Welcome from the Dean

Welcome to the WSU College of Nursing 2018-19 academic year. We look forward to another exciting year of educating students, engagement with clinical practice and our communities, and pursuing research. This fall we are honored to have received the National League for Nursing’s Center of Excellence Award in the category of "Enhancing Student Learning and Professional Development," and the college will carry that designation through 2021. We are the only college in the state to have received this award, which recognizes schools that have demonstrated a commitment to excellence and invested resources over a sustained period of time to distinguish themselves in nursing education. Our faculty continue to receive prestigious awards: We have five Fellows in the American Academy of Nursing, three in the Academy of Nursing Education, and certainly more to come. Our recently organized structure will continue to facilitate communication with each other and across campuses and ensure consistency and excellence in all programs. Our 2017-2020 strategic plan emphasizes a healthy work environment, among others, for students, faculty and staff. To foster and maintain a collegial environment will require vigilance from all of us and this revision of the manual will clarify roles and expectations across the college. I look forward to working with each of you during this academic year.
Welcome from the Dean

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SECTION I – ADMINISTRATION & ORGANIZATION

Our Vision
The Washington State University College of Nursing will be recognized as a leader in transforming health care now and for future generations.

Our Mission
The Washington State University College of Nursing delivers excellent academic programs and engages in research and service in partnership with educational institutions and community stakeholders. Nursing and interprofessional education are delivered locally and globally to advance nursing science, education, and practice to enhance health and quality of life. The college functions as an integrated multi-campus system. Working across campuses, educational, research, and service initiatives strengthen the assets of each campus as well as the college as a whole.

Our Values
The Washington State University College of Nursing embraces the core values of integrity, caring, altruism, social justice, and maximizing health potential. To realize these values, the college embraces diversity and equity, inquiry and scholarship, engagement and application, community partnerships, leadership, and stewardship.

Our Goals
• Create an inclusive environment that reflects the mission, vision, and values of the college.
• Develop and implement high quality, innovative undergraduate and graduate education.
• Promote nursing and interprofessional research and evidence-based practice.
• Provide leadership in the transformation of health care.

Strategic Plan
Visit the College of Nursing website for the 2017-2020 Strategic Plan.

Diversity Statement
Equity and Diversity are an important aspect of everyday life at Washington State University. Visit the College of Nursing Diversity webpage for our own Diversity Statement. Become familiar with the commitment to diversity that exists at the statewide campus in Spokane as well as at the urban campus locations in the Tri-Cities, and in Vancouver.

Organizational Chart
Visit the Faculty & Staff page on the College of Nursing website for the current Organizational Chart.
College of Nursing Leadership
Position Descriptions

Dean
The Dean of the Washington State University College of Nursing serves as its chief executive officer. The Dean has the usual and ordinary duties of academic deans of colleges at WSU and serves on appropriate councils and committees. S/he 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, and advances the Washington State University College of Nursing mission and goals through leadership activities at local, regional, state, and national levels. The Dean fosters an organizational culture that supports collegiality, personal well-being, and professional development of students, faculty, and staff and implements a tangible commitment to diversity in faculty, staff, students, and community. S/he is responsible for the process of recruitment, promotion, tenure, and performance review within the Washington State University College of Nursing.

The Dean serves as the official spokesperson for the Washington State University College of Nursing within the University, the consortium, and to the external community, and actively fundraises for the Washington State University College of Nursing in collaboration with the Advancement and External Relations Department and the WSU Foundation.

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. S/he reports to the WSU Provost regarding the administration and operation of the WSU College of Nursing.

Executive Associate Dean
The Executive Associate Dean is a senior leader at the WSU College of Nursing, a full professor, and with significant administrative experience in nursing education. S/he reports directly to the Dean, and is the administrative officer who facilitates the planning, administration, evaluation, and continuous improvement of the academic programs of the college. This includes, but is not limited to: adherence to the vision, mission and core values of the college; curriculum development and implementation; budget management; policy development and implementation; quality improvement initiatives; faculty and staff leadership; student retention activities; and accreditation compliance.

S/he also provides leadership and fosters teamwork among the Leadership Cabinet, faculty, staff and students to ensure the effective operations of the College of Nursing in support of its strategic plan, mission and vision; provides leadership in Faculty Affairs, to ensure faculty are progressing towards the next academic level; provides timely and ongoing updates to the Dean concerning the College of Nursing’s daily operations and makes recommendations to improve the college’s effectiveness and quality; and represents the Dean at designated College, University and professional venues.
S/he is appointed by and serves at the pleasure of the Dean, and is a member of the Executive Committee of the Leadership Cabinet.

**Associate Dean for Academic Affairs & Accreditation**
The Associate Dean for Academic Affairs & Accreditation is a key leader at the WSU College of Nursing, a full professor, and with considerable experience in nursing education. Reports directly to the Dean.

S/he has responsibility for the college’s academic affairs including undergraduate and graduate programs and student support services. The ADAAA works with curricular and student and academic services leaders to define policy development and application, program evaluation, and facilitation of coordinated program functioning including strategic planning and evaluation.

The ADAAA provides leadership to program directors and academic directors in establishing and implementing the college’s strategic plan for academic program-related activities; collaborates with other departments and colleges within WSU, as well as externally, on behalf of the academic interests of the College of Nursing; ensures that the academic standards and policies of the University, Graduate School, College of Nursing, and accrediting and approval agencies are met; ensures consistency in programs across all campuses and sites; manages the overall plan for evaluation of academic programs; and assures effective academic services for the graduate and undergraduate nursing programs on all campuses.

Appointed by and serves at the pleasure of the Dean, and is a member of the Executive Committee of the Leadership Cabinet.

**Vice Dean for Educational Innovation**
The Vice Dean for Educational Innovation is a key leader at the WSU College of Nursing, a full professor, and with extensive experience in nursing education. S/he provides leadership to innovative curricular reform and clinical education.

S/he provides leadership, vision, scope and advocacy for educational initiatives to support teaching and learning in classroom, clinical and simulated learning environments; provides leadership and works collaboratively with college faculty to provide pedagogical consulting in design, development and implementation of instructional content, courses and projects that enrich teaching and learning; provides leadership for enhancing teaching and learning and integration of learning science through the identification, evaluation, adoption, and integration of effective educational innovations; and provides thought leadership in curricular models, methods and innovations, instructional strategies, methods and scholarship.

Appointed by and serves at the pleasure of the Dean, and is a member of the Leadership Cabinet.
**Associate Dean for Research**
The Associate Dean for Research, in consultation with the Dean, has responsibility for the administration of all research efforts of the Washington State University College of Nursing and oversees the research mentorship of faculty. 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. S/he is appointed by and serves at the pleasure of the dean, and is a member of the Executive Committee.

**Program Directors**
Each program has a director responsible for oversight of the prelicensure, RN-BSN, MN, DNP or PhD programs. Such oversight includes maintaining WACS regulations and CCNE accreditation requirements if appropriate to the program. S/he advises the Associate Dean for Academic Affairs on faculty workload, clinical scheduling, faculty compliance, course scheduling and student issues.

**Assistant Dean for Outcomes and Evaluations**
*Need description here*

**Director, Center for Clinical Performance and Simulation**
The Director of the Center for Clinical Performance and Simulation (CCPS) is responsible for planning and implementing operations related to simulation and clinical performance skills at the College of Nursing. The Director will be the principal administrator, providing oversight for instructional and operational aspects of both simulation and clinical performance skills. The Director will support the operational services to include budget oversight, equipment/supplies procurement, scheduling/supervision of assigned faculty and staff. The Director will initiate and coordinate the design for the simulation program, providing expert consultation and critique to the development of the simulation program. S/he is a member of the Leadership Cabinet.

**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 Associate Dean for Academic Affairs. The appointment carries teaching and scholarship responsibilities appropriate to faculty rank.

**Development Director**
The Development Director will oversee all aspects of fundraising for the College of Nursing, in consultation with the Dean. The Development Director will be responsible for increasing the level of support for the College of Nursing from individuals, corporations, foundations, and other sources. Specifically, the Development Director will work closely with the Dean to
advance the philanthropic priorities of the College; direct, plan, and manage development activities between the College and external constituencies; act as liaison for collaborative efforts of the College, other areas within WSU and the WSU Foundation in support of the College’s strategic plan; oversee the grant writing program; and oversee donor relations and special events for the College that focus on fundraising, cultivation, and stewardship.

**Director of Communications**
The Director of Communications is responsible for the overall management of the communication efforts and outreach of the College of Nursing, and interfaces regularly with the communications and nursing staff at its other campus sites. The Director interacts closely with the Dean, other administrators, faculty, staff, professional organizations, prospective faculty and students, community and business leaders, WSU Communications, and with media representatives. S/he develops an annual communication plan, an annual recruitment campaign for students and continuously analyzes and evaluates information for integration and leveraging of strategic messages across print and digital platforms.

**Academic Director WSU-Vancouver & Associate Dean Western Washington**
The Academic Director of Nursing Programs Vancouver is responsible for the oversight and coordination of the Washington State University College of Nursing efforts in Vancouver. The 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 Associate Dean for Academic Affairs and ensures compliance and consistency with all academic policies and procedures in the College of Nursing. S/he works closely with neighboring nursing programs, to collaborate in addressing nursing education needs of the region. The Academic Director leads recruitment and admission activities in consultation with the College of Nursing and teaches clinical and/or theory courses as needed and planned with the Associate Dean for Academic Affairs. S/he meets regularly with campus nursing faculty and staff, and participates in the Leadership Cabinet. The Academic Director promotes the college’s research and scholarship cultures and maintains an ongoing program of research. S/he manages the Vancouver nursing program, participates in appropriate campus committees, and communicates regularly and completely with the Dean or her designee regarding the Vancouver nursing programs.

The Associate Dean for Western Washington oversees programs in Vancouver and surrounding areas to provide leadership; projects the need for faculty and participates in hiring; coordinates the college’s evaluation plan and implementation of program change based on evaluation data; and provides curriculum leadership. The Associate Dean promotes collaborative opportunities with area colleges and institutions, and represents Western Washington as a member of the Executive Committee.

**Academic Director of Nursing Programs in Tri-Cities**
The Academic Director of Nursing Programs Tri-Cities 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 College of
Nursing’s Associate Dean for Academic Affairs and ensures compliance and consistency with all academic policies and procedures in the college.

S/he works closely with neighboring nursing programs, such as Columbia Basin College, to collaborate in addressing nursing education needs of the region. The Academic Director leads recruitment and admission activities for the Tri-Cities program, in consultation with the College of Nursing; teaches clinical and/or theory courses as needed and planned with the Associate Dean for Academic Affairs; meets regularly with campus nursing faculty and staff; and participates in the Leadership Cabinet. The Academic Director promotes the college’s research and scholarship cultures and maintains an ongoing program of research. S/he manages the Tri-Cities budget, and communicates regularly and completely with the Dean or her designee regarding the Tri-Cities nursing programs.

**Associate Dean for Central Washington and Director of Nursing Programs Yakima**

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 works closely with the Tri-Cities Campus Director, the Associate Dean for Academic Affairs, program directors, as well as other administrators, depending upon the situation or issue. S/he also works closely with the Associate Dean for Academic Affairs and ensures compliance and consistency with all academic policies and procedures in the College of Nursing. S/he works closely with neighboring nursing programs to collaborate in addressing nursing education needs of the region. The Academic Director leads recruitment and admission activities for the Yakima program, in consultation with the College of Nursing; teaches clinical and/or theory courses as needed and planned with the Associate Dean for Academic Affairs; meets regularly with campus nursing faculty and staff; and participates in the Leadership Cabinet. The Academic Director promotes the college’s research and scholarship cultures and maintains an ongoing program of research.

S/he manages the Yakima budget, and communicates regularly and completely with the Dean or her designee regarding the Tri-Cities nursing programs. The director of the Yakima program is appointed by the dean and is a member of the Leadership Cabinet.

As Associate Dean for Central Washington, s/he oversees Yakima and Tri-Cities programs to provide leadership to the area; projects the need for faculty and participates in hiring; coordinates the college’s evaluation plan and implementation of program change based on evaluation data; and provides curriculum leadership. The Associate Dean promotes collaborative opportunities with area colleges and institutions, and represents Central Washington as a member of the Executive Committee.

**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. S/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 and the Associate Dean for Research. The Director of Finance establishes annual, biennial, and long-range budgets aligned with the University’s strategic plan and provides leadership to the Dean and college administrators that foster commitment to the strategic goals and benchmarks of the College.

S/he coordinates with university administrators to represent College of Nursing interests; provides consultation and guidance to faculty and staff in maximizing abilities to provide services and generate revenues; collaborates with the Research Office and Leadership Cabinet to establish strategies to assure development of revenue; and supports faculty with grant and contract budgets. S/he educates college administrators within the framework of the University’s system approach to support strategic budgeting and allocation processes.

**Systematic Evaluation of Program Components**
The Systematic Evaluation of Program Components is located on our website, [here](#).

**Program Evaluation Calendar**
The Program Evaluation Calendar is located on the College of Nursing Intranet.
II. A General Academic Program Information

Our mission as a college is to develop excellent academic programs that produce quality nurse clinicians, leaders, and researchers who can provide care to individuals and populations that enhance health and quality of life; collaborate with stakeholders in the development of a healthy and accessible health care system; and whose research activities directly impacts the care provided to people across health care settings, and promotes the evolution of the profession. Achieving these goals is dependent on maintaining CCNE accreditation and WACS (Washington Administrative Codes) regulations. The information in the following sections is intended to help us achieve our mission.

**Academic Calendar**
The WSU Academic Calendar for any semester is available on the [Office of the Registrar](http://registrar.wsu.edu/) 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](http://registrar.wsu.edu/academic-regulations/) on the Graduate School website.

**Academic Advising**
Academic advising is well described in College of Nursing Undergraduate and Graduate Student Handbooks.

**Academic Regulations**
All faculty and students are responsible for following the [Washington State University Academic Regulations](http://registrar.wsu.edu/academic-regulations/).

**Academic Complaint Procedures**
The [Academic Complaint Procedure](http://registrar.wsu.edu/academic-regulations/) can be found on the Office of the Registrar website. All references in that policy to “department chairperson” or “chair” describe academic program directors in the College of Nursing.

**Standards of Conduct for Students**
All students are held to the [WSU Standards of Conduct for Students](http://registrar.wsu.edu/academic-regulations/). The standards address integrity, dishonesty, abuse, hazing, alcohol, drugs, firearms, theft, harassment, and other issues.

**Academic Regulations**
Link for WSU Academic Regulations: [http://registrar.wsu.edu/academic-regulations/](http://registrar.wsu.edu/academic-regulations/)
Course Planning and Syllabi
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, which 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. The College has a required syllabus template to be used for all undergraduate and graduate courses. The template is located on the Intranet under Syllabi Templates: https://cnn.spokane.wsu.edu/Academic/SitePages/Syllabi.aspx

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 Vice Provost for Undergraduate Education website and the College’s syllabus template for all courses: https://cnn.spokane.wsu.edu/Academic/SitePages/Syllabi.aspx

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

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. The Office of Student Conduct 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.

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.

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 available in the current learning management system. Any faculty unaware of how to use these tools should notify the information technology staff. Other monitoring procedures will be at the discretion of faculty.

Student Health and Well-being
The WSU Vice-President of Student Affairs maintains resources to help students and to help faculty and staff to provide assistance to students. They provide Academic Resources and helpful information about financial and programmatic resources for students.

AWARE network
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 Associate Dean for Academic Affairs at 509-324-7279.

Textbooks
Bookstore services are described in the WSU Business Policies and Procedures Manual. All faculty are expected to order their own textbooks; however, if a course has multiple sections
and multiple faculty teaching these separate sections (e.g., NURS 504 with 2 or 3 sections and 2-3 different faculty), then the same textbook(s) must be used in all course sections.

Faculty can review instructions about how to order textbooks, access the textbook order form, and obtain bookstore contacts for all campus sites on the College of Nursing Intranet under Forms > Textbook Ordering Procedure. Faculty can obtain estimates for course size and number of needed texts from the Undergraduate Academic Coordinator, the Graduate Program Office, or the PhD Program Coordinator. The Bookstores also maintains records of numbers of texts ordered in previous semesters.

Faculty should order enough copies to meet the needs of the number of students expected to enroll on each campus. An example of the book order form is below:

**TEXTBOOK ORDER FORM - Summer 2017 _____ Fall 2017 ____ Course number _503____

Faculty: List one course per form. Save file as WORD document and attach file when sending email: TO: bookstores@lists.wsu.edu (Note the S in bookstores)

SUBJECT sample:

MESSAGE: Please reply so I know the order was received.

Monitor the bookstore websites for each campus to assure your order is posted.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title, ISBN# (Bookie will assist) Year, Edition, Publisher</th>
<th>Required/ Optional</th>
<th>ESTIMATED # OF STUDENTS</th>
</tr>
</thead>
</table>

**DO NOT USE TAB KEY**

Date: 7-17-2017  
Faculty: Anita Hunter  
Office Phone: 509-324-7510  
Home Phone:  
Cell Phone: 360-931-7727  
Email: anita.hunter@wsu.edu

Washington State University  
College of Nursing  
Course: NURS _503____  
Title: Scientific Inquiry  
Semester: fall Year: 2017  

Special Instructions/Comments:

Campus specific instructions: CON at Walla Walla: students purchase their textbooks at the Tri-Cities Campus Bookstore or online. CON at Yakima students order their books through WSU
Spokane. PhD students order their books through Spokane. Vancouver and Puyallup students obtain their books on the Vancouver Campus Bookstore or online.

**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 myWSU.

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 the College of Nursing website. 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. Additionally, clinical activity deemed unsafe will result in student completion of a clinical incident report. Incident report is submitted to the Program Director.
and course faculty. Course faculty complete the incident evaluation tool. 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, GCPC bylaws and procedures are included in the Graduate Faculty Bylaws located on the Intranet.

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 Testing 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 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 Exam Administration Protocol – Extended Campus Sites
1. Theory course faculty are responsible for providing the Directors of 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.
II.B – Undergraduate Programs

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 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 College of Nursing is mailed to pre-licensure BSN applicants in April for enrollment in August and in early 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 college’s 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>
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</table>
| Critical thinking abilities sufficient for clinical judgment | • 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:  
  o Provide safe and timely care to all assigned clients, for the required number of clinical hours (up to 12 hours per clinical day).  
  o 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. |
| Abilities sufficient to assess and monitor health needs | • Discuss treatment procedures, initiate health teaching, identify nursing actions, and interpret client responses.  
• Be responsible, accountable and ethical in all interactions  
• 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 Director of the Undergraduate Program in consultation with the Program Administrative Manager 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 Director/Program Administrative Manager of the pre-licensure program 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 to 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.

- **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.

RN-BSN advising assignments are campus specific by designated staff and/or faculty in collaboration with the RN-BSN director. Advisors and/or faculty will notify the RN-BSN director with all notices of unsatisfactory performance.

**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 personal wellness. 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, $40 (for the entire time at the College of Nursing) 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 advisors 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, such as 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 of Nursing-related activities
- Assist with the summer Na-ha-shnee Native American Health Sciences Institute
- Place “thank you” calls to phone-a-thon 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, 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**

Appointed staff members at the College of Nursing will oversee the responsibilities of the Ambassadors and coordinate the program. Direct reporting is to the appointed staff members. There will also be an Ambassador Committee consisting of the College of Nursing Dean/Associate Dean, Academic Coordinator, SNL President, Communications Director, and Leadership Faculty member.

Meet with the Ambassador Committee

• Purpose
  o To determine the needs of the college for ambassador representation during each semester
  o Meeting twice per semester or more frequently if needed

Meet with Academic Coordinator

• Purpose
  o Informational meeting/training/debriefing sessions for current month activities and need for Ambassador representatives
  o 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 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. Contact undergraduate offices for further specifics on current regional coordinators.
• 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. Faculty will do their best to place students in an area of their choice but
placement is not guaranteed. 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.

**Distribution of Section Assignments**
Assignment to clinical courses are emailed to students at their WSU email account at the end
of each semester. Theory course sections are included in students’ registration packets prior
to the start of the next term.

**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.
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 for exposure to blood borne pathogens.

Medication Administration Policy for Undergraduate Pre-licensure Nursing Students
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.

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<tr>
<th>Requirements/Restrictions</th>
<th>Course Enrollment Required</th>
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<tr>
<td>Students may administer controlled medications with the following RESTRICTIONS:</td>
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<tr>
<td>a. ALL 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>d. Pitocin (oxytocin) administration to laboring or postpartum patient, including rate adjustment, requires</td>
<td>N417 and N430 only</td>
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Blood product/medication administration by students include the following **RESTRICTIONS**:

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<tbody>
<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 in not all inclusive.)</td>
<td>N325, N415, N417, N425, N427, N430</td>
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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 Nursing Student 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 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.

Other requests for classroom/clinical supplies

Faculty who require special equipment or supplies, should discuss their request with the 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.

Reviewed by K.Ealy 08/2013

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. This letter should be composed with the supervision of the student’s advisor. 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 faculty 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 committee may offer additional recommendations to the student to enhance their future progression in the college. Or
- The student may not be allowed to 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 Administrative Manager, Program Director or the Associate Dean for Academic Programs.

**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 10 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.
II.C – Graduate Programs

The College offers a Master of Nursing (MN) in Population Health (PH) 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 PH
- 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 Progression College of Nursing Committee, 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.

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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).
Master of Nursing (MN) Program

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

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

Admission Review Criteria: MN/PH Program
• Two Population Health (PH) faculty members review each file utilizing the “Score Sheet for Admission Interview Questions” (see supporting documents). These forms are returned to Spokane Graduate Program Coordinator.
• PH Graduate Program Coordinator compiles the responses on the “score sheet” on the “MN Applicant Evaluation” form. This form is submitted to Graduate Admissions and Progression committee (GAP) with PH recommendation on acceptance/denials.
• GAP recommendations generate acceptance or denial letters to the applicant as described above: Letters prepared by Graduate Program Coordinator.
• 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 Graduate Program Coordinator, makes annual advising assignments (or adjustments to existing advising assignments). 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.

Master’s Thesis or Non-Thesis
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

Approved by the Graduate Faculty March 2014

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 in the CON Intranet under Academic > Graduate Admissions.

DNP Student Advising
**DNP Project**
Faculty are advised to encourage DNP students to upload their final DNP Project abstract to the CON website. The Communications Office will send the web link to complete this process each spring.

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.B.

Database Management
The college began uses Med-Hub E*Value Software Solutions to track MN and DNP student clinical experience data. This enables the college to complete reports about Graduate student clinical to support graduates as well as 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 the College of Nursing Intranet, 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 may assist with pre-registration procedures and provide guidance in developing a plan of study. These duties are now facilitated by specifically identified staff in the CON Graduate Office. The faculty advisor is still responsible for monitoring the student’s progress, and assisting in the selection of a thesis, DNP clinical project, or PhD 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 an MN thesis or PhD dissertation chair is chosen by the student, the chair assumes responsibility for academic advising for the remainder of the student’s program. The DNP project faculty does not subsume the role of the student’s academic advisor. For the MN thesis or PhD dissertation, 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 Program Director, 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. 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 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, DNP or PhD programs no later than the 10th day of classes. Master’s, DNP 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](http://example.com/gradschool) and in the Graduate Student Handbook, which is available under the [Current Students section](http://example.com/currentstudents) of the [College of Nursing](http://example.com/collegeofnursing) website. [Academic Regulations](http://example.com/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. These evaluations are reviewed by the Associate Dean, Academic Affairs as well as by the administrator responsible for completing the annual review of the faculty member.
SECTION III – RESEARCH FACILITATION

WSU College of Nursing Research Facilitation and Support

The Research Office, Director of Development, and Business and Finance Office at the College of Nursing work together to assist faculty with proposal development and pre- and post-award management. College of Nursing researchers complete an Intent to Submit form as early as possible in the grant proposal planning process. A meeting is then scheduled with the primary investigator, the Associate Dean for Research, other members of the Research Office 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.

Other Support and Services

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 Director of Development during proposal preparation. A brief description of these offices and services supporting research and the internal WSU approval process as it relates to College of Nursing researchers is located on the college website.

Information Management and Analytic Software

Working closely with the WSU Spokane Information Technology Services (ITS), the College of Nursing maintains current licenses for several database and analytic software programs. 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 and Software page on the college website.

For more information, select your area of interest below:
A. Research Support – News and Events, Faculty, and Students
   1. Research Office Staff
   2. Pre-award Proposal Support
      a. Proposal Support
      b. Funding Sources
   3. Post-award Grant Support
      a. WSU IRB Process/Requirements
      b. Information Management and Software
      c. Offices Supporting Research
      d. Sponsored Projects Terminology
      e. Poster Support – Research Tool Kit, Research Poster Templates
B. Research Areas of Distinction
C. Funded Projects
D. Research Faculty
E. Student Research
F. Community Partners
SECTION IV – FACULTY

Faculty
The academic faculty are employees of Washington State University. The roles, duties, and functions of the faculty at every rank and status are described in section III of the WSU Faculty Manual. All faculty employed in the College of Nursing have inherent leadership responsibilities in ensuring the excellence of activities conducted within and on behalf of the college and university including teaching and advising, research, and service.

Tenured and Tenure-Track Faculty
Tenured and tenure-track faculty members hold titles of professor, associate professor, and assistant professor. For a description of the Washington State University Faculty structure, including descriptions of ranked faculty, see the WSU Faculty Manual, Section III.

Tenured Faculty
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.

Tenured Faculty Role and Functions
1. 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, Academic Directors, Program Directors, and other college leaders in determining direction of the College, including:
      i. Personnel matters
      ii. Budget
      iii. Courses
iv. Faculty workload and assignments.

2. 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 Faculty Affairs 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.

Tenure Track Faculty

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, the evaluative process for Tenure Track Faculty includes a review of: 1) teaching effectiveness (including student advising); 2) research or creative scholarship; 3) service, including academic and professional leadership, service to the University, interactions with colleagues and students, and contributions toward assisting the college to meet program objectives.

Promotion and Tenure

See the Promotion and Tenure section of this chapter.

Criteria for Appointment to 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 faculty. Appointment to the rank of Associate Professor requires demonstrated excellence within the College of Nursing 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
• 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 and/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.

Indefinite Term and Fixed-Term Faculty
The College of Nursing employs Indefinite Term and Fixed-Term Faculty who hold titles of Clinical Faculty (Clinical Professor, Clinical Associate Professor, and Clinical Assistant Professor), Instructor, Senior Instructor and Adjunct Faculty. For a full description, see the WSU Faculty Manual, Section V.
**Appointment Dates**
Most contracts for Indefinite Term and Fixed-Term faculty are for one year, although under some circumstances, multiple year contracts can be negotiated.

On or about November 15 of each year, as mandated by WSU, written notification of non-reappointment is provided to faculty holding indefinite term or fixed term appointments that end on May 15 of the following year.

Between March 15 and August 15 of each year, written notification of reappointment is provided to faculty holding indefinite term or fixed term appointments that end on May 15 of the following year.

**Reappointment**
College of Nursing administrators make decisions regarding reappointment of Indefinite and Fixed-Term Faculty based upon College needs, available resources, and the performance of the individual. Each year, as part of the Annual Review process, assigned faculty reviewers will evaluate faculty performance. Recommendations related to reappointment will be forwarded, with the supportive documentation, to the Dean who makes all final determinations about reappointment.

**Clinical Faculty**
Faculty whose primary responsibilities are clinical supervision, and/or clinical instruction are persons qualified by training, experience or education to direct or participate in specialized university functions that are defined within the college making the appointment and approved by the Office of the Provost (WSU Faculty Manual 2017-2018, p. 94).

For additional information concerning Clinical Professor and Clinical Associate appointments and reappointments see “Appointments” in section V of the WSU Faculty and Staff Manual.

**Promotion and Tenure**
See the Promotion and Tenure section of this chapter.

**Criteria for Appointment 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 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 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 publications(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 to the Rank of Clinical Professor.

Credentials/Experience
• Doctorate in nursing or related field
• National certification and/or licensure in area of expertise required (when appropriate)

Teaching
• Excellence in clinical and/or classroom 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

Instructors and Senior Instructors
See the current WSU Faculty Manual Section V for details about Instructor positions in the University.

Within the College of Nursing, individuals who hold the position of Instructor and Senior Instructor perform important teaching roles. They share their clinical expertise with students and faculty colleagues while participating in the work of the college.

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 maintain clinical expertise and to further develop teaching knowledge and skills. Maintenance of clinical expertise through professional practice is encouraged, especially if the teaching assignment is related to clinical practice.

Service to the profession and the community is encouraged but not required. Similarly, participation in research and other scholarly work is not required. Nonetheless, Instructors are encouraged to document professional and community service, as well as research and scholarly activities, on their individual curriculum vitae.

**Criteria for Appointment of Instructors**

**Credentials**
- An earned Master’s degree in nursing.
- Documented clinical competence as a professional nurse.

**Teaching**
- Preference will be given to those with prior teaching experience.

**Criteria for Appointment of Senior Instructors**

**Credentials**
- Holds an earned Master’s degree in nursing.
- Maintenance of clinical expertise through professional practice.

**Teaching**
- 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.

**Other**
- 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.

**Adjunct Faculty**

Adjunct faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees. As qualified, ranks of adjunct assistant professor, adjunct associate professor, or adjunct professor may be assigned to adjunct faculty. Appointments are for up to three years (WSU Faculty Manual 2017-2018, p. 95). After appropriate review, such appointments may be renewed.
Individuals with a master’s degree will be given the title Adjunct Instructor; individuals with a doctoral degree will be given the title of Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor, depending on individual circumstances.

**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.

**Service**
- Participate in select committees and advisory groups and serve as an advocate for the College of Nursing in the community.
- Keep appropriate Associate 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.

**Criteria for Appointment of Adjunct Faculty**

**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.

**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 begin the hiring 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. The submission of application materials will generally occur in April of each year, with 3 year appointments running according to the time period July 1st – though June 30th.

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. Provide a biosketch.
   b. Provide verification of current professional licenses.
   c. Submit 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. Request the College of Nursing’s Finance Office to complete the appropriate personnel action forms.
4. Notify the appointee by letter of the adjunct/affiliate appointment.
5. A WSU Cougar Card can be obtained by bringing an appointment letter to the Spokane Academic Center Student Services.
6. Notify the College of Nursing faculty by distributing a list of current adjunct/affiliate faculty with a brief biosketch and contact information.

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.

Research Faculty
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 (WSU Faculty Manual, 2017-2018, p. 95).

Clinical Evaluator
The clinical evaluator faculty are advanced practice nurses who are hired to complete on-site clinical evaluation and supervision for students enrolled in clinical or practicum courses.

Role and Responsibilities
Clinical evaluators maintain responsibility for direct or indirect supervision and evaluation of students in the clinical setting. The course syllabus details specific requirements and evaluation criteria for successful student performance. In addition, courses may have specific guidelines describing clinical faculty responsibilities for a particular course and faculty is expected to comply with those guidelines.

Hiring procedures for Advanced Practice Nurse Clinical Evaluator
The hiring of the Advanced Practice Clinical Evaluator is initiated by the Campus Director (Tri-Cities or Vancouver) or the Program Director based on the need of the individual campus (e.g. student
numbers, geography of placement). Individuals who are eligible for this status are educationally and experientially prepared to serve in this role. Clinical Evaluators who complete site visits to evaluate nurse practitioner (NP) students in the clinical experiences must hold appropriate national certification and state licensure as NPs commensurate with the specialty track of the student.

Graduate Teaching Assistants
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: Successful teaching experience in a nursing service or nursing academic setting, or completion of a course in methods of teaching 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.

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.

Faculty Practice
Faculty practice in the College of Nursing is governed by WSU policies regarding compensated outside service and extended professional activities for faculty. See the WSU Business Policies and Procedures Manual, Section 60.44 and the 2017-18 WSU Faculty Manual Section IV D. for details.

In keeping with this WSU policy, faculty in the College of Nursing must obtain permission from their supervisor to participate in any outside service or extended professional activity within five working days of the commencement of any such activity and must report such activity to their supervisor on or by November 1 each year.

Faculty Annual Reviews
The College of Nursing follows the new performance appraisal process for all Washington State University Faculty as outlined in the 2017-2018 WSU faculty manual pages 44-48. That section includes the relevant timelines and descriptions of required and supplemental documentation. The Annual Review process should promote the growth and development of each faculty member through individual counseling, goal setting, and evaluation.

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.

Criteria for Annual Performance Reviews
The criteria used during performance reviews are those described in this document for the particular academic rank held by the faculty member being reviewed.

Documentation of Annual Performance Reviews
At the end of each calendar year, faculty use the approved WSU annual review system to record goals and accomplishments for the previous calendar year.

General Process
In accordance with the above timeline, each faculty member is responsible for the preparation of Annual Review documents. To complete this process, faculty members must:

1. Prepare or update annual performance information.
2. Upload a current CV.
3. Provide a printed copy of the annual review report and CV to the assigned reviewer.
4. Notify the assigned reviewer if additional information is provided or available for review.

Supportive Documentation
Each faculty member may provide additional materials to supplement the documentation they provide. Examples of such documentation may include but not be limited to:

- Colleague evaluations/letters of support documenting:
  - Participation in partnership, University, College, course and committee activities, community, Regional, National and/or International activities
  - Teaching performance
  - 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 annual review system. The College of Nursing CV format should be used. For the annual review, information added during the reviewed year should be highlighted.

**Deadlines and Activities of the Annual Review Process**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Faculty Annual Review Process Activities</th>
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<tbody>
<tr>
<td>January 31</td>
<td>• All faculty complete their annual activity report for the previous calendar year.</td>
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<td>• Submit a copy of their annual review, teaching and peer evaluations (when available) and CV to their supervisor.</td>
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<tr>
<td>February 1</td>
<td>• Supervisors begin the Annual Review Process.</td>
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<td>• In completing the Annual Review process, supervisors:</td>
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<td>o Prepare a written summary overview of the faculty member’s performance according to the designated role and functions.</td>
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<td></td>
<td>o Insert this written summary into the faculty member’s electronic file</td>
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<td>o Assign a Merit Rating.</td>
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<td></td>
<td>o Meet individually with each faculty member to share the written summary and Merit Rating. This meeting should include a discussion, as appropriate, of prospects and supports for advancement within the academic setting.</td>
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<tr>
<td></td>
<td>o Provide a signed copy of the Annual Review to the Dean’s Office for placement in the faculty member’s permanent file.</td>
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<td>• Faculty members receiving their Annual Review:</td>
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<td>o Sign the Annual Review form, 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. 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.</td>
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<td>o May attach a written statement to the performance review to explain, clarify, or dispute the content of the review per WSU policy.</td>
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<tr>
<td>March 21</td>
<td>• Supervisors submit completed and signed originals of faculty annual reviews to the Dean’s office.</td>
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<td></td>
<td>• The Dean reviews and signs each faculty member’s Annual Review form. Under some circumstances, the Dean may adjust individual faculty members’ Merit Ratings.</td>
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<tr>
<td>April 15</td>
<td>• Merit rating for all faculty is based on recommendations made by the Associate Dean for Academic Affairs and the Program Directors.</td>
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<td></td>
<td>• Faculty will be notified when these are available electronically and will be given a minimum of 2 days to view and respond to the final documents, according to Provost guidelines.</td>
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</table>
**Deadline** | **Faculty Annual Review Process Activities**
---|---
April 30 | Annual reviews of all faculty due to HR.

**Additional Steps in the Annual Review Process for Regional Campuses**
Associate Deans at the Regional Campuses will follow the above process. The Dean of the College of Nursing and the Vice-Chancellor for Academic Affairs (or Chancellor) sign each Annual Review. Once all signatures are obtained, reviews are returned to Dean’s Office for filing and a copy is kept at the regional campus.

**Variations in the Process According to Rank and Role**
The process of Annual Performance Review in the College of Nursing strictly adheres to the policies outlines in the WSU Faculty Manual and the annual Provost’s Guidelines. Consistent with best practices in performance appraisal, assigned reviewers may obtain additional assessment data beyond that provided by the reviewee.

**Teaching Assistants**
Teaching Assistants do not complete WSU’s electronic annual review 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 include an 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.

**Promotion and Tenure**
This section covers promotion and tenure information for all faculty assigned to the College of Nursing. Washington State University’s Tenure and Promotion Guidelines can be found at the [Office of the Provost: Manuals & Forms](#). Specific criteria for tenure and those for promotion to the various ranks are provided in this Section.
<table>
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<tr>
<th>Date</th>
<th>Activity for Promotion and Tenure</th>
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<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 the CON intranet then notifies the Dean’s Administrative Assistant when this is accomplished.</td>
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<tr>
<td>February 21</td>
<td>Tenure Track and 3rd year Clinical Track faculty review is completed by assigned tenured faculty.</td>
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<tr>
<td>February 22 to March 7</td>
<td>Faculty Affairs Chair schedules meeting of tenured faculty to discuss and vote on annual “Progress Toward Tenure,” and Third Year Tenure Track review. Faculty Ballots are turned in at the conclusion of the meeting to the Dean’s Administrative Assistant.</td>
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<tr>
<td>June 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>July 1</td>
<td>Faculty applying for tenure and/or promotion update their portfolio on the college intranet and notify the Dean’s Administrative Assistant when this is accomplished.</td>
</tr>
<tr>
<td>August 1</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>
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**Faculty Portfolio**

The faculty portfolio is a concise, well-organized presentation of a faculty member's teaching, scholarship, and service involvement within the parameters of role expectations for an individual’s rank. It is a factual description and documentation of a faculty member’s strengths and achievements. Portfolio documents are submitted electronically. These portfolios are to be maintained in the Tenure and Promotion section of the College of Nursing Intranet.

All Washington State University College of Nursing faculty seeking promotion and/or tenure will prepare an electronic portfolio according to the procedures outlines in pages 50-57 in the 2017-2018 WSU faculty manual and the 2017 Provost’s Guidelines for Promotion. The extent of documentation will vary with the rank being sought; see the criteria for each later in this section. Work with your mentors to plan the development of the portfolio so that it best illustrates your goals, achievements, and progress toward tenure or promotion. Follow the due dates as outlines above and seek guidance from the Faculty Affairs Office.
**Portfolio Contents**
Each portfolio should include the following contents, prepared as separate documents. Electronic copies of these documents will be uploaded to folders on the College of Nursing intranet. The Dean’s Office will provide instructions and support concerning all aspects of this process.

**Curriculum Vita**
Prepare the CV according to the WSU College of Nursing [format](#).

**Self-Evaluation**
Prepare a document that includes a reflection on and summary of past performance and future professional goals.

**Philosophy of Education/Teaching Goals**
- Prepare a document that addresses the areas of your philosophy that relate to assigned teaching.
- Indicate goals as they relate specifically to teaching role and describe 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:**
- Prepare a document that describes your teaching responsibilities. Include a brief narrative summary of the content presented in each course followed by details of:
  - A description of 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; videostreaming)
    - 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
    - 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)
    - Extraordinary efforts toward improving success rates of underrepresented groups, if applicable

**Teaching Effectiveness**
- A brief summary of the content presented, followed by details of:
  - Participation in assessment of educational outcomes (examples of course and/or
programmatic assessments)

- Evidence of teaching effectiveness from a variety of sources (e.g., student evaluations, communiqués from alumni, colleague evaluations)
- Description of the application of evidence-based practice in teaching

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

**Research/Scholarship Goals and Progress toward Attainment**
- Prepare a brief narrative summary of content that begins with a description of your research/scholarship program.
- It may be relevant for you to include a research map.
- 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. Select and include the best and most representative examples. Conclude the section with projections for future direction of scholarly pursuits.

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

**Service to College, Consortium Institutions, Profession and Community: Goals and Activities**
- Prepare a narrative that identifies the goals of your service commitments and efforts.
- Describe the relationship between service activities and the other aspects of assigned role; provide and refer to documentation that portrays these relationships.
- Following the narrative, provide a list of service activities by year as follows:
Service to the College, specifying the role (e.g., chair or member of committees)
Service to the Consortium Institutions (e.g., WSU committees or positions, or those of the other consortium institutions; involvement on other campus sites)
Service to the Profession (e.g., state, regional, national and/or international involvement in professional organizations or boards; review or consulting work)
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.

**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](#) (see WSU Faculty manual page 51). 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 five 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 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. While research and refereed publications prior to arrival at WSU may count toward tenure and promotion, there must be clear evidence of a scholarly body of work from research initiated at WSU. Those faculty who are currently on the tenure track will meet with the Associate Dean for Faculty Affairs 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 faculty. Promotion to the rank of Associate Professor requires demonstrated excellence within the college and recognition of teaching excellence beyond the College of Nursing. 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 College of Nursing, 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 is expected to 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 College of Nursing 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.
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](http://example.com).

Eligibility for and Procedures related to Tenure

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. Tenure, if granted, becomes 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](http://example.com) page 51 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**

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Examples of Supportive Evidence</th>
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<tbody>
<tr>
<td>Demonstrates effectiveness as a nurse educator in the classroom, continuing education offerings and in academic advising of students, if assigned.</td>
<td>Shows classroom and clinical teaching competence as measured by current knowledge of clinical setting, and/or 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.</td>
</tr>
<tr>
<td>Is a recognized expert in a specialty field of nursing.</td>
<td>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.</td>
</tr>
<tr>
<td>Assumes responsibility for productive contributions to curriculum and course development, implementation and evaluation.</td>
<td>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.</td>
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### Scholarship

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<th><strong>Criteria</strong></th>
<th><strong>Examples of Supportive Evidence</strong></th>
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<tr>
<td>Demonstrates evidence of research and scholarly productivity.</td>
<td>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.</td>
</tr>
<tr>
<td>Develops a line of inquiry into or a research focus significant to the field of nursing.</td>
<td>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.</td>
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### University, Community and Professional Service Criteria:

### Service to University, Community, and Profession

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

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<thead>
<tr>
<th><strong>Criteria</strong></th>
<th><strong>Examples of Supportive Evidence</strong></th>
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<tbody>
<tr>
<td>Contributes to the advancement of the nursing profession</td>
<td>Participates actively in one or more professional nursing organizations at the local or state level</td>
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</table>

Tenure Procedure
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 Executive 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 Faculty Affairs committee (FA) to establish the progress review of tenure track faculty.

Primary and secondary reviewers assigned by the Executive Associate Dean, in consultation with FA, 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 regional campus, the Dean will consult with the Director on that campus or, if it is a third year review, with the Regional Campus Vice-Chancellor. 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 Dean and the appropriate Associate Deans.
**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 for Tenure Track Faculty**

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 Deans 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.

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<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>
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</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</td>
<td>Cumulative total of 10 manuscripts published or accepted. Other scholarly works such as reviews, chapters and books.</td>
</tr>
<tr>
<td>Three manuscripts (articles) submitted. One or more other scholarly works such as review articles, chapters, or books submitted</td>
<td>Three manuscripts in process</td>
<td>One or more other scholarly works</td>
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<tr>
<td>Suggested Activities and Resources to Help Tenure-Track Faculty Meet Teaching Guideline Expectations:</td>
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<tr>
<td>1. Work with mentors and experienced advisors to learn and expand advising capabilities and to set goals for reasonable advising and</td>
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<tr>
<th>One or more presentations at refereed conferences</th>
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<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>
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<tr>
<td>One or more internal or external grants submitted to maintain funding</td>
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<td></td>
<td>Ongoing program of research with external grant funding obtained that bridges tenure-track to tenured role.</td>
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<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>
</tr>
<tr>
<td>Program of research initiated</td>
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<td>Portfolio is complete and demonstrates responsiveness to mentor suggestions and progress review</td>
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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.

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<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>
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<tr>
<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>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>
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</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 studies, data and results of personal field of inquiry</td>
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### Suggested Activities and Resources to Help Tenure-Track Faculty Meet Service Guideline Expectations:

1. Work with mentors to explore service on College of Nursing (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.

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<th>Guidelines Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orients to faculty role responsibilities within assigned program</td>
<td>Assumes increasing responsibility in assigned program(s)</td>
<td>Active, engaged contributing member of college faculty groups</td>
<td>Demonstrates increasing leadership within college faculty groups</td>
<td>Demonstrates increasing leadership within college faculty groups</td>
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<td>Guidelines Year 1</td>
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(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 Executive Associate Dean after review of the tenure candidate's documentation of achievement. The Associate Dean will attach the faculty tenure ballots to the Tenure Recommendation form and transmit them, together with their own recommendation, to the Dean. The Dean also writes a recommendation on the Tenure Recommendation form. For regional campus faculty, the Dean will consult with the appropriate campus chancellor. The Associate Dean’s 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 electronic portfolio of tenure materials on the intranet, following guidelines provided by the College’s Associate Dean for Faculty Affairs. 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 four 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**

*Purpose*
The primary goal of Washington State University College of Nursing’s mentor/mentee system is to guide and support the mentee’s development as a scholar, educator, and leader while
These guidelines are not intended to be prescriptive, but to provide structure and guidance to faculty. 

**Appointments**
Two mentors will be assigned for each tenure track faculty by the chair of Faculty Affairs (FA) committee (or designee in the case of non-tenured chair) and the administrator serving as the FA ex-officio member. Assignments are reviewed and approved by the full FA committee. While both mentors will advise the supported faculty member on all aspects of their faculty role, one mentor will be chosen for their expertise in and focus on research and scholarship and one mentor will be chosen for their expertise in and focus on teaching and service. The teaching and service mentor assumes responsibility for assuring that the mentee has at least one colleague teaching assessment completed each calendar year. The mentor may choose to complete one or two of those teaching assessments, and/or work with the mentee to identify appropriate colleague reviewers. The mentor will contact and help arrange the colleague reviewers. The mentee will work directly with the colleague reviewer to arrange times, places, and system access as needed. The assessments will follow the format in the *Colleague Classroom Evaluation* and the *Colleague Clinical Evaluation* forms on the Intranet. Challenges in completing the assessments should be referred to the FA ex officio or chair as early in the calendar year as possible.

The criteria to be used for determining mentor assignments will include:

**Research and scholarship mentor**
- Similar research interests
- Similar research methods
- Request by mentee

**Teaching and service mentor**
- Same program
- Similar service and/or teaching interests
- Request by mentee

**Frequency of Contact**
Mentors should work together and contact their mentees near the beginning of the spring and fall academic terms. It is anticipated that the number of contacts will vary, but there is an expectation that the mentors meet with their mentee a minimum of once per semester; first year faculty may benefit from more frequent meetings. It is suggested that both mentors and the mentee meet all together at the once per semester meeting, with subsequent meeting attendance based on participant preference and topic focus.

**Mentor Expectations**
The primary goal of the mentors is to support the mentee’s professional development and successful progression through the tenure and promotion process. Steps to achieving satisfactory progression include establishing realistic goals, identifying resources to help the mentee progress, monitoring mentee’s progress toward meeting college benchmarks, and offering constructive criticism and problem-solving with the mentee when necessary. It is
anticipated that the outcomes of the meetings will include documentation of benchmark achievement that will be included in the mentee’s portfolio. Additional topics at mentoring meetings may include:

- Understanding unit culture/expectations
- Balancing research/teaching/services roles
- Publishing issues (including service as a peer reviewer)
- Developing collaborations
- Developing long-term professional goals (faculty development plan)
- Grantsmanship
- Classroom instruction issues
- Student mentoring issues

(From: R. Craft workshop, Oct 2012)

Duration of Mentor/Mentee Relationships
Mentor/mentee assignments stand unless the mentor leaves or changes position OR faculty members request reconsideration of the assignment. Changes in assignment requests should be directed to the FA chair or administrator serving as ex-officio member of FA.

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 Executive 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 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

**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 page 94 of the [WSU Faculty Manual](#), instructors who have successfully completed five years of University service may request promotion to senior instructor. Such promotions, if granted, are awarded at the end of the sixth year. 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.

The leading criterion of performance evaluation for this promotion 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 appropriate program director to the Executive Associate Dean. The Executive Associate Dean’s recommendation will be forwarded to the Dean who will make recommendations 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.
Faculty Workload

It is recognized that, if faculty have not obtained 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 in class size, clinical placement responsibilities, and 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. Below is the current workload formula for the tenure-track, tenured, clinical track, and instructors:

<table>
<thead>
<tr>
<th>Faculty Classification</th>
<th>Credit Load per semester/year</th>
<th>Scholarship/service Release</th>
<th>Administration if appropriate</th>
<th>Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenured</td>
<td>10/20</td>
<td>3 credit release each semester if actively engaged in research and scholarship; otherwise a 2 credit release. To receive a course release from a grant, the faculty is to have at least a 30% buy-out clause; otherwise it is recommended that grant buy-out be used for summer salary. If possible, consideration can be given for research release if a grant does not include a buy-out option; however, this is dependent on CON budget and faculty needs</td>
<td>Program Directors or Assistant Deans: 3 credit release each semester Associate Deans: 5-7 credit release depending on position</td>
<td>Maximum of 8 credits/sem. of teaching depending on scholarship and/or administration</td>
</tr>
<tr>
<td>Tenure-Track</td>
<td>10/20</td>
<td>5 credit release each semester until one has achieved tenure. To receive a course release from a grant, Tenure-track not eligible to assume Director or Assistant or Associate Dean positions</td>
<td>Maximum of 5 credits/sem. teaching load each semester depending on grant buy-out</td>
<td></td>
</tr>
</tbody>
</table>
| Clinical Track: doctorally prepared | 10/20 | 2 credit release each semester  
To receive a course release from a grant, the faculty is to have at least a 30% buy-out clause; otherwise it is recommended that grant buyout be used for summer salary.  
If possible, consideration can be given for research release if a grant does not include a buy-out option; however, this is dependent on CON budget and faculty needs | Associate or Full Professor faculty are eligible for Director of Assistant or Associate Dean positions as mentioned above | Maximum of 8 credits/sem. of teaching depending on scholarship and /or administration |
<p>| Clinical track: MS prepared | 12/24 | 1 credit release each semester | Non-doctorally prepared faculty are not eligible for Program Director or Associate Dean positions | Maximum of 10 credits/sem. of teaching depending on scholarship and /or administration |</p>
<table>
<thead>
<tr>
<th>Role</th>
<th>Credits/semester</th>
<th>Release</th>
<th>Eligibility</th>
<th>Maximum Credits/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Instructor</td>
<td>12/24</td>
<td>0.6</td>
<td>Non-doctorally prepared faculty are not eligible for Program Director or Associate Dean positions</td>
<td>Maximum of 12 credits/sem. of teaching</td>
</tr>
<tr>
<td>Instructors</td>
<td>12/24</td>
<td>No</td>
<td>Non-doctorally prepared faculty are not eligible for Program Director or Associate Dean positions</td>
<td>Maximum of 12 credits/sem. of teaching</td>
</tr>
</tbody>
</table>

Individual workloads will be planned annually by the Associate Dean for Academic Affairs and the Program Directors in collaboration with the regional campus Academic Directors and the Director of Finance and Administrative Services. In the case of clinical and tenured/tenure track faculty, workload planning may also include consultation with the Associate Dean for Research and the Associate Dean for Faculty Affairs. In the case of instructors, workload planning may include input from Lead Faculty in the prelicensure and RNB programs. Included in workload planning will be consideration for productivity goals established by individual faculty members that describe plans for teaching and scholarship. Faculty and administration will jointly assess progress toward these goals; lack of progress toward stated goals may reduce the time designated for those activities the following year.

When faculty receive external awards or funding, such funding may be available to release the faculty member from some of their teaching responsibilities. The award must provide sufficient funds to cover the instructional costs incurred by that individual’s reduction in teaching assignment. Such release time will be calculated by the Associate Dean for Academic Affairs in collaboration with the appropriate Academic Director, the Associate Dean for Research, and the Director of Finance and Administrative Services based on the type and amount of support received, the individual faculty member’s rank and aspirations, and the needs of the college.
SECTION V – RESOURCES

Support Systems for Faculty & Staff

The Spokane campus offers several support services for faculty. Visit the “Offices and Services” section 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

Faculty Governance Organization (FGO) Committees

Committee meetings, meeting minutes, and other committee information is located on the College of Nursing’s Intranet site. https://cnn.spokane.wsu.edu/FGO/SitePages/Home.aspx. Committee chairs are asked to ensure that meeting minutes, agendas, and other supporting documents are uploaded to their respective committee site.

Dean Appointed Committees

Committee meetings, meeting minutes, and other committee information is located on the College of Nursing’s Intranet site. https://cnn.spokane.wsu.edu/Dean/SitePages/Home.aspx. Committee chairs are asked to ensure that meeting minutes, agendas, and other supporting documents are uploaded to their respective committee site.

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. 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, room 317, or the 4th floor work room, 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. 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 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., phone-a-thon 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**: Each faculty member is assigned a number on the main copier for their use or use by support staff.
- **Yakima**: Each faculty member is assigned a number on the main copier for their use or use by support staff. 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 properly addressed and labelled before placement in the gray tote located in the first-floor workroom by 11:00 a.m. Monday through Friday. Allow a 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.

**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 and Vancouver, faxes go to the shared copy machine. The fax is placed in the individual student or faculty mail box by the Program Assistant.

**HIPAA Regulations**
HIPAA regulations limit 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, but 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 websites:
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 name 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. Outgoing mail should be given to the Program Coordinator.

**Tri-Cities**
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.
Library Services (all campuses) are available via this link:
https://nursing.wsu.edu/library-services/

Professional Development Office
The mission of the College of Nursing’s Professional Development/Continuing Education Department is to promote excellence in nursing and healthcare partnerships through innovative educational opportunities to meet the demand of a changing healthcare environment.

The Professional Development/Continuing Education Department provides courses and professional development activities to Washington, Oregon, and Idaho nurses. The RN Refresher course incorporates 240 hours of 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 for the College of Nursing. 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 Associate Dean of Academic Affairs. The appointment carries teaching and scholarship responsibilities appropriate to faculty rank.

Mission:
The mission of the College of Nursing’s Professional Development department is to promote excellence in nursing and healthcare partnerships through high quality, innovative education opportunities

Visit the College of Nursing website for a list of current course offerings.
SECTION VII – ANNUAL REVIEW PROCESS FOR STAFF

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 is provided College of Nursing to immediate</td>
</tr>
<tr>
<td></td>
<td>supervisor – forms can be found online at:</td>
</tr>
<tr>
<td></td>
<td><a href="http://hrs.wsu.edu/employees/employee-policies/ap/">http://hrs.wsu.edu/employees/employee-policies/ap/</a></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</td>
</tr>
<tr>
<td></td>
<td>Resources</td>
</tr>
</tbody>
</table>

Administrative Professional personnel are evaluated annually in accordance with guidance found in the WSU Administrative Professional Personnel Handbook. The evaluation form is available on the Office of Procedures, Records, and Forms website.

Annual Review Process for Civil Service Employees

SECTION VIII – PAYROLL, ADDRESS AND/OR PHONE NUMBER CHANGE, NAME CHANGE, LEAVE, BENEFITS, IDENTIFICATION CARDS, TRAVEL

Payroll

http://payroll.wsu.edu/

Address and/or Phone Number Change

http://public.wsu.edu/~forms/HTML/BPPM/90_Records/90.70_University_Name_and_Address_File.htm

To change an address or telephone number, go to https://portal.wsu.edu/psp/PWSUNP/EMPLOYEE/EMPL/h/?tab=W_STAFF.

- Login with your Network ID and password, click on Main Menu, Campus Personal Information, and then Addresses.

Name Change

To change a name, submit a completed Request for Change of Name form to the Finance Office. Obtain blank copies of the form from the Finance Office or from the Payroll Services website (http://www.wsu.edu/payroll/namechgs/namechgs.htm). 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 ensure that pertinent administrative records are changed.

Employee Benefits

https://hrs.wsu.edu/employees/benefits/
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 by the College of Nursing. 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 16.67 hours per month of completed service for the College of Nursing. This leave rate is prorated based on the percentage of the appointment (i.e. personnel appointed at 50% would receive 8.34 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.

A civil service employee progressively accrues annual leave throughout his or her years of state employment. Effective July 1, 2017, the annual leave accrual rate for civil service employees will increase to the rates below.

<table>
<thead>
<tr>
<th>Year – Annual Leave Accrual Rate as of July 1, 2017</th>
<th>Accrual Per Year</th>
<th>Accrual Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 (of continuous state employment)</td>
<td>14 days</td>
<td>9.33</td>
</tr>
<tr>
<td>3</td>
<td>15 days</td>
<td>10.00</td>
</tr>
<tr>
<td>4</td>
<td>16 days</td>
<td>10.67</td>
</tr>
</tbody>
</table>
Holidays
The University establishes a schedule for each year that includes 10 holidays. 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. 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.

Professional Personnel Leave & Civil Service Leave

For Faculty and A/P:
http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.56_Faculty_and_Administrative_Professional_Personnel_Leave.htm#sick

For Civil Service Employees:
http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.57_Civil_Service_Employee_Leave.htm

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.
Travel

http://travel.wsu.edu/

Approval
A written Travel Request must be completed and signed by a supervisor before any travel arrangements can be made and before any travel can be undertaken. Travel approval for most college business is managed centrally by the statewide offices of the College of Nursing in Spokane. Contact the Travel Specialist with any questions about the process.

1. Fill out a Travel Request form: list all of the expenses you will incur on your trip
2. Obtain your supervisor’s signature and the signature of the budget approver
3. The supervisor and/or budget approver will document any limits on your Travel Request form
4. Give the Travel Request form to Sally (in Finance) to assign a Travel Authorization (TA) number and provide you with this number
5. Once your travel has been approved, you can purchase your airfare 2 different ways:
   • Contact Travel Leaders to arrange your flights: Laurie Warren (lwarren@travelleaders.com)
   • Check out a CTA card from Finance to purchase your airfare directly with the airlines only

   **Do not purchase through Expedia or Travelocity, etc.**
6. Check out a Purchase Card from Finance to pay for your conference registration and provide your TA number on this receipt
7. You will need to pay for your hotel, transportation and meals with personal funds, please save all of your receipts (except for meals).

Faculty Travel
Faculty are encouraged to visit other campuses and sites to interact with other faculty and to teach courses at locations other than their home campus.

Instructional Travel
When the purpose of the travel is instructional or related to the delivery of curriculum (e.g., faculty meetings, faculty retreats, etc.), the budget of the faculty member’s home campus (Spokane, Tri-Cities, Vancouver) will be used to pay for the faculty member’s travel. Faculty are required to visit the other campuses involved in their course.
When used for instructional purposes (teaching a course, attending faculty meetings or faculty retreats), the reimbursement rate for car travel between campuses and sites will be provided at a fixed rate. This rate will be determined for each location based on the typical costs associated with car rental and associated fuel costs. The actual reimbursement rate can be obtained by contacting the appropriate fiscal specialist at the statewide health sciences campus in Spokane.

**Travel for Non-Instructional Purposes**

When the purpose of the travel is related to the business of the college or is requested by a Campus Director or the Dean, the budget of the requesting campus (Spokane, in the case of a request by the Dean) will be used to pay for the faculty member’s travel.

It is preferred that faculty use state cars when available for traveling between campuses/sites for non-instructional travel. When it is necessary for faculty to use personal vehicles for non-instructional travel, reimbursement will be at the usual state rate in effect at the time of the travel. The actual reimbursement rate can be obtained by contacting the appropriate fiscal specialist at the statewide health sciences campus in Spokane.

**Travel TIPS**

**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. An Electronic 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**
A WSU employee may authorize Accounts Payable/Travel to direct deposit travel and other reimbursements to their checking account in any U.S. bank that is a member of an automated clearing house.

**Self Service Direct Deposit Authorization Form**

Some points to remember about Direct Deposit:
- Self-service is the quickest and most efficient sign up method. Do it at your convenience from any web browser.
- Direct deposits are valid for checking accounts only

**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.

Additional information can be found on the following University website:
[https://travel.wsu.edu/cars.html](https://travel.wsu.edu/cars.html)

**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.

**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). See BPPM 95.01 for definitions of official station and official residence.

**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. 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](https://travel.wsu.edu) for further information.
- See [Travel Request Form](https://travel.wsu.edu) under on the College of Nursing website.
- See [Travel Expense Voucher](https://travel.wsu.edu) on the College of Nursing website.
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.

**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.

**Tri Cities**
The building is open at 07:30am by the Program Assistant and is locked at 5:00 pm. 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. AMS classrooms at Walla Walla Community College are unlocked by the class technician approximately 10 minutes before start of class sessions. 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. 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, which also contains campus maps, directories and driving directions.

**Check the schedule posted on the front door for any changes for Yakima**
Smoking Policy
All WSU buildings are designated as non-smoking. Refer to the WSU Safety Policies and Procedures Manual (SPPM), Section 70.12 for more information.

Room Scheduling

**Spokane**
Visit the [WSU Spokane website](#) for information on room and space availability.

**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](#).

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 Due to Inclement Weather or Other Emergency Situations

- [WSU Spokane and Yakima Campus Alerts](#)
- [WSU Tri-Cities Campus Alerts](#)
- [Vancouver Emergency Closure – Suspended Operations Procedure](#)

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 Chancellor’s express authorization and appropriate state liquor permits.
Assistance from the Custodial Staff
See the [WSU Spokane Custodial webpage](#) for services provided by 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. The Campus Director is responsible for assigning offices and equipment to facilitate work.

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 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>Quick Links> Campus Safety and Security.
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. 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 interrupted.
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. Networked printers are available on every floor, situated near each ‘pod’ of faculty offices. Faculty members choosing to continue to utilize WSU desktop printers will be responsible for any upkeep, including replacement ink cartridges.

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- faculty and students are asked to park in designated spaces (marked by straight lines) vs patient spaces (diagonal). There is no fee for parking. Walla
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](https://www.yvcc.edu) 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: [https://spokane.wsu.edu/facilities/environmental-health-and-safety/safety-committee/](https://spokane.wsu.edu/facilities/environmental-health-and-safety/safety-committee/)

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](https://spokane.wsu.edu/facilities/environmental-health-and-safety/safety-committee/)
  - [College of Nursing Continuity of Operations Plan](https://spokane.wsu.edu/facilities/environmental-health-and-safety/safety-committee/)
- [WSU Vancouver Safety Plan](https://vancouver.wsu.edu/safety)
- [WSU Tri-Cities Safety Plan](https://spokane.wsu.edu/facilities/environmental-health-and-safety/safety-committee/)
- [Yakima (YVCC) - Safety](https://www.yvcc.edu)

**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.
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.

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 ensure 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.
SECTION X – POLICIES, PROCEDURES, & GUIDELINES

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 campus. The same name badges serve as security ID when faculty and staff are present on the various campuses of the College.

Faculty Absence
Coverage for Teaching Responsibilities
When a faculty member is considering a planned absence from teaching assignments, the Associate Dean for Academic Affairs and the appropriate Program Director must be notified as far in advance as possible 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 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. Plans may involve reciprocal arrangements with other faculty or it may be necessary to cancel clinical experience or classes. 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 (or Program Coordinators or Program Directors) 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 to contact students from home, if possible, before they travel to agencies. Tri Cities and Yakima faculty who become ill should notify the Associate Dean of Central Washington who will make arrangements for teaching classes. Any clinical instructor who is ill and students are unable to complete the required clinical experience needs to identify how those hours will be made up (e.g., skills lab or a simulation exercise created in collaboration with the Sim Lab Director).

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 Lead Faculty or Program Coordinators 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 and Tri Cities buildings are staffed at 8:00 a.m. The Lead Faculty or Program Directors will assist by notifying the Office of the Associate Dean for Academic Affairs, and the Associate Dean for Central Washington 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 Program Director, or 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")

Faculty Passport Policy
Faculty passport compliance is required annually and passport updates should be completed and uploaded into the CON CREST compliance system by the dates listed below. Further delineation of this is in the Faculty and Staff Handbook 2017-2018 found on the CON intranet.

DUE DATE: May 15th each year before a contract will be initiated for those receiving annual contracts.

New modules may come out in July and these will have to be completed and uploaded by August 16th. If not completed by August 16th, the contract can be voided.

May 15th for tenured, tenure track, and faculty on multi-year contracts. If not completed by this time, the annual Review will reflect the lack of compliance with this policy.

June 1st or within 2 weeks of notification of GTA (Graduate Teaching Assistant) appointment. Noncompliance could result in GTA contracts being null and void.

Online Document Tracker System
Vancouver faculty upload all their documents into ACEMAPP. Clinical placement coordinator reviews the passports to determine compliance and reports noncompliance to Associate Dean of Western Washington.

Spokane/Yakima/TriCities faculty/GTAs upload into CREST. Designated staff person responsible for compliance reviews the passports to determine compliance and noncompliance is reported to Associate Dean for Central Washington for TriCities, Yakima, and Walla Walla, or to Associate Dean for Academic Affairs for Spokane.

Faculty Passport Procedure
All faculty/GTAs must document on the Passport:
- Current license(s)
- Background check
- Disclosure form
- Basic Life Support (American Heart Association Basic Life Support Provider) certification
- Freedom from tuberculosis.
Additional requirements for faculty/GTAs in clinical sites (including those doing research or those who likely will be required to visit clinical students or a clinical site) include:

- Current annual clinical passport requirements including
  - Clinical modules
  - Immunizations/titers

**Faculty Clinical Passport**

The College of Nursing uses the CREST to document passport compliance. Faculty members are responsible for uploading the documents necessary to demonstrate passport compliance. Visit College of Nursing Web site to reach the CREST login page: Faculty and Staff/Resources/Technology Resources and Support. [https://nursing.wsu.edu/faculty-staff/](https://nursing.wsu.edu/faculty-staff/)

**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](https://www.wsu.edu/bsl/policy/60/16) (revised 3-11).

Each faculty member and student must complete and sign a Disclosure Statement and a form authorizing a background check. 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. 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 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 assigned to clinical teaching 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. All faculty members must be able to document freedom from Tuberculosis annually. 11-1-2017

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 changes in 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 person. Requests by Tri-Cities, and Vancouver faculty are submitted to the Academic Director. Requests for Spokane faculty should be sent to the Associate Dean for Faculty Affairs or Academic Affairs.

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 Associate Dean BEFORE submitting abstracts and other information to the sponsoring organization for possible acceptance, 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.

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 un-restricted 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.

Policies for Leading Study Abroad Programs and Clinical Experience Trips
Faculty who are considering implementing a faculty-led program outside the U.S.:

a. review and follow the procedures outlined in International Programs link: https://ip.wsu.edu/on-campus/development-process/.

b. meet with Diversity-Global Perspectives (Dean-appointed) Committee for consultation and support of the proposal.

c. meet with appropriate Program Director and Associate Dean for Academic Affairs regarding proposal connected to academic course (including clinical course) credit.

d. submit proposal for final approval of the Dean.

Communication
Information about the college is obtained by several websites on the College of Nursing website: See News, Media & Events. Electronic newsletters are sent weekly to all faculty and staff, containing timely and informative content related to the College’s students, faculty, staff and communities of interest. A News and Media webpages are actively maintained by the College’s Director of Communications.
The college Intranet 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.

**Commonly Used Resources**

**Commission on Collegiate Nursing Education**

**Washington State Nursing Care Quality Assurance Commission**
- Nursing education program rules
- Rules governing nursing practice

**WSU Administrative Policy Manual**

**2018-2019 WSU Faculty Manual**

**2017 Key Academic Policies**

**Human Resources**
Copyright and Patent Assistance

https://ucomm.wsu.edu/library-copyright/