomes Monitoring Committee.
   c. Directs the faculty in preparing for accreditation.

7. Submits reports to the Washington State Nursing Care Quality Assurance Commission and other agencies.

8. Assures effective academic services for the graduate and undergraduate nursing programs on all campuses as well as serving as an ex officio member of the Undergraduate Admissions and Progression Committee (UAP) and the Undergraduate Curriculum Committee.
9. Fosters an organizational culture that supports collegiality, personal well-being, and professional development of students, faculty, and staff.

10. Collaborates with the directors for undergraduate and graduate programs and other administrators to facilitate faculty orientation.

11. Collaborates with the Director of Professional Development as well as the members of the Dean’s Council to facilitate faculty development.

12. Collaborates with the Associate Dean for Research to coordinate a formal mentoring program for tenure track faculty.

13. Implements a tangible commitment to diversity among faculty, students, and the community.

14. Participates in administrative decision-making as a member of the Dean’s Council.

15. Advances the Washington State University College of Nursing mission and goals through leadership activities at local, state, regional and international levels.

16. Maintains a personal program of teaching, scholarly work and research.

**Associate Dean For Research**

The Associate Dean for Research & Director of Clinical Research has responsibility for the administration of all research efforts of the Washington State University College of Nursing. With the faculty and other administrators, the Associate Dean facilitates the development of research proposals, monitors the status of faculty and graduate student research, and works with the Associate Dean for Academic Affairs & Undergraduate Programs to establish research workloads with faculty. The Associate Dean reports directly to and advises the Dean on research-related issues and trends.

**Responsibilities**

1. Coordinates administrative support for all research efforts both within and external to the Washington State University College of Nursing.

2. Provides leadership in establishing and implementing the College’s strategic plan for research-related activities.

3. Works with the Associate Dean for Academic Affairs to develop appropriate faculty assignments including negotiating research workloads with faculty.

4. Collaborates with the Associate Deans, Program Directors, and faculty committees to determine and facilitate faculty development.

5. Collaborates with the Dean, the Associate Dean for Academic Affairs, Director of Information Technology Services, Director of Advancement and External Relations, Director of Library Services and Operations, and faculty committees to facilitate and advance faculty research and scholarship.

6. Collaborates with the Associate Dean for Academic Affairs to coordinate a formal mentoring program for tenure track faculty.

7. Coordinates pre- and post-award administration of all projects with the assistance of the Finance Office.

8. Collaborates with the Director of Advancement and External Relations and the department staff to identify and obtain private, federal, foundation and corporate funding for research.

9. Facilitates faculty efforts to increase the level of intra- and extramural research funding, establish interdisciplinary and collaborative research, and develop research skills and annual goals.

10. Facilitates the dissemination of research in appropriate verbal, written, and electronic forums.

11. Monitors institutional compliance with federal guidelines established Washington State University policies including the OGRD, IRB, and Vice Provost for Research.

12. Compiles and disseminates research accomplishments of the Washington State University College of Nursing.
13. Maintains database of the status of all grants.
14. Participates in administrative decision-making as a member of the College’s Dean’s Council.
15. Serves as a member or ex officio member of appropriate Washington State University College of Nursing committees, WSU Spokane and Pullman committees, and community boards or advisory groups.
16. Serves as site coordinator for the UW/CON research collaboration grant.
17. Maintains a personal program of research and scholarly work.

**Assistant Dean For The Basic Undergraduate Program**

The Assistant Dean for the Basic Undergraduate Nursing Program at the Washington State University College of Nursing is responsible for guiding and coordinating the efforts of the faculty in providing undergraduate education. This involves facilitating curriculum development, assisting in the resolution of student and faculty issues and providing leadership for the Undergraduate Program. The Assistant Dean reports primarily to the Associate Dean for Academic Affairs. The Assistant Dean is a tenured faculty member or a clinical associate or full professor. The position is 50% of a 10-month appointment.

**Responsibilities**

1. Interacts regularly with the academic affairs support staff as well as with other designated clerical staff and work-study students.
2. Serves as a member of the Dean’s Council.
3. Manages budgets relative to the support of the undergraduate program including faculty travel and supplies.
4. Addresses students’ issues and concerns as needed.
5. Assists with the recruitment of instructors and adjunct faculty in collaboration with the Associate Dean for Academic Affairs.
6. Participates actively in the tenure and clinical track faculty search process.
7. Serves as liaison with SNL, the Student Nurse Leaders organization.
8. Collaborates with the Associate Dean for Academic Affairs and the Academic Affairs staff to provide for the orientation of new students.
9. Collaborates with the Associate Dean for Graduate Education and the Associate Dean for Academic Affairs in assuring adequate orientation of new faculty.
10. Facilitates the scheduling of basic undergraduate courses in collaboration with faculty and the regional campus directors.
11. Makes teaching assignments in collaboration with the regional campus directors and the Associate Dean for Graduate Education, consulting appropriately with the Associate Dean for Academic Affairs and the Associate Dean for Research.
12. Serves as a resource when needed to the Undergraduate Admissions and Progressions Committee in the development of policies and procedures related to undergraduate student admission and progression.
13. Works with the Academic Affairs staff to assure that curricular changes are sent to the University and the consortium institutions in a timely manner.
14. Serves either as an elected member or as an ex officio member with vote of the Undergraduate Curriculum Committee.
Assistant Dean For The RN-BSN Program

The Assistant Dean for the RN-BSN Nursing Program at the Washington State University College of Nursing is responsible for guiding and coordinating the efforts of the faculty in providing RN-BSN education. This involves facilitating curriculum development, assisting in the resolution of student and faculty issues and providing leadership for the RN-BSN Program. The Assistant Dean reports primarily to the Associate Dean for Academic Affairs. The Assistant Dean is a tenured faculty member or a clinical associate or full professor.

Responsibilities

1. Interacts regularly with the academic affairs support staff as well as with other designated clerical staff and work-study students.
2. Serves as a member of the Dean’s Council.
3. Manages budgets relative to the support of the undergraduate program including faculty travel and supplies.
4. Addresses students’ issues and concerns as needed.
5. Assists with the recruitment of instructors and adjunct faculty in collaboration with the Associate Dean for Academic Affairs.
6. Participates actively in the tenure and clinical track faculty search process.
7. Collaborates with the Associate Dean for Academic Affairs and the Academic Affairs staff to provide for the orientation of new students.
8. Collaborates with the Associate Dean for Graduate Education and the Associate Dean for Academic Affairs in assuring adequate orientation of new faculty.
9. Facilitates the scheduling of RN-BSN courses in collaboration with faculty and the regional campus directors.
10. Makes teaching assignments in collaboration with the regional campus directors and the Associate Dean for Graduate Education, consulting appropriately with the Associate Dean for Academic Affairs and the Associate Dean for Research.
11. Serves as a resource when needed to the Undergraduate Admissions and Progressions Committee in the development of policies and procedures related to undergraduate student admission and progression.
12. Works with the Academic Affairs staff to assure that curricular changes are sent to the University and the consortium institutions in a timely manner.
13. Serves either as an elected member or as an ex officio member with vote of the Undergraduate Curriculum Committee.

Director of Practice Laboratory

The Director of the Practice Laboratory is responsible for directing the overall activities of the Lab including coordination of student, faculty and continuing education activities in development of psychomotor skill learning materials at the Washington State University College of Nursing. This includes primary responsibility in Spokane and close interaction with Yakima. The Director reports to the Assistant Dean for the Basic Program and works collaboratively with the Associate Dean for Graduate Education and the Director of Professional Development. The Director holds an administrative professional appointment.

Responsibilities

1. Implements policies and operating procedures for provision of skills lab services, in accordance with the best professional lab practice.
2. In consultation with the Washington State University College of Nursing faculty, staff and students, determines the services needed for psychomotor skills development, the most
effective ways to provide them, the resources necessary to support them and the staff to accomplish them.

3. Recruits, selects and supervises the staff of the lab at the Spokane campus and participates in the recruitment and selection process of lab staff on the Yakima and Tri-Cities campus.

4. Working with Lab preceptor staff and faculty, develops and provides psychomotor learning programs as a means to skill learning for basic and registered nurse students.

5. Communicates regularly with the preceptors in the Yakima and Tri-Cities’ Practice Laboratories to ensure comparable student learning experiences.

6. Manages appropriate budgets related to the Spokane Practice Laboratory.

7. Assures maintenance of an inventory of supplies and equipment to support the learning activities in the Practice Laboratories in Spokane & Yakima.

8. Advises and consults with faculty regarding laboratory products and procedures.

9. Coordinates with the other departments within the Washington State University College of Nursing, Washington State University and the community at large to meet space and equipment needs of educational programs.

10. Counsels Lab staff in relation to their responsibilities and assists them with self-evaluation and planning for their own individual development.

Director of Professional Development

The Director of Professional Development is responsible for supporting the professional development of faculty and staff of the Washington State University College of Nursing as well as for planning, implementing, and evaluating selected institutes, conferences, home study and distance learning methodologies in line with the mission and resources of the College. The Director reports to the Senior Associate Dean. The appointment carries teaching and scholarship responsibilities appropriate to faculty rank.

Responsibilities

1. Oversees the professional development activities of the Washington State University College of Nursing:
   a. Monitors standards and maintains records to ensure ongoing accreditation.
   b. Assists with preparation of grant proposals for support of the selected professional development offerings.
   c. Serves as representative to designated local and regional organizations. Serves on community and consortium campus councils and committees as appropriate.
   d. Collaborates with the associate/assistant deans, campus and program directors to plan and implement professional development opportunities for faculty.
   e. Manages appropriate budgets related to Professional Development.
   f. Supervises Professional Development staff members including recruitment, selection, orientation and evaluation.

2. Plans, markets, implements and evaluates professional development efforts in line with the resources of the Washington State University College of Nursing.
   a. Utilizes regional, national and international health care trends in program planning.
   b. Develops selected institutes and programs based on assessment of the needs of professional nurses and other health care personnel in the Inland Northwest.
   c. Selects and recommends faculty and speakers for programs for employment.
   d. Collaborates with the Director of Information Technology, Academic and Research Technologies and others as appropriate in the development of telecourses.
   e. Collaborates with professional and community groups to jointly address professional development needs of health care professionals.
   f. Evaluates the overall effectiveness and impact on learning needs of professional nurses.
and other health care personnel of professional development efforts.
g. Chairs the Professional Development Advisory Committee.

**Director of Development**

The Director of Development is responsible for overall leadership and management of the Washington State University College of Nursing development efforts working closely with the Dean to advance the philanthropic priorities of the College. Reporting to the College of Nursing Dean as well as the Vice President of the Washington State University Foundation, the Director of Development serves as a key member of both the College of Nursing’s Leadership Team and WSU Foundation Cabinet.

**Responsibilities**

1. Develop, implement, coordinate and evaluate development strategy between the College of Nursing and external constituencies.
2. Develop, implement, coordinate and evaluate individual and corporate donor strategies to cultivate and solicit major gift prospects to support the College of Nursing’s development efforts. Coordinate efforts with appropriate foundation staff, deans and faculty.
3. Coordinate Dean’s efforts to make personal contact with top individual and/or corporate prospects or donors quarterly.
4. Assist Dean to develop, implement and coordinate Dean’s Advisory Council activities to support College of Nursing’s development strategies.
5. Assist Associate Dean for Academic Affairs to obtain doctoral program funding.
6. Provide leadership and management through communication with development and communication staff for planning of annual giving, alumni relations, student ambassador program, record management, fundraising event planning, budget monitoring and oversight of gift expenditures to ensure donor intent is maintained at all times.
7. Direct alumni relations and donor related special events for the College that focus on external constituencies.
8. Assist Dean to develop, implement and coordinate legislative advocacy efforts conducted on behalf of the College of Nursing.
9. Provide for ongoing promotion of planned giving opportunities. Work closely with the WSU Foundation to develop, implement and coordinate Campaign efforts at the College of Nursing.
10. Plan for and provide timely and meaningful stewardship of corporate and personal major gifts. Identify stewardship methods that will lead to increased giving and commitment to the College and university.
11. In collaboration with Communication Director develop an external relation program to meet development and university advancement goals, with a particular emphasis on service to alumni, friends, and institutional visibility. Play a leadership role in all external relationship building with a variety of constituencies, including local business leaders, and focusing on alumni relations.
12. Serve on the administrative staff (development cabinet) of the WSU Foundation and represent the University as well as the College of Nursing when meeting friends and alumni of the institution.
13. Create an environment for successful fundraising among College faculty and staff by providing ongoing information for academic leadership/faculty regarding fundraising initiatives. Prepare deans and faculty to participate effectively in cultivation and solicitation activities.
14. Work in association with the College of Nursing research office to provide tracking and submission of corporate, foundation and private grants. Work collaboratively with the Associate Dean for Research to provide a non-duplicative, team approach to achieving a coordinated grant seeking/grant management program at the College of Nursing.
15. Serve as a member of the Dean’s Council, Leadership Team, and Scholarship Committee. Attend
the College of Nursing Research Committee, the Dean’s Advisory Council, and the Cleveland Visiting Scholar Committee upon invitation. Participate in other committees as requested by the Dean.

16. Plan for informative, inspiring and appropriately spaced communications with external constituencies. Utilize communication plan to regulate constituency contact. Coordinate messages with Web Manager, Graphic Designer and Communications Director.

17. Establish and maintain relationships with the Development/Foundation Offices at Eastern Washington University (EWU), Whitworth College (WC), and all WSU Colleges and campuses.

18. Provide leadership and supervise development staff and activities at the College of Nursing.

19. Conduct other duties as assigned by the Dean.

Director of Communications

The Director of Communications is responsible for the overall management of the communication efforts of the College of Nursing and interfaces actively with the communications staff at its other extended campus sites. The Director interacts closely with the Dean, other administrators, faculty, staff, professional organizations, community and business leaders, WSU News Services, WSU Publications and Printing, and with local, regional and national media representatives.

Responsibilities

1. Develop, implement and coordinate media and community relations strategy (critical events, news releases, tip sheets, positioning features for external audiences).

2. Develop and ensure timely publication of the Focus on Nursing magazine, the e-newsletter, The Beat e-newsletter internal communication tool, marketing brochures and related College materials.

3. Serves as lead liaison to communications, news, and marketing units within the college; provides counsel on college-wide communications and activities in Spokane; serves as lead staff for execution of college strategic planning involvement processes.

4. Supervise and direct a broad range of content preparation and presentation activities including assisting in priority setting by staff.

5. Continually analyze and evaluate information for integration and leveraging of strategic messages. Ensure consistency of messages across the College (campus/urban/central).

6. Oversee the appropriate use of logos, identity and the use of colors to develop a consistent message in all College collateral material and communications to external audiences including the development and use of appropriate written and on-line identity guidelines.
Campus Director - Riverpoint Campus

The Academic Director for WSU-Spokane is responsible for the oversight, management and coordination of nursing faculty and external affairs at WSU Spokane. The Academic Director reports to the Dean of the College of Nursing. He/she also works closely program directors, associate deans, and other administrators in the College.

Responsibilities

1. Serve as the point person for faculty affairs on the Spokane campus, including issues related to faculty appointments and assignments.
2. Convene faculty on a regular basis to share salient information and inform the development of college and campus level policies.
3. Collaborate with program directors and associate deans regarding Spokane relevant nursing issues, keeping the appropriate individuals informed of problems and opportunities.
4. Support cooperative relationships and promote campus interactions with regional higher education and health care stakeholders.
5. Promote nursing and interprofessional partnerships within the university and community.
6. Serve as the local contact person for information regarding the College of Nursing, referring to the appropriate persons to others within the campus, college, and university.
7. Participate with program directors, associate deans, and college-level committees to inform the recruitment of new faculty.
8. Work with the Director of Administrative Services to inform him/her of faculty support needs.
9. Teach selected clinical and/or theory nursing courses as planned with the College of Nursing.
10. Participate on the College of Nursing Dean’s Council and appropriate campus-level committees.
11. Implement relevant policies enacted by the university, campus, and the College of Nursing.
12. Submit annual fiscal requests and oversee a budget addressing faculty affairs issues at WSU-Spokane.
13. Support curriculum planning efforts for programs within the College of Nursing.
14. Participate in the development of key policy documents at WSU-Spokane and in the Division of Health Sciences.
15. Promote a College of Nursing culture of research, scholarship, and engagement.
16. Conduct and/or delegate activities addressing annual reviews for WSU-Spokane faculty.
17. Use data and system-level thinking to inform program and policy decisions within the College of Nursing.
18. Provide leadership in decisions regarding new and unanticipated issues that pertain to faculty affairs at the WSU-Spokane campus.
19. Respond to requests for assistance from WSU-Spokane faculty in a strategic, respectful, and proactive manner.
20. Advance the vision, mission, goals and impact of the College of Nursing.
21. Work with other Academic Directors (Vancouver and Tri-Cities) and Site Directors (Yakima) to strengthen policies/procedures addressing faculty affairs and support services.
22. Reinforce compliance with university, college, and campus-level policies addressing faculty affairs.
23. Provide input regarding the training and continuing education needs of nursing faculty.
Regional Academic Director of Vancouver Nursing Programs

The Director of Vancouver Nursing Programs is responsible for the oversight, management and coordination of the Washington State University College of Nursing efforts in the Vancouver/SW Washington area. The WSUV Director reports jointly to the Dean of the College of Nursing and the Vice Chancellor for the WSU Vancouver campus. He/she also works closely with the Assistant Deans for Academic Affairs and other administrators. The position is an 11-month ranked faculty appointment.

Responsibilities

1. Coordinates new student recruitment and pre-application advisement including transcript review information for BSN and MN programs.
2. Monitors staff efforts to provide accurate transcript review information of potential transfer students to the College of Nursing Academic Affairs Office for review by the Undergraduate Academic Progress Committee and/or the Graduate Program Committee.
3. Monitors student academic advising efforts.
4. Collaborates with the Senior Associate Dean, the Associate/Assistant Dean for Graduate and Undergraduate Education regarding relevant nursing courses and issues, keeping the appropriate individuals informed of problems and opportunities.
5. Maintains cooperative relationships and promotes campus interaction with regional higher education and health industry representatives.
6. Participates in developing and distributing necessary advertising and public information for the nursing program(s) in the region.
7. Serves as the local contact person for information regarding the College of Nursing, referring issues and opportunities for news and information responses to the appropriate persons within the campus, college, and university.
8. Participates with the Associate Dean for Academic Affairs and the College of Nursing Search Committee in recruitment and selection of faculty and in assuring an appropriate cadre of local affiliate faculty with appropriate expertise.
9. Supervises area support staff whose duties provide secretarial and clerical support to carry out the above responsibilities.
10. Teaches selected clinical and/or theory nursing courses as needed and planned with the College of Nursing Associate Dean for Academic Affairs or the Associate/Assistant Deans for Undergraduate and/or Graduate Education.
11. Meets regularly with the WSUV nursing faculty on relevant matters as needed.
12. Participates on the College of Nursing Dean’s Council, and the WSUV Academic and Budget Councils to establish planning priorities and make budget decisions.
13. Executes all relevant policies of the University, the WSUV Campus, and the College of Nursing.
14. Manages the WSUV Nursing budgets including grant and donated funds as well as assisting with fundraising strategies.
15. Assists in the curriculum planning of programs and degrees consistent with the College of Nursing and WSUV missions and strategic plans.
16. Promotes a College of Nursing and a WSUV research infrastructure and scholarship culture.
17. Provides input to the appropriate administrative persons regarding faculty performance as part of annual review or tenure and promotion reviews.
18. Develops and monitors measures to assess WSUV Nursing department performance.
19. Provides leadership in the formation of policy within the campus and College.
20. Maintains an ongoing funded program of research and scholarship.
Director of Nursing Programs For Southeastern Washington

The Academic Director of Nursing Programs for Southeastern Washington is responsible for the oversight and coordination of the Washington State University College of Nursing efforts in Tri-Cities and Walla Walla. The Director reports jointly to the Dean of the College of Nursing and the Vice Chancellor for the WSU Tri-Cities campus. He/she also works closely with the Associate/Assistant Deans for Undergraduate and Graduate Education as well as other administrators, depending upon the particular situation or issue.

Responsibilities

1. Coordinates the implementation of the basic baccalaureate program in nursing (BSN) in the Tri-Cities.
2. Works closely with the nursing program coordinator at Columbia Basic College to develop collaborative approaches and shared strategies to address the nursing education needs of the region.
3. Assures new student recruitment and pre-application advisement including transcript review information for BSN and MN programs.
4. Provides accurate transcript review information of potential transfer students into the BSN program(s) to the College of Nursing Academic Affairs Office for review by the Undergraduate Academic Progress Committee and/or the Graduate Admissions & Recruitment Committees.
5. Directs the preparation and maintenance of a database serving the interests of recruitment and advisement for basic BSN, RN/BSN and MN programs.
6. Monitors student academic advising efforts.
7. Collaborates with the Senior Associate Dean, the Undergraduate and Graduate Associate/Assistant Deans regarding relevant nursing courses and issues, keeping the appropriate individuals informed of problems and opportunities.
8. Maintains cooperative relationships and promotes campus interaction with regional higher education and health industry representatives.
9. Participates in developing and distributing necessary advertising and public information for the nursing program(s) in the region.
10. Serves as the local contact person for information regarding the College of Nursing, referring issues and opportunities for news and information responses to the appropriate persons within the campus, college, and university.
11. Participates with the Associate Dean for Academic Affairs and the College of Nursing Search Committee in recruitment and selection of faculty and in assuring an appropriate cadre of local affiliate faculty with appropriate expertise.
12. Supervises area support staff whose duties provide secretarial and clerical support to carry out the above responsibilities.
13. Teaches selected clinical and/or theory nursing courses as needed and planned with the College of Nursing Associate Dean for Academic Affairs or the Associate/Assistant Deans for Undergraduate and/or Graduate Education.
14. Meets regularly with the Tri-Cities/Walla Walla nursing faculty on relevant matters as needed.
15. Participates in the College of Nursing Dean’s Council, and the Tri-Cities Academic Council to establish planning priorities and make budget decisions.
16. Executes all relevant policies of the University, the Tri-Cities Campus, and the College of Nursing.
17. Manages the Tri-Cities Nursing budgets including grant and donated funds as well as assisting with fundraising strategies.
18. Assists in the curriculum planning of programs and degrees consistent with the College of Nursing and Tri-Cities missions and strategic plans.
19. Promotes a College of Nursing and a Tri-Cities research infrastructure and scholarship culture.
20. Provides input to the appropriate administrative persons regarding faculty performance as part of annual review or tenure and promotion reviews.
21. Provides leadership in the formation of policy within the campus and College.
22. Maintains an ongoing funded program of research and scholarship as appropriate to appointment and rank.

Director of Nursing Programs for Central Washington
The Director of Nursing Programs for Central Washington is responsible for the oversight and coordination of the Washington State University College of Nursing efforts in the Yakima and central Washington areas. The Director reports to the Dean of the College of Nursing and also works closely with the Tri-Cities Campus Director, the Associate Dean for Academic Affairs, program directors, as well as other administrators, depending upon the particular situation or issue.

Responsibilities
1. Coordinates new student recruitment and pre-application advisement for the BSN program.
2. Provides accurate transcript review information of potential transfer students into the BSN program to the College of Nursing Academic Affairs Office for review by the Undergraduate Academic Progress Committee and/or the Graduate Admissions Committee.
3. Directs the preparation and maintenance of a database serving the interests of recruitment and pre-nursing advisement for basic BSN and RN/BSN programs.
4. Participates in student recruitment and pre-application advisement for the MN program.
5. Oversees the budgets for Yakima and central Washington region.
6. Collaborates with Associate Dean for Academic Affairs and program directors on relevant nursing course issues, keeping the appropriate individuals informed of problems and opportunities.
7. Maintains cooperative relationships with regional higher education and health industry representatives.
8. Participates in developing and implementing necessary advertising and public information for the nursing program(s) in the region.
9. Serves as the local contact person for information regarding the Washington State University College of Nursing, referring issues and opportunities for news and information responses to the Dean, Associate Dean for Academic Affairs and the College Director of Communications.
10. Participates with the Associate Dean for Academic Affairs and program directors in the recruitment and selection of faculty for the program(s) offered in the region, assuring the maintenance of the essential cadre of regular and affiliate faculty with appropriate expertise.
11. Teaches selected clinical and/or theory nursing courses as needed and planned with the College of Nursing Associate Dean for Academic Affairs.
12. Supervises all area support staff.
13. Monitors student academic advising efforts.
14. Holds meetings of the area faculty on relevant matters as needed.
15. Participates in the decision-making process of the College of Nursing Dean’s Council, and other relevant meetings as appropriate.
16. Executes all relevant policies of the university and the College of Nursing.
17. Assumes responsibility for other efforts as appropriate to the position and requested by the Associate Dean for Academic Affairs or the Dean.
18. Oversees the Yakima AINS budget.
19. Plans and oversees the Yakima Convocation.
Director of Finance and Administrative Services
The Director of Finance and Administrative Services is responsible for leadership and management of the administrative functions of the Washington State University College of Nursing and serves as the Chief Financial Officer for the College. She/he oversees the areas of budget and finance. The Director of Finance and Administrative Services reports directly to the Dean and interacts closely with the Associate Dean for Academic Affairs, the Associate Deans for Research and Graduate Nursing Education, and with the Assistant Deans.

Responsibilities
1. Coordinate with college administrators on matters representing CON interests to other institutions, community groups, associations and agencies.
2. Support partnership opportunities in which the College has a role as lead institution of the Consortium.
3. Coordinate with college administrators on appropriate University business policies and procedures.
4. Provide leadership to administrative departments of the College to assure effective use of resources.
5. Provide consultation and guidance to self-sustaining units to assist in maximizing abilities to provide services and generate revenues, consistent with assuring appropriate return on investment of College resources.
6. Collaborate with the Research and Advancement Offices to establish strategies and processes to assure development of additional revenue sources for the College.
7. Participate in administrative decision-making as a member of the College of Nursing Dean’s Council and Leadership Team.
8. Provide effective strategic management and leadership to administrative departments of the College to assure efficient and productive use of College resources in delivery of academic programs.
9. Organize and administer a budget and finance office with a shared commitment of service to the College and the University system.
10. Support faculty with development of grant and contract budgets and facilitate a broad understanding of compliance requirements to budget administrators.
11. Coordinate development of appropriate fee and price schedules for services and products provided to students by the College and educate administrators of strategies of revenue generation to support College programs and activities.
12. Develop, maintain, and supervise operation of financial accounting controls, personnel, payroll and benefits processing procedures, and systems as required for internal and external purposes, to ensure compliance and to inform effective operations and planning.
13. Coordinate distribution of financial information across the College to provide advice and guidance regarding budget decisions.
14. Establish annual, biennial, and long-range budgets aligned with the University’s strategic plan and provide leadership to the dean and college administrators that foster commitment to the strategic goals and benchmarks of the College.
15. Coordinate and communicate comprehensive financial information. Educate college administrators within the framework of the University’s system approach to support strategic budgeting and allocation processes.
16. Provides general supervision for the buildings and grounds supervisor regarding the condition of the buildings and grounds of Spokane and Yakima facilities.
17. Maintains appropriate security precautions for buildings and their occupants and assures the
existence of safe working, teaching and learning conditions for employees, students, and the public.

18. Recommends major and minor capital improvement projects and serves as liaison between the College of Nursing and contractors or others involved with building remodeling or construction.

19. Develops and implements parking policies and procedures in consultation with other administrators.

Washington State University Faculty Titles

Definition of Faculty

Faculty includes those employees of Washington State University with teaching, research, service, extension, library, or student affairs appointments.

For a description of Washington State University Faculty Titles, see the WSU Faculty Manual.

Role and Functions

Tenured Faculty

As senior faculty, tenured faculty have inherent leadership responsibilities in assuring the excellence of the College's teaching effectiveness, including advising; its research and other creative scholarship; and its various service activities within the College, the consortium institutions, the profession, and the community. The following outline describes the role and functions of the Washington State University College of Nursing tenured faculty within the College as a whole, and as members of the Washington State University College of Nursing Faculty Organization.

1. Role and Functions within the Washington State University College of Nursing:
   a. Determine vision, mission, goals, strategic plans, and direction of the Washington State University College of Nursing within the context of the consortium institutions and the multiple sites of the College.
   b. Set the normative expectations for the Washington State University College of Nursing in teaching, research and service.
   c. Together with tenure-track, clinical, and other members of the faculty, represent the Washington State University College of Nursing to the consortium institutions, the nursing profession, other health care providers, and the various communities across the state when programs are offered.
   d. Participate in faculty searches, including identifying and recommending potential candidates.
   e. Serve on faculty search committees and recommend persons for appointments.
   f. Participate in performance reviews and promotion and tenure processes.
   g. Recommend faculty for promotion and/or tenure.
   h. Serve as mentors to College faculty, especially tenure-track faculty.
   i. Model faculty role norms in teaching, research and service.
   j. Assist Associate Deans and Program Directors in determining direction of the College, including:
      i. Personnel matters
      ii. Budget
      iii. Courses
      iv. Faculty workload and assignments.

2. Role and Functions within the Washington State University College of Nursing Faculty Organization:
a. Along with any member of the faculty organization, able to serve as Chair, Chair-Elect, and Secretary.

b. Chair and/or co-chair committees with tenure-track faculty.

c. Guide policies and procedures pertaining to students.

d. Guide programs, curricula, and course changes.

e. Determine the Washington State University College of Nursing faculty personnel policies, within the context of Washington State University's policies and procedures, through the work and recommendations of the Washington State University College of Nursing Appointment, Promotion and Tenure (APT) Committee.

Approved by the Washington State University College of Nursing Tenured Faculty, May 15, 1995.

Updated in line with organizational structure, July, 1999, August 2003; and Faculty Organization bylaws as revised Feb. 2013.

Clinical Evaluator

Individuals who are hired primary to provide assistance to faculty in completing clinical supervision and/or clinical instruction for students enrolled in clinical or practicum courses.

**Role and Responsibilities**

For the Family Nurse Practitioner Program, consult the FNP Program Clinical Supervision Manual, located on CougNurse Net under Manuals and Handbooks.

For the Psychiatric Mental Health Nurse Practitioner Program, consult the PMHNP Program Clinical Supervision Manual located on CougNurse

**State-Wide Procedures for Hiring Advanced Practice Nurse Clinical Evaluator**

A procedure exists that describes the hiring of Clinical Evaluators who work with Nurse Practitioner Students. That document is located on CougNurse Net under Manuals and Handbooks.

Instructors

The title Instructor is used for short-term teaching contracts where no indication of rank is intended. The title Instructor implies the appointment is non-permanent and non-tenure track in nature. An instructor’s primary responsibility is teaching undergraduate or clinical courses as defined by the supervising dean. These appointments can be renewed indefinitely at the discretion of the University. Instructor appointments may be from one to three years. See further information in Section VII – Academic Appointments.

Senior Instructors

See above Instructor definition. Instructors who have successfully completed six years of University service may request promotion to senior instructor. Expectations for such appointments must be defined by the College and approved by the Office of the Provost. Appointments are for one to five years. See further information in Section VII – Academic Appointments.

Graduate Graduate Teaching Assistants

Graduate Graduate Teaching Assistants are appointed, on an occasional basis, to teach clinical nursing courses or assist with theory courses in the baccalaureate nursing program. They teach under the general direction of a qualified member of the Washington State University College of Nursing faculty who is assigned by the Associate Dean for Academic Affairs as a Faculty Associate Preceptor.

For more information on graduate student assistantships, visit the Graduate School website.
Qualifications for Appointment as a Graduate Teaching Assistant:
1. Enrollment in one of the College of Nursing graduate programs.
2. Expertise in the clinical area in which they will be teaching.
3. Preferred: College of Nursing Successful teaching experience in a nursing service or nursing academic setting, or completion of a course in methods of teaching nursing College of Nursing.

Appointment Process:
1. Appointed by the Dean upon recommendation of the Associate Dean for Academic Affairs.
2. The usual appointment will be approximately 50%.
3. Appointment is contingent upon approval of appointment by the Washington State Nursing Commission.

Orientation:
The Graduate Teaching Assistant will be oriented to the clinical course in the same manner as all new faculty members. This orientation includes:
1. Objectives of the course.
2. Placement of the course within the curriculum.
3. Syllabus for the course.
4. Orientation to the clinical agency to be used for teaching.
5. Special learning experiences for students and how they are implemented.

Responsibilities:
1. Plans learning activities to achieve the objectives of the clinical course.
2. Maintains student performance records.
3. Maintains harmonious and cooperative relationships with the staff in the clinical agencies.
4. Supports the philosophy and objectives of the baccalaureate program.
5. Meets periodically with the assigned Faculty Associate Preceptor to discuss such matters as:
   a. Selection and posting of patient assignments
   b. Establishing daily teaching priorities
   c. Tips on student teaching
   d. Student written assignments
   e. Anecdotal notes
   f. Student conferencing
   g. Review of clinical evaluations and grading
   h. Associate in Nursing concerns as they arise
   i. Relationships with staff
6. Refers students with unresolved problems to the Faculty Preceptor
7. Attends meetings of the course faculty.
8. Attends meetings of the Washington State University College of Nursing Faculty Organization, if desired, but is not a voting member except as representative of the Graduate Student Society. Not eligible to serve on faculty committees, except as graduate student representative if appropriate.
9. Participates in faculty social activities and may pay faculty social activities fees during period of appointment.

Faculty Preceptors
Role of Faculty Preceptor
The Faculty Preceptor is a faculty member with a continuing appointment who has teaching experience and expertise in the clinical nursing area in which the Graduate Teaching Assistant is providing clinical instruction. The Preceptor is responsible for:
1. Guidance and counseling of the Graduate Teaching Assistant,
2. Serving as a resource person for student if problems arise,
3. Overseeing the process of student grading, and
4. Evaluating the performance of the Graduate Teaching Assistant at the end of the person's appointment in consultation with the Associate Dean for Academic Affairs. The evaluation is conducted using the Graduate Teaching Assistant position description and is submitted to the Associate Dean for Academic Affairs for inclusion in the Graduate Teaching Assistant’s personnel file.

Evaluation of the Preceptor’s performance will be included by the Associate Dean for Academic Affairs as a part of the faculty member's performance review.

Privileges associated with Teaching/Research Assistant Role:
Students enrolled in the Master of Nursing degree programs that have Teaching or Research Assistant (TA or RA) appointments will have the following privileges:

1. The same access to and use of the Washington State University College of Nursing buildings as the faculty.
2. Opportunity to park at the same parking rate as that paid by the Washington State University College of Nursing faculty.
3. Use of library materials under the same conditions as the faculty; i.e., fines will not be charged for overdue materials.
4. Use of/access to the Washington State University College of Nursing Faculty Manual.

Systematic Evaluation of Program Components
The Systematic Evaluation of Program Components is located on CougNurse Net under Assessment & Evaluation.

Program Evaluation Calendar
The Program Evaluation Calendar is located on CougNurse Net under Assessment & Evaluation.
SECTION II – ACADEMIC PROGRAMS
II.A General Academic Program Information

**Academic Calendar**
The WSU Academic Calendar for any semester is available on the Office of the Registrar website. The calendar includes items such as last day to add a course, deadline for dropping a course, deadline to apply for a graduate degree or certificate, deadlines to schedule preliminary or final examination, vacations and commencements.

In addition, it is helpful to keep a copy of the deadlines and procedures for graduate degrees, which can be found under Graduate School Forms on the Graduate School website.

**Academic Advising Program**
Academic advising is the process of providing information, guidance, and encouragement in student decision making towards educational and career goals. Graduate Teaching Assistant Advising services information includes: program requirements, course selection, academic regulations, and career counseling. Referrals, as needed, can be made to the Learning Skills Specialist for assistance with study skills, note taking, passing examinations, time management, and to tutors, the ESL specialist and other resource services. The campus counselor is a referral source to assist students with personal matters and when personal and academic concerns are intertwined. Advisors can assist when their advisee desires to change enrollment status (e.g., full time to part-time or vice versa; drop a course; wish to take a leave of absence, etc.). Advisors should encourage their advisees to use the resources that are available at their campus, including tutoring, the campus writing center, the Steps to Success Program, and English as a second language support.

Advisors are a resource to their advisees when these students are having academic difficulties. It is helpful for advisees to contact their advisor early, so that advisors may recommend the use of appropriate resources. Advisors may also assist advisees in the decision-making process regarding progression and guide the advisee through the UAP process, as outlined in the Student Handbook.

**Academic Regulations**
All faculty and students are responsible for following the Washington State University Academic Regulations.

**Academic Complaint Procedures**
The Academic Complaint Procedure can be found on the Office of the Registrar website.

**Standards of Conduct for Students**
All students are held to the WSU Standards of Conduct for Students. The standards address integrity, dishonesty, abuse, hazing, alcohol, drugs, firearms, theft, harassment, and other issues.
Academic Policies

Course Syllabus Policy
All instructors are required to distribute a syllabus to enrolled students during the first week of class that meets WSU’s syllabus requirements. WSU provides a Syllabus Checklist for Undergraduate and Graduate Courses. The checklist includes information on all required components, recommended components, learning outcomes and assessment, and links to academic regulations and policies. The checklist is available on the Office of the Vice Provost for Undergraduate Education website.

Visit the Educational Policies and Procedures website for the most current Faculty-Senate approved information.

Student Learning Outcomes
Learning outcomes and means of assessment are required in every syllabus. Download the WSU Syllabus Checklist for Undergraduate and Graduate Courses, located on the Office of the Vice Provost for Undergraduate Education website. The checklist includes information on how to include Student Learning Outcomes in course syllabi. Information about developing Student Learning Outcomes is also available on the site.

Syllabus Requirements & Statements
For a complete list of syllabus requirements, see the WSU syllabus checklist located on the Office of the Provost for Undergraduate Education website.

Students with Disabilities Syllabus Statement
Visit the WSU Access Center website for syllabus statements and contact information for Disability Services on all WSU campus’.

WSU’s Campus Safety Plans
All campus safety plan sites include information on safety statements, safety plans, and emergency alert systems, and other information related to campus safety and security.

- WSU-Pullman Campus Safety Plan
- WSU Spokane Campus Safety Plan
- WSU Vancouver Campus Safety Plan
- WSU Tri-Cities Campus Safety Plan
- WSU Yakima Campus Safety Plan – Yakima campus follows YVCC’s campus safety plan.

Visit the WSU Office of Emergency Management for more information.

Campus Alert Sites
- WSU Spokane Alerts
- WSU Vancouver Alerts
- WSU Tri-Cities Alerts

Academic Integrity Policy
Visit the WSU Academic Integrity website for information regarding the Academic Integrity Policy and syllabus statements. College of Nursing The Office of Student Standards & Accountability website also
includes information on academic integrity, discussing academic integrity with your students, how to respond to academic integrity violations, and other resources for faculty related to academic integrity.

The AWARE network is a resource for faculty, TAs, and others who are concerned about a student's well-being, behavior, or health. If you are worried about a student's academic performance, or behavior in or out of class, you may send an AWARE Network report at http://aware.wsu.edu/. You may also contact the Assistant Dean of Students directly at 509-335-5757.

Academic Policy Reminders Pertaining to Courses
Academic policies are intended to create clear communication between faculty and students and fair and equitable conditions of teaching and learning. The full text of all academic rules is available on the Office of the Registrar website. You will find rules related to absences, religious holidays, final examinations, academic complaint procedures, student records, and more.

Academic Complaint Procedures
Instructional faculty, chairs, deans and students should be aware of WSU’s Academic Rule 104, Academic Complaint Procedures. All references in that policy to “department chairperson” or “chair” describe academic program directors in the College of Nursing.

Student Records
A file on each student is maintained in the Undergraduate or Graduate Nursing Program Office, as appropriate. Student records are confidential and are available to faculty on a “need to know” basis. Students may inspect their files as needed.

All WSU employees who have access to students’ educational records must complete FERPA training (and renew thereafter every three years), prior to receiving access to these records. Each department is responsible to maintain the confidentiality of student records in accordance with FERPA. Questions regarding the access to or release of student records may be referred to the Registrar's Office at 335-5346.

Use of Anti-Plagiarism Software
Faculty are highly encouraged to use anti-plagiarism software. Any faculty unaware of how to use this tool should notify the information technology staff. Other monitoring procedures will be at the discretion of faculty.

Course Materials, Development and Distribution
Each faculty member is responsible for developing the syllabus for the course(s) in their teaching assignment. Faculty follow a standardized format in preparing overall course materials. University policy strictly prohibits examinations or extra assignments during the week preceding final examinations.

Course syllabi are made available to students during the first week of the semester on the Learning Management System (LMS). Course handouts also are distributed to students on the LMS, posted as attachments.

Every semester, College of Nursing each course syllabi is retrieved from the LMS and archived on
Textbooks
Instructions for faculty on how to order textbooks, the textbook order form, and bookstore contacts for all campus sites is located on CougNurse Net under Forms > Textbook Ordering Procedure. Estimated enrollment is available from the Undergraduate Nursing Office or program directors for the pre-licensure and RN-BSN programs. The Graduate Nursing Office and the Doctoral Nursing Office can also assist with estimates for graduate courses. The bookstores track previous need and consider these numbers in stocking books.

Books are purchased through the WSU Bookstore (Barnes & Noble) on the Spokane, Tri-Cities or Vancouver campuses. Tri-Cities orders undergraduate texts only; Walla Walla students purchase their textbooks at the Tri-Cities Campus Bookstore or online. Yakima students order their books through WSU Spokane. College of Nursing PhD students order their books through Spokane.

Students may sell used textbooks at the sites. These dates will be announced to all students.

Student Evaluation - Policies and Procedures
Class/Clinical Attendance
Students are responsible for attending all didactic classes and clinical assignments. Theory classes are broken into 50-minute segments. Clinical hours are 60 minutes in length.

In the event of absence, the student must make arrangements with the faculty member according to the procedures specified for each course. In addition, students who are unable to attend clinical assignments are responsible for notifying the clinical agency nursing unit at least one hour before the shift begins.

Course Rosters & Grade Submission
All faculty and students are responsible for following the Washington State University Academic Regulations (for Undergraduate Students) and Graduate School Policies and Procedures (for Graduate Students).

Course faculty are responsible for accurately recording course grades using zzusis. College of Nursing

If an Incomplete Grade “I” must be submitted, the Incomplete Grade Agreement form, must be filled out by the instructor. The form includes instructions on how to fill it out and submit it.

Undergraduate Program Midterm Grades
Visit Office of the Registrar website for the Midterm grade policy.

Grading Policies
The Office of the Registrar website describes the WSU Grade Point System.
**Unsatisfactory Performance**
A minimum passing final grade for a required nursing course is C (73%). To pass a nursing course successfully, each course objective must be met in a satisfactory manner. Policies and procedures related to unsatisfactory performance are described by the WSU Office of the Registrar Academic Regulations and the Graduate School’s General Academic Requirements.

During the semester, if a student is doing unsatisfactory work, the instructor must fill out a Notice of Unsatisfactory Performance form, which is located on CougNurse Net under Forms > Student Forms. On the form, the instructor discusses the problem, identifies the objective(s) the student is not achieving, and develops the actions the student should take to resolve the problem. Both the student and faculty sign the form. The student and instructor each retain a copy, and the other copies are submitted to the Academic Service office for distribution to the student’s advisor and the student’s file.

In a clinical course, if a student’s performance is determined by a faculty member to be unsafe, the student may be removed from the clinical setting and given a failing grade for the course prior to the end of the term. Faculty should inform students who earn a C- or lower grade that they must appeal if they wish to re-take the course. This appeal process should be made following the bylaws or procedures of the Undergraduate Admissions and Progression (UAP) or Graduate Curriculum and Progression Committee (GCPC), as appropriate. UAP bylaws are included in the Faculty Organization Bylaws on CougNurse Net; GCPC bylaws and procedures are included in the Graduate Faculty Bylaws located on CougNurse Net.

**Student Appearance Standards**
Student appearance standards are the same for Undergraduate and Graduate Students and can be found in the Undergraduate and Graduate Student Handbooks on the College of Nursing website under Current Students.

**Recommendations for Faculty Related to Professional Integrity**

**Testing Procedures**

**Main Campus**
- All explanations regarding the test should occur prior to distributing the test
- For comfort, seat students every other seat (use of an additional smaller classroom is helpful)
- Arrange for at least two proctors in large room; one if using a small room
- Books, coats, hats and other belongings should be placed at the sides or back of room
- Cell phones should be turned completely OFF (no vibrating either) and left with other belongings at the side or back of the room
- Allow no talking among students as soon as when tests are being distributed
- Test papers should be flat on desk, not held up in front of a student’s face
- Only one proctor at a time should be answering student questions
- A clock should be present in the front or side of the testing room

**Other Campuses**
- The AMS operator will move the camera around the classroom throughout the exam and notify faculty if proctor is not present
- One proctor in the room with students, if AMS operator is not available or if pre-arranged by course faculty.
• A course faculty member will be available by phone during test for answering questions: please use cell phone since land line phone is disruptive to test environment on main campus.

**Online Quizzes**

• Because it can be difficult to proctor online quizzes, faculty are encouraged to use them as “open-book” evaluations of student progress.

**Pre-Licensure Test Security and Test Scoring**

In Spokane, tests will be prepared and typed by the course faculty and submitted to the receptionist for copying. The receptionist will send a copy of the test to the extended sites as needed. Tests will be printed at each site. When the tests have been copied, the receptionist will notify the faculty member and ask that the faculty member come and pick up the tests and keep them in their office. Hard copies of examinations will NOT be kept in a central file at the College for security reasons. The receptionist will score tests and notify faculty when the tests have been scored and are ready to be picked up. Old tests should be maintained for at least one year and then placed into the locked receptacle for shredding. Faculty in Yakima, Walla Walla, Vancouver and Tri-Cities should consult with the Director regarding test security procedures.

**Pre-Licensure Exam Administration Protocol – Extended Campus Sites**

1. Theory course faculty are responsible for providing the Directors of the each Extended Site with a schedule of exams for that class no later than the second week of the semester.
2. Theory faculty are responsible to send the course examinations and complete directions related to the tests so that both arrive at least 1-2 days before administration by email or attachment. Exams should be sent to the AMS Operators who will log in receipt of the exams.
3. Exams are to be locked in the AMS operators’ file cabinet. Each examination envelope must have an attached form describing when the exams are to be administered – time, date, etc. Included on the form should be complete information about whether the exams should be kept at the site following the exam or returned to the instructor with the scantrons for grading. On the form, be sure to include any special directions, e.g., faxing the scantrons to Spokane immediately after the exam, or sending the exams back by UPS or overnight mail.
4. The Director of each site works to assign a faculty member to proctor each exam. If a faculty member is not available then an employee may be assigned to assign this task. (The person assigned must not be a student.) The remainder of the protocol relates to those circumstances when a faculty member is not available to proctor the exam.
   a. As previously noted, the theory faculty person takes responsibility for the exam being sent to extended campuses and available there at least 24 hours before the exam is to be given.
   b. The proctor should arrive at least 10 minutes before the class to procure the exams from the AMS operator’s locked file cabinet and have them ready to distribute to students.
   c. Proctors should ask students to put all books, backpacks, purses etc. at the side or back of the room and spread out their seating throughout the room. Students should only have pencils available at their seat unless other items are requested by the theory course instructor.
   d. Proctors should distribute the exams to students at the same time the Spokane exams are handed out.
i. Proctors should monitor the environment for quiet and academic integrity. If any problems arise the theory faculty member should be called during or after the exam.

ii. Students who have questions during the exam should be routed to the AMS operator who will call the theory instructor for consultation with the student.

iii. Proctors are also responsible to monitor the time limits of the exam and collect the exams when time is done.

iv. After the examination is over, the proctor should place the exams in an envelope, hand the envelope to the AMS operator, who then assumes responsibility for returning them to the theory instructor.
SECTION II.B - UNDERGRADUATE PROGRAM

The College of Nursing offers a pre-licensure Bachelor of Science in Nursing (BSN) and a post-licensure Bachelor of Science in Nursing (RN-BSN) degree. Visit the College of Nursing website for information about each program.

- **BSN**
- **RN-BSN**

**Program Outcomes**

Visit the College of Nursing website for the **BSN** and the **RN-BSN Program Outcomes**.

**Admission**

The Undergraduate Admissions and Progression Committee (UAP) at WSU College of Nursing (CON) evaluates all information in the application and selects applicants for admission to the upper division major as pre or post-licensure nurse students. Preference in admission to the pre-licensure program is given to applicants who were pre-nursing students at WSU, Whitworth University, or Eastern Washington University.

Notification regarding admission to the CON is mailed to pre-licensure BSN applicants in May for enrollment in August and in late November for enrollment in January. RN-BSN students will be notified as action is taken on their applications. Appeals of admission decisions are handled by the CON UAP Committee.

All pre-licensure BSN students seeking admission to the upper division nursing major must be admitted to one of the consortium institutions, Eastern Washington University (EWU), Washington State University (WSU) or Whitworth University (WU) and submit an application to the College of Nursing. All students will be registered with WSU during their junior and senior years. For the admitted WSU nursing students who have completed at least the equivalent of one academic year of study at EWU or WU, their graduation diplomas will list both academic institutions (EWU and WSU, WU and WSU). Students transferring from community colleges or other universities and all post-licensure RN-BSN students having completed the majority of their coursework at those institutions or holding an Associate in Arts degree, are admitted to WSU and will receive their degree from WSU. Visit the College of Nursing website for additional admission requirements and application deadlines for the pre-licensure BSN program.

**Washington State University College of Nursing Essential Eligibility Guidelines for Participation in the Undergraduate Program**

This document is not intended as criteria for admission. It is intended as a guideline for admitted students making plans regarding accommodation, as well as a guideline for all students to understand essential competencies. Washington State University provides reasonable accommodation for students with disabilities. The following essential requirements for participation in the College of Nursing and examples of activities should be used to assist the student in determining whether accommodations or modifications are necessary for successful completion of the program. Refer any questions about this document to the Associate Dean for Academic Programs at Washington State University College of Nursing.
<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTIONS</th>
<th>SOME EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking abilities sufficient for clinical judgment</td>
<td></td>
</tr>
</tbody>
</table>
- Identify cause/effect relationships in clinical situations  
- Select clients with identified problems, prioritize the problems and create appropriate plans of care  
- Relate the pathophysiological and psychological basis of disease to client’s status |
| Interpersonal abilities sufficient to interact with individuals, families, and groups from all backgrounds |  
- Establish and maintain rapport with clients and colleagues  
- Apply appropriate psychosocial, spiritual, and cultural concepts with clients.  
- Participate in clinical group activities and discussions/conferences appropriately  
- Demonstrate respect for others |
| Abilities sufficient for physical assessment and clinical intervention |  
- Complete physical examination including inspection, auscultation, percussion, and palpation of all systems on assigned clients and document findings according to facility standards  
- Possess fine motor coordination and physical ability to perform patient interventions (examples of this may be insertion of a catheter, initiation of an intravenous line, administration of medications/intravenous fluids, and wound care) |
| Abilities sufficient to provide safe and effective nursing care |  
- Move safely in client’s environment, work spaces and treatment areas  
- Calibrate and use equipment as required for each clinical site  
- Maintain a sterile field and use aseptic technique when providing care  
- Possess the physical strength and stamina required to perform clinical tasks safely:  
  - Provide safe and timely care to all assigned clients, for the required number of clinical hours (up to 12 hours per clinical day).  
  - Ensure safe lifting and transferring of patients  
- Administer medications safely  
- Communicate with peers, faculty, and colleagues appropriately  
- Practice with integrity |
| Oral and written communication abilities sufficient for interactions with others |  
- Document patient information according to healthcare facility standards. |
Discuss treatment procedures, initiate health teaching, identify nursing actions, and interpret client responses.

Be responsible, accountable and ethical in all interactions

Abilities sufficient to assess and monitor health needs

- Modify decisions and actions when dictated by new relevant data or after analysis of existing data.
- Communicate relevant data to clinical faculty and clinical site healthcare professionals (RN, MD, PT, etc.) in a timely manner
- Able to function in stressful situations
- Recognize and respond to life-threatening emergencies
- Initiate emergency procedures according to clinical site protocol

### Advising

It is recommended that faculty advisors meet with their advisees at student orientation and again early during the first term to establish the advising relationship. Students are expected to take responsibility for their own needs by signing up for individual appointments with advisors and reading the student handbook, as well as attending new student orientation group advising sessions and career development workshops as scheduled.

Pre-Licensure BSN program advising assignments are made by the Co-Director of the pre-licensure program for Spokane students and the Directors in Yakima and Tri-Cities for Yakima and Tri-Cities students. New advisors will receive a packet of information explaining their role and have an orientation by the Co-Director of the pre-licensure program or Site Director prior to assuming the advising role.

The following is a suggested pattern for faculty advising the different levels of pre-licensure students:

- **For junior-level students:** One hour group meeting at the beginning of the student's first semester at the College of Nursing to orient to the program and discuss the role of advisor. Advisors will ask each student to come in an appointment a few weeks later to discuss academic classes for the next semester as well as any academic problems. J1 and J2 student advisees need to have an appointment with their advisor when it is time to pre-register for classes for the following semester. Advisees should be able to contact their advisor with questions as needed throughout the semester.

1/28/10 Revision reviewed by Jane Jarrow, consultant
3/10/10 – Revision by UCC with approval by Disability Office, WSU
5/11/10 – Approval by Faculty Organization
• **For senior-level students:** Meetings with the advisor each semester will be as needed. Discussion should include discussion of NCLEX preparation and career goals and opportunities as well as progression in the program. Again, advisors will also meet with students regarding pre-registration for classes for the following semester.

• **For students in academic difficulty:** Should meet with academic advisor if having difficulty in a course or if notified by a faculty member that they are not successfully meeting course objectives (e.g., receive a Notice of Unsatisfactory Performance).

Advisors will be notified when their advisees receive a notice of unsatisfactory performance slips by the Undergraduate Nursing Office.

### Student Leadership

**SNL – Student Nurse Leaders**

All pre-licensure BSN and RN-BSN students enrolled at the College of Nursing are members of SNL. This is the official organization to ensure student representation and active participation in the affairs of the College. SNL promotes student activities through social events and intramural sports to build a community spirit and encourage stress relief. SNL and the Yakima AINS group obtains funds by submitting a budget request to the WSU Spokane Services and Activities Fees Committee each spring for the next academic year. The use of these monies is through submission of invoices to the Spokane Finance Office. The uses for which this money can be spent are limited by state regulations. Refer to the [Spending Guide for Advisers, Staff, Students](#) for more information. Items not covered under these fees are covered by the payment of dues, $24 (for the entire time at the CON) by all Spokane nursing students. To make suggestions or contract the officers, drop a note in the SNL mailbox. University regulations prohibit making announcements during class time. The names of the student body officers are posted on the SNL Bulletin Board during the academic year.

The Yakima campus students have their own Association of Intercollegiate Nursing Student (AINS) organization. The Tri-Cities campus nursing students also have their own student association, the Crimson Scrubs, and coordinate with the Tri-Cities Services and Activities Fees Committee for their budget requests. Vancouver students’ Nurse Network Club for the Vancouver RN-BSN students submit their budget requests to the [WSU Vancouver Services and Fees Committee](#).

### Student Ambassadors Program

**Mission Statement**

To serve as Ambassadors of goodwill promoting the mission of the Washington State University College of Nursing and its consortium institutions in the communities in which we learn and serve. To provide a friendly, comfortable atmosphere for invited guests at activities and events, thus aiding the College with alumni and donor relations, fundraising efforts, student recruitment, and public relations/communications/marketing efforts.

**Purpose**

The purpose of the Student Ambassadors Program is to represent the College of Nursing and student body with a positive presence in matters pertaining to public relations/communications, student recruitment, alumni and donor events, and donor stewardship and fundraising activities. As such, Ambassadors have specific responsibilities to represent the College of Nursing. As a result of carrying...
out these responsibilities, it is expected that the student participants will gain leadership and management experience, strengthen communication skills in various venues, interact with people in their profession and other health care related fields, and network to develop professional contacts that will serve them well when they begin their professional careers. Ambassadors will promote high academic standards at all times, challenging negative attitudes and comments with positive solutions to challenges and problems for the goodwill of the College and student body.

**Responsibilities**

- Travel to selected junior and senior high schools and community colleges to introduce the College of Nursing to prospective students
- Develop a relationship with pre-nursing advisor’s and pre-nursing students on the main campus; invite them here for a tour prior to enrolling at the College of Nursing
- Assist the College with planning and staffing community projects/activities
- Assist with university-wide student recruitment initiatives (Scholars Reception, etc.)
- Attend College of Nursing consortium events as requested
- Serve as tour-guides for the College campus when needed
- Assist in hosting visitors to the College which will consist of alumni, donors, friends, government officials, corporate representatives from industry, media dignitaries, International visitors, as well as prospective students
- Attend College alumni/donor events and other college nursing related activities, etc.
- Assist with the Native American Summer Institute
- Place “thank you” calls to phonathon donors and other major donors in the Spring semester
- Speak at alumni/donor events about the impact of scholarships and the student experience

**Qualifications**

- Minimum: 3.0 grade point
- 2nd, 3rd or 4th semester student (preferred)
- Knowledgeable about the College of Nursing’s partnership, its programs, and current nursing related issues
- High standard of integrity and dependability
- Neat and professional appearance
- Leadership ability with excellent written and oral communication skills
- Willingness to attend media training class
- Willingness to fulfill duties established by the Dean of the College of Nursing as well as regular attendance at scheduled meetings of the group
- A commitment up to 25 hours each semester is expected

**Selection Process**

Four to six Ambassadors will be selected each semester. (SNL President & AINS Yakima President will be ex officio members for a total of 16)

- Submit a completed application
- Recommendation letter from faculty member
- Personal interview

Preferably, members will consist of culturally diverse students and representation from each of the consortium schools, including a Yakima campus representative or someone who could travel to the
Yakima campus on an as need basis, and at least one graduate ambassador as needed. The SNL President in Spokane and the AINS President in Yakima will serve in an ex officio capacity by virtue of their position as SNL President and AINS President. As AINS officer’s they will attend all major events that Ambassadors are required to attend as a group, including all Ambassador meetings with the Ambassador Board as needed and regular monthly Ambassador meetings with the Ambassador Program Coordinator.

Members are selected to a three semester term through an interview process. Personal interviews are conducted by the Ambassadors Program Committee along with a current lead ambassador (or SNL President) based upon qualifications exhibited in the application, resume, and letter of recommendation. Final selection is based upon communication skills, willingness to work, enthusiasm, and knowledge of the College of Nursing.

**Conduct Code**

Any verbal misrepresentation of Washington State University/College of Nursing, or any demonstration of personal conduct that is unbecoming and/or against University policy is cause for immediate dismissal from the Ambassador Program. No member shall consume or be under the influence of alcohol or drugs when performing duties of the group or representing the University as a group in any capacity at any function.

**Uniforms**

- Ambassador polo shirts will be provided
- Black slacks/skirts will be required to wear with polo shirt
- A professional appearance must be maintained
- Name badge to be worn when ambassadors are asked to wear other clothing

Shirts will be provided by the College of Nursing. Upon Completion of the third semester of membership, the shirt is gifted to the member. If a member leaves the group prior to completion of the three semester commitment, he/she must return their shirt to the Ambassador Program Coordinator.

**Recognition/Compensation**

- An Ambassador Recognition Board will be on display at each of the College’s Campuses with a picture of each of the Ambassadors, their class year, hometown and pre-nursing university affiliation.
- Each Ambassador will receive clothing identifying them as a student ambassador for the College of Nursing.
- Ambassadors will be reimbursed for travel and expenses related to ambassador work assignments.
- Ambassadors will be provided with College of Nursing business cards and a College of Nursing imprinted ambassador nametag.

**Personal Benefits**

- Excellent chance to learn leadership and management skills hands on
- Great networking opportunities with others in your profession
- Looks great on your resume’
Program Facilitator/Coordinator: The Advancement Program Coordinator at the College of Nursing will oversee the responsibilities of the Ambassadors and coordinate the program. Direct reporting is to the Advancement Program Coordinator. There will also be an Ambassador Committee consisting of the College of Nursing Dean/Associate Dean, Program Coordinator, SNL President, Communications Manager, and Leadership Faculty member.

Meet with the Ambassador Committee
- **Purpose**
  - To determine the needs of the college for ambassador representation during each semester
  - Meeting twice per semester or more frequently if needed

Meet with Program Coordinator
- **Purpose**
  - Informational meeting/training/debriefing sessions for current month activities and need for Ambassador representatives
  - Meetings will be held during lunch on a regular monthly basis

Attendance at meetings is mandatory. A member may be excused by notifying the Ambassador Coordinator with a valid reason.

BSN Clinical Courses

Process for Establishing New Contracts or Changing Contracts

Students may not be placed in agencies for clinical experiences without a signed contract between Washington State University and the clinical agency. To determine if a clinical agency already has a contract with WSU, reference the [Clinical Agency Placement (CAP) site](#).

Requests for new or changed contracts are initiated by the faculty member in consultation with the clinical lead and the clinical agency coordinator.

- All hospital based clinical placements are completed through clinical placement consortiums. WSU must submit a request for all hospital clinical placements during the spring semester preceding the next academic year. Clinical placement grids are created considering the clinical needs of all nursing programs in the region and submitted to the clinical agencies for approval. All changes – additions or deletions of approved hospital clinical agency student placements must be requested through the regional coordinators. College of Nursing Contact undergraduate offices for further specifics on current regional coordinators. College of Nursing

- All other site requests can be requested by the faculty member, after consultation with the clinical lead and the clinical agency coordinator. The faculty needs to provide the following information: name of sub-agency (if part of a larger agency), agency name, contact person at agency, name, address, and phone number of administrator to sign the contract, name of course for which the contract is needed, date contract is requested/required.

- While most agencies are willing to use the standard WSU College of Nursing contract, some have specific contracts that they use. The WSU Contracts Office in Pullman negotiates any contract changes on behalf of the College.

- Students are placed into clinical agencies only after the contract is signed.
Clinical Schedules/Sectioning
Faculty in clinical courses will advise their Clinical Lead about any special considerations relative to agency/clinical section issues. Assignment of students by sections to clinical agencies is made in collaboration by the Clinical Lead, Clinical Coordinator, and Nursing Undergraduate Office.

Continuing students in most clinical courses have the option of preferencing for their clinical assignments. It should be noted that clinical sectioning is not finalized until after the Undergraduate Admissions and Progression Committee meets at the end of the term.

Students should not have clinical assignments in areas where they are employed. The potential problems of bias in assistance and evaluation of students are self-evident. Students are responsible for notifying the Nursing Undergraduate Office should such a conflict arise. The office will initiate a change in assignment.

The Clinical Agency Coordinator in collaboration with the Nursing Undergraduate Office notifies the agencies regarding the clinical courses to be taught and the names of the instructors for each section. In agencies where more than one clinical course is taught, the instructors, will assign students to nursing units. The faculty member will notify the appropriate nursing service office and the Academic Services Office of the internal student rotations on nursing units and specialty areas via a printed schedule.

Posting of Section Assignments
Assignment to clinical course and theory course sections are posted on the relevant semester bulletin board during the week of registration.

Faculty and Student Orientation
Each faculty member is responsible for orientation of the students to the clinical agencies. The Course Coordinator or agency liaison faculty persons will orient new faculty. In the larger agencies, the agency liaison faculty member or the clinical coordinator, arranges the core orientation of all students assigned to the agency based on agency and faculty input.

Inappropriate Clinical Assignments
Clinical education experiences in trauma nursing may not include assignment to helicopters or fixed-wing aircraft.

Incident/Error Report
When students are involved in an incident/error in the clinical setting, the faculty member initiates an agency and a College of Nursing Incident/Error report and assists the student in dealing with the situation professionally. The responsible supervisor (faculty) is to complete an online incident report within 24 hours to report any accident, injury or work-related illness which results from the participation in any of the following:

- University employment
- Use of University facilities
- University-sponsored facilities

To access the online Incident Report System, go to the HRS Incident Report website. You will need to use your university usual login and password. The College code number is 5291. See special procedures.

Reviewed by T. Bayne 08/2013
Reviewed by R. Townsend 07/2014
Reviewed ‘in toto’ by P. Eide 7/11/14
for exposure to blood borne pathogens.

**Medication Administration Policy for Undergraduate Pre-licensure Nursing Students**

Washington State University College of Nursing

It is the standard of the Washington State University College of Nursing that students enrolled in all clinical courses will practice within the scope of the clinical curriculum and under the direct supervision of their assigned clinical faculty, supervising nurse or practicum mentor. These policy guidelines refer only to those student activities which are completed during scheduled clinical hours and experiences for which they are receiving course credit. These policy restrictions and guidelines are not all-inclusive. Rather, they are intended to provide guidance to students, clinical faculty, supervising registered nurses (RN) or licensed practical nurses (LPN), mentors, and contracted clinical sites. Contracted clinical facility restrictions or limitations, which are more restrictive than these guidelines, will supersede any aspect of this policy.

**Requirements/Restrictions that apply to all students**

(Requires enrollment in N315, N325, N415, N417, N425, N427, and N430)

1. Each dose of medication will be administered per the ‘Six Rights of Medication Administration’ (Right Patient, Drug, Dose, Time, Route, and Documentation) and after an assessment of patient allergies.
2. Student medication administration, including documentation of administered doses, will be performed utilizing agency specific policies, procedures, and protocols.
3. A faculty member or supervising nurse must confer all medication dosages with each student before a student administers medication. Students cannot ‘peer check’ medications for each other.
4. Students are NOT PERMITTED to do the following:
   a. Discontinue a PCA or PCEA (patient controlled epidural analgesia) infusion
   b. Cosign/witness controlled medication shift count or dose wastage.
   • (WAC 246-873-080-7d: When it is necessary to destroy small amounts of controlled substances following the administration of a dose by a nurse, the destruction shall be witnessed by a second nurse who shall countersign the records of destruction)
      c. Administer medications via a regional, epidural or spinal catheter, including the direct administration of a dose and/or adjustment of the infusion rate via an infusion pump
      d. Administer any chemotherapeutic agents, to include oral medications used for non-oncologic purposes (Examples: methotrexate, tamoxifen. This list is not all-inclusive.)
      e. Assume the primary nursing role and/or monitoring responsibility for patients undergoing procedural/conscious sedation
      f. Perform any procedure which requires special certification or training
5. Medication/Drug errors that occur at a clinical site during clinical hours, as determined by the nursing student, clinical site staff, supervising clinical faculty, supervising nurse and/or practicum mentor, require the following actions:
   a. Immediately notify the patient’s assigned nurse.
   b. Immediately notify the patient’s prescribing practitioner or their designee.
   c. Immediately notify the assigned or supervising WSU CON clinical faculty member.
   d. Immediately notify the charge nurse and/or nurse manager for the unit.
   e. Immediately notify the assigned course Clinical Coordinator.
f. Submit the clinical agency’s error reporting document per site protocol.
g. Submit an electronic version of Washington State University’s form (Form S25.20) entitled “Accidental Injury, Occupational Illness, Workplace Incident” within 24 hours of the incident.

Requirements/Restrictions that Apply to Specific Clinical Courses:
To administer these medications, a student must be enrolled in the applicable course.

<table>
<thead>
<tr>
<th>Requirements/Restrictions</th>
<th>Course Enrollment Required</th>
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<tr>
<td>6. Students may administer controlled medications with the following <strong>RESTRICTIONS:</strong></td>
<td></td>
</tr>
<tr>
<td>a. <strong>ALL</strong> controlled medications require a RN or LPN signature. The documentation system for a clinical site requires a co-signature option, for students to administer controlled medications. If a co-sign option is not available, controlled substances will not be administered by a student.</td>
<td>• N315, N325, N415, N417, N425, N427, N430</td>
</tr>
<tr>
<td>b. Use of keys used to access controlled substances requires direct supervision by an RN. (Examples: PCA keys, narcotics drawer/door keys)</td>
<td>• N325, N415, N417, N425, N427, N430</td>
</tr>
<tr>
<td>c. Analgesics administered via a Patient Controlled Analgesia (PCA) infusion pump requires direct RN supervision, including but not limited to the following interventions: 1. Initial set up and dose programming 2. Administer loading and/or bolus doses of analgesic medication 3. Change medication cartridges or tubing 4. Adjust delivery dosages/settings</td>
<td>• N325, N415, N417, N425, N427, N430</td>
</tr>
<tr>
<td>7. Pitocin (oxytocin) administration to laboring or postpartum patient, including rate adjustment, requires the direct supervision of the patient’s RN.</td>
<td>• N417 and N430 only</td>
</tr>
<tr>
<td>8. Blood product/medication administration by students include the following <strong>RESTRICTIONS:</strong></td>
<td></td>
</tr>
<tr>
<td>a. Blood products requiring a witness for infusion/administration <strong>cannot</strong> be administered by the student. This includes blood typing.</td>
<td>• Not permitted in any course</td>
</tr>
<tr>
<td>b. Medications that do not legally require a witness <strong>can</strong> be administered by the student, under the supervision of the assigned RN. Documentation must be cosigned by the RN. (Examples: Rhogam, albumin, Factor 8, vitamin K, Hespan. This list is not all inclusive.)</td>
<td>• N325, N415, N417, N425, N427, N430</td>
</tr>
</tbody>
</table>

Approved by the Faculty Organization – 3/30/13
Employment – Student
Students employed as Nursing Technicians are responsible for knowing the legal/ethical ramifications of such employment. Students interested in such employment may obtain information in the Academic Services Office.

Instructional Policies/Procedures – Videoconferencing/Academic Media Services (AMS)
At the College of Nursing, the Director and staff of Educational-Information Technology Services, along with the branch campus AMS operator technicians, are responsible for support services required for the WSU videoconference system/AMS system.

Course Materials
Course materials will be created by faculty at the place of origin. One copy of the materials should be sent to each of the other campuses for duplication and distribution to students, although most handouts should be handled as an attachment through the Learning Management System. Copies of overhead materials used in class may be sent to branch campuses if students wish to make copies of these materials and faculty agree.

Materials sent to other campuses need to be clearly labeled. Label information required: (1) AMS Material; (2) Course Number and title; (3) Class date when material needs to be distributed; and (4) Course instructor’s name. Materials will be sent to the site-specific Videoconference/AMS Coordinator or Technician Operator. Materials to Yakima are sent via USPS. Please be sure to use the correct envelope.

Scheduling Office Hours and Site Visits
All faculty are expected to have post office hours to show availability to students and colleagues. College of Nursing Faculty need to establish telephone office hours for students located at sites other than that of course origin. Faculty teaching videoconference/AMS courses may request to make one trip per semester to each of the receiving sites to meet and interact with students. On the visit day, the class originates from that site. Faculty need to notify the Videoconference/AMS Coordinator at the home base of the schedule for site visits as well as the relevant Campus Director and Associate Dean for College of Nursing Academic Programs. The coordinator will then notify the other coordinators of the change in site of class origin for the particular dates. The schedule for teaching at other sites should be arranged early in the semester to facilitate videoconference/AMS system arrangements. Faculty need to complete permission to travel paperwork at least one week before their trip. Faculty are encouraged to coordinate with another faculty member to travel together.

An orientation to teaching over the videoconference/AMS system will be offered. Faculty teaching over this system are encouraged to attend.

Audiovisual, and Computer Assisted Instruction (CAI) Orders
Video recordings and computer-assisted instructional programs desired for a course may be requested through the audiovisual office. Because permission for multiple site use may be required, this office needs to be contacted early when planning to use material over videoconference/AMS, particularly the first time.

Reviewed by T. Bayne 08/2013
Reviewed by R. Townsend 07/2014
Reviewed ‘in toto’ by P. Eide 7/11/14
Other requests for classroom/clinical supplies
Faculty who require special equipment or supplies, should discuss their request with the College of Nursing appropriate Program Director before ordering or purchasing any desired items.

To schedule a videoconference/AMS meeting please fill out the Academic Media Services Request Form.
More information on videoconferencing/AMS, visit the Academic Media Services website.

Progression/Retention
Progression Review
Students failing any course (or not performing at a passing level at the time of withdrawal) will be required to make an appointment for a progression/retention deliberation by the Undergraduate Admissions and Progressions Committee (UAP). Students requiring progression review must submit a letter to the UAP Committee outlining their preferred plan for progression/retention. The letter must be submitted to the Nursing Undergraduate Office no later than the day prior to the scheduled UAP progression meeting. Students who do not submit a letter outlining their preferred plan for progression/retention to the UAP Committee will not be reviewed until their letter is received. In that case, progression review decisions may be delayed to the start of the following semester. If no letter is received by the start of the 1st day of the next academic semester, the student will be dismissed from the program.

Students may request to have their academic advisor or another support person with them during their meeting with the UAP Committee. However, this is not necessary. Faculty whose students need review by the UAP Committee are requested to provide, in writing, a brief summary of student performance in the failed course and further recommendations for the student’s progression. Faculty are also requested to be available for consultation with the committee.

The UAP Committee reviews the student’s course grade (s), nursing program academic records, the faculty member’s evaluation and recommendations, and the student’s written and verbal requests in the hearing.

The UAP Committee may determine that:
- The student will be permitted to repeat the course on a space available basis within one year and/or
- Some alteration in the student’s plan will be required, such as limiting the number of courses in which the student may enroll.
- The student may not be allowed register for further courses in the nursing program. (A student who fails a required course twice, or fails two different courses will likely be dismissed from the program.)

Decisions of the UAP Committee are communicated to the student, faculty member and academic advisor in writing by the Program Director or Assistant Dean of the program.
Progression Appeal Procedures of the UAP Committee

Students may appeal the progression decision of the UAP Committee directly to the Dean of the College of Nursing. The appeal must be presented in writing and delivered to the Dean within 10 working days of the issuance of the UAP Committee’s written decision. If, after appeal to the Dean, the matter is not resolved to the student’s satisfaction, he/she may initiate an appeal through the Ombudsman and/or the Office of the Provost. The appeal must be presented in writing and delivered to the appropriate office within ten working days of the issuance of the Dean's decision. Faculty members may also appeal the decisions of the UAP Committee.

Advisors should write a letter to the Undergraduate Admissions and Progression Committee (UAP) about their advisee’s potential for success if courses are repeated, and their support or non-support of the advisee’s projected plan for progression. An advisor may also be asked to attend the UAP hearing by their advisee to provide emotional support and guidance.

08-02-13
SECTION II.C - GRADUATE PROGRAMS

The College offers a Master of Nursing (MN) in Advanced Population Health (APH) degree, Doctor of Nursing Practice (DNP) degree, a Post-Baccalaureate to PhD (Bacc-PhD) and a Doctor of Philosophy (PhD) in Nursing degree. In addition, the College offers two Post-Master’s Certificate programs. To learn more about each program, visit the College of Nursing website:

- MN APH
- DNP
- Post-Baccalaureate to PhD
- PhD
- Post-Master’s Certificates

Graduate program curricula are based on the philosophy, conceptual framework, mission statement, core values, vision and goals of the college. The statement of philosophy articulates how the core values are defined in both baccalaureate and graduate education.

Program-level student learning outcomes reflect the Essentials of Master’s Education in nursing (AACN, 2011) and the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006). Each track (Advanced Population Health, Family Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner) has also developed student learning outcomes that integrate current specialty-specific competencies for nurse practitioners (from NONPF¹) and public health nurses (from the Quad-Council²).

The Graduate Curriculum and ProgressionCollege of NursingCommittee, the MN/DNP Advisory Committee, and the PhD Advisory Committee provide direction for and oversight of the graduate curriculum including course development, program evaluation, plans, and advising about program policies and procedures for student progression. Course syllabi reflect statements of expected individual student learning outcomes based on the philosophy, conceptual framework, mission and goals of the nursing program as well as on program and specialty-specific student learning outcomes (master’s, DNP, and PhD).

Application and Admission Process
Visit the College of Nursing website for information on the application and admission process for all graduate programs.

Master of Nursing (MN) Program
Program Outcomes
Visit the College of Nursing website for Master’s Program Outcomes.

² The Quad Council is comprised of representatives from four organizations: Association of Public Health Nurses (APHN); Association of Community Health Nursing Educators (ACHNE); Public Health Nursing Section of the American Public Health Association; and American Nurses Association Council on Nursing Practice and Economics (ANA).
Admission Requirements
Visit the College of Nursing website for Admission Requirements for the MN program.

Admission Review Criteria: MN/APH Program
- Two Advanced Population Health (APH) faculty members review each file utilizing the “Score Sheet for Admission Interview Questions” (see supporting documents). College of Nursing
- APH faculty coordinator compiles the responses on the “score sheet” on the “MN Applicant Evaluation” form (see supporting documents). College of Nursing
- GRAC recommendations generate acceptance or denial letters to the applicant as described above.
- If the number of qualified applicants exceeds the number who may be admitted to the program, applicants are ranked according to an average of written interview scores, with a waiting list as needed.

MN Student Advising
The MN program director, working with the staff of the College’s graduate office, makes annual advising assignments (or adjustments to existing advising assignments). College of Nursing
When students have constituted their committee (thesis or project), the chair of that committee assumes the role of advising the student for the remainder of his/her time at the College.

DNP Project
Faculty are advised to encourage MN students to upload their final thesis (NURS 700) or Clinical Project (NURS 702) papers to the Research Exchange and/or to publish them with faculty assistance; however, these are not required as part of completing the thesis or Clinical Project. If the Research Exchange is used, names of committee members, but not their signatures, will be uploaded with the document.

Doctor of Nursing Practice (DNP) Program

DNP Program Outcomes
Visit the College of Nursing website for DNP Program Outcomes.

Admission Requirements
Visit the College of Nursing website for Admission Requirements for the DNP program.

Admission Review Criteria
Admission review criteria is available CougNurse Net under Programs > Graduate > Graduate Program Admissions.
DNP Student Advising

**DNP Project**
Faculty are advised to encourage DNP students to upload their final DNP Project papers to the Research Exchange and/or to publish them with faculty assistance; however, these are not required as part of completing the DNP Project. If the Research Exchange is used, names of committee members, but not their signatures, will be uploaded with the document

Approved by the Graduate Faculty March 2014

**PhD Program (includes Post-Baccalaureate to PhD)**

**PhD Program Outcomes**
Visit the College of Nursing website for [PhD Program Outcomes](#).

**Admission Requirements**
Visit the College of Nursing website for [Admission Requirements for the PhD program](#).

**General Information**

**Academic Regulations**
- All Washington State University Academic Regulations can be found on the [Office of the Registrar website](#).
- Policies and procedures of the Graduate School can be found on the [Graduate School website](#).
- Vancouver campus [Student Handbook](#) can be located on WSU Vancouver’s website.

**Clinical Facilities/Practicum Considerations**
A list of clinical agencies that the College has contracts with is available on the College of Nursing website. See the Process for Establishing New Contracts or Changing Contracts in Section II.A.

**Data Base Management**
In January 2012 the college began using the **E*Value Software Solutions** to build an information management system to track graduate student data. Several data sources are now kept in one location, enabling the college to increase accuracy, reports and the use of data in decision-making.

Some of the major features and capability include:
- Maintenance of student biographical and certification data (such as license, immunizations, trainings) and automatic notification when updates are needed
- Agency contracts and data, paired with preceptors used in the graduate programs
- Evaluations such as student evaluation of preceptor and agency; student logs of clinical hours and cases; faculty evaluation of student and agency; preceptor evaluation of student; annual reviews required of all students and advisors; evaluation of advising by the graduating student; and more
- Lists of advisors and committee members for students

**Graduate Faculty Status and Academic Advisement**
The Graduate Faculty has the responsibility of providing academic advisement to graduate students, teaching graduate level courses and chairing of and membership on thesis/project and dissertation/capstone committees. Consult the College of Nursing Graduate Bylaws, located on
CougNurse Net, and the WSU Graduate Policies and Procedures for information about graduate faculty membership, roles, responsibilities, and the process of advising.

The academic advisement of graduate students is limited to members of the Graduate Faculty. The advisor assists with pre-registration procedures, provides guidance in developing a plan of study, monitors the student’s progress, and assists in the selection of a thesis, clinical project, DNP capstone or dissertation topic. On admission to the master’s, DNP or PhD program, students are assigned a faculty advisor who is available to counsel them regarding curriculum and academic progression. Once a thesis/project/dissertation chair is chosen by the student, the chair assumes responsibility for academic advising for the remainder of the student’s program. At least two additional graduate faculty are chosen by the student in consultation with the chair and the program administrator; they assist with advising as needed and serve on the student’s committee.

An annual review of each student’s progress is performed by March 1st by the advisor, signed at a meeting of the student and advisor/committee, verified by the Associate Dean, and maintained in the student’s file. It is the joint responsibility of the advisor and the student to obtain, complete and submit this form to the appropriate Academic Coordinator at the College. The annual review must be completed annually and maintained in the student file. If the student is found to have unsatisfactory status, the Dean of the Graduate School is notified.

In addition, Programs of Study for students in in the DNP and PhD programs are completed before the end of the third semester in the program (March 1st for summer entry the previous year; or October 1st for fall entry the previous year). A Program of Study for master’s degree students should be filed as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation (e.g. anticipated graduation in spring, the Program of Study is due no later than the beginning of the preceding fall semester). The student completes the form, has it reviewed/signed by the advisor and committee and submits the form to the appropriate Academic Coordinator. The appropriate program director signs the form and it is submitted to the Graduate School at WSU, who approves the Program of Study and notifies the College. If changes are made in the Program of Study or the thesis/dissertation committee changes, a change form must be submitted, following the procedures outlined above.

Independent Study
An independent study course (NURS 599) is a non-graded course taught by arrangement between student and faculty. NURS 597 and NURS 598 are graded courses also taught by arrangement between student and faculty. All of these course numbers are also used for new courses not yet approved by the university for permanent course numbers so faculty should closely coordinate with Academic Coordinators to ensure accurate listing of sections.

The student compiles a course outline with a title, objectives, number of credits, and a description of activities and/or outcomes. A copy of the form is signed and dated by both the instructor and the student and must be turned in to the appropriate Academic Coordinator for master’s or PhD programs no later than the 10th day of classes. Master’s and PhD program forms are available on the College website.
Progression, Graduation, and Student Conduct Policies
Policies and procedures of the MN, DNP, and PhD programs can be found on the Graduate School website and in the Graduate Student Handbook, which is available under the Current Students section of the College of Nursing website. Academic Regulations can be found on the Office of the Registrar website.

Student Evaluation of Faculty and Program
At the conclusion of each nursing course, students will be asked to complete evaluations of faculty performance. After the completion of the term and the recording of grades, copies of the results are compiled by support services and distributed to the administrative team, to the Dean's assistant for filing in the faculty record, and to the faculty member for information and self-improvement.
The Research Office, Director of Development, and Finance and Operations Office at the College of Nursing (CON) work together to assist faculty with proposal development and pre and post-award management. CON researchers are encouraged to meet with the Associate Dean for Research during grant proposal planning to ensure that all available resources are utilized. Collaboration among faculty with similar interests and complementary strengths is also encouraged and helps to yield stronger and more fundable proposals.

Researchers may find it helpful to consult with and utilize services or expertise offered by WSU Spokane Information Technology Services (ITS), WSU Library Services, and the CON Director of Development during proposal preparation. A brief description of these offices and services supporting CON research and the internal WSU approval process as it relates to CON researchers is located on the CON website. For more information, select your area of interest below.

A. Offices Supporting CON Research

B. Support For Proposal Development

C. Road Map For Submitting A Proposal

D. Post Award Process

E. WSU IRB Process/Requirements

F. Information Management, Analytic Software And Presentation

Working closely with the WSU Spokane Information Technology Services (ITS), the CON maintains current licenses for several database and analytic software. Depending on the frequency of use by the researcher and the cost of the software, a dedicated license may be assigned or in some cases, a shared license may be assigned. At the time of hire, new research faculty will complete a software needs survey to determine how best to obtain and maintain the software required. When possible, the cost of software required for a research project should be included in the proposal budget. Before purchasing any software, WSU Spokane ITS should be consulted. For more information on available software for nursing researchers, visit the Information Management, Software and Presentations page on the CON website.

G. Funding Opportunities

H. Sponsored Projects Terminology
SECTION IV - LIBRARY SERVICES

Mission
The Riverpoint Campus Library supports the academic programs of Washington State University and Eastern Washington University offered in Spokane. It provides materials and service supporting the WSU College of Nursing's programs across the state and is a Resource Library for the Pacific Northwest Region of the National Network of Libraries of Medicine. Its membership in the NN/LM provides access to library collections across the United States.

- Riverpoint Campus Library
- Nursing Libraries & Resources

Library Use & Circulation Policies
Our primary responsibility is to serve our enrolled students and faculty, but we welcome all members of the community to use our collection of nursing practice and nursing research information on site. Assistance is always available from staff. Materials may be checked out to:

- Currently registered Riverpoint students
- Riverpoint faculty and staff (including retired and adjunct faculty)
- Faculty members of consortium colleges/universities (with valid ID cards)
- Members of SUMMIT-affiliated libraries (with valid ID cards)
- Community users who meet the following criteria:
  - Alumni
  - Nursing staff of agencies with contracts for student placement
  - Washington state residents not affiliated with Washington State University

The Riverpoint Campus Library staff coordinate library service for faculty and students throughout the college. The Library serves as the major resource for published nursing information in the consortium and across WSU’s campuses. The collection at each site serving nursing students is focused on the programs offered at that location. The book and journal collection of each regional campus is indexed in the WSU electronic catalog.

Spokane Campus
The main library of the WSU College of Nursing is located on the second floor of the Spokane Academic Center at WSU’s Riverpoint Campus and is incorporated into the Riverpoint Campus Library. It is equipped with reference computers, a microfilm/microfiche reader, a typewriter, and printer/photocopy machines.

The Library's holdings include approximately 40,000 books, a few print periodical subscriptions, and many indexes and electronic resources. It also maintains a History of Nursing collection. Library materials are protected by an electronic security system.

The Director of Library Services is responsible for the overall management of the Library and for coordination and supervision of library work and services. The reference librarians are responsible for instruction and reference assistance. Technical staff process book and periodical orders, process interlibrary loan requests, support students at all sites, and maintain the collection. All library staff work at the reference/circulation desks.
WSU Yakima Reference Room
The College of Nursing Yakima facility offers shelving for books and reprints. One copy of all required or recommended texts and one copy of all books from which readings are required for Independent Study Packets or for courses being offered are kept in the library. Users can search for available books in the Riverpoint and Yakima collections in the library catalog. Reprints of required (Reserve) journal articles are in electronic form on the Library’s web page. Reserve materials, some drug books, and items labeled Reference are for in-building use only. Students may request needed materials not found in the Yakima collection from the Riverpoint Campus Library in Spokane. Those materials will be sent to the Yakima facility by courier, mail, or facsimile. Reference support is available from Spokane staff and from the media specialist who staffs the Reference Room and labs.

WSU Tri-Cities
The Consolidated Information Center (CIC) Libraries at WSU Tri-Cities have a collection of over one million books, periodical issues, and microfiche. CIC is staffed by librarians and technicians from the Max E. Benitz WSU Library.

For literature searching, index and abstract services are available in print and computerized form for nursing, education, business, psychology, public affairs, social science, computer science, physics, and applied science and technology. Request forms for books and articles not at Tri-Cities are filled out by the user, checked by staff to be filled locally if possible, then sent daily to Pullman or to the Riverpoint Library in Spokane by courier or by electronic message system. Turn-around time from Pullman is usually within four days; from other libraries the turn-around may be 1-5 weeks. Resources may be placed on reserve status at the library for library-use only or limited-time checkout. Reserve items, which may be copied, can also be deposited with the copy center.

WSU Vancouver Library
Library resources are available in the Library of the WSU Vancouver facility. Requested reserve materials are placed in the Library. The online catalog is accessible via computer. Staff provide instruction on its use. Books and journal article photocopies may be ordered from the Pullman campus or from the Riverpoint Campus Library in Spokane directly via electronic forms. Study space is available for student use.

Other Libraries
College of Nursing faculty members have access to numerous libraries locally in Spokane, at the extended campuses, and within the state. The faculty ID card gives access to the consortium member libraries; they may issue an additional card to fit their circulation systems.

Check-Out Procedures
The WSU ID card functions as a library card at all campus sites.

Any and all materials to be taken from a library must be checked out with the staff on duty. This includes materials being used in offices, classrooms, or outside the building. You must show your WSU ID card to check out material. Reference items are for IN LIBRARY use only.
In Spokane, items may be checked out until ten minutes before the Library closes. Staff will advise users before closing to allow patrons to check out reserve or other material.

Books and Pamphlets
Spokane and Yakima books and pamphlet file items are checked out for six weeks. The due date will be stamped on the item. Most Tri-Cities and Vancouver items circulate for six weeks. Most items can be renewed. Renewals are not intended to allow one person to use an item for an entire semester. The goal is to have materials returned to the shelf as soon after use as possible so other library users can access them. Renewed books are subject to recall.

Periodicals
In Spokane, individual issues circulate for three days and are not renewable. At other sites, most journal issues and bound volumes are for in-library use only.

Reserve
Reserve materials circulate for two hours; checkout procedures are the same as for other items. Electronic reserve items may be read or printed in a library or from any computer with internet access. Faculty teaching courses provide students in those courses with the password needed to use electronic reserve items.

Return of Library Materials
Library materials may be returned during library hours. They may be placed on the circulation counter, in the book return in front of the circulation counter, or in the outside book return at the front of the building at any time. When the library is closed, they may be returned in the hallway bookdrop outside the library doors. The return is for library materials only. Items checked out from the Clinical Skills Practice Lab must be returned to the lab.

Overdue Materials
Notices of overdue materials will be mailed or e-mailed. Please return items so others may use them. Arrangements may be made with the librarian for materials needed for long-term use.

Library Resources
The library catalog identifies the books and journals in each library. The Library website offers access to a number of indexes, including CINAHL, and full-text electronic resources. Many other indexes are available electronically. Ask a librarian for direction.

Pamphlets published by the American Nurses Association and the National League for Nursing are kept in files in pamphlet number order. They are all included in the library catalog.

Placing Items on Reserve
Staff coordinate required readings for all campuses and sites. Faculty must notify the Library's staff regarding which items they want on reserve each semester.

Routinely, staff look for required readings in lab packets, the course calendar (weekly schedule, or class schedule, or course schedule and assignments) found in most course syllabi. These readings are placed on reserve. Faculty members who place readings in separate assignment documents, who have students prepare class presentations and assignments with required readings, or who modify assignments after
routine syllabus review must take explicit action to notify the Library staff of what readings are required. Faculty may use our paper form for that purpose or send library staff a message (email spok.lib@wsu.edu, or call 509-358-7930).

In general, the libraries use multiple copies of books and periodical issues to meet reserve requirements, including electronic copies. When sufficient copies are not readily available, photocopy reprints are made and placed on reserve. Library staff will write the copyright holder for permission to photocopy the item. Items are placed on reserve in the Library at each site (Tri-Cities and Vancouver do NOT routinely put required texts on reserve; they expect students to buy them), or are placed online in reserve software. Physical items are checked out to students for two-hour periods. It takes approximately one week to put new items already in the Library on reserve at all locations during the school year; see the Library staff about the information needed. Adding new books to reserve will usually take at least two weeks to allow time for purchase. Not all sites can obtain books and process them for reserve that quickly, so faculty need to insure sufficient lead time. Notify staff as early as possible of new books needed for course requirements. See a librarian early if teaching a course at a regional campus and review the AMS manual.

Reserve items are filed using author or title as appropriate. It is most helpful to library staff and students to list required readings in APA format in the course calendar. Please include the title, not just the author’s name. All reserve items must be checked out when they are taken from the reserve/circulation desk. A faculty member’s personal copy of an item loaned to a library for student use will be processed like other library material. Librarians will make every effort to see that all personal copies are carefully checked in and out, but the Library is not responsible for loss of or damage to personal copies. The college does not replace personal materials. Faculty members are urged to place their names on all personal copies.

**Assistance for Special Information/Searches**

Assistance is available from library staff. We can help you learn to use unfamiliar indexes, possibly point out subject sources you had not considered, and provide access to the many computerized bibliographic services. We can conduct searches in special subject databases (e.g., PubMed for medicine, CINAHL for nursing and ERIC for education). Research guides help orient library users to many of our resources.

**Laptop Computers for Classroom Use**

Laptop computers are available to be checked out to faculty who need one for use in a classroom which has no installed computer. Sign our responsibility form, check out a computer (for up to four hours), and use it for your class.

**Interlibrary Loan**

References or resources not available in the local library may be available in other area libraries. These resources may be obtained by an Interlibrary Loan (ILL). Faculty are encouraged to use or check out materials from local libraries whenever possible, instead of requesting ILL. The Library staff can assist in determining what materials are available locally. Items owned by a WSU or SUMMIT Library are the first choice for borrowing.

Many of our electronic indexes include links and forms for requesting items not available in full text. Complete the forms as required for service.
Interlibrary Loan (ILL) Procedures and Policies

- Make sure the material is NOT owned by the local library. Material is often available in the Library and can be identified and located by the use of indexes and catalogs.

- Ask at the Library desk for assistance identifying material. Items owned by the local library are not requested on loan unless they are missing.

- Submit requests on ILL Request forms (electronically via ILLiad). These are available via the website for each regional campus. Complete the form in detail, giving FULL bibliographical information, i.e., full name of author, full title, date, page numbers, and place of publication. Our current software (FindIt@WSU) usually transfers all the information required.

- Identify the source of the reference in detail. (Example: CINAHL, Vol. 78, p. 168). The more complete the information, the faster the request can be processed. The citation must be verified before the request is passed to another library. If the citation is from a MEDLINE search, be sure to include the PubMed (PMID) number. Requests without source information will be returned for further information.

- Specify the latest date the item can be used if time is a limiting factor. On average, it takes one week to receive materials after they have been requested. When a search is necessary, it may take even longer before materials arrive.

- Most libraries do not loan entire journals but will provide a photocopy of the requested articles. Currently there is no charge for ILL, but some regional campuses may charge a photocopy fee. We encourage faculty to dedicate grant funds to pay for ILL service.

- Upon receipt of requested ILL books, faculty assume the following responsibilities:
  a. Return material on time and observe any instructions given on the information slip on the book.
  b. Request renewals at least four days prior to the due date and only if extenuating circumstances warrant it. Check with the person in charge of ILL service for each request. No renewal requests are accepted on or after the due date.

Book Orders and Recommendations
Suggestions for additions to library collections, outside the scope of a particular class requirement, are welcomed from all faculty members. Please DO NOT personally order any materials to be paid for by a library. Please DO NOT order any materials "on approval" except through a library (approval time limits must be observed).

Photocopying
The Library has a self-service photocopy machine/printer available. Black & white copies cost $0.10 per page; color copies are more expensive. See our web page for printing/copying information.
Instruction for Students on Use of Library Resources

Instruction on use of library resources is incorporated into student orientation each semester. Specific sessions are scheduled by each instructor. While the overall objectives are the same for each semester’s classes, individual sessions may be tailored to fit the needs of the course. Please see the librarians regarding scheduling and content of these sessions. This will be especially helpful if you have students who are not familiar with library research or with writing papers with bibliographies.

Graduate Program

Students receive two sessions in N504: the first introduces commonly used indexes and reviews general library skills, while the second focuses on locating research instruments. Statistics sources are covered in N554, Epidemiology. Other sessions are arranged as needed by the instructor for specific classes.

Resource People

<table>
<thead>
<tr>
<th>WSU Tri-Cities</th>
<th>WSU Vancouver</th>
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</thead>
<tbody>
<tr>
<td>Harvey Gover, Reference Librarian</td>
<td></td>
</tr>
<tr>
<td>509-372-7204</td>
<td>Nicole Campbell, Library Director</td>
</tr>
<tr>
<td><a href="mailto:hgover@beta.tricity.wsu.edu">hgover@beta.tricity.wsu.edu</a></td>
<td>360-546-9687</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nmcampbell@vancouver.wsu.edu">nmcampbell@vancouver.wsu.edu</a></td>
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<thead>
<tr>
<th>WSU College Of Nursing – Yakima</th>
<th>WSU Spokane</th>
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<tbody>
<tr>
<td>Tom McMeekin, Media Specialist</td>
<td>Bob Pringle, Campus Librarian</td>
</tr>
<tr>
<td>509-494-7901</td>
<td>509-368-6973</td>
</tr>
<tr>
<td><a href="mailto:tom.mcmeekin@wsu.edu">tom.mcmeekin@wsu.edu</a></td>
<td><a href="mailto:rpringle@wsu.edu">rpringle@wsu.edu</a></td>
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Websites

- [College of Nursing Library](#)
- [Riverpoint Campus Library](#)
- [WSU Tri-Cities](#)
- [WSU Vancouver](#)

These and many more resources are available easily from [http://www.wsulibs.wsu.edu/](http://www.wsulibs.wsu.edu/)

If you want assistance locating an item or have any questions at all, check the library home page or see your librarian.
SECTION V – PROFESSIONAL DEVELOPMENT

The Professional Development Department provides a number of courses to Washington, Oregon, and Idaho nurses. The RN Refresher course incorporates 240 hours of strong theory, laboratory skills review, and clinical practice preparing the registered nurse to skillfully care for patients again. The office of Professional Development works with Washington State Department of Health in offering required courses to LPNs and RNs.

The Professional Development Department works with Washington State Nurses Association (WSNA) in providing Continuing Education approval for various presentations and classes. College of NursingCurrently this department is working with WSNA in applying for the Provider Unit status. The Washington State Nurses Association is accredited as an approver of continuing education in nursing by the American Nurses Credentialing Center Commission on Accreditation. Contact hours are applicable for recertification/re-licensure requirements for all professional associations in all states requiring mandatory continuing education that recognizes the ANCC approval process. The Professional Development Unit is approved by the Washington State Office of the Superintendent of Public Instruction to provide continuing education clock hours for teachers, school administrators, school counselors, occupational therapists, and school nurses.

Professional Development is responsible for supporting the professional development of faculty and staff of the WSU College of Nursing as well as for planning, implementing, and evaluating selected institutes, conferences, home study and distance learning methodologies in line with the mission and resources of the College. The Director reports to the Dean. The appointment carries teaching and scholarship responsibilities appropriate to faculty rank.

The Professional Development Department collaborates with professional and community groups to jointly address professional development needs of health care professionals.

Mission:
The mission of Professional Development, as an integral part of the College of Nursing (CON), is to meet selected learning needs of WSU-CON faculty, Registered Nurses, and other interprofessional health care workers.

Visit the College of Nursing website for a list of current course offerings.
SECTION VI – SUPPORT SYSTEMS

Support Services
ACADEMIC/ADMIN SUPPORT OFFICE – ROOM 154
RECEPTIONIST/FACULTY SUPPORT – FRONT DESK
WORKROOM – ROOM 150

The Spokane campus offers several support services for faculty. Visit the Staff Services page on the College of Nursing website for a complete list of staff and the services they provide.

Receptionist/Faculty Support
The receptionist handles incoming calls to College of Nursing's main phone number, signing for deliveries (UPS, Federal Express, etc.), receiving and distributing mail (both intercampus courier and USPS/FedEx) and clinical room scheduling.

The Faculty Support person is available to assist the faculty in the following areas:

1. Providing support to faculty with tasks directly relating to their teaching function, including large copying jobs
2. Transcribing and distributing meeting notes and minutes for faculty groups, organizations, and committees
3. Managing the Faculty Evaluation Program on the current learning management system
4. Assisting with the Clinical Contracts program

Minutes and Committee Information
Committee minutes are submitted to the Receptionist/Faculty Support person as an attachment. He/she will forward them on to all faculty, as well as staff when appropriate.

Office Supplies
Most office supplies are purchased through Office Depot’s website. A designated staff member in each area will place the orders. Teaching faculty will continue to request their supplies using the supply request forms located in workroom 150. If you have questions regarding the dollar amount you are entitled to, please contact the Finance Office.

Business Cards
Business cards are ordered through the Finance Office in Spokane. Only faculty who are tenured, tenure-track, or clinical faculty members with extensive contacts outside the classroom will receive business cards. Generic business cards are available for those not eligible to order business cards. Space is available on the generic cards to write name, title, phone number, etc. Yakima, Vancouver, and Tri-Cities faculty and staff should follow procedures on that campus for obtaining cards.

Computer Test Scoring Analysis Procedure
The college uses of a computerized test scoring and analysis procedure. Students will get the test form from the Academic Support person at the Spokane campus or from the AMS operator at their campus. Students must mark their answers firmly with a #2 pencil. Erasures must be complete and the form should be free of all extraneous pencil marks in order to be processed without error. The instructor must provide a test form with the correct answers marked as described above to serve as a key in programming the equipment.
Tests given on the branch campuses are returned to the Spokane campus for scoring and analysis. **Final exams are returned first class USPS mail to expedite grading,** unless other arrangements have been made.

The test analysis program will handle multiple choice examinations of up to 200 questions. To be processed, test scan sheets and the scoring "key" should be submitted to the Academic Support person, where the Scantron scoring will be completed, when exams from all sites have arrived. This is usually within 5 days. The Academic Support person will notify the faculty member when all the exams have been scored. Computer printouts and scored tests will be available for faculty to pick up from the Academic Support person. College of Nursing Scored tests and grade reports will be given only to the faculty member responsible for the course unless previous arrangements have been made with the Academic Support person.

**Destruction of Confidential Materials and Tests**

On the Spokane campus, faculty are required to dispose of confidential materials, tests, and any documents showing social security numbers **directly** into one of the three shredding bins located in the 1st floor workroom, room 150, the 3rd floor workroom, College of Nursing room 317, or the 4th floor workroom, room 424. Arrangements have been made for on-site shredding in Spokane. The Yakima campus shreds its own tests at the end of the semester. College of Nursing The Tri Cities campus provides shredding bins for faculty/staff use.

It is the College of Nursing's responsibility to ensure that all confidential material is reduced to an illegible condition upon disposal. **Confidential is defined as records which are exempt from public disclosure.** Using the Business Policies and Procedures Manual for guidance, the following College of Nursing material should be shredded by the local company with whom WSU has a contract:

1. Personal student information; e.g., exam results, grade sheets & books, class lists if I.D. numbers are present, departmental transcripts, counseling reports, rotation schedules.
2. Information about an applicant -- student, faculty, or staff.
3. Anything showing the individual's Social Security Number.
4. Donation records; e.g., phonathon pledge sheets, photocopies of checks, printout sheets disclosing pledge information, gift transmittal sheets.
5. Salary information.
6. Library records which could be used to identify a library user.
7. Test questions & scoring keys **UPON REQUEST OF INDIVIDUAL FACULTY MEMBER.**
8. Internal drafts, notes, recommendations, evaluations which could be detrimental to someone's character.
9. Internal drafts, notes, and recommendations where opinions are expressed or policies are formulated or recommended.
10. Address/telephone data if individual requests that it be restricted.
11. Student files after graduating, once they have been placed on microfiche.

**Photocopying**

**Spokane**

There are copiers in the work room of the Spokane Nursing building. Floors 1, 2, & 4 have scan capability. Access codes are required to use the copiers. To obtain your access code and receive instructions on the copier, see the Finance Office.
Outreach Sites

- **Tri-Cities:** Faculty make arrangements with support staff; copy limits are set by WSU Tri-Cities policies.
- **Vancouver:** Faculty make arrangements with support staff; copy limits are set by WSU Vancouver policies.
- **Yakima:** Each faculty member is assigned a number on the main copier for their use or use by support staff. College of Nursing if the main copier is down, copies are made by the media technician using the bypass key on the library copier.

Syllabi

Syllabi are posted by faculty to the appropriate course on the learning management system.

Courier

Courier service is offered between College of Nursing, Pullman, and WSU’s branch campuses. Envelopes (provided in the workroom) must be College of Nursing properly addressed and College of Nursing labelled before College of Nursing placement in the gray tote located in the first floor workroom by 11:00 a.m. Monday through Friday. College of Nursing Allow a College of Nursing minimum of 48 hours for delivery time. Courier service is not available to Yakima or Walla Walla. Materials to these sites must be mailed using the USPS. Boxes will not be transported by the courier. College of Nursing

Fax

The fax machine is located in the **1st floor workroom, room 150** on the Spokane campus and is for business use only. This fax machine is not a confidential fax machine. The Yakima campus has a fax machine/copier in room 101A. In Tri-Cities, faxes go to the shared copy machine. College of Nursing The fax is placed in the individual student or faculty mail box by the Program Assistant.

HIPAA Regulations

HIPAA regulations impact the amount of patient information that can be shared through the WEB, AMS, etc., since these platforms are not entirely secure. Staff cannot be responsible for the errors of people participating in electronic connections. The academic course assignments and conferencing are a concern. AMS is not entirely secure...there are AMS operators at all sites... faculty must be aware of this and adjust their communications accordingly.

The computer, whether email or WEB, poses risks. Additional information may be found on the following WEB sites:

http://www.hhs.gov/ocr/privacy/

http://www.aafp.org/fpm/20010300/43what.html

Mail

- **Spokane-** mailboxes are located in the first floor hallway. Boxes are assigned by room number to faculty and staff and by title to such organizations as SNL and Sigma Theta Tau.

  Outgoing mail is sent using the white bin located in the faculty/staff workroom 150. **Mail must have the budgeting postal code placed below the return address.** This code may be obtained from the Receptionist or from the list besides the outgoing mail bin and it is the responsibility of the sender to place it on the envelope. If mail does not have postal budget code, it will be returned. This will cause a delay in mailing.
Instructions on sending mail requiring any special services (air mail, overnight, etc.) or UPS, FedEx, etc. can be obtained by contacting the Supervisor of Mail Services, Carolyn Losh at closh@wsu.edu or phone # 86995

- **Yakima** - the mailboxes are located in the Program Coordinator’s room 101. College of Nursing Outgoing mail should be given to the Program Coordinator.
- **Tri-Cities** - College of Nursing Faculty and staff receive their mail in their mailboxes. The program assistant will assist with outgoing mail.
- **Vancouver** - The program/office assistant will assist with outgoing mail.

**Communications**

**Bulletin Boards**

Bulletin boards are located in strategic areas at the Spokane and Yakima campuses and in designated areas on other campuses where the College of Nursing programs are located. MEMORANDA, FLYERS, NOTICES, ETC. ARE TO BE POSTED ONLY ON BULLETIN BOARDS OR EASELS. The bulletin board in Spokane room 150 is for required employment posting information only. All information on this board must be approved by the Personnel Coordinator. Any unapproved postings will be immediately removed and discarded.

As an adjunct for special events or displays, easel bulletin boards are available. These may be procured from the Multimedia Laboratory of the Learning Resources Center for a period of one week.

**Messages for Students -- General and Emergency**

On the Spokane campus, messages for undergraduate students are placed in the student communication folders on the second floor file drawers, and messages for the graduate students are placed in their file folders located on the fourth floor. In Yakima, the communication folders are located in the AV Lab. It is the responsibility of each student to check their folders periodically while in the building in order to receive messages. Papers and other materials also may be returned to students via the communication folders but care should be taken relative to the placement of confidential materials in the folders. In the event of an emergency call, an attempt is made by the Nursing Undergraduate Office to locate the student by checking possible locations within the building. When attempts to find the student are unsuccessful, the message is placed in the student’s communication folder. Students are urged to leave their class and clinical schedules with family, schools, day care facilities, etc., in order that they may be more easily located; and also to check their communication folder regularly.

Nursing students on the WSU Tri-Cities and WSU Vancouver campuses receive their messages via the Program Assistant.

**Student Services**

**WSU Spokane**

[WSU Spokane Student Affairs website](#)
[WSU Spokane Student Affairs Staff Directory](#)

**WSU Tri-Cities & Walla Walla**

[WSU Tri-Cities & Walla Walla Student Services](#)
[WSU Tri-Cities & Walla Walla Student Services Staff Directory](#)
**WSU Vancouver**
WSU Vancouver Student Affairs  
WSU Vancouver Student Affairs Staff Directory

**WSU Yakima**
Contact the [Yakima Program Coordinator](mailto:somemail@wsu.edu) for Yakima Student Services information.
SECTION VII – ACADEMIC APPOINTMENTS

This section addresses information relevant to academic appointments, including appointment, and if applicable, reappointment criteria and processes for all faculty ranks, the faculty workload formula, and new faculty orientation.

Academic Appointment Schedules
Vacation time is not included as part of the nine-month academic year appointment for faculty. Faculty may have non-course related meetings scheduled during student breaks.

Faculty Titles and Appointment Criteria
In order to meet the goals as established by the strategic plan, WSU College of Nursing targets a faculty mix of approximately 75% in tenure-track and tenured positions. Appointments to term positions on the Clinical Track or as Instructors are available to qualified individuals.

Appointment to Tenure Track
Policies pertaining to the appointment of tenure track and tenured faculty are derived from those governing such matters at WSU. In accordance with the policy statement criteria at WSU, teaching effectiveness (including student advising), research or creative scholarship, professional service, public service, academic and professional leadership, service to the University, interactions with colleagues and students, and contributions toward assisting the college to meet program objectives form the basic components of the evaluative process. Further details on expectations by rank may be found in Section IX of this handbook.

Criteria for Appointment to the Rank of Assistant Professor.

Credentials/Experience
  • Holds an earned doctorate from an accredited institution of higher education

Teaching
  • Demonstrates expertise in specialty area
  • Demonstrates teaching competency

Research and Scholarship
  • Demonstrates evidence of beginning research and scholarly activity with a defined line of inquiry that will complement the research activities of the College of Nursing

Service
  • Membership in relevant professional organizations
  • Participates in health-related, voluntary community service programs

Criteria for Appointment to Associate Professor.

Credentials/Experience
  • Except under exceptional conditions, applicants will not be considered for initial appointment to the rank of Associate Professor until they are eligible for promotion and tenure (see Section XII).

Teaching
Excellence in teaching is expected of College of Nursing (CON) faculty. Appointment to the rank of Associate Professor requires demonstrated excellence within a CON or similar setting and recognition of teaching excellence beyond the College.
• Demonstrates excellence in teaching based on standardized evaluation tools used by students and written evaluations by peers and professional colleagues in agencies and professional organizations.

Scholarship

The development of a line of scholarly inquiry is expected. Appointment to the rank of Associate Professor requires consistent focused scholarly work that is demonstrated at the regional and/or national levels. The following descriptors provide samples and indicators of this level of research and scholarship.

• Demonstrates evidence of research and scholarly activities by (a) refereed and/or invited presentations at regional or national professional meetings, (b) publication as primary author in recognized journals (including refereed), textbooks, or instructional media, and (c) a progressive record of funded research conducted either independently or as a collaborative investigator

Service

Service to the nursing program, community, and discipline are expected. Appointment to the rank of Associate Professor requires leadership within the discipline at the regional and/or national levels. The following descriptors provide samples and indicators of leadership in service.

• Evidence of a line of substantive services to/with organizations, progressing from regional to national levels, relevant to area of specialty; i.e. service organizations and professional organizations
• Evidence of substantive service in College of Nursing and College/University committees.

Criteria for Appointment to Professor.

Credentials/Experience

• Associate Professors at the Washington State University College of Nursing may be considered for promotion after they have served a minimum of six (6) years at the rank of Associate Professor in the College.
• Those who have served elsewhere as an Associate Professor a minimum of six (6) years may be considered for promotion
• Holds an earned doctorate from an accredited institution of higher education.

Teaching

Recognized as a master teacher and valued consultant in nursing education and matters of curriculum.

• Demonstrates excellence in teaching in a variety of arenas within and beyond the College of Nursing.
• Receives public recognition and/or internal/external awards for teaching excellence and/or innovation in teaching.
• Demonstrates leadership in development, implementation, and evaluation of innovative teaching strategies within and beyond the College of Nursing.
• Shares expertise by creating a variety of peer reviewed media (e.g. publications, television, computer simulations and/or videos).
• Provides leadership in the development and implementation of nursing curricula.
• Serves as a resource person, consultant, and mentor in teaching strategies and/or content area of expertise within and outside of the College.
• Serves as a mentor to faculty and students as they develop their areas of expertise.

Scholarship and Research

Back to Table of Contents
Sustained progressive activity of funded, quality scholarly work recognized by and presented to the professional community. Contributes to the field of nursing regionally and nationally by influencing policy, theory and/or practice.

- Demonstrates progressive activity with an ongoing program of funded, quality peer reviewed work that is recognized by and presented to the professional community.
- Conducts scholarly work that contributes to the field of nursing regionally/nationally/internationally and influences practice, theory and/or policy.
- Contributes to the improvement of health care in the community through application of research findings and/or clinical innovations.
- Designs and implements funded programmatic projects as part of scholarship when the opportunity arises.
- Manages a multiple year program of research and/or programmatic project.
- Recognized regionally, nationally and/or internationally for scholarly work as shown by publications, citations of works, invitations to present papers at refereed conferences and being sought out as a consultant.
- Serves on college and national research and programmatic grant review teams.
- Provides leadership in inter/intra-disciplinary collaborative research efforts.
- Mentors faculty, students, and clinicians as PI of a research team, involving them in various aspects of the research process.
- Provides consultation support for research proposals/manuscripts.

**Service**

Sustained leadership &/or service that influences professional nursing practice, education, or administration. Recognized as a resource person or consultant.

- Shares/contributes professional expertise through providing professional service to groups outside of the College of Nursing that assist in improving health of the community.
- Serves on review committees within the university, outside of the College of Nursing and for other universities for purposes of progression, tenure, and promotion.
- Serves as an invited speaker in areas of expertise.
- Provides consultation in specialty area within and beyond the College of Nursing.
- Provides ongoing formal and informal leadership in governance of the College of Nursing and the University.

**Appointment and Reappointment to Clinical Track**

For information concerning Clinical Professor and Clinical Associate appointments and reappointments see “Appointments” in [Section V of the WSU Faculty and Staff Manual.](#)

**Criteria for Appointment and Reappointment to the Rank of Clinical Assistant Professor.**

**Credentials/Experience**

- Master’s in Nursing
- National certification and/or licensure in area of expertise required (when appropriate)

**Teaching**

- Demonstrates expertise in specialty area in clinical and/or classroom settings
- Demonstrates teaching competency through College of Nursing peer and student evaluations
- Advises students regarding progression through programs efficiently

**Research and Scholarship**

- Demonstrates evidence of beginning research and scholarly activity
- Collaborates with researchers and/or clinicians to facilitate evidence based practice
Service
- Membership in relevant professional organizations
- Participates in health-related, voluntary community service programs

Practice
- Demonstrates expertise in clinical practice
- Facilitates positive relationships in clinical practice network
- Provides direct and/or indirect consultation in communities

**Criteria for Appointment and Reappointment to the Rank of Clinical Associate Professor.**

**Credentials/Experience**
- Master’s in Nursing
- Doctorate in nursing or related field
- National certification and/or licensure in area of expertise required (when appropriate)

**Teaching**
- Demonstrates expertise in specialty area in clinical and/or classroom settings
- Demonstrates teaching competency in peer, student and/or community evaluations
- Advises students in progression through programs efficiently

**Scholarship**
- Demonstrates evidence of research and scholarly activity as a research team member, as author or co-author of nursing publication(s), or, as member of a podium or poster presentation at nursing conferences.
- Assists to write grants and/or research proposals to facilitate teaching, scholarship or service goals of the College
- Mentors faculty and students to pursue excellence and advanced practice

**Service**
- Membership role and leadership in relevant professional organizations
- Participates in health-related, voluntary community service programs
- Member or chair of appointed or elected College committees

**Practice**
- Demonstrates expertise in clinical practice
- Facilitates positive relationships in clinical practice network
- Provides direct and/or indirect consultation in local and regional communities

**Criteria for Appointment and Reappointment to the Rank of Clinical Professor.**

**Credentials/Experience**
- Master’s in Nursing
- Doctorate in nursing or related field
- National certification and/or licensure in area of expertise required (when appropriate)
- Excellence in clinical and/or classroom teaching

**Teaching**
- Demonstrates expertise as a master teacher in specialty area in clinical and/or classroom settings
- Demonstrates exceptional teaching competency in peer, student and/or community evaluations
- Demonstrates leadership in development, implementation, and/or evaluation of innovative teaching strategies within and beyond the College of Nursing.
- Provides leadership in the development and implementation of nursing curricula.
• Advises and mentors students regarding advanced practice teaching strategies
• Receives teaching excellence awards and/or honors

Scholarship and Research
• Contributes to nursing regionally and nationally by influencing policy, theory and/or practice.
• Demonstrates progressive evidence of scholarly activity as a research team member, as author or co-author of nursing publications(s), or, as member of a podium or poster presentation at nursing conferences.
• Writes grants and/or research proposals to facilitate teaching, scholarship or service goals of the College
• Mentors faculty and students to pursue excellence and advanced practice
• Facilitates evidence based practice through application of research findings and/or clinical innovations in care settings.
• Recognized regionally, nationally and/or internationally for scholarly clinical work as shown by publications, citations of works, invitations to present papers at conferences and being sought out as a consultant.
• Provides consultation support for research proposals/manuscripts.

Service
• Sustained membership role and leadership in relevant professional and community organizations
• Chair and/or member of appointed or elected College or University committees
• Serves as an invited speaker in areas of clinical expertise.
• Provides consultation in specialty area within and beyond the College of Nursing.
• Provides ongoing formal and informal leadership in governance of the College of Nursing and the University.

Practice
• Demonstrates expertise in clinical practice
• Facilitates positive relationships in clinical practice network
• Provides direct and/or indirect consultation in local, regional and national communities
• Recognized as a regional and national leader in clinical practice

Process of Reappointment of Clinical Track Faculty. The assigned reviewer will evaluate maintenance of the required criteria for the given rank each year during the annual review process. See Section XI for relevant information related to annual reviews. A more rigorous review will occur in the third and sixth years of appointment, similar to the process articulated for tenure track faculty in Section XII. Recommendations related to reappointment will be forwarded, with the supportive documentation, to the Senior Associate Dean. The Senior Associate Dean, with any desired additional input, will send the final recommendation to the Dean.

Appointment and Reappointment of Instructors

Those appointed to the temporary position of Instructor perform an important teaching service to the Washington State University College of Nursing. They share their clinical expertise with students and faculty colleagues while taking advantage of an opportunity to enhance their teaching experience, participate in the work of the college, and explore a potential career in academia. Instructor appointments are for one year, with the potential for reappointment.
Responsibilities. The primary responsibility of Instructors is effective teaching in the undergraduate program. Teaching responsibilities and workload assignments also include academic advising of students and participation in course and faculty meetings.

Instructors are expected to participate in professional development activities to maintain their clinical expertise and to further develop teaching knowledge and skills. Maintenance of clinical expertise through professional practice also is encouraged if the teaching assignment is related to clinical practice.

Service to the nursing profession and the health care community is encouraged; however, it is not a part of performance evaluations. Similarly, participation in research and other scholarly work also is not included in performance evaluations. However, Instructors are encouraged to document professional and community service, as well as research and scholarly activities, on their individual curriculum vitae.

Criteria for Appointment
Criteria for appointment to a temporary full or part-time position as an Instructor include:
- An earned Master’s degree in nursing.
- Documented clinical competence as a professional nurse.
- Preference will be given to those with prior teaching experience.

Criteria for Reappointment
Decisions to reappoint Instructors are dependent upon the needs of the College, available resources, and the performance of the individual Instructor. The most important criterion for reappointment is effective teaching, as documented by student and colleague evaluations. Persons who have been accepted into a doctoral program in preparation for an academic career and who make satisfactory progress within their program of studies will be given special consideration.
- Effective teaching in assigned courses.
- Maintenance of teaching and professional competence as demonstrated through such means as certification, relevant professional development activities/continuing education and professional practice.

Reappointment process
College of Nursing administrators make decisions regarding reappointment of Instructors based upon College needs, available resources, and the performance of the individual. The Dean makes the actual appointment.

Temporary Faculty Performance Evaluation and Appointment Dates
November 15 - As mandated by WSU, written notification of non-reappointment is provided to faculty on temporary appointments, with five (5) or more years’ service to the College, whose appointments end May 15th.

March 14 - Reappointment notifications to faculty on temporary appointments with less than five (5) years’ service whose appointments end May 15th.

Appointment and Reappointment of Senior Instructors
Instructors who have successfully completed six years of University service may request promotion to Senior Instructor (see Section XII). Reappointments to senior instructor are highly likely and range from one to five years at the discretion of the College. Consideration for reappointment will be given based on the needs of the College, available resources, and the performance of the individual faculty member.
Criteria for appointment and reappointment to senior instructor (Bullets for 1 – 5)

- Holds an earned Master’s degree in nursing.
- Maintenance of clinical expertise through professional practice.
- Demonstration of effective teaching in upper-division undergraduate/graduate nursing courses.
- Maintenance of teaching and professional competence as demonstrated through certification, relevant professional development activities, continuing education, and professional practice.
- Academic advising and mentoring of students and active participation in course meetings.
- Demonstrated activities in other College of Nursing activities, such as participating in the College of Nursing Faculty Organization and serving on College committees.
- Documentation of scholarly activities and growth as a teacher.
- Mentoring of other instructors.
- Assisting with orientation to theory and clinical courses.
- Evidence of incorporation of course teaching evaluations into course revisions and improvements.
- Demonstrated growth in pedagogical approaches to teaching.

Appointment and Reappointment of Research Faculty

These are non-tenure track appointments used to identify non-teaching faculty who may serve as principal or co-principal investigators on grants or contracts administered by the University. As qualified, ranks of assistant research professor, associate research professor, or research professor may be assigned to research faculty.

Appointment of Adjunct/Affiliate Faculty

Recognition of the many contributions to the Washington State University College of Nursing made by nurses and other professionals in the communities in which programs and students are located, is important for the ongoing support and implementation of the mission of the College. Appointment of these qualified individuals as adjunct (employed outside of the university) or affiliate (employed by the university but appointed to a different college or department) faculty to the College of Nursing with the privileges of such appointments, recognizes those contributions and publicly acknowledges the commitment and efforts of those individuals. It also must be recognized that the clinical, administrative, educational, or research expertise of these professionals supplements and complements the College’s faculty. Adjunct/Affiliate faculty appointments, therefore, provide credibility and recognition of rights and obligations associated with specifically delineated responsibilities within the College.

Criteria for Appointment

Credentials/Experience

- Holds a master’s or doctoral degree appropriate for the position held.
- Has expertise that supplements and supports the need of the College of Nursing.

Responsibilities

- Teaching – contribute to the education of College of Nursing students through lectures, seminars, committee membership and clinical supervision.
- Scholarship/Research – participate in and provide leadership in the development and management of scholarly activities and research, following WSU policies and procedures through the Office of Grant and Research Development (OGRD).
• Service – participate in select committees and advisory groups and serve as an advocate for the College of Nursing in the community.
• Keep appropriate Associate College of Nursing Deans, Directors, or the Dean informed of faculty activities and confer with them as indicated.

Privileges
• A WSU Cougar Card, which provides library privileges as well as admission to WSU sports and cultural events at faculty rates.
• A WSU email address for University and College communication.
• College publications and notices of faculty/staff social events.
• Membership on designated faculty committees as described in the Faculty Organization Bylaws.
• Use of software and equipment in the Media Center and the Practice Laboratory.
• Access to services of the Systems Programmer/Analyst and Statistician when involved in joint projects with WSU College of Nursing faculty.
• Office/work space as available.
• Use of equipment, services, and supplies required for agreed upon Adjunct/Affiliate Faculty responsibilities.

Process for the Appointment of Adjunct/Affiliate Faculty
Washington State University College of Nursing faculty members are encouraged to nominate nurses and other professionals for adjunct and affiliate faculty appointments and to assist them in the process. To start the process, the faculty member submits a letter of nomination to the Dean with a recommendation for appointment and a brief summary of why such an appointment is warranted. Upon receipt of the letter of nomination, the Dean’s Executive Assistant will:
1. Send a letter to the nominee, inviting the nominee to submit a letter indicating their interest in the position and acceptance of the terms of the appointment. The candidate will be asked to:
   a. Complete a Faculty Biographical Data Sheet, provide verification of current professional licenses (forms enclosed), and return these along with a current curriculum vita or resume that includes degrees attained with dates awarded.
2. Establish and maintain an adjunct faculty personnel file in the Dean’s Office.
3. The submission of application materials will generally occur in April of every year, with 3 year appointments running according to the time period July 1st – though June 30th.
4. Forward a recommendation to the College of Nursing’s Appointment, Promotion and Tenure Committee for approval of the appointment.
5. Request the College of Nursing’s Finance Office to complete the appropriate personnel action forms.
6. Notify the appointee by letter of the adjunct/affiliate appointment.
7. Assist the newly appointed individual with directions on obtaining a WSU Cougar Card.
8. Notify the College of Nursing faculty by distributing a list of current adjunct/affiliate faculty with a brief biosketch and contact information.
9. Individuals with a master’s degree will be given the title Adjunct/Affiliate Instructor; individuals with a doctoral degree will be given the title of Adjunct/Affiliate Assistant Professor, Associate Professor, or Professor, depending on individual circumstances.
10. Prior to the end of the appointment, notify the adjunct faculty member, as well as the faculty sponsor, and request a letter of termination or a reappointment application.
11. An adjunct/affiliate appointment is made for no more than three years, or for the term of a specific project for which the appointment is made, whichever is less. After appropriate review, such appointments may be renewed.
Faculty Workload Formula

The Faculty Workload Formula is a *guide* to workload expectations. It is an attempt to provide for fairness in workload assignments, recognize the wide range of activities faculty perform, and allow for comparability of workloads across the College and with the faculty of the other Colleges within Washington State University. It is recognized that, if faculty do not have significant amounts of external funding, Washington State University’s teaching expectation of faculty is generally 15 semester credits per year (5 didactic courses or the equivalent). It also is recognized that, due to various factors within the College of Nursing such as variations of student numbers, clinical placement issues as a result of changes in the health care environment and fiscal constraints, individual teaching efforts will vary somewhat from one semester to another; thus, workloads are generally examined for equity over a one to two year period.

Following discussion with each faculty member, and, clinical and track coordinators, actual individual workloads will be planned annually with the Senior Associate Dean, Assistant Deans and Directors. In the case of clinical and tenured/tenure track faculty, workload planning is performed jointly with the Associate Dean for Research. Included in that planning will be written goals for the use of time allotted for scholarship and professional, college and university service. In light of professional accountability, with the expectation that lack of progress may reduce the time designated for those activities the following year, faculty and administration will jointly assess progress toward those goals.

Relative to the “buying out of teaching time,” such release time will be based on the overall amount of money brought in and/or the amount of grant-generated salary support. Grant funds may allow part of the usually assigned teaching time to be “bought out” resulting in a decreased percentage of teaching effort. The bought out portion of the individual’s salary must provide sufficient funds to cover the instructional costs incurred by that individual’s reduction in teaching assignment. Grant buy out of faculty salary over a year can be used to reduce teaching for one semester if insufficient to buy out instructional time throughout the year (e.g., 15% salary for a whole year that is paid for by a grant could buy out a 3 credit (30%) theory course or equivalent clinical course during one semester). The faculty member who obtained the grant will negotiate the timing of the instructional workload reduction with the appropriate campus and/or program director, based on the highest effort period of the grant or request the funds be used for summer salary. Dissertation release time also will be based on funding or other grant support.

*Distribution of Faculty Effort*

Workload percentages according to role/rank are listed below.

**Tenured Faculty (Associate Professor through Professor)**
- Instruction*: 70%
- Scholarship and Service**: 30%

**Tenure Track Faculty (Assistant Professor)**
- Instruction*: 50%
- Scholarship and Service**: 50%

*Percent of workload assigned to a course assumes attendance at course group meetings
** Service is no more than 10%

*Non-tenure Track Faculty*
- * Note: Percent of workload assigned to a course assumes attendance at course group meetings
Clinical Assistant Professor through Professor
Teaching/Instruction*    College of Nursing 80%
College of Nursing
Scholarship and Service    20%**

Clinical practice (up to 8 hours per week) as defined by the University with faculty receiving direct reimbursement from the employing agency is over and above the College’s workload expectations.
* Percent of workload assigned to a course assumes attendance at course group meetings
** Service is no more than 10%

Full Time Instructors and Senior Instructors
Teaching/Instruction*   95% - 100%
Service College of Nursing 0 - 5%
Senior Instructor Senior instructors may request effort for scholarship

Faculty Effort: Teaching
These principles serve as a guide for teaching assignments. The percentages are based on a 100% FTE for a 9-month contract (fall and spring semester). It is an attempt to provide for equity in workload assignments and allow for comparability of workloads across the College.

Theory Courses
Theory courses, regardless of program (graduate or undergraduate) will generally be allotted a base according to the following formula:
  1-credit course = 15%
  2-credit course = 25%
  3-credit course = 35%
  4-credit course = 45%
  5-credit course = 55%

Additional adjustments to base will reflect: 1) preparation of a new didactic course, 2) complete revision of an existing didactic course, 3) conversion of an established course to the WEB, 4) course coordination responsibilities, and/or 4) large classes (>100 students).

Seminar/Discussion Group Courses
Seminar credit is 10% per seminar credit hour. The maximum student enrollment is defined per course.

Undergraduate Prelicensure Clinical Courses and Practicum
Courses will generally be allotted a base according to the following formula:
  2-credit course = 35%
  3-credit course = 40%
  4-credit course = 45%
  5-credit course = 55%
Practicum assignments are negotiated and based on student numbers. College of Nursing There may be an adjustment for clinical coordination.

RN-BSN Program Clinical Courses and Practicum
Courses will generally be allotted a base according to the following formula:
2-credit course = 25%
3-credit course = 40%
There may be an adjustment for clinical coordination.

Clinical and Practicum Experiences for MN and DNP Courses

1 credit course = 5-10%
2 credit course = 10-20%
3 credit course = 20-25%
4 credit course = 25-30%
5 credit course = 30-35%
Effort may be adjusted for visits more than 75 miles from a faculty’s home campus. There may be an adjustment for clinical coordination.

Inclusive teaching responsibilities: Faculty are expected to: 1) Attend course and faculty meetings, 2) Supervise independent studies and masters/doctoral students as part of the expectations for their assigned workload, and 3) Provide academic advising. College of Nursing Faculty will be assigned advisees unless they: a) are in their 1st year of teaching, b) are appointed on a semester basis, and/or c) are appointed as research faculty.

Please refer to the “Procedures for Assigning Workload” document for program-specific workload information, more detailed information regarding workload assignment processes, and faculty requests for specific classes. College of Nursing

New Faculty Orientation
Campus Directors, in coordination with the Associate Dean for Academic Affairs, the Assistant / Associate Deans and Program Directors plan a comprehensive orientation for new faculty to the programs and resources of WSU College of Nursing at the start of each Fall semester. The overall mission of the college is stressed and all faculty members are oriented to their roles in accordance with the workload formula, rank expectations and responsibilities, and related instructional support services. Those with appointments at the rank of Assistant Professor or above also are oriented to tenure and promotion criteria, and applicable policies and procedures. New faculty should plan to meet with the Academic and Research Associate Deans early in their first semester at the College to discuss interests, professional goals, and career development. Tenure track faculty also are assigned two tenured faculty members who serve as mentors.
SECTION VIII – ANNUAL PERFORMANCE REVIEW OF FACULTY AND STAFF

This section addresses the policies and procedures for annual performance review of academic faculty and staff. It includes the relevant timelines, required format for faculty curriculum vitae (CV), and examples of supplemental documentation.

Faculty Annual Performance Review

Timeline for Faculty Annual Performance Review

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity for Annual Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31</td>
<td>All faculty update their annual review in WORQS and submit an updated vita to the Dean’s office. Supportive documentation in each faculty’s personnel file should be reviewed and updated as necessary and reviewers notified of updated materials. EXCEPTION: Teaching Assistants and Research Assistants do not submit materials through WORQS.</td>
</tr>
<tr>
<td>March 21</td>
<td>Supervisors submit completed and signed originals of faculty annual reviews to Dean’s Administrative Assistant.</td>
</tr>
<tr>
<td>April 15</td>
<td>Merit rating for all faculty is based on recommendations made by the Associate Dean, Assistant Deans and Directors. Faculty will be notified when these are available on WORQS and will be given a minimum of 2 days to view and respond to the final documents, according to Provost guidelines.</td>
</tr>
<tr>
<td>April 30</td>
<td>Annual reviews of all faculty due to HR.</td>
</tr>
</tbody>
</table>

Faculty Annual Performance Review Process

The development and professional advancement of the members of the faculty are important factors for ensuring quality in the Washington State University College of Nursing instructional programs, scholarly activities, and public services, and the achievement of individual faculty satisfaction and goals. The status, qualifications and performance of each faculty member are reviewed formally on an annual basis according to the University and College policies and procedures.

General Process

In accordance with the above timeline, each faculty member is responsible for the preparation of an annual performance update through the University’s WORQS program and updating his/her curriculum vitae (CV), which should follow the CV format found in Section XI. New information from the calendar year covered by the Annual Review should be highlighted on the CV to increase visibility. Additional supportive evidence may be added to the personnel file. College of Nursing Administrative Professionals (AP) follow the AP handbook guidelines for annual review in addition to completing the appropriate portions of the WORQS document, but are not required to submit a CV. A copy of the WORQS report and (for faculty) updated CV are to be provided to the assigned reviewer. Reviewers should also be informed of any additional material added to the file. College of Nursing In most cases, the reviewer will be the faculty member’s supervisor. Work accomplished by Teaching Assistants (TA’s), and Research...
Assistants (RA’s) is reviewed by their supervisors; these assistants are not required to complete a WORQS document.

Reviewers prepare a written summary overview of the faculty member's performance according to the designated role and functions (refer to Section IX). All finalized reviews should be inserted by the faculty member’s supervisor on the “Annual Review” forms in WORQS. The completed review is to be shared with the faculty member by that individual’s supervisor, within the above timeline by an in-person or phone conference. If the initial review is not done by the faculty member’s supervisor, the draft report will be forwarded to the supervisor for completion. A subsequent conference with the faculty member by the supervisor should include a discussion, as appropriate, of prospects and supports for advancement within the academic setting. The performance review form is then signed by the reviewed faculty, indicating that the faculty member has had an opportunity to read and discuss it with the supervisor prior to it being forwarded through administrative channels. College of Nursing Faculty who have retired or left the university do not have to sign their review. College of Nursing Signing the performance review form does not certify agreement about the content, but attests that the faculty member has been granted the opportunity to discuss the review. If desired, the faculty member may attach a written statement to the performance review to explain, clarify, or dispute the content of the review. The signed copy of the annual review is submitted to the Dean’s office and placed in the faculty member’s file. College of Nursing The College of Nursing performance review process should promote the growth and development of each faculty member through individual counseling, goal setting, and evaluation.

Annual reviews are then analyzed by the Administration of the College, and merit scores are allocated. Faculty are notified when merit scores have been assigned and may review them prior to the completed reviews being sent forward to Human Resources. College of Nursing

**Calendar of Annual Review due dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Administrative Professionals will complete their annual activity report in WORQS for the previous calendar year. (TAs and RAs do not submit materials through WORQS.)</td>
<td>January 31</td>
</tr>
<tr>
<td>Faculty and Administrative Professionals will either send a copy of their annual review in WORQS to their supervisor, or notify the supervisor when the completed document is uploaded to WORQS. College of Nursing Faculty will send an updated vita to their supervisor, with activities in the past calendar year highlighted, and additional supportive evidence (optional).</td>
<td>January 31</td>
</tr>
<tr>
<td>Begin annual reviews. College of Nursing Faculty and Administrative Professionals meet with their supervisor and sign their review*.</td>
<td>February 1</td>
</tr>
<tr>
<td>Supervisors submit completed and signed originals of Faculty and Administrative Professionals annual reviews, plus faculty vitae, to the Dean’s Office.</td>
<td>March 21</td>
</tr>
<tr>
<td>Program and Campus Directors meet to discuss faculty merit ratings as proposed by each supervisor. College of Nursing</td>
<td>April 1-7</td>
</tr>
<tr>
<td>The Dean’s Office personnel will upload mean and merit scores to WORQS and notify Faculty and Administrative Professionals when these are available for review**. College of Nursing A copy of the annual reviews are sent to HRS</td>
<td>April 30</td>
</tr>
</tbody>
</table>
Process for Vancouver and Tri-Cities campuses:

*Send signed review to Dean’s Office in Spokane

**Spokane will fill in approved rating and unit mean/SD and uploaded to WORQs
Faculty are notified that their review has been rated and is available on WORQs
Dean will sign the merit review, which is then sent to respective chancellor/vice chancellor for
signature.College of NursingOnce all signatures are obtained, reviews are returned to Dean’s Office for
filing and a copy is kept at the branch campus.

Variations in the Process According to Rank and Role
The process of Annual Performance Review varies depending upon faculty rank and role within the
College of Nursing. These variations are indicated below:

Tenured Faculty
Tenured faculty shall have a written performance review completed every year according to the
time frame established by the WSU Provost and as delineated on the first page of this section. If
there are questions about a particular performance review, the faculty member's submitted
materials also are reviewed. In addition, if necessary, the review may be discussed with the
faculty member.

Tenure-Track Faculty
The performance of tenure-track faculty shall be reviewed annually within the context of their
progress toward tenure according to the time frame established by the WSU Provost. The
progress toward tenure assessment process is addressed in Section XII.

Clinical Track Faculty
Clinical track faculty shall have a written performance review completed yearly, based on
specific rank expectations. If there are questions about a particular performance review, the
faculty member's submitted materials also are reviewed. In addition, if necessary, the review
may be discussed with the faculty member. A comprehensive review, covering the period of the
faculty member's appointment, is done at the end of each appointment period (which may vary
between 1-3 years).

Instructors
Instructors are reviewed annually.College of NursingAssigned reviewers may obtain additional
assessment data from others as appropriate. This may include Lead Faculty, and/or other
relevant personnel.

Teaching Assistants
Teaching Assistants do not complete WSU’s WORQS program. The assigned reviewer shall write
a 1-2 paragraph summary of the teaching performance, focusing on teaching evaluations and
input from Lead Faculty. This should includeCollege of Nursingan evaluation of teaching skills
during the period of employment and the individual’s potential as a faculty member. The written evaluation shall be reviewed with the Teaching Assistant before it is signed by both parties and forwarded to the Associate Dean for Academic Affairs to be placed in the individual's file in the Dean's Office.

Other Temporary Instructional and Research Personnel
Written performance evaluations shall be conducted on completion of the individual's appointment, or at least annually. If the temporary instructional person is located in Vancouver or Central Washington, the reviewer will consult with the appropriate Campus Director prior to completion of the review. The final review will be forwarded to the office of the Associate Dean for Academic Affairs in Spokane for examination and subsequent placement in the individual’s file in the Office of the Dean.

Criteria for Annual Performance Reviews
The criteria used during performance reviews are those outlined in College of Nursing Section VII - Academic Appointments for the particular academic rank held by the faculty member being reviewed.

Documentation for Annual Performance Reviews
WORQS data are entered by the individual faculty that reflects the work done in the prior calendar year. Deadline for completion is Jan. 31st. Tabs within the program allow for faculty to enter information related to student evaluations, course development and enhancement, and colleague evaluations relevant to the teaching role. Additional sections are provided for summary of specific scholarly productivity, committee involvement, honors, awards, etc. Goals for the upcoming year are entered, and attainment of the previous year’s goals are assessed. The WORQS program is not intended to reflect multiple years of accumulated information; therefore, faculty should judiciously edit their entries so that their current WORQS document is relevant only to the calendar year just past. Faculty unfamiliar with this program should seek appropriate assistance.

Supportive Documentation for Annual Performance Review
Additional materials may be added to the faculty member’s personnel file depending upon position, rank, and responsibilities. Clinical faculty whose annual review coincides with their cyclical review should provide documentation that the individual is meeting expectations of rank. Examples of such documentation may include but not be limited to:

- Colleague evaluations/letters of support documenting 1) participation in partnership, University, College, course and committee activities, community, Regional, National and/or International activities, 2) teaching performance, and/or 3) other relevant activities relative to the individual rank and role. Colleague evaluations are discussed further in Section XII, and forms are available through SharePoint.
- Copies of research and other grant proposals submitted, with status of each proposal identified (e.g., approved and funded with award amount specified, approved but not funded, not approved). Grant proposals not funded may be kept on file to indicate the person’s ongoing activity in seeking external funding. Faculty members preparing for promotion are encouraged to include the reviewers’ critique and revisions that address them. Reports submitted, as a part of funded grants, also may be included in the faculty member’s file.
- Copies of publications or manuscripts submitted for publication. Publications should include complete citation. The status of each manuscript that has not yet been published should be specified. When a manuscript is published, it should be replaced by the publication, with complete citation.
- Copies of papers presented at professional meetings, with complete information about the meeting (i.e., title of the meeting, sponsor, location, and date).
- Copies of other scholarly, creative works, properly cited. Other relevant documentation; e.g., unsolicited letters of commendation, news items, awards, certificates.
- **Curriculum Vita**
  
  Each faculty member is responsible for maintaining an accurate, up-to-date curriculum vitae on file in the Dean's Office, and in the WORQS system. The following format is required for Tenured, Tenure-Track and Clinical Track. Research faculty, Senior Instructors, and Instructors should omit irrelevant content areas. For the annual review, information added during the reviewed year should be highlighted.

**Vita Example**

WASHINGTON STATE UNIVERSITY  
College of Nursing

Name

I. Academic and Professional Preparation
   A. Education (highest degree listed first; degree-granting institution and location; date of attaining degree)
   B. Certification
   C. Professional Experience (most recent first)
      1. Educational (name of institution, location, and encompassing dates)
      2. Predoctoral Fellowships
         **Example:** “Coping with Cancer: Symptom Meaning and Personal Control.” Faculty Sponsor, Frances M. Lewis. Public Health Service/Division of Nursing. #5 F31 NU05698-03. NRSA, 1984-86.
      3. Postdoctoral Fellowships
         **Example:** “Nursing Research Training and Psychosocial Oncology.” PI’s Jeanne Q. Benoliel and Ruth McCorkle. NIH/National Cancer Institute. NCI #5 T32 CA09472 03, Institutional Award/University of Washington, 1987-88.
      4. Clinical Practice (most recent first; institution, location, role, and encompassing dates)
      5. Government, Private or Professional Society Advisory Committees
         **Examples:** Member, NIH Site Visit Team and Special Review Section: Cancer Pain; Memorial Sloan-Kettering Cancer Center, New York, September 15-16, 1987.
         Member, ONS/ONF Grant Review Study Section, Anaheim, January 29 - February 2, 1994.

II. Scholarly Activities
   A. Research, Grants and Contracts
      1. Grants Submitted, Funded, and Status of Project (most recent first)
         (Examples of status: pilot phase, participant recruitment, data collection, data analysis, final report, completed)
         **Example:** “Cancer Nursing Research Course.” Marcia Grant, DNSc; Mel...
Haberman, PhD, Dana Rutledge, PhD, Kathi Mooney, PhD. NIH/National Cancer Institute. NCI #2-R25-CA09486-12-16. $433,591 (direct & indirect), Training Grant, 1997-98, (Completed).

2. Grants Submitted and Under Peer Review
   Include title, PIs, Agency, Date submitted, Budget amount (direct & indirect), Type of grant (research or training/program).

3. Grants Submitted and Not Funded
   Include Title, PIs, Agency, Budget Amount (direct & indirect), Date submitted, Type of grant (research, program/training).

4. Grants Under Development
   Include as much information as possible: Title, PIs, Agency, Budget Amount (direct & indirect), Date to be submitted, Type of grant (research, program/training).

B. Scholarly Communications/Electronic Publications (most recent listed first)
   1. Invited/Solicited Refereed Data-based
      a) Articles
      b) Book chapters
   2. Faculty Initiated (Non-invited) Refereed Data-based
      a) Articles
      b) Book Chapters
   3. Refereed Non-data-based
      a) Articles
      b) Whole Books (author or editor)
      c) Book Chapters
   4. Non-refereed
      a) Published Abstracts
      b) Commentaries
      c) Newsletters
      d) Radio/TV Interviews

C. Podium / Poster Presentations
   1. International and National
   2. Regional, State, Local

III. Honors and Awards

IV. Professional and Community Service
   A. Editorial Review Boards and Manuscript Review
   B. Outside Peer Reviewer for Faculty Promotions and Tenure
      (Identify University, Department, Year)
   C. Consultations and Advisements
   D. Professional Activities:
      1. International
      2. National
      3. Regional
      4. State
      5. Local
   E. Health-related Community Activities
   F. College of Nursing Activities
   G. University/Consortium Activities
   H. Continuing Education Seminars Developed and/or Presented
V. Education and Teaching
A. Postdoctorate Fellow Sponsorships

B. Dissertation Committees
(Identify role, e.g., Chair, Member, Graduate Faculty Representative, External Reader)

C. Thesis Committees
(Identify role, e.g., Chair or Member)

D. Clinical Project Committees
(Identify role, e.g., Chair or Member)

E. Teaching Assignments (last 5 years, by semester with most recent first)
   1. Assignments
   2. Student Advising (Number of undergraduate & graduate students)

F. New Academic Course Development

G. Appendix
   1. Attendance at CE Programs (last 5 years)
      (Include title of conference or session, sponsoring organization, location, date, & number of CE or contact hours)

Annual Merit Scores
The Dean, in consultation with the Dean’s Council, program directors, and others deemed appropriate, gives each performance review a merit rating and may append written comments if indicated. The numerical merit rating should closely correspond to the written review and is based upon a 1-5 scale as established by the University. A rating of 5 indicates outstanding performance, 4 that the person’s performance substantially exceeds expectations, while 3 means that the person has met all expectations (no matter how great those expectations). A rating of 2 warns that improvement is needed, while a rating of 1 is unsatisfactory. Gradations of not less than +/- 0.25 may be made to more specifically describe a person’s performance, e.g., 4.0 or 3.5. Following completion of this process, per the Provost’s policies, the Administrative Assistant to the Dean will notify faculty the reviews with assigned merit scores, and the mean and standard deviations are available for viewing prior to being forwarded to the Provost’s Office. A copy is placed in the faculty member’s file at the College of Nursing.

Administrative Professional Employees Annual Review Process

Review Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>Self-evaluation information vis selected sections of WORQs providedCollege of Nursing to immediate supervisor</td>
</tr>
<tr>
<td>March 15</td>
<td>Supervisor forwards evaluation to Dean’s Office</td>
</tr>
<tr>
<td>April 30</td>
<td>All Annual Reviews and supporting documentation forwarded to Human Resources</td>
</tr>
</tbody>
</table>

Administrative Professional personnel are evaluated annually in accordance with guidance found in the

Administrative Professional annual reviews must be completed using WORQS.

**Annual Review Process for Civil Service Employees**
**SECTION IX – PROMOTION AND TENURE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity for Promotion and Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31</td>
<td>Submitted/updated electronic portfolios will be used to evaluate for promotion and tenure. Tenure Track faculty member updates portfolio on SharePoint then notifies the Dean’s Administrative Assistant when this is accomplished.</td>
</tr>
<tr>
<td>February 21</td>
<td>Tenure Track and 3rd year Clinical Track faculty review is completed by assigned tenured faculty.</td>
</tr>
<tr>
<td>February 22 to March 7</td>
<td>APT Chair schedules meeting of tenured faculty to discuss and vote on annual “Progress Toward Tenure,” Third Year Tenure review, and Third Year Clinical Track review. Faculty Ballots are turned in at the conclusion of the meeting to the Dean’s Administrative Assistant.</td>
</tr>
<tr>
<td>August 1</td>
<td>Faculty applying for tenure and promotion, update their portfolio on SharePoint then notify the Dean’s Administrative Assistant when this is accomplished.</td>
</tr>
<tr>
<td>August 1</td>
<td>Tenure Track or Tenured faculty applying for promotion submit five (5) names and addresses of potential external reviewers to the Dean’s Administrative Assistant.</td>
</tr>
<tr>
<td>August 15</td>
<td>Faculty applying for Senior Instructor &amp; Clinical Track promotion submit electronic portfolios and notify the Dean’s Administrative Assistant.</td>
</tr>
<tr>
<td>September 30</td>
<td>Completed recommendations for promotion and tenure for Clinical Track, Tenure Track, and Tenured faculty are due to the Dean’s Administrative Assistant.</td>
</tr>
</tbody>
</table>

**For Faculty Annual Performance Review, refer to Section VIII of this manual.**

**Important Note:** University Tenure and Promotion Guidelines can be found at the [Office of the Provost: Manuals & Forms](#).

**General Information Related to Promotion and Tenure**

This section covers promotion and tenure information for all faculty assigned to the College. The most detailed information applies to nursing faculty.
Definition of Scholarship
Because scholarship, broadly defined, applies to all aspects of the faculty role, the College faculty have adopted the following definition:

Scholarship is the demonstration of knowledge through discovery, integration, practice application and teaching. Scholarship results in a product that is shared with audiences within the wider academic, professional, and societal communities.

**Scholarship of discovery:** creates new knowledge through investigation of the unknown.

**Scholarship of integration:** brings new insights within a discipline by interpreting and drawing together facts, concepts, or knowledge in a new way.

**Scholarship of application:** uses the knowledge of the discipline to investigate clinical issues in order to enhance health care outcomes.

**Scholarship of teaching:** involves critical inquiry and exploration of teaching/learning processes resulting in development of effective instructional approaches and methodologies.

**Scholarship of practice:** encompasses all aspects of the delivery of nursing service where evidence of direct impact in solving health care problems or in defining the health problems of a community is presented. Competence in practice is the method by which knowledge in the profession is both advanced and applied. Practice roles for faculty in health care delivery systems may include direct caregiver, educator, consultant, and administrator. Practice is conducted through the application of nursing and related knowledge to the assessment and validation of patient care outcomes, the measurement of quality of life indicators, the development and refinement of practice protocols/strategies, the evaluation of systems of care, and the analysis of innovative health care delivery models.

Portfolio for Faculty Applying for Tenure and/or Promotion
The electronic portfolio is a concise, well-organized presentation of a faculty member's teaching, scholarship, and service involvement within the parameters of the individual role expectations. It is a factual description and documentation of a faculty member's strengths and achievements. Tenure track faculty will have their portfolios reviewed annually as they progress along the tenure timeline (See Section XI).

All Washington State University College of Nursing faculty seeking tenure and/or promotion should prepare a concise electronic portfolio. Depending on the rank being sought, certain areas are expected to be addressed in more detail. The specific criteria for tenure and those for promotion to the various ranks are provided in this Section. Topic areas and further explanations are provided below, according to the portfolio cover and divider sheets:

**Title page:** Washington State University College of Nursing: *insert Faculty Name* Faculty Portfolio of Teaching, Research/Scholarship, and Service.

**Table of contents**

**Updated Curriculum Vita** utilizing the format presented in Section XI.

Philosophy of Education/Teaching Goals address the areas of your philosophy that relate to assigned teaching. Indicate goals in the teaching role and progress in meeting these goals. Following the narrative, address the topics below, providing evidence of meeting teaching goals, such as course syllabi created and/or revised, class assignments or activities.

Teaching Responsibilities: A brief narrative summary of the content presented.
   a) Course participation by semester and year (presented as a table). For each course taught, provide the following:
      • Course number and title
      • Course credits
      • Course format (e.g., clinical; face-to-face classroom; video conference type & site locations; online; hybrid; videogaming)
      • Course role (sole faculty; co-faculty; guest lecture)
      • Number of students (in each site, if pertinent)
      • Number of lectures personally presented
      • Number of laboratory/clinical contact hours, if relevant
   b) Work with individual students organized by year (e.g., advising – undergraduate, Master’s students, and/or Doctoral students; theses, projects, dissertations – including name, topic, and role as chair or member; independent study students – name and topic)
   c) Extraordinary efforts toward improving success rates of underrepresented groups, if applicable

Teaching Effectiveness: A brief summary of the content presented.
   a) Participation in assessment of educational outcomes (examples of course and/or programmatic assessments)
   b) Evidence of teaching effectiveness from a variety of sources (e.g., student evaluations, communiqués from alumni, colleague evaluations)
   c) Application of evidence-based practice in teaching

Activities Related to Improving Teaching: A brief summary of content presented.
   a) Instructional innovation, including course and/or syllabus design and revisions, efforts utilizing new pedagogical approaches
   b) Service on Washington State University, College of Nursing, and/or other committees concerned primarily with instruction
   c) Activities facilitating learning more about teaching/learning (e.g., reading, continuing education, seeking mentoring)

Research/Scholarship Goals and Progress toward Attainment
Begin this section with a description of your research/scholarship program. A research map may be relevant. Provide the purpose and focus of research, and continue with a review of accomplishments and progress to date. Include a description of individual contributions and the stage of development of the various components at this time. Teaching and research can, and often do, interact productively. In the narrative, comment on the interface between research/scholarship and the teaching role. Include a description of the development of scholarly research, projects, grants, presentations, papers, and products of teaching scholarship. Address activities that have facilitated the development of research/scholarship skills (e.g., workshops, conferences, academic coursework, post-doctoral work, independent study, networking within...
and beyond the College Direct the reader to specific supportive evidence provided; e.g., grant proposals, articles, and student assignments. Work with mentors to select the best and most representative examples. Conclude the section with projections for future direction of scholarly pursuits.

**Examples of Evidence of Research/Scholarship**
- a) Grant proposals
- b) Publications
- c) Letters of acceptance for peer-reviewed presentations or posters
- d) Letters of invitation for presentations or posters

**Service to College, Consortium Institutions, Profession and Community: Goals and Activities Provide:** A narrative identifying the goals of service work. Then, describe the relationship between service activities and the other aspects of assigned role; provide and refer to documentation that portrays these relationships. The extent of documentation will vary with the rank being sought; see the criteria for each later in this section.

Following the narrative, provide a listing of service activities by year as follows:
- a) Service to the College, specifying the role (e.g., chair or member of committees)
- b) Service to the Consortium Institutions (e.g., WSU committees or positions, or those of the other consortium institutions; involvement on other campus sites)
- c) Service to the Profession (e.g., state, regional, national and/or international involvement in professional organizations or boards; review or consulting work)
- d) Service to the Community (e.g., local or state activities as in community outreach programs, school boards; national or international involvement)

**College of Nursing**

**Continuing Education:** Provide a narrative describing professional development activities and their relationship to assigned roles and responsibilities in teaching, scholarship/research, and service. Direct the reader to the curriculum vita and/or other documentation as appropriate.

**Conclusion:** Provide a narrative summary/conclusion to the portfolio.

**Promotion for Tenure-Track and Tenured Faculty**

Policies pertaining to promotion of tenure track and tenured faculty are derived from the policies governing such matters at Washington State University. In accordance with the policy statement on promotional criteria at WSU, effective teaching, including academic advising; research; creative scholarship; professional achievement; and service to the institution and the public form the basic components of the evaluative process.

Faculty seeking promotion who meet eligibility requirements will be reviewed by faculty within the College who hold academic rank at or above the rank being sought by the candidate. A minimum of three faculty members, excluding the Associate Deans, must be available to review candidates for promotion.

The timetable for the promotional process and the directions for submission of the supporting materials for promotion will be made available annually to the WSU College of Nursing Dean by the WSU Provost's Office. Copies of this information will be provided to all appropriate administrators and faculty.

Each faculty member of the appropriate rank independently reviews the file of the faculty member seeking promotion, assessing the attainment of the criteria for promotion. A written evaluation on WSU Promotion Recommendation forms is completed by each faculty reviewer, and forwarded to the Associate Deans, who
each complete their own written evaluations. These evaluations should be detailed and interpretive, containing analyses of critiques by colleagues and peers. In commenting on the promotion of Assistant to Associate Professor, the Associate Deans’ analyses should emphasize the potential for continued contributions to the institution in the areas of teaching, research and service. In commenting on the promotion of Associate to Full Professor, the Associate Deans’ evaluations should stress persistence of quality in teaching, research and scholarship, and creative activities as well as increased emphasis on service to the institution, professional organizations, and society.

The ranked faculty and Associate Deans’ recommendations, along with supporting documentation, will be forwarded to the Dean who will complete a written evaluation on the WSU Promotion Recommendation form. This evaluation will be detailed and interpretive, containing analyses of critiques by the Urban Campus Chancellor (in the case of urban campus faculty), Associate Deans, colleagues and peers. The Dean also will outline the process used during the college-level review.

In cases where an individual is being considered for advancement to the rank of Associate Professor and at the same time is being considered for tenure, the procedure for tenure supersedes that for promotion. For example, the tenured faculty will make the recommendations about a candidate’s qualifications for tenure and promotion instead of the above-described group of ranked faculty, since a person becoming eligible for tenure is automatically eligible for the rank of Associate Professor.

The following criteria will be used in conjunction with the criteria, policies and procedures for review provided by Washington State University. It is recognized that individuals have varied strengths and areas of expertise and should build on these to enhance the nursing program. Although a faculty member may excel in a particular area, it is expected that cumulative evidence of meeting the stated criteria in teaching, research, and service will be provided. Good performance in one area cannot usually substitute for a failure to perform in other areas. Those faculty who are currently on the tenure track will meet with the Associate Dean and the Associate Dean for Research to review progress of scholarly endeavors. Faculty should also be aware that, in selecting scholarly products, an on-going pattern of publication and grantsmanship is expected for the granting of promotion and tenure in a Research Extensive University.

**Promotion to Associate Professor**

**Credentials/Experience**

Except under exceptional conditions, Assistant Professors will not be eligible for promotion to the rank of Associate Professor until they have served for six (6) years at the WSU College of Nursing or elsewhere as an Assistant Professor.

**Teaching**

Excellence in teaching is expected of College of Nursing (CON) faculty. Promotion to the rank of Associate Professor requires demonstrated excellence within the CON and recognition of teaching excellence beyond the CON. The following descriptor provides indicators of excellence in teaching:

- Demonstrates excellence in teaching based on standardized evaluation tools used by students and written evaluations by peers and professional colleagues in agencies and professional organizations.

**Scholarship/Research**
The development of a line of scholarly inquiry is expected. Promotion to the rank of Associate Professor requires consistent focused scholarly work on an area that is demonstrated at the regional and/or national levels. The following descriptor provides indicators of research and scholarship.

- Demonstrates evidence of research and scholarly activities by (a) refereed and/or invited presentations at regional or national professional meetings, (b) publication as primary author in recognized journals (including refereed), textbooks, or instructional media, and (c) a progressive record of funded research conducted either independently or as a collaborative investigator.

Service
Service to the CON, community, and discipline are expected. Promotion to the rank of Associate Professor requires leadership within the discipline at the regional and/or national levels. The following descriptors provide samples and indicators of leadership in service.

- Develops a line of substantive services to/with organizations, progressing from regional to national levels, relevant to area of specialty; i.e. service organizations and professional organizations.
- Provides substantive service in College of Nursing committees and in partnership institution committees.

Promotion to Professor
The professor especially is expected to be one who may represent the University with distinction. Teaching, research and service are overlapping areas. Activities in one arena, e.g. teaching, often blend with an individual’s research focus. Each individual must determine the best fit and balance of their endeavors in order to meet all criteria. Criteria related to practice have been inserted under each area.

Credentials/Experience
Except under exceptional conditions, Associate Professors 1) will not be eligible for promotion to the rank of Professor until they have served for six (6) years at the CON or elsewhere as an Associate Professor, 2) hold an earned doctorate from an accredited institution of higher education.

Teaching
- Recognized as a master teacher and is valued as a consultant in nursing education and matters of curriculum.
- Demonstrates excellence in teaching in a variety of arenas within and beyond the College of Nursing.
- Provides teaching services beyond the College of Nursing. For example, invited presentations - community and nationally.
- Receives awards or public recognition for teaching excellence and/or innovations.
- Sustained leadership in development, implementation, and evaluation of innovative teaching strategies.
- Shares expertise by creating a variety of media (e.g. publications, television, computer simulations and/or videos).
- Recognized as a resource person, consultant, and mentor in teaching strategies and/or content area of expertise.

Scholarship/Research
Sustained progressive activity toward funded, quality scholarly work is recognized by and presented to the professional community. Contributes to the field of nursing regionally and nationally by influencing policy, theory and/or practice.

- Publications in refereed journals or textbooks and/or recognition of development of innovative projects.
- Recognized nationally and/or internationally for sustained scholarly activities as shown by publications, citations of works and invitations to present papers at refereed conferences.
- Provides editing support and/or consultant for colleagues’ research proposals/ manuscripts.
- Contributes to the improvement of health care in the community through applications of their research findings and/or clinical innovations.
- Presents papers at national/international conferences (invited/refereed).
- Serves on college, university, and national program grants review teams as an external reviewer.
- Receives recognition and/or honors for excellence in research/scholarly activity.
- Has an ongoing program of research/scholarly activity supported by significant external funding.
- Recognized at the national/international level for significant contributions in a practice area.
- Recognized as an expert in supporting research efforts for the improvement of practice.

Service
Sustained leadership or service that influences professional nursing practice, education, or administration.

- Recognized as a resource person or consultant.
- Contributes clinical expertise through such media as publications, television, computer simulations, and/or video.
- Recognized nationally as a nursing leader in their area of expertise.
- Contributes professional services to groups outside of the College of Nursing (e.g. schools, associations, industry, business, etc.) to assist in improving the health of the community.
- Serves on review committees outside the College of Nursing within the university and from other universities for purposes of progression, tenure, and promotion.
- Serves as a mentor to faculty and students as they develop their area of expertise.
- Invited speaking engagements and/or publications related to professional activities.
- Provides both formal and informal sustained leadership in governance of the College of Nursing and the University.
- Provides consultation in specialty area within and beyond the College of Nursing.

**College of Nursing**

**Awarding of Tenure**
The purposes of tenure are to assure the widest possible range of freedom to scholarly inquiries in teaching and research for permanent faculty and to recognize the faculty member's demonstrated and potential long-range value to the institution. It is based upon substantial cumulative evidence of excellence in teaching, scholarly activity, and public service. The awarding of tenure is accompanied by an expectation of continued high quality contributions to the goals of the WSU College of Nursing.

The act of granting tenure implies commitments on the part of both the University and the faculty member, to which each are equally obligated. The University commits continued appointment under university policies and regulations, and academic freedom for the faculty member to pursue scholarly interests and professional goals. The faculty member is committed to maintaining scholarly competence, teaching effectiveness and public service.
Policies pertaining to the awarding of tenure are derived from the policies which govern these matters at Washington State University [WSU Faculty Manual](#).

**WSU Eligibility and Procedures**
A person employed full time at the rank of Assistant Professor, or comparable rank, becomes eligible and must be considered for tenure no later than the sixth year of service at Washington State University, with tenure, if granted, to be effective at the beginning of the seventh year. Generally, recommendations for tenure will be made for Associate or Full Professors, or comparable ranks, or made concurrently with a recommendation for promotion to Associate Professor or comparable rank. (Please consult the WSU Faculty Manual for further information relevant to eligibility and procedures).

**WSU General Criteria Statements**
The criteria and procedures pertaining to tenure are of basic importance in the development of excellence within the faculty of the University. General criteria for faculty review are outlined in the WSU Faculty Manual. These are to be articulated and supplemented by tenure criteria developed at the department and/or college level to emphasize goals and objectives. Input from faculty members of the unit and students, if appropriate, shall be utilized in the development of the statement of criteria. In general, departmental criteria appropriate to the unit's particular needs shall be directed toward excellence in most or all of the following areas: teaching effectiveness including advising, research or creative scholarship, extension education, extension service and other public service, professional service and advancement, academic and professional leadership, services to the University, and interactions with colleagues and students. Long-term support of faculty members requires commitment in terms of salary and other resources; therefore, criteria for tenure must include consideration of contributions toward program objectives.

Tenure should be recommended for a faculty member only after a thorough assessment and evaluation of the quality and extent of the individual's performance in terms of the department and/or college criteria. Input into tenure consideration should come from several levels, including students (when the person has instructional duties), other faculty, and administrative officers.

**General Criteria Statement for Nursing Faculty**
The WSU general criteria are supplemented by College of Nursing criteria in order to emphasize the specific goals of the college of nursing. In accordance with WSU policy, generally persons being considered for tenure will meet the criteria for the rank of Associate Professor.

The College of Nursing tenured faculty have organized the University criteria into three categories: teaching, scholarly activity, and university, community and professional service. Faculty are expected to demonstrate quality performance in each of these three categories. However, it is recognized that contributions may be stronger in one area than in others because of the person's particular interests and abilities.

**Tenure Criteria**

**Teaching Criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Examples of Supportive Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates effectiveness as a nurse educator in the classroom, continuing</td>
<td>• Shows classroom and clinical teaching competence as measured by current knowledge of clinical setting, and/or</td>
</tr>
</tbody>
</table>
education offerings and in academic advising of students, if assigned.  

| Expertise in subject area, organization, use of objective evaluation criteria and consistency in addressing course objectives.  
| Demonstrates a consistent pattern of growth in development and utilization of teaching skills.  
| Effectively advises students, following departmental guidelines.  
| Incorporates research findings into teaching and clinical instruction. |

| Is a recognized expert in a specialty field of nursing.  
| Evidences expertise and depth of knowledge in specialty area as documented by certification, post-doctoral preparation, advanced practice in a specialty area, and/or evaluations of presentations by students, colleagues, and workshop participants.  
| Contributes to curriculum and course development in the specialty field.  
| Receives recognition from professionals outside the university, as evidenced by serving on accrediting or peer review boards, writing items for standardized examinations, consulting, or developing educational projects. |

| Assumes responsibility for productive contributions to curriculum and course development, implementation and evaluation.  
| Participates in course and faculty committee deliberations.  
| Is recognized by less experienced faculty as a resource person and consultant.  
| Demonstrates ability to obtain external funding for teaching projects. |

**Scholarly Activity Criteria:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Examples of Supportive Evidence</th>
</tr>
</thead>
</table>
| Demonstrates evidence of research and scholarly productivity.  
| Authors materials (independent or collaborative) which have been published or accepted for publication; e.g., articles, books, chapters, monographs, editorial reviews, or research studies appearing in nationally recognized journals, preferably refereed.  
| Reports own research findings at professional meetings and in professional publications. Authors projects of notable quality which are accepted by external sources as marketable; e.g., videotapes, films, teaching games, books and computer assisted instruction. |
| Develops a line of inquiry into or a research focus significant to the field of nursing.  
| Incorporates results of own nursing research into teaching and clinical instruction.  
| Designs, implements and completes independent or collaborative research.  
| Demonstrates ability to obtain external funding for research. |
• Receives recognition for research expertise as evidenced by being cited by contemporaries, being invited to speak at research conferences, or by receiving research awards.

University, Community and Professional Service Criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Examples of Supportive Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributes to the advancement of health</td>
<td>• Serves with distinction in the community (as documented by external letters of support)</td>
</tr>
<tr>
<td>service delivery</td>
<td>health related</td>
</tr>
<tr>
<td></td>
<td>elected public office (or appointed)</td>
</tr>
<tr>
<td></td>
<td>non-health related</td>
</tr>
<tr>
<td></td>
<td>• Public recognition of extramural professional service to organizations and schools</td>
</tr>
<tr>
<td></td>
<td>• Revitalization of an existing public service program related to health.</td>
</tr>
<tr>
<td>Disseminates nursing knowledge within the</td>
<td>• Consultation to: clinical or educational organizations, extramural professional groups, schools of nursing</td>
</tr>
<tr>
<td>profession</td>
<td>• Active participation in planning and presenting continuing education programs</td>
</tr>
<tr>
<td>Contributes to the achievement of the goals</td>
<td>• Participates on University committees at one of the parent institutions.</td>
</tr>
<tr>
<td>of the University</td>
<td>• Serves on CON/WSU College of Nursing committee(s) in a leadership role</td>
</tr>
<tr>
<td>Contributes to the advancement of the nursing</td>
<td>• Participates actively in one or more professional nursing organizations at the local or state level</td>
</tr>
<tr>
<td>profession</td>
<td></td>
</tr>
</tbody>
</table>

Tenure Procedure

Tenure Progress Review
Consistent with policies stated in the WSU Faculty Manual, WSU College of Nursing tenure-track faculty are advised and directed toward the attainment of tenure through yearly review of tenure progress. All tenured faculty will review the progress of each tenure-track faculty member annually and submit their recommendations in writing to the Senior Associate Dean and the Associate Dean for Research, and subsequently to the Dean. Satisfactory progress toward meeting tenure requirements must be demonstrated for continuing appointment prior to tenure.

Further, as indicated in the WSU Faculty Manual, in addition to the yearly reviews, a formal tenure progress review shall be conducted for all faculty members who were initially appointed full time at the level of Assistant Professor, or the equivalent. This review normally will occur three years prior to tenure consideration. This review follows the same procedures outlined under tenure consideration except for external professional evaluations (see below). At this time, the faculty member will receive definite
notification of the likelihood of meeting the criteria for the granting of tenure. Where the results are judged unsatisfactory, the third-year tenure progress review can lead to non-reappointment.

**Faculty Review of Progress Toward Tenure**

- An annual general meeting of tenured faculty will be called by the Dean in conjunction with the Appointment, Promotion, and Tenure committee (APT) to establish the progress review of tenure track faculty.
- Primary and secondary reviewers assigned by the Associate Dean, in consultation with APT, will review the records in advance and in detail, then present a verbal summary to the tenured faculty at the annual tenure progress review meeting. The primary reviewer focuses on research and scholarship, while the secondary reviewer concentrates on teaching and service activities. Written summaries are then submitted electronically to Dean’s Administrative Assistant following the general meeting. The Provost’s cumulative form is completed or updated for each tenure track faculty member being reviewed. If needed, entire records will be reviewed by the tenured faculty.
- Tenured faculty unable to attend the above meeting will review the files and make their recommendations and ballots separately.
- Each tenured faculty member will submit a written statement and ballot recommendation regarding the progress of each tenure track faculty member.

The Dean or Designee will develop a written summary statement, and then meet with each tenure track faculty member prior to June 1. According to the WSU Faculty Manual, the purpose of the conference is to aid the faculty member in understanding how tenured members view his or her performance in light of the College of Nursing and WSU criteria. If the tenure-track faculty member is located on a branch campus, the Dean will consult with the Director on that campus or, if it is a third year review, with the branch campus dean. For tenure track faculty at third year review, a meeting to review the Provost’s letter about progress toward tenure will be scheduled before the end of the regular academic year, involving the Associate Dean for Research and the appropriate Campus Director.

**Tenure Track Performance Guidelines**

These guidelines reflect the expectations for the performance of tenure track faculty in progressing toward tenure. The norms, established by the tenured faculty, do not represent absolute performance expectations but general guidelines. Expectations for tenure are not static and periodic updates of these guidelines are anticipated. These guidelines are to be used by tenure track faculty and their mentors as a map to facilitate progress toward tenure. While the grids outline performance goals designed to guide tenure track faculty in obtaining tenure, satisfactory completion of the tasks set forth does not guarantee that the faculty member will receive tenure. Ultimately tenure decisions reside with the WSU Provost. The tenured faculty have designed the grids in order to maximize the likelihood that tenure track faculty will progress in a seamless fashion into the ranks of tenured faculty.
Suggested Activities and Resources to Help Tenure-Track Faculty Meet Scholarship Guideline Expectations:

1. Work with mentors and the Associate Dean for Research to refine scholarly focus and identify potential sources of funding, learning needs, and dissemination plans.
2. Work with Associate Dean for Research to obtain and/or utilize startup funds.
3. Explore potential research opportunities with colleagues both at CON and at other locations. Develop contacts for scholarly consultants and co-investigators.
4. Develop opportunities to include students and colleagues in research activities.
5. Work with mentors, colleagues and Associate Dean to convert presentations to manuscripts, revise grants and manuscripts, and to resubmit in a timely fashion. A majority of publications should be refereed and data-based, with a balance of reviews, chapters, books or other creative publications.
6. Work with mentors to develop Portfolio for annual progress toward tenure review by tenured faculty.

<table>
<thead>
<tr>
<th>Guidelines Year 1</th>
<th>Guidelines Year 2</th>
<th>Guidelines Year 3</th>
<th>Guidelines Year 4</th>
<th>Guidelines Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two refereed articles submitted for publication</td>
<td>Two articles accepted/published</td>
<td>Cumulative total of 5 manuscripts accepted for publication</td>
<td>Cumulative total of 8 manuscripts published or accepted, with the majority as first author. Two or more manuscripts in process. One or more other scholarly works.</td>
<td>Cumulative total of 10 manuscripts published or accepted. Other scholarly works such as reviews, chapters and books.</td>
</tr>
<tr>
<td>One or more presentations at refereed conferences</td>
<td>One or more presentations at refereed conferences</td>
<td>One or more presentations at refereed conferences</td>
<td>One or more presentations at refereed conferences</td>
<td>One or more presentations at refereed conferences</td>
</tr>
<tr>
<td>One or more grants submitted for funding (typically internal funding)</td>
<td>Internal (or external) grant funding obtained</td>
<td>Applications for external funding submitted</td>
<td>External grant funding obtained</td>
<td>Ongoing program of research with external grant funding obtained that bridges tenure-track to tenured role.</td>
</tr>
<tr>
<td>Program of research initiated</td>
<td>Pilot study conducted.</td>
<td>PI or Co-PI on a submitted grant</td>
<td>PI role or Co-PI on funded research project</td>
<td>PI role or Co-PI on externally funded research project</td>
</tr>
<tr>
<td>Vita up to date and clearly shows status and type (data-based, refereed, reviews, chapters, etc) of manuscripts and grants (role, source, funding status, amount)</td>
<td>Vita up to date and clearly shows status and type (data-based, refereed, reviews, chapters, etc) of manuscripts and grants (role, source, funding status, amount)</td>
<td>Vita up to date and clearly shows status and type (data-based, refereed, reviews, chapters, etc) of manuscripts and grants (role, source, funding status, amount)</td>
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</tr>
</tbody>
</table>

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Suggested Activities and Resources to Help Tenure-Track Faculty Meet Teaching Guideline Expectations:

1. Work with mentors and experienced advisors to learn and expand advising capabilities and to set goals for reasonable advising and committee membership and chairing loads. Work with experienced committee chairs during first year of chair responsibilities.
2. Give input to mentors, program clinical coordinators, and administrators on desired teaching assignments that fit with overall integration of teaching, service and scholarship.
3. Review progress toward tenure and annual review results (as well as student and colleague evaluations) with mentors and identify areas for improvement and enhancement of teaching.
4. Co-teach with experienced faculty if new to teaching. Work with mentors, program coordinators, and faculty of record in courses to expand responsibilities and opportunities to integrate scholarship into teaching.
5. Work with mentors to identify faculty groups and participate in meetings and/or activities as appropriate.

<table>
<thead>
<tr>
<th>Guidelines Year 1</th>
<th>Guidelines Year 2</th>
<th>Guidelines Year 3</th>
<th>Guidelines Year 4</th>
<th>Guidelines Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumes beginning academic advising role with undergraduate and/or graduate students</td>
<td>Advising role expanded to serving as member on master’s thesis, non-thesis, and/or doctoral committees</td>
<td>Functions effectively in advising role. Begins serving as chair on master’s thesis, non-thesis and/or doctoral committees with mentorship</td>
<td>Functions effectively in advising role. Begins serving as chair on master’s thesis, non-thesis and/or doctoral committees with mentorship</td>
<td>Functions effectively in advising role. Serves as chair and member on master’s thesis, non-thesis, and/or doctoral committees</td>
</tr>
<tr>
<td>Carries a teaching load of approximately 50% averaged over the academic year with at least one teaching assignment annually</td>
<td>Carries a teaching load of approximately 50% averaged over the academic year with at least one teaching assignment annually</td>
<td>Carries a teaching load of approximately 50% averaged over the academic year with at least one teaching assignment annually</td>
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<td>Carries a teaching load of approximately 50% averaged over the academic year with at least one teaching assignment annually</td>
</tr>
<tr>
<td>Familiarizes self with instructional and evaluative procedures and norms of the college and the university</td>
<td>Demonstrates use of student and faculty feedback to strengthen teaching role/skills (student evaluations, colleague evaluations, self-assessment)</td>
<td>Demonstrates integration of student and colleague feedback to improve teaching effectiveness</td>
<td>Recognized as competent teacher. Demonstrates integration of student and colleague feedback to update course materials and technology appropriately. Shares expertise with others appropriately.</td>
<td>Demonstrates teaching expertise. Demonstrates integration of student and colleague feedback to update course materials and technology appropriately. Shares expertise with others appropriately.</td>
</tr>
<tr>
<td>Familiarizes self with distance education/teaching-learning modalities</td>
<td>Demonstrates integration of applicable theory and current research in instruction</td>
<td>Demonstrates increasing depth of use of theory and research in instructional activities, with an emphasis on the integration of technology</td>
<td>Demonstrates expertise in use of theory and research in instructional activities with an emphasis on the integration of technology</td>
<td>Demonstrates expertise in use of theory and research in instructional activities with an emphasis on the integration of technology</td>
</tr>
</tbody>
</table>

Portfolio is complete and demonstrates responsiveness to mentor suggestions and progress review.
### Suggested Activities and Resources to Help Tenure-Track Faculty Meet Service Guideline Expectations:

1. Work with mentors to explore service on CON committees and set goals for professional and community service.
2. Interact at local/regional and national/international professional meetings to form professional networks, identify consultants, collaborators, and reviewers.
3. Identify opportunities for University/Campus service.
4. Identify volunteer opportunities for Community Service that will complement teaching, practice and/or scholarship activities.

<table>
<thead>
<tr>
<th>Guidelines Year 1</th>
<th>Guidelines Year 2</th>
<th>Guidelines Year 3</th>
<th>Guidelines Year 4</th>
<th>Guidelines Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>On ballot for a CON Faculty Organization committee</td>
<td>Member of a CON Faculty Organization committee</td>
<td>Member of a CON Faculty Organization committee or appointed committee</td>
<td>Leadership role and/or Co-chair of CON committee</td>
<td>Chair of a CON committee</td>
</tr>
<tr>
<td>Regular attendance as a participating member of Faculty Organization</td>
<td>Regular attendance as a participating member of Faculty Organization</td>
<td>Regular attendance as a participating member of Faculty Organization</td>
<td>Regular attendance as a participating member of Faculty Organization</td>
<td>Leadership role in CON Faculty Organization</td>
</tr>
<tr>
<td>Membership in one or more local/regional and national/international professional organizations</td>
<td>Participation in one or more local/regional and national/international professional organizations</td>
<td>Leadership role in a local/regional professional organization and active in national/international organizations</td>
<td>Leadership role in a local/regional professional organization and active in national/international organizations</td>
<td>Leadership role in local/regional or national/international professional organizations</td>
</tr>
<tr>
<td>Provides service to local community level in areas that facilitate research access, teaching and/or practice</td>
<td>Provides service to local community to enhance research, teaching and/or practice</td>
<td>Provides service to local community to enhance research, teaching and/or practice</td>
<td>Provides service to local community to enhance research, teaching and/or practice</td>
<td>Consultant in area of expertise</td>
</tr>
</tbody>
</table>

(Revised 2011 by APT Committee)
**Process for Granting of Tenure**

Tenure recommendations are the responsibility of the tenured faculty members within the WSU College of Nursing. Confidential recommendations by individual tenured faculty to grant or deny tenure, along with substantiating rationale, are submitted in writing to the Associate Dean and the Associate Dean for Research after review of the tenure candidate's documentation of achievement. The Associate Deans will attach the faculty tenure ballots to the Tenure Recommendation form and transmit them, together with their own recommendations, to the Dean. The Dean also writes a recommendation on the Tenure Recommendation form. For urban campus faculty, the Dean will consult with the appropriate urban campus chancellor. The Associate Deans' and Dean's recommendations will not ignore the views of the tenured faculty but need not be in agreement with the results of the faculty tenure recommendations. All recommendations are referred to the WSU Provost. Decisions are made by the WSU Provost and the President, or designee acting for the President, in conjunction with the Dean. The Provost will provide written notification of the tenure decision to the faculty candidate. While notification of the final tenure decision will be communicated by the Provost, the Dean will provide a more detailed analysis.

**Documentation for Tenure Review**

Faculty being considered for tenure are expected to update their personnel file in the Dean's Office, prepare supporting materials according to the instructions from the WSU Provost's Office, and post a complete portfolio of tenure materials on SharePoint, following guidelines provided by the College’s Associate Dean for Research. The Instructions and Forms on Tenure and Promotion are normally distributed by the Office of the Provost in the late spring for persons to be considered during the following academic year. These instructions are to be consulted and carefully followed since they provide more complete details than does the WSU Faculty Manual. A minimum of five and maximum of eight external letters of review are required. The tenure candidate will submit, to the Dean, the names and addresses of qualified persons who have agreed to serve as external reviewers, if chosen. The Dean will select external reviewers from this list along with reviewers chosen by the Dean. The external reviewers should be persons qualified to evaluate the faculty candidate's accomplishments; e.g., noted teachers, scholars, and researchers at respected institutions, research centers, or private-sector organizations. Careful thought should be given to the qualifications, stature and overall appropriateness of those from whom letters are solicited. The Dean will write directly to these outside reviewers to request evaluations of the faculty member. Copies of the candidate's curriculum vita and other pertinent supporting materials will accompany the Dean’s letter. The WSU and College of Nursing tenure criteria also will be provided to each external evaluator indicating the area(s) in which the evaluator is being asked to respond. All letters received will be submitted for review at all levels, and a short biographical sketch for each external evaluator will accompany the letters.

**Faculty Mentoring Plan for Tenure Track Faculty**

The faculty mentoring effort for the Washington State University College of Nursing is based primarily on the Faculty Mentoring Effort document developed by the University and was developed by the faculty through the Appointment, Promotion and Tenure Committee.

The faculty believe that mentoring is a process through which faculty members receive guidance and support for career and professional advancement. Individuals, multiple individuals, or a group working together may provide mentoring. Mentors can be assigned or the relationships may spontaneously evolve over time. To assure that all tenure-track faculty are mentored through the tenure and promotion process, the WSU College of Nursing will assign mentors to all new faculty. As additional
mentor relationships develop over time, the assigned mentor may no longer be the primary mentor but share their role with more appropriate mentors.

**Purpose**
The Faculty Mentoring Plan at the WSU College of Nursing has been established to assist Tenure Track faculty with career advancement.

**Benefits**

**For the Mentee**
Among the benefits to the individual faculty member are:
- assistance in understanding the structure and culture of the College and developing a professional network
- individual recognition and encouragement
- honest criticism and feedback
- advice on responsibilities and professional priorities
- knowledge of the “system” as well as informal rules
- long-range career planning
- support and advocacy from colleagues
- opportunities for collaborative projects.

**For the Mentors**
Mentors gain:
- satisfaction of helping with the professional growth and development of faculty member
- collaboration, feedback and interaction with junior faculty member
- a network of former mentees
- expanded networks of colleagues and collaborators.

**For the University**
A university committed to mentoring will benefit by:
- increased productivity and commitment among the faculty
- decreased attrition among faculty
- increased collaboration among colleagues
- increased understanding and respect among faculty
- the encouragement of a university environment that promotes collegiality.

**Washington State University College of Nursing Mentoring**
The Associate Dean for Academic Affairs and the Associate Dean for Research, in conjunction with APT and tenured faculty, will provide oversight to assure that each tenure-track faculty member has at least two tenured faculty colleagues interested in their professional growth and development willing to assist them.

Specific objectives to be addressed by the Washington State University College of Nursing faculty mentors include:
- provide assistance with setting long-term goals and short-term objectives;
- offer advice for setting priorities and developing a professional profile;
- facilitate understanding of the “system,” including explanation of College criteria for tenure and promotion;
- discuss the College’s culture and socialization processes;
• identify strategies for avoiding pitfalls, addressing difficult situations and saying “no”;
• provide assistance in identifying sources of extramural support;
• assist with development of professional networks;
• give feedback on progress toward and encouragement of professional independence;
• foster increased communication and prevention of isolation of new faculty members; and
• increase awareness among faculty of different teaching styles, extension responsibilities, and research or scholarly productivity.

The College of Nursing mentoring effort complements and expands upon process(es) that are already in place such as annual reviews, third year reviews and promotion and tenure reviews for the ultimate goal of career advancement and professional enhancement for the tenure track faculty.

Responsibilities
Faculty mentors, the individual faculty mentees and College of Nursing administrators all share responsibility for the success of the mentoring effort. Cooperation and communication between faculty and administrators are essential. Responsibilities relative to meeting with assigned mentors ultimately lie with the tenure-track individual. At least one joint meeting (mentors & mentee) per semester is strongly encouraged. In addition, a thorough understanding of the artificial barriers which may adversely affect tenure and promotion is required. Selected references and resources to increase awareness of factors which may differentially influence women and members of ethnic minority groups are available from the office of the Dean.

Promotion for Clinical Track Faculty
Policies pertaining to promotion of clinical track faculty are derived from the policies governing such matters at Washington State University. In accordance with the policy statement on promotional criteria at WSU, effective teaching; practice; research and scholarship; professional achievement; and service to the institution and the public form the basic components of the evaluative process.

The WSU Faculty Manual does not make a statement about levels of educational preparation required for clinical faculty appointment or promotion from one rank to another. However, because of the history of nursing faculties in colleges and universities, promotion criteria for clinical track faculty at WSU College of Nursing include educational preparation as one criterion measure for advancement in academic rank.

The following criteria will be used in conjunction with the criteria, policies and procedures for review provided by Washington State University. It is recognized that individuals have varied strengths and areas of expertise and should build on these to enhance the nursing program. Although a faculty member may excel in a particular area, he/she is expected to demonstrate cumulative evidence of meeting the stated criteria. Members of the faculty who are currently on the clinical track will meet with the Associate Dean and Associate Dean for Research at least one year prior to submitting materials for promotion to review progress of scholarly endeavors. Clinical track faculty should also be aware that, in selecting scholarly products, an on-going pattern of professional practice, publication and participation in research is expected for the granting of promotion in a Research Extensive University.

Faculty members are typically not considered for promotion to Clinical Associate Professor prior to the sixth year of service at the rank of Clinical Assistant Professor. Exceptional candidates may be offered the opportunity to advance in rank prior to the sixth year of service. At the time the faculty member
elects to seek promotion, the College will conduct a comprehensive review that involves all clinical and tenured faculty in the College holding the rank to which the candidate aspires. The review will be conducted in the same manner as reviews of tenure-track faculty except that external reviews will not be required.

If promotion to Clinical Associate Professor is not pursued or is not granted, faculty may remain at the rank of Clinical Assistant Professor and be reappointed to subsequent terms (up to three years) if satisfactory progress continues. Annual performance reviews will be continued.

**Promotion to the Rank of Clinical Associate Professor**

**Credentials/Experience**
- Master's in Nursing
- Doctorate in nursing or related field
- National certification in area of expertise (when appropriate)
- Proven excellence in clinical and classroom teaching

**Teaching**
- Demonstrated excellence in teaching based on standardized evaluation tools used by students and written evaluations by peers and professional colleagues in agencies and professional organizations.
- Recognized teaching expertise in an area of specialty
- Assumes leadership in curriculum activities
- Development of innovative clinical and/or classroom experiences
- Development of new teaching materials

**Scholarship/Research**
- Member of research or grant project team.
- Primary or co-author in nursing literature publications.
- Podium or poster presentation at nursing and/or related conferences. Mentors faculty and students to pursue excellence and advanced practice

**Service**
- Collaborates in the governance of the college, university and health care
- Chairs or is a member of College of Nursing one or more College committees
- Sustained clinical practice in specialty area
- Consultant to professional colleagues regarding clinical nursing problems
- Attends faculty meetings

**Practice**
- Consultation and/or outcomes reports analyzing patient or health services outcomes;
- Community or peer reviews of practice;
- state, regional, national, or international recognition as a clinician
- Professional certifications, degrees, and other specialty credentials

**College of Nursing**

**Promotion to Clinical Professor**

Faculty members are typically not considered for promotion to Clinical Professor prior to the sixth year of service at the rank of Clinical Associate Professor. Exceptional candidates may be offered the opportunity to advance in rank prior to the sixth year of service. At the time the faculty member elects to seek promotion, the College will conduct a comprehensive review that involves all clinical, tenure-track, and tenured faculty in the College holding the rank to which the candidate aspires. The review will be conducted in the same manner as reviews of tenure-track faculty except that external reviews will not be required.
If promotion to Clinical Professor is not pursued or is not granted, faculty may remain at the rank of Clinical Associate Professor and be reappointed to subsequent terms (up to three years) if satisfactory progress continues. Annual performance reviews will be continued.

Criteria for Promotion to the Rank of Clinical Professor

Credentials/Experience
- Masters in Nursing required
- Doctorate in nursing or related field required
- National certification and/or licensure in area of expertise required (when appropriate)
- Proven excellence in clinical and classroom teaching

Teaching
- Master teacher in specialty area in clinical and/or classroom settings
- Exceptional peer, student and/or community evaluations
- Innovative teaching strategies within and beyond the College of Nursing.
- Leadership in the development and implementation of nursing curricula.
- Advises and mentors students regarding advanced practice teaching strategies
- Teaching excellence awards and/or honors

Scholarship/Research
- Contributions to nursing regionally and nationally by influencing policy, theory and/or practice.
- Progressive evidence of scholarly activity as a research team member and/or leader, College of Nursing as author or co-author of nursing publications(s), or, as member of a podium or poster presentation at nursing conferences.
- Grants and/or research proposals that facilitate teaching, scholarship or service goals of the College
- Mentorship of faculty and students to pursue excellence and advanced practice
- Application of research findings and/or clinical innovations in care settings.
- Recognition regionally, nationally and/or internationally for scholarly clinical work as shown by publications, citations of works, invitations to present papers at conferences and being sought out as a consultant.
- Consultation support for research proposals/manuscripts.

Service
- Sustained membership role and leadership in relevant professional and community organizations
- Chair and/or member of appointed or elected College or University committees
- Invited speaker in areas of clinical expertise.
- Consultant in specialty area within and beyond the College of Nursing.
- Ongoing formal and informal leadership in governance of the College of Nursing and the University.

Practice
- Demonstrated expertise in clinical practice
- Consultation and/or outcomes reports analyzing patient or health services outcomes
- Community or peer reviews of practice;
- Regional, national, or international recognition as a clinician
- Professional certifications, degrees, and other specialty credentials
Promotion to Senior Instructor

As stated in the WSU Faculty Manual, instructors who have successfully completed six years of University service may request promotion to senior instructor. Expectations for such promotions are defined by the college and approved by the Office of the Provost. Appointments are for one to five years.

Reappointments range from one to five years at the discretion of the College. Consideration will be given to the needs of the College, available resources, and the performance of the individual.

Instructors who have successfully completed six consecutive years of College service may request promotion to senior instructor. The leading criterion of performance evaluation is sustained effectiveness in instruction and mentoring of students. The primary performance criteria are effective teaching in the undergraduate program and evidence of growth in relation to teaching expertise, teaching knowledge, and teaching skill.

Criteria for Promotion to Senior Instructor

- Holding an earned Master’s degree in nursing.
- Documented clinical competence as a professional nurse.
- Demonstration of effective teaching in upper-division undergraduate/graduate nursing courses.
- Maintenance of teaching and professional competence as demonstrated through certification, relevant professional development activities, and continuing education and professional practice.
- Academic advising of students and participation in course meetings.
- Demonstrated activities in other College of Nursing activities, such as participating in the College of Nursing Faculty Organization and serving on College committees.
- Submission of a teaching portfolio documenting assisting with research, other scholarly activities and growth as a teacher is required.
- Maintenance of clinical expertise through professional practice also is required.

Promotion Process to Senior Instructor

The procedure of documentation and review for promotion of Instructor to Senior Instructor requires submission of a teaching portfolio according to the sequence defined for the regular promotional activities of the College of Nursing. Documentation and a current C.V. in the College of Nursing format will be prepared by the instructor and submitted with a letter of recommendation from the applicable Assistant Dean to the Associate Dean. The Associate Dean’s recommendation will be forwarded to the Dean who will make a recommendation to the Provost. The Provost will review the Dean’s recommendation and make a final determination that will then be announced to the Board of Regents.
SECTION X – PAYROLL, ADDRESS AND/OR PHONE NUMBER CHANGE, NAME CHANGE, LEAVE, BENEFITS, IDENTIFICATION CARDS, TRAVEL

Payroll

Pay Dates
WSU issues paychecks on the 10th (covering the 16th to the end of the previous month) and the 25th (covering the 1st to the 15th of the current month) of the month when these days fall on workdays. When the normal payday is a Saturday, paychecks are issued the preceding workday. When the normal payday is a Sunday, paychecks are issued the following workday, unless Monday is a University and/or banking holiday, in which case payday is the preceding Friday.

Direct Pay Deposit
A WSU College of Nursing employee may authorize Payroll to deposit his or her paycheck in any bank or credit union in the U.S. that is a member of an automated clearinghouse. Direct deposit has the following advantages:

- Direct deposit eliminates the possibility of a lost or delayed paycheck.
- Pay is deposited without further employee action.

A Direct Deposit Authorization Form is available in the Office of Finance or from the Payroll Services website:

http://www.wsu.edu/payroll/

Select Faculty & Staff Pay, then Select Direct Deposit

Submit the completed Direct Deposit Authorization and a bank deposit ticket or voided check to the Office of Finance. A bank deposit ticket is usually found in the back of the employee's checkbook.

Earnings Statement
For employees enrolled in direct deposit, after the direct deposit process is in place, Payroll Services posts earnings statements for the employee on the secure Web PBS site. Earning Statements are generally available for viewing at least four days before payday. On payday an e-mail message will alert employees that pay stub details are now available via WEB PBS. To view earnings statements, go to: https://zzusis.wsu.edu

An employee who does not have a personal computer at their workstation may access earning statements at any personal computer capable of supporting secured transactions.

Direct deposit continues until the employee gives Payroll Services written notice to change the account, to discontinue the direct deposit, or to make any other changes in the service. Employees who do not authorize direct deposit receive paychecks at the mailing addresses recorded in the University Name and Address File. The post office does not forward paychecks.
Payroll Deductions and Reductions (Withholding)
Payroll deductions or reductions are amounts withheld from an employee’s wages. College of Nursing. Reductions are items which have been defined by the Internal Revenue Code to not be subject to certain taxes, including social security and federal income taxes. Reductions can be mandatory and/or voluntary, affect gross income and are considered pre-tax. College of Nursing. Deductions, which do not affect gross income and are considered post-tax, are amounts withheld from gross pay on either a mandatory and/or voluntary basis. College of Nursing.

Mandatory Reductions must be deducted from employees’ salaries and wages pursuant to federal or state law. College of Nursing. Mandatory reductions include but are not limited to the following list:
- State Retirement System (mandatory for all Civil Service Staff and available for Faculty and A/P Staff)
- TIAA/CREF (available for Faculty and A/P Staff)

Voluntary Reductions are at the employee’s written request. College of Nursing. Voluntary deductions include but are not limited to the following list:
- Health Care Authority Premiums (Medical Premiums)
- Deferred Compensation Plans and/or Tax Deferred Annuities
- Dependent Care Assistant Plan
- Optional retirement contributions (VIPs)
- Parking Fees
- Flexible Medical Spending Program

Mandatory Deductions must be deducted from employees’ salaries and wages pursuant to federal or state law. College of Nursing. Mandatory deductions include, but are not limited to, the following list:
- Federal Income Tax (employee is responsible for filing a W-4 form)
- Medical Aid (state tax for industrial insurance benefits program)
- OASI (federal employment tax for retirement, survivors, and disability benefits)
- Medicare (federal health insurance)

Voluntary Miscellaneous Deductions reduce net pay, but do not affect gross income. College of Nursing. Participation in these types of deductions is at the employee’s written request. College of Nursing. The most common of these deductions follow:
- Any optional Accident, Disability, and Life Insurance coverage

Payroll Documents Schedule
The Payroll Documents Schedule is a set of deadlines for submitting pay-affecting documents. College of Nursing. The schedule is available from the Payroll Services web site. College of Nursing. To access the Payroll Services web site, go to: http://www.wsu.edu/payroll/deptpay/deptpay.htm

Documents received after deadlines are processed with the next payroll period.

Compensated Outside Services by Faculty Members
Faculty members are reminded that there are regulations governing outside employment for which compensation is received. College of Nursing. These regulations, which apply to faculty during the academic year when the faculty member is fully employed, are specified in the Washington State
University Faculty Manual. College of Nursing for faculty on academic appointments these regulations do not apply during the summer months.

The procedure for faculty members of the WSU College of Nursing will be as follows:

1. The faculty member prepares a statement specifying the date(s), amount of time involved, place, and plan for coverage of regular faculty responsibilities while undertaking outside employment.
2. A copy of this descriptive statement is submitted to the Associate Dean for Academic Affairs.
3. The Associate Dean for Academic Affairs will consult with the WSU College of Nursing Dean, and the Academic Vice President and Provost, at WSU, when indicated by the nature of the outside employment.
4. Permission to accept the outside employment will be given, in writing, to the faculty member by the Associate Dean for Academic Affairs. When a request is denied, the reasons will be discussed with the faculty member.
5. A record of the request and the action taken will be placed in the faculty member's permanent file.

**Address and/or Phone Number Change**

**Change of Address and/or Phone Number**
Faculty, staff, and students change addresses, telephone numbers, and/or add restrictions by using one of the WSU InfoNet Kiosks or a personal computer capable of supporting secured transactions. Employee address changes must be completed at least five working days prior to a pay date in order for the paycheck to be sent to the new address. All employees must also notify the Finance Office after changing their address within the WSU system. WSU does not provide address updates to the CON and your address will remain incorrect internally until this information is provided to the Finance Office.

To change an address or telephone number, go to [https://zzusis.wsu.edu](https://zzusis.wsu.edu).
- Login with your Network ID and password, click on Main Menu, Campus Personal Information, and then Addresses.

**Dissemination of Home Address and Phone Number**
Each of the College's faculty/staff member's full name, position title, home address and home/cell phone number, as well as office phone number, is included in the WSU College of Nursing roster, which is emailed each semester and available via SharePoint to CON employees. Those who do not want their personal contact information listed need to contact the Finance Office.

**Name Change**
To change a name, submit a completed Request for Change of Name form to the Finance Office. A new W-4 must also be submitted at with the name change form. The W-4 must be in the employee’s new name.
Provide the Finance Office with:
- A court order, or
- A marriage certificate, or
- A dissolution decree, or
- A passport, or
- A birth certificate, or
- At least three of the following documents which show the new name:
  - Social Security Card
  - Voter’s registration
  - Driver’s license
  - Automobile registration
  - One credit card

The Request for Name Change and the photocopies of the selected identification will be sent to the WSU Payroll Office and the appropriate College offices will be notified to insure that pertinent administrative records are changed.

Employee Benefits
http://www.wsu.edu/benefits

Medical/Dental
The University makes available group medical/dental insurance, salary continuation insurance (long term disability), and life insurance.

Eligibility for these programs is determined by the State of Washington Public Employee’s Benefits Board rules. Generally, employees are eligible if their appointment is 50% or higher and lasts more than six months. The information regarding eligibility categories is listed below.

Industrial insurance (worker’s compensation) covers all employees.

For benefits eligibility, the employee will fit into one of these categories.

Permanent Employees:
Those who work at least half time per month and are expected to be employed for more than six months. Coverage begins on the first day of the month following the date of employment. If the date of employment is the first working day of the month, coverage begins on the date of employment. This group includes Civil Service, Administrative/Professional, 12 month faculty, tenure/tenure-track faculty and faculty not appointed on a semester or nine month basis.

Non-permanent Employees:
Those who work at least half time per month and are expected to be employed for no more than six months. If the employee does work more than six months at half time or more, coverage begins on the first day of the seventh month following the date of employment. This group is the temporary hourly employee.

Career Seasonal/Instructional Employee:
This includes faculty with nine-month appointments and employees who work half time or more on an instructional year or equivalent nine-month seasonal basis. Coverage begins on the first day of the month following the
date of employment. If the date of employment is the first working day of the month, coverage begins on the date of employment. These employees are eligible to receive the employer contribution for insurance during the off-season following each period of seasonal employment if they are expected to return the following fall. For those retiring or separating, benefits will end on the last day of the final month in which the employee is in pay status in an eligible position.

**Part-Time Faculty:** Faculty who are employed on a semester/semester basis (each appointment covers only one semester). These become eligible to apply for Medical/Dental and Life Insurance coverage beginning with the second consecutive semester of half time or more employment at one or more state institutions of higher education. Coverage begins on the first day of the month following the beginning of the second consecutive semester of half time or more employment. Spring and Fall are considered to be consecutive semesters. If the first day of the second consecutive semester is the first working day of the month, coverage begins at the beginning of the second consecutive semester. This group includes half time up to full time faculty, as long as their appointments cover only one semester at a time. Intent to rehire the next semester does not result in immediate eligibility. These employees have to wait one semester before they will be covered. There are special rules for the periods in which they are not employed, and special rules regarding how they will be treated when they return to employment after a semester or more off.

**Long Term Disability Insurance**
The rules for this are the same as for medical/dental, except: Optional coverage not requiring approval is effective the first day of the month following the signature date on the enrollment form, or the approval date by Standard Insurance Company (if approval is required). Part time faculty (those employed on a semester/semester basis regardless of FTE) are not eligible for the optional coverage. If their appointment changes to a nine-month basis, they will be offered coverage. If they then return to appointments on a semester/semester basis, then coverage will be terminated.

**Life Insurance**
Same eligibility rules as Medical/Dental apply. Optional coverage begins the first day of the month following the month of signature on the enrollment form, or the first day of the month following approval by Relia Star, if the employee has to request approval.

**PERS II and PERS III**
Requires 70 hours or more of paid employment for 5 months in any 12-month period. Hourly employees may become eligible on the first day of their sixth month of continuous employment. Civil Service Staff are eligible immediately and are required to participate. Faculty or A/P employees have the option of choosing PERS or TIAA-CREF and must make their decision within the first 30 days of eligibility.

**WSU RETIREMENT PLAN (aka TIAA-CREF)**
Faculty and Administrative/Professional employees who are employed at least half time for at least one semester are eligible. If the appointment does not coincide with a semester, then the equivalent of a semester is used (4.5 months). There will be Faculty or Administrative/
Professional who are not eligible for other benefits that are eligible for the retirement plan. Participation begins the first pay period after the employee signs enrollment forms.

Please contact the Office of Finance or see [http://www.wsu.edu/benefits](http://www.wsu.edu/benefits) for further information.

**Leave/Time Reports**

All Faculty, A/P and Classified personnel on a 50% or greater appointment are **REQUIRED** to submit a Leave or Time Report Form at the end of each month they are appointed. Completed Leave/Time Reports, including Employee’s and Supervisor’s signatures, are due to the Finance Office NO LATER THAN the fifth working day of each proceeding month, or at the end of the employee’s appointment term. More information on Leave/Time Reports and the different types of leave, including military leave and jury duty, can be found in BPPM 60.63 (Faculty/A/P) and 60.57 (Civil Service Staff) or by contacting the Finance Office.

**Faculty Annual Leave**

Faculty on an annual (12-month) appointment of 50% or greater, and all A/P personnel on a 50% or greater appointment (regardless of appointment term), earn annual leave at the rate of 14.67 hours per month of completed service. This leave rate is prorated based on the percentage of the appointment (i.e. personnel appointed at 50% would receive 7.34 hours of annual leave per month). Unused annual leave is cumulative to a maximum of 352 hours or 44 days. A faculty member moving from an annual to an academic year appointment has one year to use any accrued annual leave. Leave is scheduled with the approval of the unit administrator. Faculty cannot be paid for annual leave unless they leave state employment. Annual leave cannot be taken before it is earned and must be reported on a Faculty and Administrative Professional Leave Report.

**Academic-Year Faculty**

Members of the faculty on academic-year appointment do not earn annual leave and are free to seek other employment in the summer, to do consulting work, or to study. Summer employment by the University of persons on academic-year basis is not precluded, but no obligation exists to provide such employment.

**Civil Service Staff Annual Leave**

The rate at which Civil Service Staff on an appointment of 50% or greater earn annual leave is based on service credit years from all State of Washington employment as shown on the chart below. This leave rate is prorated based on the percentage of the appointment (i.e. new personnel appointed at 50% would receive 4 hours of annual leave per month). The maximum annual leave accrual as of the employee’s anniversary date is 240 hours. Annual leave cannot be taken before it is earned.

<table>
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<tr>
<th>During Years</th>
<th>During Months</th>
<th>Hours/Month</th>
<th>Days/Year</th>
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<tr>
<td>1</td>
<td>1 - 12</td>
<td>8.00</td>
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<tr>
<td>2</td>
<td>13 - 24</td>
<td>8.67</td>
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<tr>
<td>3 - 4</td>
<td>25 - 48</td>
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<tr>
<td>5 - 7</td>
<td>49 - 84</td>
<td>10.00</td>
<td>15</td>
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For years one through four, the accrual rate is based upon continuous state employment. For years five and after, the accrual rate is based upon total state employment.

Holidays
The University establishes a schedule for each year that includes ten holidays. College of Nursing. The schedule is available from Human Resource Services and is published in *WSU Today*. The Faculty Senate establishes the academic calendar including the holidays that fall within the two academic semesters and the summer session. College of Nursing. Faculty on annual appointment and all A/P are eligible for a one-day personal holiday to be used on a fiscal year (July to June) basis and only in a one-day block. All Civil Service Staff also receive a one-day personal holiday to be used during the calendar year (January to December). The number of hours for a Personal Holiday is based on FTE (i.e., employees at 50% receive 4 hours). Personal Holidays must be taken all at once. Hours cannot be broken up across several days.

Sick Leave
Personnel are allowed sick leave with full pay under the following conditions:
- Any illness, disability or injury that incapacitates the employee from performing required duties.
- Exposure of the employee to a contagious disease which might jeopardize the health of others if the employee was present at work.
- Care for a minor/dependent child with a health condition requiring treatment or supervision.
- Care for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency. College of Nursing.
- Family care emergencies (as defined in WAC 357-31-290, WAC 357-31-295, WAC 357-31-300, WAC 357-31-305).
- Personal health care appointments.
- Family members’ health care appointments when the presence of the employee is required if arranged in advance with the employing official or designee. (Family member is limited to spouse, child, grandchild, grandparent or parent).
- Care for members of the employee’s household or relatives of the employee/employee’s spouse who experience an illness or injury, not including situations covered above.
- For an employee whose spouse is a member of the military who has been notified of an impending call or order to active duty or who has been deployed.
- To care for a spouse, son, daughter, parent, or next of kin who is suffering from a serious illness or injury arising from injuries incurred in the line of duty in the armed forces of the U.S. (Next of Kin is defined as the nearest blood relative of the ill or injured individual.)
- To recover from and cope with the effects of domestic violence, sexual assault or stalking.
• An absence due to a death in the employee’s family requiring the assistance of the employee in making arrangements for interment of the deceased.
• Condolence or bereavement.
• Emergency childcare. See BPPM 60.56.
• Temporary disability resulting from pregnancy.
• Family Medical Leave (FML).

All Personnel, Faculty, A/P and Civil Service Staff, earn sick leave at the rate of 8 hours per month of completed service. Employees on a less than 100% appointment earn sick leave on a pro-rated basis based on their appointment percentage (i.e. personnel appointed at 50% would receive 4 hours of sick leave per month). College of Nursing In months where a Faculty or A/P personnel’s appointment does not cover the entire month (i.e. begins August 16th and/or ends May 15th), sick leave is awarded at half of the employee’s normal rate.

Sick leave may not be taken before it is earned. College of Nursing It is usable only in cases listed above.

Personnel may use eight hours per month of accrued paid leave (including sick leave) for up to four months during parental or disability leave without pay to maintain eligibility for University-sponsored insurance benefits. College of Nursing This shall be concurrent with any benefits provided under the Family Medical Leave Act, which shall be fully applicable to all University employees as defined by that Act. College of Nursing

Illness of more than three days with a visit to a physician may qualify the employee for Family and Medical Leave. Employees are to contact the Finance Officer or HRS immediately in the event this occurs.

Personnel may use any accrued leave or leave without pay during the temporary disability resulting from pregnancy. College of Nursing Ordinarily, maternity leave is six weeks or less. College of Nursing Leaves longer than six weeks may be granted at the discretion of the employing officials. College of Nursing Maternity and paternity leave, and leave for adoption or foster-child care, are addressed by University policies adopted to implement the Family Medical Leave Act as noted above.

Emergency/Bereavement Leave

For Faculty and A/P personnel up to five days of leave shall be granted for each emergency and may be extended to ten days with authorization of the Provost or his or her designee. College of Nursing Emergency leave is intended to apply only in the case of death in the family or of a household member or comparable emergency. College of Nursing Such leave, with pay, may be granted to a faculty member by the dean or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other staff members without additional expense to the University. A comparable emergency is defined as a severe or life threatening illness or injury to a domestic partner, family, or household member.

For Civil Service Staff the supervisor may approve the use of up to three days of bereavement leave for each death in an employee’s family or household. Upon request, the supervisor may approve an additional two days of leave for each death in an employee’s family or household to be charged against the employee's available paid leave balance. In certain circumstances, five days of leave may not be enough. The employee may take a longer paid absence using available accrued paid leave if approved by the supervisor and the Director of Human Resource Services. The employee submits a request memorandum to the Director of Human Resource Services through the supervisor. The memorandum
includes the name of the family or household member and the relationship to the employee and the
dates of leave requested.

Family member is defined as employee’s parent, spouse, child, grandparent, grandchild, sister, brother,
stepbrother, stepsister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-
in-law, stepchild, stepparent, and any child in the custody of and residing in the home of the employee.

Household member is defined as persons who reside in the same home who have reciprocal duties to
and do provide financial and/or emotional support for one another. This term shall include, but is not limited to, foster children and legal wards. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

In exceptional circumstances, a paid absence may be appropriate for mourning the death of a person
whose relationship is not defined in the above statement, but whose impact is comparable to that of an immediate family member. The employee's supervisor and the Director of Human Resource Services must approve requests for such leave.

Faculty Absence

Coverage for Teaching Responsibilities

When a faculty member is considering a planned absence from teaching assignments, the Associate
Dean for Academic Affairs must be notified as far in advance as possible in order to coordinate
appropriate coverage of teaching responsibilities.

The College will arrange for substitutes if necessary when a faculty member is ill for an extended period
of time or is carrying out a special assignment under the auspices of the WSU College of Nursing. Under other circumstances, the faculty member will make arrangements for coverage and for special assignments. The special assignments should be discussed with students early in the semester. College of Nursing

The College will arrange for substitutes if necessary when a faculty member is ill for an extended period
of time or is carrying out a special assignment under the auspices of the WSU College of Nursing. Under other circumstances, the faculty member will make arrangements for coverage and for special assignments. The special assignments should be discussed with students early in the semester. College of Nursing

Plans may involve reciprocal arrangements with other faculty or it may be necessary to cancel clinical experience or classes. College of Nursing The type of plans made for academic "make-up" work is the prerogative of faculty.

Spokane faculty teaching practice course sections who become ill, should notify the Lead faculty and the
Associate Dean for Academic Affairs as well as the agency supervisor and units where students are
assigned prior to the time of expected arrival to inform them about plans for the day. Faculty should maintain a list of their students’ current phone numbers in order to contact students from home, if possible, before they travel to agencies. College of Nursing

Yakima faculty who become ill should notify the Central Washington Program Coordinator who will make arrangements for teaching classes.

Faculty should instruct students that when students are ill, they should contact the Nurse Manager on
the nursing unit or the community agency nurse and the instructor.

The receptionist in Spokane will be available beginning at 8:00 a.m. for faculty notification if you are
ill and cannot meet commitments in the clinical and/or classroom area. The Yakima building is staffed
at 8:00 a.m. The staff member receiving the message will assist by notifying the Office of the Associate Dean for Academic Affairs, or the Central Washington Program Coordinator as indicated, and by posting a notice on the classroom door if faculty have to cancel a lecture class.
Faculty Members’ Absence from the College for Professional Reasons

When faculty members plan to be away from the College on professional business, they will request approval from their Lead faculty and the Associate Dean for Academic Affairs informing them of dates, amount of time involved, purpose and the location of their professional activities. (See "Travel Authorization")

Identification Cards

Identification

The CougarCard provides identification for University employees, students, and other affiliated persons for numerous University functions and transactions. A CougarCard is for the use of the named person only and is nontransferable.

Eligibility

Persons from the following groups are eligible to request CougarCards:

- College of Nursing Students; undergraduate, graduate, and professional.
- College of Nursing Employees; faculty, adjunct faculty, administrative/professionals, Civil Service Staff, hourly.
- Emeritus faculty.
- Retired Staff

Travel


Check with the Finance Office First

The College of Nursing requires prior written approval for all travel, regardless of funding source. You cannot approve your own travel. The form used to begin the approval process is the Request to Travel form and/or a Travel Authority Form. The Request to Travel form must be filled out in its entirety. The projected amount requested allows the expenditure official to properly manage the travel funds. If dollar amount is not indicated, none will be allocated.

Each prior approval request must include the following information:

- Name of traveler
- Purpose of trip
- Travel destination
- Dates of travel
- Rental car needed
- Any part of travel personal
- Projected amount requested (see http://www.wsu.edu:8080/~travel/index.html)
- For per diem and lodging rates. If dollar amount is not indicated, none will be allocated.
- Budget & Project being charged (If not sure your Supervisor will assign this)
For most university funding sources, prior approval requests must have the signature of your approving official (your reporting supervisor) and Expenditure Authorizing Official who is the individual who can authorize the amount requested for the budget being used. College of Nursing Approving Official and Expenditure Official may not always be the same person.

Conference Registration
The first option is the College of Nursing will pay a conference registration for official University Travel. College of Nursing This may be done by submitting a Travel Authority (this is generated by the Finance Office after the Request to Travel is approved) with the Registration section (Section2) completed and the completed registration materials attached, indicate full name of conference in the "Purpose" section. Do not use the acronyms. College of Nursing The WSU Travel Division will mail the registration fee directly to the organization. Wire transfers are done for out of country conferences. College of Nursing Be certain complete wire instructions including bank name, conference account number, name of organization hosting the conference and any other pertinent information are included for the Travel Authority. College of Nursing If meals are part of the regular registration fee and are not optional, general university funds may be used to pay conference meal costs. College of Nursing However, optional meal costs may only be paid up to the maximum allowable amounts using general university funds. Registration forms should be submitted at least three weeks prior to due date to the Office of Finance. College of Nursing If time prevents prepayment of the registration fee by the Travel Division, the traveler may elect to utilize the following two options.

The second option is registration can be paid with a university purchasing card.

The third option is you pay the registration yourself and be reimbursed on the Travel Expense Voucher by providing a receipt that shows the registration has been paid. This receipt must have the organization’s name in the letterhead to be considered valid otherwise an affidavit of lost receipt will need to be completed.

Travel Advance
Appointed WSU employees with at least two months of remaining employment are eligible for travel advances. College of Nursing An eligible employee may request a travel advance if the travel period exceeds 15 days or if the traveler is unable to obtain a state travel charge card. College of Nursing A traveler may not receive a travel advance more than 10 days before the start of travel. College of Nursing Any exceptions to WSU travel advance policy must be clearly noted on the travel authority form. (Employees must be current in accounting for previous advances to receive another advance.) College of Nursing To receive a Travel Advance, complete a Travel Authority form including Section 3 (Travel Advance) and sign the Travel Advance Agreement on the line indicated for Traveler’s Signature. College of Nursing See Travel Advance is given to cover per diem (meals and lodging) expenses only. College of Nursing Travel Advances must be cleared within 90 days of disbursement.

Corporate VISA Travel Card
The WSU Travel Charge Card is a personal Visa card issued to WSU employees (at WSU Travel Department discretion) to be used for payment of expenses incurred while traveling on behalf of WSU. College of Nursing Traveler is personally liable for charges incurred on the WSU Visa Card. College of Nursing An application for the WSU VISA Travel Card may be obtain from the Finance Office.
Allowable Purchases
- Lodging
- Meals
- Rental Cars (For rental cars in Alberta, Canada see information below)

Prohibited Purchases (Travel Department Strictly Enforces)
- Personal Items
- Non-Official Travel Related Items (Room service, alcoholic purchases, etc...)
- Non-Business Related Telephone Calls

What are the Benefits of Having a WSU Travel Charge Card?
- Travelers have the ability to secure reservations
- No need to use personal funds for WSU travel expenses
- Eliminates the need for travel advances
- Allows travelers to make on the spot travel related purchases

Reimbursement Approval
After your trip, prepare and sign your draft travel expense voucher (TEV) attach supporting original itemized receipts. If original receipts have been lost or not reflecting a paid status you may obtain an Affidavit of Lost Receipt from share point or the Finance Office. College of Nursing A TEV will be prepared and must be approved by one of the following individuals with authority to approve expenditures on the budget to be charged:
- Your immediate supervisor
- The principal investigator (for Grant Budgets)
- The dean
- The chair
- A department administrator
- Any person with designated budget authority besides you

Travel Reimbursement Direct Deposit
It is recommended to fill out a Direct Deposit Form for Travel Reimbursements; this is not the same as your payroll direct deposit. College of Nursing Form can be obtain from the Finance Office or through your zzusis account, remember to attach a voided check and not a deposit slip.

Purchasing Airfare
- Internet provider EasyBiz Travel - this has to be setup by Pattie Collins in the Travel Department (Email: pattie@wsu.edu; Phone: 335-8074)
- Use a State Approved Travel Agency – (Travel Leaders, 509-327-9585 or lwarren@travelleaders.com, which requires TA#)
- Directly from Airline Carrier (see Finance Office for CTA credit card)

-Purchasing Airfare with Personal Financial Resources is STRICTLY PROHIBITED by WSU.

CTA Prohibited Transactions – Any transaction other than air, rail or bus fares.

At this time, the College of Nursing does not approve reserving flights through Travelocity, Expedia, Orbitz or any other third party vendor.
Rental Cars
University employees may be authorized to use rental cars when:

- A motor pool vehicle or other state transportation is not available.
- The use of a rental car is more economical than other conveyances and necessary for accomplishment of WSU business.

The rental car should be obtained from Enterprise Holdings which include: Enterprise, National or Alamo Car Rental at a state contract rate, which includes full insurance coverage for collision/loss or damage.

The Enterprise Rent-A-Car contract includes comprehensive and collision, bodily injury, and property damage liability coverage. **DO NOT** request any additional insurance coverage when renting from Enterprise Rent-A-Car.

Under the terms of the state contract, drivers must be at least 18 years of age to avoid additional fees. Enterprise Rent-A-Car provides rental services at most domestic locations. Call Enterprise Rent-A-Car reservations at 1-800-261-7331 and provide the Enterprise Corporate Class Discount number 45WA000 to obtain contract services. If reserving online, you may need the pin: WAS in addition to the contract number.

The state contract requires that Enterprise Rent-A-Car provide a vehicle if reservations are made at least 24 hours in advance.

Be sure to obtain a receipt showing paid in full by the car rental agency for reimbursement of the rental car. Reimbursement for gas purchased for rental cars can be obtained for rental cars by submitting your fuel receipts. **DO NOT** opt for refueling from the car rental agency. It is a violation of university policy. You must refuel the vehicle prior to returning to the rental agency.

The state contract does not authorize vehicle use for other than official state business (no personal use).

When a traveler combines a personal trip with an official business trip, the traveler is to execute a personal contract to rent a vehicle for the personal portion of the trip. If personal use of the rental vehicle is incidental, the traveler is to keep track of personal time a rental vehicle is used. The traveler deducts the dollar amount of personal use from any amount owed the traveler.

Only passengers related to the official business of the travel are permitted to ride in cars rented by the University. If the traveler makes a personal decision to transport an unofficial passenger, the state of Washington does not provide excess liability protection to the unofficial passenger in the event of an accident.

In case of an accident:

- Don’t leave the scene.
- It is recommended that the police are summoned in the event of any accident, especially if there are any injuries and/or damaged to any vehicle or property that exceeds $50.00.
• Record the facts of the accident on the form provided in the rental jacket.
• Call the Enterprise Rent-A-Car office immediately to report the accident.
• Make a full written report at the Enterprise Rent-A-Car office.
• If, after the above steps have been completed, it becomes necessary to contact a Enterprise Rent-A-Car for further assistance, telephone a customer service representative at 1-800-736-2227 (1-800-Rent-A-Car).

Under the state contract the rental vehicle may not be used:
• By a driver who is under the influence of alcohol or any prohibited drugs.
• For any illegal purpose.
• To push or tow another vehicle.
• To carry passengers or property for hire.
• In a test, race, or contest.
• By an unlicensed driver.
• By a person other than an authorized driver.
• Outside the continental United States, except where such use is specifically authorized by the rental agreement.
• Across international boundaries unless specifically authorized at the time of rental.
• Off paved, graded, or maintained roads or driveways, except when Enterprise Rent-A-Car has agreed to this in writing beforehand.
• By a driver who allows more passengers to occupy the vehicle than there are seatbelts or who does not require all passengers to comply with applicable seatbelt and child restraint laws.

**Rental Cars entering Alberta Province**

*Enterprise will not write up a contract for vehicles entering Alberta province.* College of Nursing With the liability issues WSU faces with no contract, travelers are required to use the Budget Car Rental state contact. College of Nursing Budget State Contract Number is **03710**.

Please do not attempt to rent a vehicle from Enterprise. College of Nursing If an Enterprise vehicle is used and it is stolen or wrecked then WSU-College of Nursing will be responsible for the cost of replacing the enterprise vehicle.

**MEALS**

**Travel Status**

Travel status begins at the time the traveler leaves his or her official station or official residence (whichever is closer to the travel destination). College of Nursing See 95.01 for definitions of official station and official residence.

**Meals**

A traveler is eligible to receive subsistence allowance or reimbursement if he or she is in legitimate travel status at the traveler’s normal meal time and the provisions of the Three-Hour Rule are met.

**Three-Hour Rule**

Reimbursement for subsistence is provided if the number of travel hours before and/or after regularly scheduled working hours of any one day total three or more. College of Nursing **NOTE:** The traveler may not stop for a meal just to meet the requirements of the Three-Hour Rule. See tax requirements under **Meal Rates/Reimbursement.**
• Contact the Finance Office with questions- 324-7234 or 324-7213
• Please see WSU Travel Services for further information.
• See Travel Request Form under “Forms > Travel” on CougNurse Net.
• See Travel Expense Voucher under “Forms > Travel” on CougNurse Net.
• See Receipt Affidavit under “Forms > Travel” on CougNurse Net.
SECTION XI - BUILDING, SECURITY, PARKING, SAFETY, ACCIDENTS, AND INJURIES

NOTE: The information in this section primarily references the Spokane and Yakima campuses. Faculty in Tri-Cities, Walla Walla, and Vancouver should consult with the appropriate personnel at those sites for additional information.

Building Utilization

Opening and Closing (Spokane)
The building is opened and closed by a campus security controlled program (see schedule below). Contact the Director of Finance and Administrative Services to request the building be opened outside of the programmed hours, for example, a weekend event/class etc.

MARLOK™ Keys (Spokane)
A MARLOK key is required to open an entrance door anytime the building is locked. Send key requests to the Director of Finance and Administrative Services.

Opening and Closing (Yakima)
The building is opened and closed by the AMS Operator in accordance with the published Building Schedule and Hours. Faculty and graduate teaching or research assistants may utilize the building after hours until the custodian leaves. It is the individual's responsibility to notify the custodian of his/her intent to stay. Faculty who need access to the building when it is closed must make arrangements to learn to use the security system from the Program Coordinator, Room 101.

Opening and Closing (Tri Cities)
The building is open at 07:30am by the Program Assistant and is locked at 5:00 pm. College of Nursing Faculty and Graduate Teaching Assistants are issued keys at the discretion of the Campus Director. College of Nursing Tri-Cities campus hours may be found at: [http://www.tricity.wsu.edu/](http://www.tricity.wsu.edu/) Faculty and students attending class in Walla Walla communicate directly with WWCC for hours and building access. College of Nursing AMS classrooms at Walla Walla Community College are unlocked by the class technician approximately 10 minutes before start of class sessions. College of Nursing The classrooms remain locked when not in use but students can request access for the purposes of study or group meetings on course related items. College of Nursing AMS technicians are available by calling the WWCC HelpDesk at ext 4357 (HELP) from the campus phone outside the classrooms.

Building Hours
Building hours are located on the [College of Nursing website](http://www.tricity.wsu.edu/), which also contains campus maps, directories and driving directions.

Smoking Policy
All WSU buildings are designated as non-smoking. Refer to the [WSU Safety Policies and Procedures Manual](http://www.tricity.wsu.edu/) (SPPM), Section 70.12 for more information.
Room Scheduling

**Spokane**
Visit the [WSU Spokane website](http://www.wsu.edu) for information on room and space.

**Yakima**
Room scheduling is done primarily through the Media IT Coordinator. The Media IT Coordinator will coordinate scheduling of AMS and IP-based classroom support with the AMS Department. Five days’ notice is appreciated. The AV Office should be contacted for special media needs including speaker or conference telephones. Classrooms needing repairs or having equipment failures should be reported to the Media IT Coordinator by the faculty member using the room. Problems involving installed audiovisual or television system equipment should be referred to the AMS Operator in Room 106B.

**Tri Cities**
Room scheduling is coordinated through the Program Assistant. College of Nursing. Scheduling for AMS services or rooms on TC or WW campus can be made on the [AMS website](http://www.ams.wsu.edu).

Classroom Arrangement
Faculty at all sites may arrange classrooms as they wish provided that, at the end of each class period, rooms are returned to the standard set-up.

Cancellation of Classes/Clinical and Closure of Buildings Due to Inclement Weather or Other Emergency Situations

- [WSU Spokane and Yakima Campus Alerts](http://www.wsu.edu)
- [WSU Tri-Cities Campus Alerts](http://www.ams.wsu.edu)
- [Vancouver Emergency Closure – Suspended Operations Procedure](http://www.ams.wsu.edu)

Guidelines for Building Use
To maintain the quality, character and safety of WSU College of Nursing building, the following conditions have been adapted from the WSU "Guidelines for Building Occupancy":

1. Post no papers, signs or decorations on painted, varnished and/or stained surfaces; use bulletin boards for this purpose.
2. Signage at interior doors shall be restricted to the engraved plastic room numbers and label holders furnished during construction, except for:
   a. Department or unit identification
   b. Special designations
      The Director for Facilities Operation must approve signs for the above-exceptioned situations as to type, size and location. Personal names shall not be attached to walls or doors; use removable cards in the label holders for this purpose, along with schedules, office hours, etc.
3. Items fixed to the walls, ceiling or floor must remain as is unless the Director for Facilities Operation approves removal or relocation. These include cabinetry, utilities, adjustable shelf standards, chalkboards, bulletin boards, plastic letter holders, drapery rods, projection screens
or other similar equipment required for the proper functioning of the space. None of these are to be added or attached to walls without prior approval of the Director for Facilities Operation.

4. Items of decoration such as pictures and paintings may be affixed to the walls with appropriate picture hooks or other hanging devices if arranged with the College of Nursing Director for Facilities Operation.

5. Nails, tacks, screws, or tape are not to be used for fastening personal items to the doors, walls or ceilings, except on the tackable wall surfaces.

6. Items to be hung from the ceiling such as potted plants, scrolls, tapestries, or other items must be approved. Director for Facilities Operation, who will arrange for their installation. Painting of any wall, ceiling, or floor surfaces is prohibited. If you are considering a floor covering it must be approved by the Acting Director for Facilities Operation.

7. Do not turn off any building systems, lights or building component alarms.

8. If building equipment appears to be operating incorrectly, or not at all, report same to Facilities Operations at 358-7994 or by email to spok.fac.maint@wsu.edu. In Yakima please contact the administrative assistant.

9. Do not alter or attempt to change the settings on thermostats (if installed). This will only succeed in upsetting the temperature controls of the building.

10. Do not use wedges to hold open doors that open onto corridors. This is in violation of the fire codes.

11. Become familiar with the location of all fire extinguishers, fire escape routes, first aid kits and life safety regulations at the first opportunity. Do not block fire doors. This is illegal.

12. Occupants of the building are requested to avoid wearing shoes or using equipment that leaves black marks on floor coverings.

Food and Beverages in Classrooms, Library, Learning Resources Center Areas, Offices, and Lounges

Food and beverages may be brought into classrooms, offices and lounges as long as strict controls on cleanliness and sanitation are observed. Food and beverages may not be taken into other learning areas of the buildings such as the Clinical Performance and Simulation Laboratory, or the Computer/Multimedia Laboratory. Alcoholic beverages are not allowed in WSU College of Nursing facilities without the Dean's express authorization and appropriate state liquor permits. The following guidelines apply:

**Expectations:**

1. Nothing is to be left on chairs, under chairs, on the floors, or on tables. All containers, leftover food, and food wrappers must be placed in waste cans.

2. If liquid is accidentally spilled on the floors, paper towels should be used to blot it up. If it is a large spill, notify a custodian. Do not walk through spilled liquids so that the spread of the liquid is minimized.

3. When cooking utensils containing food are brought for parties, they are to be removed immediately following the close of the function.

4. Everyone is asked to cooperate and keep facilities clean for the consideration of all.

**Assistance from the Custodial Staff**

See the [WSU Spokane Custodial webpage](http://www.wsu.edu) for services provided by College of Nursing the campus custodians.
Office Assignments and Supplies
The Director of Finance and Administrative Services is responsible for assigning Spokane faculty offices. The Campus Director is responsible for assigning Yakima faculty offices. The Program Coordinator is responsible for the issuance of supplies.

Each faculty office is equipped with a desk, swivel chair, two file cabinets, a credenza top and two side chairs. Each office also is provided with scissors, stapler, ruler, pens, pencils, paper clips, etc. These items are the property of the College and are to be left when vacating the office. Tri Cities faculty may obtain office supplies from Program Assistant.

Keys to College Offices and Office Equipment

Spokane
Keys to desks, files, and offices in Spokane are obtained from the Facilities Office after a keycard is completed with the Director of Finance and Administrative Services. Prior to final clearance of any college employee who is terminating employment, all keys to college facilities that are in the employee’s custody must be returned to the Facilities Office (SSCF 310). More information can be found at College of Nursing the WSU Spokane Campus Facility Services.

Yakima
Keys to desks, files, and offices in Yakima are obtained from the Program Coordinator. A key request form must be completed and signed by the appropriate dean or director. The Program Coordinator issues keys to the Yakima facility and offices after prior approval. Prior to final clearance of any College employee who is terminating employment, all keys to College facilities that are in the employee’s custody must be returned. There will be a $5.00 charge for each lost or not returned; loss of a master key incurs the cost of re-keying the affected areas.

Tri-Cities
Keys, equipment and supplies are obtained from the Program Assistant.

Faculty and Staff Lounges

Spokane
Faculty and Staff Lounges are located in Rooms 324 and 425 of the Spokane College of Nursing building. The Lounges contain the usual amenities together with a refrigerator, a hot water dispenser for instant beverages, and a microwave oven. Food and soft drink vending machines as well as a refrigerator and microwave are located on the east end of the 2nd floor. Additionally, a refrigerator, microwave and a hot water dispenser are located in Room 150. Users are responsible for keeping the microwaves and refrigerators clean and for discarding its contents on a regular basis.

Yakima
A Faculty and Staff Lounge is located in Room 212 of the Yakima College of Nursing building. The lounge contains the usual amenities as well as a refrigerator and a microwave oven. Snack and soft drink vending machines are available on the first floor. Users are responsible for keeping the refrigerator clean and for discarding its contents on a regular basis.

Tri-Cities
A combined faculty/staff/student break room is provided. The lounge is equipped with refrigerator, microwave and vending machines. Users are responsible for keeping the area clean.

**Children and Other Non-Students at the College**
Children are not permitted in classes or the Clinical Performance and Simulation Lab. Only those students enrolled in College of Nursing courses may attend class or course laboratory sections. Children requiring supervision are not allowed in the Libraries or Reference Rooms. Young children must not be left unattended in the buildings at any time.

**Security**

**Building Security System**

**Spokane**
WSU Spokane has 24 hours security, with escort services available 24/7 upon request to the Campus Security office. Emergency ‘blue poles’ are distributed throughout the campus, and provide direct dial access to the Security office in event of an emergency. For more information, click here. For information on key access to the building when closed, please refer to page 1 of this section under “Marlok™ Keys”.

**Yakima**
The WSU College of Nursing building in Yakima has an intrusion detector system that is activated at closing time by the AMS operator or the custodial staff. Each Yakima faculty is assigned an ADT (Tyco Integrated Services) access code. The alarm is on during non-business hours and the police are dispatched if the alarm goes off. If there are problems with the alarm, there is a 1-800 number posted to call for help. Each faculty member is issued a key to the front entrance and to their office. Keys are not to be loaned or shared. Faculty accessing the building during weekends or holidays are held responsible for securing the building.

**Tri Cities**
Security is provided through WSU TC campus and community emergency response. Faculty are expected to dial 911 for all emergencies. The fire alarm is shared with Kadlec Regional Medical Center Health Plex. An activated alarm requires building evacuation. Walla Walla Community College safety features include security cameras outside of all and internal emergency door locks. Each building on the WWCC campus includes a designated safety officer who regularly updates the staff in each building on campus. Updated campus safety materials are maintained on the WWCC website>

**Office Security**
Each individual should assume personal responsibility for turning off lights (if not automatically shut off) and locking their office and/or suite when they leave in the evenings. When faculty members are not in their offices during normal working hours, the door should be closed and locked. The practice of propping open office doors when the occupant is away from their office is discouraged. Faculty offices and valuables (personal as well as those belonging to the WSU College of Nursing) should be secured at all times.
Access to Another Individual's Office
Before the Director of Finance and Administrative Services or Security will open another person's office, a written request from the office occupant or a confirming telephone call from the occupant is required.

Custodial personnel or Office of Finance & Operations personnel are not authorized to open or allow access to an administrative or faculty office, instruction area or laboratory for other than the assigned occupant(s). If a student needs to get something from a faculty office when the faculty member is not there, the faculty member must inform the custodian what and how to get it. Students will not be given access to faculty offices on their own request.

Personal Security When Leaving the Building After Dark
Students, faculty, and staff are encouraged to walk in pairs when leaving the building after dark. If escort is needed, contact the WSU Spokane Campus Security at (509) 358-7995. Escort services are provided by WSU Spokane Campus Security and are available 24 hours a day, including holidays and weekends. An officer will meet with you to provide an escort to your vehicle parked on campus or to a bus shelter. Cars parked in the parking lots should always be locked with any valuables placed out of view, and the driver should check to see that no one is in the vehicle before entering the car. Please report any problems to the WSU Spokane Campus Security immediately.

YVCC’s security personnel are available for faculty when leaving the Yakima building at night. The security number is 574-4610. Lighting is provided outside of the building and it is recommended that you park in the front rows closest to the building. In case of an emergency during business hours, faculty should contact the Program Coordinator and he/she will contact security.

In the Tri Cities, student, faculty and staff are encouraged to exit with a buddy after dark. College of Nursing Contact Campus Safety office if there are concerns regarding security. Walla Walla Community college provides safety escorts by request by dialing 2500 from any campus phone.

Emergency Lighting System
All buildings are equipped with emergency lighting systems that come on when electrical service is interrupts.

Personal Property and Computers
The College is not responsible for loss or damage to personal property owned by faculty or staff, including personal computers, which are used or left in the building. The College is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a faculty member’s personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage. If the personal computer is not going to be used for several days, it should be unplugged to prevent any damage. College of Nursing Networked printers are available on every floor, situated near each ‘pod’ of faculty offices. College of Nursing Faculty members choosing to continue to utilize WSU desktop printers will be responsible for any upkeep, including replacement ink cartridges. College of Nursing

Pets
Washington Administrative Code 504-36-020 reads: "(1) Pets are not permitted in university buildings" and "(2) Pets are not permitted on university property unless under immediate control of their owner."
Section 504 of WAC deals specifically with WSU. Because the WSU College of Nursing is part of WSU, the code quoted above applies to College of Nursing buildings and property.

**Fire Escape Plans**

A fire escape plan has been developed for the College's Spokane and Yakima buildings with advisement from the City of Spokane and Yakima Fire Departments. Written instructions and visual displays of primary and alternate escape routes are displayed at prominent points in the building. Building occupants are to become familiar with this escape plan in order to minimize the chance of injury due to fire.

- [WSU Spokane Safety Plan](#)
- [Tri-Cities Safety Plan](#)
- [Vancouver Safety Information](#)
- [Yakima Safety Plan (YVCC)](#)

**NOTE:** For fire reporting purposes, the physical address of the College of Nursing in Spokane is **103 E. Spokane Falls Blvd.**

CALL FIRE DEPARTMENT FOR ALL FIRES FOR INVESTIGATION EVEN IF THE FIRE IS OUT. RCW 48.48.060.

**Parking Procedures and Information**

- [Spokane Campus](#)
- [Vancouver Campus](#)
- [Tri-Cities Nursing Building on Lee Blvd](#) College of Nursing faculty and students are asked to park in designated spaces (marked by straight lines) vs patient spaces (diagonal). College of NursingThere is no fee for parking. College of NursingWalla Walla Community College recommends WSU faculty staff and visitors park in the north parking lot of the Health Science building.
- [Yakima](#)
  The college in Yakima is located on Yakima Valley Community College’s (YVCC) campus. Visit the [YVCC website](#) for information on parking.

**WSU College of Nursing Safety Program**

The WSU College of Nursing is committed to the promotion of a safe, healthy work environment and the elimination of preventable accidents, injuries, and diseases. An orientation for all employees will be provided which promotes the importance of safe work habits and alerts employees to possible hazards in the workplace. All members of the College faculty, staff, and student body are urged to report any unsafe practice or condition to their Safety Committee representative, or the Director of Finance and Administrative Services.

**Safety Committees**

The WSU Spokane College of Nursing Safety Committee, which meeting on the first Wednesday of each month, functions to promote safe working conditions at the College. The complete list of functions of the Safety Committee, along with membership information and minutes, can be found at: [WSU Spokane: Safety & Security](#). College of NursingCollege of Nursing
At WSU Tri-Cities and Vancouver, there are campus-wide safety committees. Currently, the campus Chancellor appoints the committee members.

Safety Plans
- WSU Spokane Campus Safety Plan
- WSU Vancouver Safety Plan
- WSU Tri-Cities Safety Plan
- Yakima (YVCC) - Safety

First Aid Kits
- College of Nursing Spokane
  In the event of accident or illness requiring immediate treatment, first aid kits are located at the following strategic points in the Spokane building:
  - First Floor: Room 150 workroom
  - Second Floor: Room 224 workroom
  - Third Floor: Room 317 workroom
  - Fourth Floor: Room 424 workroom
- Tri cities – Program Assistant office; Walla Walla Community College Health Science building is equipped with first aid kits on each floor adjacent to the elevators.
  Qualified personnel are available among faculty and staff to render first aid and CPR.
  - WSU Vancouver Emergency Planning
  - WSU Tri-Cities Accident

Automated External Defibrillator (AED)
In the Spokane nursing building, an AED is located on the first floor across from the reception desk.
In Yakima nursing building, an AED is located outside the back door to Sunquist Hall on the wall.

In the Tri Cities nursing building, the AED is located in the Program Assistant Office. Walla Walla Community College AED is located in the nursing reception.

Injury Reports
Faculty, staff, or students who are injured or involved in any incident that is potentially injurious, no matter how minor the event may seem at the time, while at the College or clinical agency, must complete appropriate accident reports at both the College and the clinical agency. For reporting the accident to the WSU College of Nursing, please use the Reporting Accidental Injuries and Work-Related Illnesses form at WSU Accident-Illness Report Form, found at the WSU Accident Reporting page. Faculty members must ensure that students complete this form when involved in any accident in order to assure, if applicable, insurance coverage of subsequent injury or illness arising from the accident. This WSU Incident Report does not replace the agency report.
  - Vancouver Accident/Injury Reporting
  - Tri-Cities Accident Reporting

Hazardous Materials Communication Standards (WAC 269-62-054 through 05427)
Each administrator is responsible for orienting and training employees, permanent or temporary, assigned to their department or program. Following the orientation or training, the employee and the supervisor will complete a Hazardous Communication Orientation Form. The original of this form is sent to the Office of Finance & Operations for filing with the appropriate personnel records. A copy of the
Publication Worker’s Guide to Hazardous Chemicals: Understanding the Right-to-Know Law is found at the state website. The WSU College of Nursing’s Hazardous Material Safety Data Sheets (MSDS) are kept in the departmental office where the hazardous materials are found (e.g., Maintenance Office, LRC Office--Rm. 157, Library). Additional information concerning toxic chemicals may be found in library reference books.

Employee Orientation

Administrators are responsible for orienting each new employee, permanent or temporary, assigned to their departments or programs. The best person to accomplish the orientation is the employee’s immediate supervisor. The employee Safety Checklist can be found at the On Boarding Resources section of the HR website.

After the orientation, the new employee and the orienting supervisor will sign the safety orientation checklist (WSU Form 1249). The record will be forwarded to the College Office of Finance & Operations for filing with the employee’s personnel record. The orientation will take place on the first day of employment and will include the following:

Unit/Area Hazards

The following items should be mentioned during safety orientations for the specific areas indicated. They may be added to and expanded by the supervisor.

Faculty and General Offices

1. Unsecured throw rugs/floor coverings in offices.
2. Lifting heavy objects: audio-visual equipment, book boxes.
3. Liquid spills in hallways, classrooms.
4. Responsibility/liability when supervising student events & activities, inside & outside WSU College of Nursing.
5. How to handle any potential heat source, such as space heaters and small appliances (e.g. toasters, electric kettles and the like).

Audio-Visual Lab/Studio

1. Specific equipment items
2. Electric shock hazard
3. Fire/burn hazard from studio lamps

Practice Lab / Wet Lab

1. Glass
2. Hypodermic equipment
3. Infectious contamination in clinical areas
4. Sterilizing equipment
5. Flammable supplies: linens, solvents, and plastic

Admin/Stockroom Areas

1. Duplicating equipment (moving parts, paper jams - fire hazard), paper cutter
2. Flammable materials: paper dust, solvents, and lubricants

Chemical Hazard Communication

Policy

This communication program has been established to insure that all knows information about the dangers of all hazardous chemicals used at the WSU College of Nursing affected employees.
All working units of the College of Nursing will participate in the program. Copies of the program will be kept in each WSU Safety Manual at the College, with the list of chemicals and Material Safety Data Sheets (MSDS) kept in the department office where the hazardous substance is kept and routinely used.

**Container Labeling**
The supervisor in each department using chemicals will insure that the individual receiving a chemical product verifies that all containers are clearly labeled as to the contents, and notes the appropriate hazard warning.

If secondary containers are used, the supervisor will insure that each one bears a copy of the manufacturer's label or is labeled with the product's identification and hazard information. Portable containers, filled by an employee and intended for use by that employee, are exempt from the full labeling requirement. They should bear sufficient identification information for the supervisor to identify the contents.

**Material Safety Data Sheets**
Information about the Material Safety Data Sheets (MSDS) can be found at [http://ehs.wsu.edu/ohs/MaterialSafety.html](http://ehs.wsu.edu/ohs/MaterialSafety.html).

**Employee Training and Information**
The individual supervisor is responsible for insuring that each employee receives the training needed to work safely.

As part of the initial safety orientation, each employee will be given the following information by the supervisor conducting the orientation:

1. An overview of the requirements of the Hazard Communication Standard
2. Information on hazardous chemicals present in the workplace
3. Information on the physical and health risks of chemicals present in the workplace
4. Symptoms of overexposure, and steps to take if overexposed
5. How to determine the presence of hazardous chemicals in the workplace
6. How to reduce/prevent exposure to hazardous chemicals by proper work practices, control measures, and use of personal protective equipment
7. How to read labels and MSDS to obtain hazard information
8. Location of the MSDS files and this program

Before a new hazardous chemical product is used, the supervisor in the unit using it will insure that all affected employees are trained in its hazards and safe use, following the outline above.

**Hazardous Non-Routine Tasks**
If an employee is required to perform non-routine work involving the use of hazardous chemicals, the supervisor will insure that all necessary training is provided, following the outline above, before the employee begins the task.

**Informing Contractors or Other Workers from Outside the WSU College of Nursing**
The supervisor of any area in which work is being done by anyone not employed at the College is responsible for insuring that workers from outside the WSU College of Nursing, coming into the College, are informed about any hazardous chemicals they will encounter onsite, and the location of the
College’s Hazard Information Program and MSDS. All contractors or outside workers will be required to inform the WSU College of Nursing supervisor they work with of any hazardous chemicals they will be introducing to the WSU College of Nursing during their work.

**Blood Borne Pathogens Exposure Control Plan**

All employees who have the potential for exposure* to blood and body fluids will participate in a training program. This program will be offered during orientation for new employees within regular working hours and will be offered annually to faculty and staff as an update on new tasks or procedures. The Dean of the WSU College of Nursing maintains all training records and a confidential record of each employee with occupational exposure.

The entire text of the WSU College of Nursing Blood borne Pathogens Exposure Control Plan is available on the College website.

* Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle stick, skin lesion of non-intact mucosal membrane, or mucosal splash to eyes, mouth and nose through caring for a patient.
Dress Standards/Name Badge/Security ID
It is expected that faculty and staff set and uphold professional standards of dress and serve as role models for students. A name badge should identify the individual as a faculty or staff member of the Washington State University College of Nursing or of the appropriate extended or WSU branch campus. The same name badges serve as security ID when faculty and staff are present on the various campuses of the College.

Tuition Waivers
Tuition waivers for credit courses are available to faculty and staff at Washington State University. Details about this can be found in the WSU Business Policies and Procedures Manual – Personnel – Tuition Waivers.

Archives
Certain records and materials, including curriculum and course information, are considered of archival importance in the College of Nursing. Some archival materials are retained at the college facility in Spokane, while other materials are managed in accordance with policies and procedures outlined in the Washington State University Business Policies and Procedures Manual, Section 90.1 (updated 2011).

Faculty who need to access archived records should contact the Support Services Office, Dean’s Office (for personnel material, as approved by the Dean), or the appropriate Academic Program Office, graduate or undergraduate (for former student files). Administrative staff in each area maintain a log to track material leaving the archives. The individual who retrieves the material is responsible for placing it back on the shelf.

It should be noted that College of Nursing records of former students and faculty are purged according to a regular schedule. Consequently, such records contain minimal information.

Faculty Clinical Passport
The Clinical Passport Form and Instructions are located on CougNurse Net under forms.

Background Check
A background check must be completed for all faculty supervising students in any clinical/practicum setting and for all students completing practicum experiences. This process ensures compliance with state law and WSU policy as described in the Washington State University Business Policies and Procedures Manual Section 60.16 (revised 3-11).

Each faculty member and student must complete and sign a Disclosure Statement and a form authorizing a background. Failure to complete and sign this form would disqualify students for practicum placements and disqualify faculty from teaching in these areas. Copies of these forms will be maintained in individual student and faculty records in the College of Nursing. If background inquiry is made to a state or federal law enforcement agency, the involved student or faculty member will be notified of the response, and a copy of that response will be available to the individual upon request.
Registered Nurse Licensure in the State of Washington
All nursing faculty must maintain current unencumbered registered nursing licensure in Washington. Upon appointment, and after each annual license renewal (birth date), the Dean’s Assistant will confirm current licensure with the Washington State Quality Assurance Commission through the Commission’s web site. The information will be recorded, verified by the Dean and maintained in the personnel file. Nurse practitioner faculty must submit proof of national nurse practitioner certification to the Dean’s Assistant after each renewal.

Documentation of Current CPR Proficiency
All faculty members are required by clinical agency contract to be proficient in BCLS/ Cardiopulmonary Resuscitation to include adult, infant and child. A copy of the Health Care Provider CPR certification from the American Heart Association should be submitted to the Dean’s Assistant initially and after each renewal, and noted on the Clinical Passport document (faculty version) maintained by each faculty member.

Immunization Information for Faculty
Faculty must be able to provide proof of immunity to or immunization against hepatitis B, measles, mumps, rubella, varicella, tetanus, and influenza upon request. A signed waiver of vaccination for Hepatitis B and Influenza immunizations is optional.

Funding for Faculty Presentations and Professional Development
Because of annual budget changes and periodic state-mandated restrictions on travel, specific amounts of funding for professional meetings and development for each category of faculty cannot be stated. Available funds also may vary from one year to the next resulting in more or less travel support. Preference in use of limited resources will be given to clinical, tenure-track and tenured faculty who have been invited to present refereed podium presentations, participate in symposia, serve on panels, or chair national/international meetings. Travel requests for faculty development, with supporting documentation, should be submitted via the appropriate Assistant Dean (Undergraduate and Graduate) for faculty based in Spokane or Yakima, to the appropriate Campus Director. Requests by Tri-Cities and Walla Walla faculty are submitted to the Regional Director/Assistant Dean based on the Tri-Cities campus. Requests by Vancouver faculty should be submitted to the Nursing Program Assistant Dean/Regional Director on that campus. Travel requests supporting dissemination of scholarly work should be made to the Associate Dean for Research.

Travel for presentations outside the contiguous 48 U.S. states (including Alaska, Hawaii, U.S. territories and commonwealths) are difficult to support. All tenure-track and tenured faculty considering such presentations should discuss the matter with the appropriate College of Nursing the Associate Deans for Academic Affairs and Research College of Nursing BEFORE submitting abstracts and other information to the sponsoring organization for possible acceptance, in order to determine what level of funding, if any, would be available should they receive an invitation to present.

Use of Washington State University College of Nursing Persons, Money or Property for Private Gain
The WSU Office of Internal Audit describes WSU employees’ responsibilities for ethics in public service as described in the Washington Ethics in Public Service Act, Revised Code of Washington (RCW) 42.52.

Use of Washington State University College of Nursing persons, money or property for private gain is prohibited without prior written approval of the appropriate director.

Employees of the College of Nursing may not use computers, photocopy equipment, paper supplies, as well as graphics arts supplies and equipment to provide non-college related services for faculty, staff or
students, even when such services are provided on the employee’s own time. Bulletin boards in the College buildings cannot be used by faculty or staff to advertise services provided outside the Washington State University College of Nursing on their own time. Questions concerning other situations that might be related to this state statute should be directed to the Dean or other appropriate college administrators.

**Bloodborne Pathogens Guidelines For Faculty, Staff And Students**

**Purpose**
To identify the rights and responsibilities of faculty and nursing students of the Washington State University College of Nursing in dealing with issues related to exposure to bloodborne pathogens, Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and others. To establish protocols for reporting bloodborne pathogen exposure and infection control practices. Health care workers must assume that all patients have the potential of carrying bloodborne pathogens.

**Philosophy**
“The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.” (From ANA: *Nursing Code of Ethics*)

The nursing faculty is committed to the preparation of students for the practice of the profession of nursing. In addition, the faculty are concerned with issues associated with the responsible, ethical care of all patients. In accordance with the Nursing Code of Ethics statement and recommendations from the National League for Nursing and the American Association of Colleges of Nursing, we believe that nursing professionals have a fundamental responsibility to provide care to all patients assigned to them, and that refusal to care for HIV positive/ AIDS patients is contrary to the ethics of the nursing profession. For these reasons, this document has been developed related to bloodborne pathogens. Part I deals with policies, procedures and guidelines. Part II speaks to infection control practices. Part III summarizes the exposure control plan.

**Information and Briefing**
The Bloodborne pathogen information flyer can be found on Faculty and Staff page of the College of Nursing website under the Academic Resources tab. An annual update on blood borne pathogens is presented to all faculty and staff at the first All College meeting of the academic year.

**Policies for Leading Study Abroad Programs and Clinical Experience Trips**
Faculty who are considering implementing a faculty led program outside the U.S. must contact the College of Nursing International Programs Coordinator(s) as early as possible, and no later than 4 months before the expected trip. The coordinator(s) will assist faculty in working with International Programs Office in Pullman and in developing, and publicizing the program.

All proposed faculty led clinical experience trips must be submitted to the Global Perspectives Committee for information and consultation prior to publicizing the program or selecting students.

The Education Abroad Office of International Programs of WSU administers and coordinates all faculty-led study abroad programs for the University. This includes faculty-led study abroad courses and faculty-led clinical practice trips. Faculty leading study abroad courses and other trips that include students...
whether sponsored by WSU or a third party must comply with the policies and procedures in the WSU Business Manual sections 10.43 and 10.42, as well as section 95.15.

To learn more about Faculty-Led Study Abroad programs policies and procedures, reference the College of Nursing foreign travel section of the WSU Business Policies and Procedures Manual.

A. Proposals for Faculty-Led courses and summer programs.
New faculty-led programs usually take 18 months to develop from concept to implementation.

Initial Steps:
1. Prior to beginning the process of developing a program, interested faculty should discuss the idea with the International Programs Coordinator at the College of Nursing (IPC) and review the manual Education Abroad: How to Design a Faculty-Led program (EAHDFLP) published by WSU International Programs.
2. If, following this discussion continued development of the program seems appropriate, a short preliminary proposal should be developed and presented to the Global Perspectives Committee. The proposal should include location, length, and goals of the program, identification of third party partners within the country where travel is proposed, projected number and levels of students and faculty to be involved, and a summary of the leader’s experience with the country or culture and with international travel. The committee will consider feasibility, student interest, cost, and relationship to other ongoing programs and to the curriculum. The committee may recommend that the preliminary proposal be pursued, revised, or rejected.
3. Once a recommendation has been made by the committee, the preliminary proposal is forwarded to the Associate Dean for Academic Affairs and other relevant CON administrators for final approval to begin program development.

Developing the Complete Program Proposal
1. Once approval has been obtained as above, the faculty leader with assistance from the IPC and the International Programs staff will complete the steps for developing and obtaining approval for a program proposal as outlined in Chapter 3, 4, 5 and 6 (pp. 20-81) of Education Abroad: How to Design a Faculty-Led program (EAHDFLP).
2. Following approval of the proposal by the implementation team (see EAHDFLP, p. 33), the International Programs staff and the CON IPC will assist the faculty to publicize the trip and recruit student participants.

B. Faculty Led Clinical Practice Trips
1. Prior to beginning the process of developing any short term trip that includes students, interested faculty should discuss the idea with the International Programs Coordinator(s) at the College of Nursing (IPC).
2. If, following this discussion continued development of the trip seems appropriate, a short preliminary proposal should be developed and presented to the Global Perspectives Committee. The proposal should include location, length, and goals of the trip, identification of third party partners within the country where travel is proposed, projected number and levels of students and faculty to be involved, and a summary of the leaders experience with the country or culture and with international travel. The committee will consider feasibility, student interest, cost, scheduling, and relationship to other ongoing programs and to the curriculum. The committee may recommend that the preliminary proposal be pursued as presented, be revised, or be rejected.
3. Once a recommendation has been made by the committee, the preliminary proposal is forwarded to the Associate Dean for Academic Affairs College of Nursing and other relevant CON administrators for final approval to begin development of the program.

4. Notify International Programs staff at WSU Pullman of the proposal and obtain necessary application and other materials.

Selection of students

1. Faculty trip/course leaders must obtain the following from all prospective student participants:
   a. CON “Application for International Travel Experience”
   b. Recommendations:
      i. For generic undergraduate students a recommendation letter from a faculty who has taught them in the clinical setting
      ii. For graduate or RN-BSN students: a professional letter of reference from a supervisor or colleague.
   c. A list of two additional faculty or professionals who can be contacted for additional references if needed.
   d. Confirmation that the student is in good academic standing. Undergraduate students must have a cumulative GPA of 2.7 or higher.
   e. Undergraduate students must have a recommendation from their academic advisor that indicates they are progressing in their course work and have no current official conduct sanctions.

2. The faculty leader(s) and at least one other member of the Global Perspectives Committee will review applications and select student participants using the criteria below. Faculty leaders will have the final decision concerning participation based on the following elements:
   a. Cumulative and nursing GPA 2.7 or higher (undergraduate students); 3.0 or higher for graduate students
   b. Skills and or level in the nursing program match trip needs as published in the call for applications. [For example, some programs might need only graduate FNP students who have completed X course or undergraduate students fluent in Spanish, while for another program, students who speak Vietnamese might be given priority]
   c. Responses to qualitative questions that demonstrate flexibility, willingness to work collaboratively with others, ability to problem solve in ambiguous situations, and understanding that learning and service resulting from trip activities is reciprocal.
   d. Recommendations from clinical faculty that indicate the student possesses adequate nursing and interpersonal skills, and openness to learning from others to meet trip requirements. Selection committee members may interview applicants to obtain further information for selection as needed.
   e. If more students are eligible than can be accommodated, at least two alternates will also be selected. Alternates will have first priority for similar trips in the future.

3. The faculty leader will notify students College of Nursing regarding their selection status in writing. At that time, students selected for the trip will be informed of the required steps and activities that must be completed prior to departure. College of Nursing Students not selected will be informed of their alternate status as applicable.

Trip Preparation

1. The faculty leader will arrange for each student to receive an orientation to essential information about the country/region of travel including: the culture, behavioral expectations, health care system, and health care needs.

2. All persons participating in the faculty-led programs, including the faculty leaders, must submit an Education Abroad application form, liability form, a copy of the front page of their passport,
copy of any visas if required, and other required forms to WSU International Programs by the specified date.

3. Accompanying faculty members must complete and submit a Travel Authorization form to the designated College of Nursing Associate Dean.

4. Faculty leading programs are automatically covered by SOS medical and evacuation insurance. SOS cards may be obtained from the WSU risk management office. Faculty may also purchase an International Faculty Identity (IFIC) card for $22.00 that provides medical insurance as well as reduced fees for some museums, airlines and etc. Students are covered when they purchase the required International Student Identity Card (ISIC) card.

5. Prior to departure the Faculty Led Program Specialist will assist in compiling a notebook containing the following information:
   a. A detailed travel itinerary including dates, locations, housing and methods of transportation.
   b. A completed WSU Education Abroad application, liability form, medical history form, copy of passport, and signed Code of Conduct for each traveler. (The faculty trip leader(s) need not sign the Code of Conduct.)
   c. Contact information for travelers while away including an email or phone number where the faculty leader can be contacted within a few hours.
   d. Emergency Plan and Disciplinary Rights and Procedures
   e. Copy of the contract with third party providers (if applicable).

   [If travel is to remote locations and the group or leader cannot be contacted for more than 12 hours this must be discussed with the International Programs staff, the CON international programs coordinator, and the designated Associate Dean prior to departure. Students, parents and significant others must be notified that there will be times during the trip that the student cannot be contacted for more than 12 hours.]

6. At least one of the faculty leader(s) must carry a copy of the notebook at all times during the trip.

7. A copy of the notebook must also be left with the Dean’s Administrative Assistant at the CON in Spokane. Additional copies may be left at Branch campuses as needed. A copy is also kept in the WSU International Programs Office in Pullman.

8. One week prior to departure, the Dean and the Associate Dean for Academic Affairs College of Nursing will be emailed the trip itinerary and the list of participants.

Health and Safety
The faculty leaders are responsible for the health and safety of the group for the duration of the program. For this reason, the faculty director and/or international programs staff must orient all participants to health and safety basics for the region of travel including CDC travel recommendations and State Department travel advisories.
In addition, the faculty leader must incorporate relevant safety procedures from the EAHDFLP and be prepared to follow the 10 steps to respond to an emergency found on p. 72-75.

An Incident Report must be completed and submitted to the Education Abroad Office for any event that is considered an emergency. This is defined as “any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of program participants” (EAHDFLP p. 71). Incident reports should also be completed and submitted for student behaviors that are harmful or destructive.
to the student, other participants, members of the host community or organization, or the reputation of WSU.

Following completion of a faculty led program or clinical practice trip, the trip leader must submit a College of Nursing trip report including number and mix of participants, highlights of the trip, any incident reports submitted, evaluation of the trip, and plans for future trips to the International Programs Coordinator and the Global Perspectives Committee at the College of Nursing. Trip leaders may be asked to participate in an evaluation meeting with International Programs staff following completion of the trip.

Global Perspectives Committee 12/11/06
Revised 12.09

Communication

“The Beat” is an electronic newsletter sent weekly to all faculty and staff, containing timely and informative content related to the College’s students, faculty, staff and communities of interest. College of Nursing News and Media webpage is actively maintained by the College’s Director of Communications.

CougNurse Net is the college Intranet, which serves the internal communication needs of the faculty and staff at all CON sites. Important college documents, links, resources, and the college calendar are all located there.
SECTION XIII - COPYRIGHT

Copyright and Patent Assistance
Copyright and patent information is available from the Library and from the WSU Spokane office of Information Technology Services (WSUS ITS). WSUS ITS focuses on copyright clearance for non-print materials used for instruction. Information may be found in libraries at other sites, and all faculty are encouraged to use the resources of the Riverpoint Campus Library for clarification of copyright questions. WSU guidelines pertaining to these procedures and appropriate application forms are available on WSU Communications website.

Policy Statement
The College of Nursing has developed copyright policies to assist all College members to abide by the Copyright Law. Liability for willful infringement will be placed upon the person making or requesting the copy of copyrighted material. Administrative staff in Spokane and Yakima will work with faculty to request vendor permission to copy, and will assist faculty in determining fair use. They will maintain records of copying requests and vendor permissions. Faculty at other sites should follow procedures set up on those campuses.

Photocopying of Print Material
To aid in the interpretation of fair use, and especially to clarify the fair use right for teachers at all levels, a set of minimum guidelines was drawn up by a representative group of educators, authors, and publishers. These guidelines were included in the United States House Judiciary Committee report which accompanied the new law. Fair use copying under these guidelines must meet the tests of spontaneity, brevity, and cumulative effect.

Spontaneity
Spontaneity implies that:

1. The inspiration and decision to use a work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission
2. The copying is at the instance and inspiration of the individual teacher.

The tests of brevity and cumulative effect speak to the amount of material that can be copied. For example, copying which substitutes for the purchase of books, publishers' reprints or periodicals is prohibited. (A maximum of 10% of the printed "work" is the usual standard by which number of pages can be copied.) These tests also specify that copying of a "work" cannot be repeated from term to term unless permission is obtained from the copyright holder. Specifically, definitions of brevity and cumulative effect are:

Brevity
1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "a" or "2" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "2" above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such
special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Cumulative Effect
1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "2" and "3" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals).

After reviewing the copyright law and the accompanying educational guidelines and recognizing the importance of photocopying to the College’s various programs, the following policies will be implemented.

Multiple copies for Course/Classroom Use:
Faculty should use Library Reserves to provide copies of required readings for students. Library staff will provide electronic copies, available to students regardless of location, whenever possible. See the Library portion of the manual for details, and consult library staff or faculty for assistance. Multiple copies of material from periodicals or books (not to exceed more than one copy per student in a course) may be made by or for the instructor giving a course for classroom use or discussion provided that a) the copying meets the tests of brevity and spontaneity as defined above, b) the request meets the cumulative effect as defined above, and c) each copy includes a notice of copyright.

Therefore, to assure compliance with the intent of the Copyright Law, the following guidelines will apply for all course materials not included in the syllabus.

1. The material (periodical article, pages from a book, illustration, graph, etc.) will be photocopied only one time for a particular course.
2. Faculty members wishing to use photocopied material in subsequent terms are responsible for obtaining permission to photocopy the material for distribution to students from the copyright holder, or reprints can be ordered and placed in the bookstore for sale. Faculty must provide the letter of permission to the Support Services Office in Spokane or Yakima as appropriate, in order to have copying done. Vancouver faculty will follow the protocols established on that campus. Tri-Cities faculty, when using the services of Yakima, will follow those guidelines. If using Tri-Cities secretarial assistance, they will follow protocols established at that site. The main point is that permission is sought and the written response of granting permission is maintained by the faculty member so that it is accessible should it be needed.
3. When copyrighted materials are submitted for photocopying, complete bibliographic information must be provided by the instructor to Support Services. This information will appear on the reproduced material.
4. All copyrighted material that is photocopied will be stamped with a copyright notice; i.e., NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW (Title 17, U.S. Code).

Single Copying for Faculty
A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

1. One chapter from a book.
2. One article from a periodical or newspaper.
3. One short story, short essay or short poem whether or not from a collective work.
4. One chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
In addition, all photocopied material will be stamped with a copyright notice; i.e., NOTICE THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW (Title 17, U.S. Code).

Copyright Guidelines*
Based on the minimum standards of educational fair use, the Washington State Attorney General's Office has developed the following questions that must be answered affirmatively before copying of copyrighted works can legally occur:

General
1. Is the contemplated use a spontaneous use? (i.e., you do not have time to write for permission and obtain clearance)
2. Is the contemplated use for non-profit educational purposes rather than for profit?
3. Is the intent to use the material in a classroom or similar place for instructional purposes rather than for public performance?

Single Copy
1. In the case of a chapter for a book, an article from a periodical or newspaper, a short story, essay or poem, or a chart or graph, it is the contemplated use for the teacher making or requesting the copy rather than for each member of the class and/or for other teachers?

Multiple Copies
1. When multiple copies are needed for classroom use, does the copying meet the tests of brevity and spontaneity outlined in the Guidelines?
2. Is the copying limited to (a) one short poem, article, short story, essay or no more than two excerpts from the same author, or (b) no more than three excerpts from the same collective work during one class term?
3. Is the copying of the material for only one course in the school in which the copies are made?
4. Is the copying for use one time only and not to be repeated in subsequent terms?
5. Is the copying on the teacher's own initiative and not mandated by the school district or higher authority?
6. Can you state that the copying is not being used as a substitute for the purchase of books, publisher's reprints or periodicals?
7. Will you agree not to use the copying for purposes of anthologizing or compilation?
8. Can you affirm that the work being copied is not a consumable work (workbook exercises, standardized test, test booklet or answer sheet)?
9. Is no charge made to the student for the copying in excess of the cost?


Photocopying for Library Reserve Use
In general, material from periodicals and books will not be photocopied by Library staff for Library reserve use. Library reserve requests will be processed as follows:

1. An appropriate number of the particular periodical or book containing the required reading will be placed on reserve. Whenever feasible, an electronic copy providing access regardless of location will be used.
2. If general use of a particular periodical requested to be placed on reserve does not warrant increasing the number of subscriptions, the required article or pages will be photocopied and placed on reserve. The Library will write for permission from the copyright holder to retain the photocopied material in reserve collection.
3. All photocopied material placed on reserve in the Library will be stamped with a copyright notice; i.e., NOTICE; THIS MATERIAL MAY BE PROTECTED BY COPY RIGHT LAW (Title 17, U.S. Code).
Reproduction of Non-Print Media

Posters, Graphs and Charts
When requests are received by the Graphics Artist or any other media staff for posters or media to be made by duplication of pictures, graphs, or charts from books or journals, the staff will verify whether the request is within the guidelines of "fair use." (Example: It is "fair use" to copy one picture from a book containing 100 pictures; it is not "fair use" to copy five pictures from a pamphlet containing 10 pictures.) Faculty are, therefore, asked to submit the entire document from which the copy is to be made. If there is question regarding the copyright issue, it will be discussed with the faculty member so other arrangements can be appropriately made.

While the copy work is being accomplished, WSUS ITS sends a letter to the publisher (and/or author(s) as appropriate) requesting permission to copy and to re-use the materials for instructional purposes. (Work can begin on the duplicating process since the "law of spontaneity" applies; i.e., it can be copied for one-time use. However, in order to retain the copy for future use, permission must be obtained.)

The response of the publisher/author(s) is permanently maintained as an official record in the office of WSUS ITS. If permission is denied, the copied material is destroyed after the one-time use and the faculty member is notified.

DVD, Videotape and Film
Entire or major portions of films may not be copied without permission. Materials rented or purchased may be used within a building to multiple classrooms and between buildings over classroom networks in specific circumstances. Therefore, any motion media needed for inclusion in classroom transmission at any site must be cleared. Titles and dates of intended use should be given to WSUS ITS Multimedia staff at least four weeks in advance so permission can be negotiated or alternative arrangements made.

Off-Air Taping
Copyright guidelines pertaining to off-the-air/cable recording are available for review in the Multimedia Laboratory office in Spokane and in Yakima. Branch campus faculty should request this information from the Spokane Multimedia Laboratory office as needed, if not otherwise available on their campuses. Forms are provided for faculty to complete in the rare instance when such a request is made. Faculty are cautioned against recording on their home equipment with the plan to bring the recorded materials for classroom use. Please see the office of WSUS ITS for clarification of these copyright policies.

Computer Software
The College of Nursing purchased computer software is installed for laboratory and office use and should be used only on the machines on which it has been loaded by WSUS ITS. Additional copies must be purchased in accordance with vendor licensing agreements. All College of Nursing computer users are asked NOT to make duplicate copies of college owned software or other copyrighted software to place on College of Nursing computers unless they have first cleared it with the office of WSUS ITS. Faculty should be prepared to document use-rights of any non-College of Nursing purchased software they may have loaded on their office computer.

Distance Education
A 1999 Executive Summary of the Report on Copyright and Distance Education has been made available by the Register of Copyright: http://www.copyright.gov/reports/de_rprt.pdf. Guidelines largely follow those of use of print or media for other applications. If you don’t own the copyright, you don’t have the right to use it without permission. For more information, please contact Library staff or the Director of Educational Technology.