WASHINGTON STATE UNIVERSITY COLLEGE OF NURSING
Faculty & Staff Manual
2020-2021

WASHINGTON STATE UNIVERSITY COLLEGE OF NURSING
Faculty & Staff Handbook

Welcome from the Dean

Welcome to the WSU College of Nursing 2020-2021 academic year. I anticipate that this year, like last, will be one we will remember for quite a long time. Personally, I look forward to the challenges ahead and know that we are ready to embrace change and new methodologies as we build courses that continue to support and educate our students, provide clinical experiences that prepare some of the best nurses in Washington, pursue our scholarship and discovery with vigor and renewed hope, and engage our communities to promote health, reduce stress, and improve well-being. My wish for each of you is that you find this an exciting place to be, your work to be stimulating and satisfying, and that your relationships with colleagues and students bring you joy. As you care for your students and endeavor to achieve your professional goals, remember to attend to your own needs and continue the practices that nourish you.

As we begin this near year, we have much to celebrate. We continue to experience growth in practice and research scholarship receiving both private and public funding. WSU College of Nursing ranks 23rd among nursing schools nationwide in the amount of funding received from the National Institutes of Health in 2019 and our Doctor of Nursing Practice program ranks among the top 25 in the nation. Both are successes to be celebrated. Faculty and staff have been recognized for their excellence and leadership across the state, region, and nation. Several have been nominated for induction in the American Academy of Nursing, others have received awards from the WSU President, AANP, the Oregon Nurse Practitioners Hall of Fame, the Washington State Academy of Sciences, and the Hartford Center for Gerontological Nursing Excellence. The 50th Anniversary Gala on March 7 raised over $350,000 for scholarships and advancements here in the college.

As we move into our next 50 years, undergraduate faculty are making plans to revise our BSN program to focus on health promotion and risk reduction. We will be exploring new opportunities for program development, working on strategic partnerships both at the local and state levels, and leveraging new collaborative, interprofessional interests within WSU Health Sciences. This is certainly an exciting time to be a Coug, and I look forward to our adventures together. I have much to learn about all of you and I hope that you will join me in envisioning a future that is full of opportunity and growth.

Mary Koithan

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.

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.

Visit the College of Nursing website for the 2017-2020 Strategic Plan. Visit the Washington State University website for the current draft of a new System Strategic Plan.

Diversity Statement

Here are Washington State University, Inclusive Excellence is important to every aspect of the Cougar experience. Likewise, faculty, staff and students are committed to ensuring that everyone is equally able to achieve their academic and professional goals. Visit the College of Nursing Diversity webpage for our own statement about equity, diversity, and inclusive excellence. Become familiar with those commitments to excellence that exist on all of our campuses statewide.

- **Spokane and Yakima** diversity webpage

- **Tri-Cities** diversity webpage

- **Vancouver** diversity webpage

Organizational Chart

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

College of Nursing Leadership

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 and a full professor with significant experience in nursing education, scholarship and/or research. S/he is appointed by and serves at the pleasure of the Dean. S/he reports directly to the Dean and is a member of the Dean's Executive Leadership Team. S/he works with Associate and Assistant Deans, and Program/Academic Directors to facilitate the planning, administration, evaluation, and continuous improvement of the academic and research programs of the college.

At the directive of the Dean, the Executive Associate Dean communicates to the Dean the progress the college is making adhering to the mission, vision, and core values of our strategic plan. The Executive Associate Dean monitors for the Dean matters of budget management, project tracking, policy or legislative issues pertaining to the college and activities of our health science colleagues and external community partners. S/he tracks our plan for statewide expansion, accreditation compliance, and faculty promotion, evaluation, and annual review to ensure faculty are progressing towards the next academic level.

The Executive Associate Dean provides leadership and fosters teamwork to improve effectiveness among members of the Executive Leadership Team and faculty/staff. At the directive of the Dean, S/he monitors student admission and progression, and provides timely and ongoing updates to the Dean concerning quality improvement topics in all facets of College of Nursing daily operations. S/he is an ex-officio member of the FGO Faculty Affairs and Student Affairs committees, and represents the Dean at designated College, WSU, and

professional venues.

Associate Deans for Academic Affairs

The **Associate Dean for Academic Affairs, Undergraduate (ADAAU)** is a key leader in the areas of assessment, accreditation, and curricular innovation for undergraduate and professional development programs at the WSU College of Nursing. S/he is responsible for all undergraduate academic affairs of the College of Nursing, including student support services. Collaborating with the Associate Dean of Academic Affairs, Graduate (ADAAG), campus directors, the BSN, RN-BSN and professional development directors and other college leadership, the ADAAU facilitates academic strategic planning, curricular/programmatic development, implementation, and evaluation, as well as completion of all reports to ensure professional and state regulatory compliance.

The ADAAU supports and engages faculty and students to ensure high-quality academic experiences, providing oversight for advising, grade appeals, and problem resolution. Externally, the ADAAU collaborates with academic leadership (VCAA and ADAAs) across WSU Health Sciences, and other WSU undergraduate programs to promote the interests of the College of Nursing's BSN and professional development programs. S/he works closely with the Assistant Dean for Clinical Affairs to ensure that clinical sites and student credentialing for the college's undergraduate programs meet the standards, policies, and requirements of our clinical partners and accreditation/licensing agencies. The ADAAU is appointed by the Dean and is a member of the Executive Committee of the Leadership Cabinet.

The **Associate Dean for Academic Affairs, Graduate (ADAAG)** is a key leader in the areas of assessment, accreditation, and curricular innovation for graduate programs at the WSU College of Nursing. S/he is responsible for all graduate academic affairs of the College of Nursing, including student support services. Collaborating with the Associate Dean of Academic Affairs, Undergraduate (ADAAU), campus directors, the PhD, MN and DNP Program directors and other college leadership, the ADAAG facilitates academic strategic planning, curricular/programmatic development, implementation, and evaluation, as well as completion of all reports to ensure professional and state regulatory compliance.

The ADAAG supports and engages faculty and students to ensure high-quality academic experiences, providing oversight for advising, grade appeals, and problem resolution. Externally, the ADAAG collaborates with academic leadership (VCAA and ADAAs) across WSU Health Sciences, and other WSU graduate programs to promote the interests of the College of Nursing's PhD, MN and DNP programs. S/he works closely with the Assistant Dean for Clinical Affairs to ensure that clinical sites and student credentialing for the college's graduate programs meet the standards, policies, and requirements of our clinical partners and accreditation/licensing agencies. The ADAAG is appointed by the Dean and is a member of the Executive Committee of the Leadership Cabinet.

Associate Dean for Faculty Affairs

The Associate Dean for Faculty Affairs (ADFA), in consultation with the Dean, has responsibility for the administration of all faculty tenure and promotion processes of the WSU College of Nursing. In addition, the ADFA, collaborating with the Faculty Affairs Committee, facilitates and provides mentorship to CON faculty during the promotion and tenure processes. In collaboration with the Executive Leadership team, the ADFA supports ongoing needs assessments; develops, revises, and implements evaluation strategies and guidelines; and monitors the opportunities for faculty advancements throughout their academic career.

The ADFA is appointed by and reports to the Dean, providing advice about faculty promotion issues and trends. The ADFA works collaboratively with the Faculty Affairs Committee to provide guidance for faculty recruitment procedures and development of faculty resources across the college. Specific role responsibilities include:

- Provides guidance to faculty about career development, and identifies and addresses faculty performance, welfare and retention issues with the Dean and Directors.
- Provides oversight and guidance to the faculty in the matters of promotion and tenure, completes an initial evaluation of promotion and tenure documentation, and provides a written summary and recommendation to the dean based on faculty vote and discussion.
- Collaborates with ADAAs, ADR, campus directors and the Faculty Affairs Committee to oversee the faculty mentoring process.
- Serves as Ex-Officio on Faculty Affairs Committee.

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 to establish research workloads with faculty. The Associate Dean also oversees the Assistant Dean for Undergraduate and Community Research. 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.

Assistant Dean for Clinical Affairs and Community Engagement

The Assistant Dean of Clinical Affairs & Community Engagement coordinates and facilitates the college's clinical and academic partnerships, including the oversight of faculty and student compliance with contractual requirements. S/he collaborates internally with other departments and colleges within WSU Health Sciences and externally with local/state/regional academic and clinical agencies on behalf of the academic interests of the College of Nursing. This leader is appointed by and serves at the pleasure of the Dean, reports to the Associate Dean of Academic Affairs, and is a member of the Leadership Cabinet.

Academic Program Directors

Each academic program (BSN entry, RN-BSN, MN, DNP and PhD) has a director responsible for curriculum delivery and day-to-day oversight and administration. Directors ensure that programs meet Washington Administrative Code (WAC) regulations, NCCU and CCNE accreditation requirements, as 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.

Academic Director WSU-Vancouver & Associate Dean Western Washington

Oversees Washington State University College of Nursing programs in Vancouver and surrounding areas. The Associate Dean/Academic Director reports jointly to the Dean of the College of Nursing and the Vice Chancellor for the WSU Vancouver campus. S/he manages the Vancouver budget for the College of Nursing. The Associate Dean/Academic Director also works closely with the Associate Deans 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 Associate Dean/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 Deans for Academic Affairs. S/he meets regularly with campus nursing faculty and staff and participates in the Leadership Cabinet. The Associate Dean/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.

Academic Director WSU-Tri-Cities

Oversees Washington State University College of Nursing programs 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. S/he also works closely with the College of Nursing's Associate Deans 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 Deans 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 with the Dean or her designee regarding the Tri-Cities nursing programs.

Director of Nursing Programs WSU-Yakima

The Director of Nursing Programs for Yakima 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 Deans 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.

Director, Office of Information Management

The Director of the Office of Information Management (OIM) is responsible for responsible for maintaining and aggregating academic data for the College of Nursing across multiple sources and completing required internal/external reports. S/he is responsible for day-to-day operations of the office, including supervision of OIM staff and collaborating with the Associate Deans and academic program directors to identify relevant data and ensure valid data interpretation.

Director, Center for Clinical Performance and Simulation

The Director of the Center for Clinical Performance and Simulation is responsible for planning and implementing simulation and clinical performance skills activities at the College of Nursing. The Director is the principal administrator, providing oversight for instructional and operational aspects of both simulation and clinical performance skills. The Director supports the operational services, including budget oversight, equipment/supplies procurement, scheduling/supervision of assigned faculty and staff. The Director initiates and coordinates 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, Professional Continuing Education

The Director of Professional Continuing Education 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 consistent with the mission and resources of the College. The Director reports to the Associate Dean for Academic Affairs, Undergraduate. The appointment carries teaching and scholarship responsibilities appropriate to faculty rank.

Director, Development

The Development Director oversees all aspects of fundraising for the College of Nursing, in consultation with the Dean. The Development Director is responsible for increasing support for the College of Nursing from individuals, corporations, foundations, and other sources. Specifically, the Development Director advances the philanthropic priorities of the College; directs, plans, and manages development activities between the College and external constituencies; acts as liaison for collaborative efforts of the College, other areas within WSU and the WSU Foundation in support of the College's strategic plan; and oversees donor relations and special events for the College that focus on fundraising, donor cultivation, and stewardship.

Director, Communications

The Director of Communications manages the communication efforts and outreach of the College of Nursing, including oversight of the college website and digital platforms. S/he interfaces regularly with the communications and nursing staff at the college's 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 News and WSU Marketing and 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.

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, which includes a program evaluation calendar.

SECTION II – ACADEMIC PROGRAMS

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; who collaborate with stakeholders in the development of a healthy and accessible healthcare system; who transform care provided to people across healthcare settings through their scholarship activities; and who promote the evolution of the profession. Achieving our academic 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 academic mission.

Academic Calendar

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

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

Academic Advising

Academic advising is 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.

Academic Complaint Procedures

The Academic Complaint Procedure 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. The standards address integrity, dishonesty, abuse, hazing, alcohol, drugs, firearms, theft, harassment, and other issues.

Course Planning and Syllabi

All faculty are required to distribute a syllabus to enrolled students during the first week of class that meets WSU's syllabus requirements. WSU provides checklists of Required Syllabus Elements and Recommended Syllabus Elements, which include elements such as Student Learning Outcomes. The College has a required syllabus template to be used for all undergraduate and graduate courses located on the Intranet. The most current Faculty Senate-approved information is available on the Faculty Senate website.

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 and Alerts

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 Office of Emergency Management](#)

- [WSU Health Sciences Spokane Campus Safety Plan](#)

  - [WSU Health Sciences Alerts](#)

- [WSU Vancouver Campus Safety Plan](#)

  - [WSU Vancouver Alerts](#)

- [WSU Tri-Cities Campus Safety Plan](#)

  - [WSU Tri-Cities Alerts](#)

- [WSU Yakima Campus Safety Plan](#) on the PNWU campus

Academic Integrity Policy

Visit the [WSU Center for Community Standards website](#) for information on [Academic Integrity Policy and syllabus statements](#). The [Center for Community Standards 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. You can also find the [Student Handbook for Community Standards](#) on their website.

Academic Policies 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, including rules related to absences, religious holidays, final examinations, academic complaint procedures and student records.

Student Records

Students can access university records through [MyWSU](#). 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 (509) 335-5346.

Use of Anti-Plagiarism Software

Faculty are highly encouraged to use anti-plagiarism software available in the current learning management system. In the Blackboard system that software is "[SafeAssign](#)." 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 the [Student Care Network](#), with resources to help students and help faculty and staff support student success. Students have access to [Student Care Teams](#) regardless of their location across the WSU system. Students cannot be required to carry personal health

insurance but are responsible for expenses for any injuries that might occur as part of their required clinical experiences.

The Student Care Network

The Student Care Network (formerly AWARE) 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, emotional or psychological well-being or physical health, you may complete the Student Care Referral Form to inform the appropriate university personnel. You may also contact the Associate Deans for Academic Affairs.

Textbooks

Bookstore Services are described in the WSU Business Policies and Procedures Manual. Required and recommended textbook, and where students may obtain the textbooks are included in course syllabi. Faculty submit textbook orders via designated staff. Required and recommended texts and resources must be the same across course sections.

Course Rosters & Grade Submission

All faculty and students are responsible for following WSU 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 instructor must fill out an Incomplete Grade Agreement form. The form is located on the Office of the Registrar website, under the tab Staff/Faculty Forms. The form includes instructions on how to fill it out and submit it.

Visit the Office of the Registrar website for 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 student learning outcome 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.

*DNP courses NURS 557, 558, 559 require a minimum grade of B to pass.

During the semester, if a student is doing unsatisfactory work, the instructor must complete a Performance Improvement Plan form. On the form, the instructor discusses the issue or concern, identifies the objective(s) the student is not achieving, and develops the actions the student should take to resolve the issue. 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. This 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 (B- or lower in N557, 558, 559) 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 Admission and Progression Committee (GAP), as appropriate. UAP bylaws are included in the Faculty Organization Bylaws, GAP 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.

Testing Procedures

Tests are deployed via learning management and proctoring software. Students must comply with the guidelines outlined in the course syllabi, including testing of hardware and connections prior to the test. Students should contact their faculty in advance of the test day if concerns with test access exist.

Incident/Error Report

Reporting of Accidental Injuries and Work-Related Illnesses to students, faculty, or staff. In accordance with SPPM 2.24.1, University faculty, staff, volunteers, and students are required to report all accidental injuries and work-related illnesses to immediate supervisors for evaluation and possible investigation.
Faculty members or supervisors are responsible for reporting all accidental injuries incurred by individuals who are not employed by WSU using the WSU incident report.

Report Injury, Harm, or Near Miss to a Patient or Client. In compliance with WAC 246-840-513, students and faculty must complete the Nursing Commission Incident Report. This report is required to document events "…involving a student or faculty member that the program has reason to believe resulted in patient harm, an unreasonable risk of patient harm, or diversion of legend drugs or controlled substances."

Student/instructors may also be required to complete agency specific reports for where the event occurred may also require addition to agency specific reports.

Section III – UNDERGRADUATE PROGRAMS

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

- BSN
- RN-BSN

Program Outcomes

Program outcomes are listed under each program on the College of Nursing website.

- BSN Program Outcomes
- RN-BSN Program Outcomes

Admission

Students seeking admission to the upper division Pre-licensure BSN nursing major must apply to the College of Nursing. All students will be registered with WSU during their junior and senior years.

The prelicensure nursing program admits students twice per year, in Fall and Spring. Notification regarding admission to the College of Nursing is emailed to pre-licensure BSN applicants in April for enrollment in Fall semester and in early November for enrollment in Spring semester. RN-BSN students may be admitted Fall, Spring or summer. Applications are reviewed and students notified as action is taken on their applications. Appeals of admission decisions are handled by the college's UAP Committee and the Associate Dean of Undergraduate Academic Affairs.

Visit the College of Nursing website for additional admission requirements and application deadlines for the pre-licensure BSN program.

Advising

The undergraduate program adopted the Faculty/Staff team equitable advising model developed in response to the WSU Provost's 2016 call for change. Equitable advising was devised to assure that students had the support and guidance they needed from a team of faculty and staff, and that staff expertise and skills were appropriate utilized, and faculty focused appropriately on student needs.

Each BSN student receives advising from both staff and an assigned faculty/mentor.

The responsibilities of the staff in advising are to:

- Assure that students have a designated program of study
- Provide registration guidance to students each term, including the course and section numbers
- Apply and remove advising holds
- Provide students with guidance regarding submission/uploading of required documentation for onboarding and other required documentation
- Refer students with academic concerns to their faculty mentor/advisor

The responsibilities of the faculty mentor/advisor are to:

- Meet with students in J1and S2 and as needed or requested by students
- Meet with students having academic challenges, such as a Notice of Unsatisfactory Performance (NUP), to provide advice, help, strategies, coping skills
- help students make long- and short-term academic plans
- connect students to resources and opportunities
- assist with career planning
- Meet with advisees AT LEAST J1 and S2 terms.

The undergraduate program coordinator on each campus works with the BSN and RNB directors and the campus directors to assign faculty advisers/mentors. New faculty are not assigned advisees their first term. Faculty phasing into retirement or whose teaching assignments change to not including BSN courses will not have new advisees assigned but will work with assigned advisees until those students graduate.

Faculty with a 0.5 FTE or more will be assigned 10-12 advisees, with a cap of 15.
Faculty < 0.50 may be assigned 5-6 advisees, with a cap of 7.

Progression/Retention
Students failing any course (or not performing at a passing level at the time of withdrawal) should confer with their faculty advisor and the program director. Students requesting to repeat clinical and/or didactic courses will make an appointment for a progression/retention review with the Undergraduate Admissions and

Progressions Committee (UAP). Refer to the Undergraduate Student Handbook for Progression/Retention guidelines.

Clinical Placement for Student Experiences

Expectations and procedures for clinical placement are described in underically and graduate student handbooks.

Assignment of students by sections to clinical agencies is made in collaboration by the Clinical Lead, Clinical Coordinator, and Nursing Undergraduate Office. Students should not have clinical assignments in areas where they are employed. Students are responsible for notifying the Nursing Undergraduate Office should such a conflict arise. In order to accommodate onboarding, clinical sectioning should be done by October 15 for Spring placements and by April 15 for fall.

Contracts/affiliation agreements between WSU and all clinical agencies must be in place prior to the start of any clinical placement. A list if clinical agencies with contracts with WSU is available at Clinical Agency Placement site.

Hospital facilities placement requests must be coordinated by clinical placement consortiums. WSU submits requests for clinical placements to the clinical consortium coordinator in the spring of each year.   Faculty may not negotiate clinical placements in gridded (hospital facilities) independently.
All changes of approved hospital clinical agency student placements must be requested through the regional coordinators.

Non grided clinical placements may be requested by the faculty member, after consultation with the clinical lead and program director. Data needed by the clinical contract staff include the 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.

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.

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.

Assignments to clinical sections are done by the UG staff with assistance from clinical leads. In order to accommodate onboarding, clinical sectioning should be done by October 15 for Spring placements and by April 15 for fall.

- All hospital-based clinical placements are completed through clinical placement consortiums. WSU submits requests for clinical placements to the clinical consortium in the spring of each year.
- ALL requests must go through the regional clinical coordinator.
- All changes of approved hospital clinical agency student placements must be requested through the regional coordinators. Faculty may not negotiate clinical placements in gridded (hospital facilities) independently.
- All other site requests can be requested by the faculty member, after consultation with the clinical

lead and program director. Data needed by the clinical contract staff include the 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. Students are placed into clinical agencies only after contracts are signed.

A clinical contract must be established prior to placing students in clinical agencies. 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 program director, clinical lead and the clinical agency coordinator.

Hospital Agreements

Distribution of Section Assignments

Assignment to clinical courses is 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 clinical lead 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.

Medication Administration Policy for BSN 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 preceptor. 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 or licensed practical nurses, mentors, and contracted clinical sites. Site specific medication policies must be included in student orientations. Contracted clinical facility restrictions or limitations, which are more restrictive than these guidelines, will supersede any aspect of this policy.

The Nursing Technician Program

The Nursing Technician Program was authorized by the Washington Legislature in 2003 and authorized in RCW 18.79. Rules were promulgated as WAC 246-840. The legislative intent of the program was to "…provide additional work-related opportunities for nursing students enrolled in in an ADN or BSN program, within the limits of their education, to gain valuable judgment and knowledge through expanded work opportunities" WAC 246-840-840.

Responsibilities for implementation of the nurse tech program are shared by student applicants, the employing agency, and the nursing program, here at the WSU College of Nursing.

The WSU CON is responsible for
1. Providing student applicants with a copy of the DOH Verification of Educational Enrollment form
2. Sending the employing agency a copy of the Verification of Educational Enrollment Form

3. Updates of the skills lists to facility contacts each term until nursing technician graduation
4. If the nursing technician fails a course or leaves the program, sending notification to the Nursing Commission and the employing agency, notifying them that the student is no longer considered in good standing and therefore ineligible to participate in the nursing technician program.

Scheduling Office Hours and Site Visits
All faculty are expected to post office hours to show availability to students and colleagues.

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.

Student Leadership
Undergraduate students have opportunities for student leadership and program service on all campuses. Information about those programs is available at Student Leadership Opportunities

Section IV – GRADUATE PROGRAMS

The College offers degrees in Master of Nursing (MN), Doctor of Nursing Practice (DNP), and a Doctor of Philosophy (PhD) in Nursing. To learn more about each program, as well as specialty tracks and post-master's certificate programs, visit the College of Nursing website.

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 (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 NONPF[1]) and public health nurses (from the Quad-Council[2]).

The program faculty, Graduate Curriculum 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 program outcomes
- DNP program outcomes
- PhD program outcomes

[1] Nurse Practitioner Core Competencies (National Organization of Nurse Practitioner Faculties [NONPF], 2012), Population-Focused Nurse Practitioner Competencies (NONPF, 2013).
[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).

Application and Admission Process

Visit the College of Nursing website for "Steps to Apply" for all graduate programs. Application and admission information for both the BSN and RN-BSN programs is also located on the website.

Database Management

The college 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

Master of Nursing (MN) Program

Admission Requirements

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

Admission Review Criteria: MN Program

- Two MN program faculty members review each file utilizing the "Score Sheet for Admission Interview Questions." These forms are returned to Spokane Graduate Program Coordinator.
- The Graduate Program Coordinator compiles the responses on the "MN Applicant Evaluation" form. This form is submitted to Graduate Admissions and Progression committee (GAP) with faculty recommendation to accept or deny admission.
- GAP recommendations generate acceptance or denial letters to the applicant as described above.
- If the number of qualified applicants exceeds the number who may be admitted to the program, applicants are ranked according to an average of written interview scores, with a waiting list as needed.

MN Student Advising

The MN Program Director, working with the Graduate Program Coordinator, makes annual advising assignments (or adjustments to existing advising assignments). Advisors should meet with students to discuss their career goals, program progression and, at last 2 semesters before graduation, their thesis or non-thesis option. (See section on Graduate Faculty Status and Academic Advising for further information).

Master's Thesis or Non-Thesis

Students register for 3 credits of NURS 702 for the non-thesis project. Within this course-based project, students will be assigned one primary faculty as their chair and the other faculty for the course are committee members. Students may choose the thesis option; they are required to register for a minimum of 6 NURS 700 credits with at least 2 credits in their semester of graduation. The students will recruit 3 faculty to serve on their committee with one faculty designated as Chair. When students have constituted their committee (thesis), the chair of that committee assumes the role of advising the student for the remainder of his/her time at the College. Otherwise, if the student chooses the non-thesis option, their current advisor continues as their academic advisor only.

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.

MN Student Clinicals/Practicum

Faculty for courses that require students to be in community agencies for practice hours will maintain their clinical passport documentation in CREST each term. The requirements are outlined in the clinical agency contracts. Faculty will be required to meet applicable state laws on [qualifications](#) and ensure students meet the minimum requirements for the degree as described in the [rules](#).

Doctor of Nursing Practice (DNP) Program

Admission Requirements

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

Admission Review Criteria: DNP Program

- Two DNP program faculty members review each file utilizing the "Score Sheet for Admission Interview Questions." These forms are returned to Spokane Graduate Program Coordinator.
- The Graduate Program Coordinator compiles the responses and the admission spreadsheet is sorted by overall application score.
- Program directors along with campus directors determine how many applicants can be admitted for each site and each program. 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 established as needed.
- Admission, Waitlist and Denial letters are prepared by Graduate Program Coordinator.

DNP Student Advising

The DNP Program Director, working with the Graduate Program Coordinator, makes annual advising assignments (or adjustments to existing advising assignments). Advisors should meet with students to discuss their career goals, program progression and plans for their DNP Project. (See section on Graduate Faculty Status and Academic Advising for further information).

DNP Project

The DNP Project is developed through course-based instruction. Students identify a community agency to work with for a quality improvement initiative, program evaluation or policy-based project. Students are required to upload their final DNP Project abstract to our repository on the DNP Project page of the College of Nursing website. The Communications Office sends information on how to complete this process each spring.

DNP Student Clinicals/Practicum

Faculty for courses that require students to be in community agencies for practice hours will maintain their clinical passport documentation in CREST each term. The requirements are outlined in the clinical agency contracts. Faculty of courses in the nurse practitioner tracks will be required to meet applicable state laws on qualifications. For DNP clinical courses that do not lead to advanced practice certification or licensure will meet the graduate program qualifications.

PhD Program (includes Post-Baccalaureate to PhD)

Admission Requirements

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

General Information

Clinical Facilities/Practicum Considerations

List of contracted agencies
See the Process for Establishing New Contracts or Changing Contracts in Section III.

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. 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 faculty who agree to work with a student compile 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.

Progression, Graduation, and Student Conduct Policies

Policies and procedures of the MN, DNP, and PhD programs can be found on the Graduate School website and in the Graduate Student Handbook. Academic Regulations can be found on the Office of the Registrar website.

Student Evaluation of Faculty and Program

At the conclusion of each nursing course, students will be asked to complete evaluations of faculty performance. After the completion of the term and the recording of grades, copies of the results are compiled by support services and distributed to the appropriate 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 of Academic Affairs as well as by the administrator responsible for completing the annual review of the faculty member.

SECTION V – 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 a grant 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 Office of Research Advancement and Partnership, 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, 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 staff
   o Pre-award Support, Proposal Support and Funding Sources
   o Post-award Support, WSU IRB Process/Requirements, Information Management and Software, Offices Supporting Research, Sponsored Projects Terminology, Poster Support – Research Toolkit, Research Poster Templates

B. [Research Faculty](#)
C. [Student Research](#)

SECTION VI – 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](#).

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. Benchmarks used for self and college assessment in years 1-5 of the tenure track are available.

Career Track (sub-track Clinical) 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 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 appropriate Associate Dean and Associate Dean for Research at least one year prior to submitting materials for promotion to review progress of scholarly endeavors.

Faculty members who have successfully completed five years of University service may request promotion in rank. 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. Exceptional candidates may be offered the opportunity to advance in rank prior to the sixth year of service.

The review will be conducted in the same manner as reviews of tenure-track faculty except that external reviews will not be required.

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. See section V of the WSU Faculty Manual.

Career Track (sub-track Teaching) Faculty

Faculty in the teaching career track have appointments that are primarily oriented toward teaching, with

reduced expectations in service and limited (or no) expectations in research, scholarship, or creative activity. As such, promotion within this career track is determined largely by continuing excellence in teaching. Policies pertaining to promotion of teaching track faculty are derived from the policies governing such matters at Washington State University and contained in the [WSU Faculty Manual](#).

The Importance of Excellence in Teaching in the College of Nursing
At Washington State University excellence in teaching is of paramount importance in preparing future nursing professionals. In order to fulfill our mission to deliver excellent academic programs, the college is committed to operationalizing all teaching endeavors utilizing our core values of integrity, caring, altruism, social justice, and maximizing human potential. In order to fully realize these values, the college embraces diversity and equity, inquiry and scholarship, engagement and application, community partnerships, leadership, and stewardship.

Indefinite Term and Fixed-Term Faculty

The College of Nursing employs Indefinite Term and Fixed-Term Faculty who hold titles of Career Track Faculty (Sub-Track Clinical, Sub-Track Teaching or Sub-Track Research) with the rank of Professor, Associate Professor, and Assistant Professor. For a full description, see the [WSU Faculty Manual](#). Promotion expectations incorporate progression which is inclusive of teaching or clinically focused workload and activities.

Appointment Dates
Most contracts upon hire for Indefinite Term and Fixed-Term faculty are for one year, although under some circumstances, multiple year contracts can be negotiated.

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.

Reappointment
Reappointments range from one to five years at the discretion of the college. 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.

Adjunct Faculty

Adjunct faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties in either paid or unpaid status. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees. Appointments are for up to three years. After appropriate review, such appointments may be renewed.

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.

Graduate faculty status is outlined in the College of Nursing's [Graduate Faculty Bylaws](#). Graduate Faculty within the Nursing programs are WSU tenured and tenure track faculty, WSU clinical track faculty, WSU non-tenured faculty, and WSU adjunct faculty, subject to the limitations and definitions in the bylaws. All Graduate Faculty

must be "Initial Program Faculty" or subsequently approved as Graduate Faculty by favorable vote of a majority of nursing Graduate Faculty.

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 facilitated by staff in the CON Graduate Office. The faculty advisor is responsible for monitoring the student's progress and assisting in the selection of a thesis/clinical project, 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 academic record in the Graduate Program Coordinators office in Spokane. It is the joint responsibility of the advisor and the student to obtain, complete and submit this form to the Graduate Program Coordinator. 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 Graduate Program Coordinator prepares the initial draft of the form for student review, it is then reviewed/signed by the advisor and committee and submits the form to the Graduate Program Coordinator. Once the program director signs the form, 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.

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 WSU Faculty Manual 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 Workload is not adjusted for clinical practice unless the faculty is participating in a "staff assignment agreement."

Faculty Workload Determination

General guidance for determining faculty workload is provided in the WSU Faculty manual. Faculty workload in the College of Nursing is determined based on faculty track (tenure, clinical, teaching or research) and is individually negotiated in a supervisor/faculty conversation.
Below is the current workload formula for the tenure- track, tenured, clinical track, and instructors:

Faculty Classification	Credit Load per sem/year	Scholarship/Service Release	Administration if appropriate	Teaching
Tenured	10/20	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.	Program Directors or Assistant Deans: 3 credit release each semester Associate Deans: 5-7 credit release depending on position	Maximum of 8 credits/sem. of teaching depending on scholarship and/or administration.
Tenure-Track	10/20	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	Tenure-track not eligible to assume Director or Assistant or Associate Dean positions	Maximum of 5 credits/sem. teaching load each semester depending on grant buy-out
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 or Assistant or Associate Dean positions as mentioned above	Maximum of 8 credits/sem. of teaching depending on scholarship and/or administration

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.
Teaching Associate and Full Professor	12/24	1 credit release each semester	Non-doctorally prepared faculty are not eligible for Program Director or Associate Dean positions.	Maximum of 12 credits/sem. of teaching
Teaching Assistant Professor	12/24	No release	Non-doctorally prepared faculty are not eligible for Program Director or Associate Dean positions	Maximum of 12 credits/sem. of teaching

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 program. 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 VII – RESOURCES

Support Systems for Faculty & Staff

The Spokane campus offers several support services for faculty. Visit the "Offices and Departments" section on the College of Nursing website for a complete list of staff and the services they provide.

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. 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. Committee chairs are asked to ensure that meeting minutes, agendas, and other supporting documents are uploaded to their respective committee site.

Office Supplies and Business Cards

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, with space to write name, title, contact information. Faculty and staff on other campuses should follow procedures there to obtain 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 Classroom Support 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 other 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.

Other Locations:

- 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.

Syllabi

Syllabi are posted by faculty to the appropriate course on the learning management system. They should also be posted on the Intranet Syllabi Warehouse for archival purposes.

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 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 mailbox by the Program Assistant.

HIPAA Regulations

Faculty must be aware of HIPAA regulations and supervise and guide student communication about clinical experiences to maintain confidentiality. HIPAA regulations limit the amount and type of patient information student/faculty can share online or via distance learning since these platforms are not entirely secure. Additional information may be found on the U.S. Department of Health & Human Services website.

Mail

Mail must have the budgeting postal code placed below the return address. This code may be obtained from the Receptionist or, in Spokane, from a list beside the outgoing mail bin. 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.

- In Spokane and Yakima, information on sending mail requiring special services is available at on the Mailing Services website.
- In the Tri-Cities, visit the Printing & Shipping Services website.
- In Vancouver, visit the Mailroom website.

SECTION VIII – LIBRARY & CONTINUING EDUCATION RESOURCES

Library

Visit the Library Services website for information on services for all campuses.

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.

SECTION IX– ANNUAL REVIEW PROCESS FOR STAFF

Administrative Professional Employees Review Schedule

Date	Activity
February 15	Self-evaluation information is provided to immediate supervisor – forms can be found online.
March 15	Supervisor forwards evaluation to Dean's Office
April 30	All Annual Reviews and supporting documentation forwarded to Human Resources

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

For information on the Annual Review Process for Civil Service employees, refer to the Business Policies and Procedures Manual

SECTION X – 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

Current employees may update their mailing address on their own in myWSU or via email to payroll@wsu.edu.

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

View information on changing a name on the Payroll website.

Employee Benefits

Benefit information is located on the HRS website.

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 preceding 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 through Workday; find a Workday Reference Guide here. Faculty cannot be paid for annual leave unless they leave state employment. Annual leave cannot be taken before it is earned.

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. 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). 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. Visit the WSU Business Policies & Procedures Manual for more information.

Holidays

The University establishes a schedule for each year that includes 10 holidays. View the holiday schedule and policies on the HRS website.

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

Please refer to the Human Resource Services webpage on Leave Policies and Programs, which includes information for both Faculty and AP and Civil Service programs.

Identification Cards

Identification

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

Eligibility

Persons from the following groups are eligible to request CougarCards:

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

Travel

Information on travel planning, policies and procedures can be found on the [University Travel website](.).

Before Travel

Please submit a [travel request form](.) at least 3 weeks prior to your trip. Enter all expected expenses you wish to be reimbursed for; contact Sally Hasher, [shasher@wsu.edu](.), if you need per diem rates for meals or hotel, or reference the [per diem rates for WA map](.) to determine which daily meal rate will apply based on your destination.

No bookings may be confirmed before travel request is approved and a budget/project is assigned by your supervisor. A reimbursement limit may be assigned by your supervisor.

Airfare

Purchase airline ticket using College CTA card, book online directly with the airlines only or contact Laurie Warren, [lwarren@travelleaders.com](.), or Sylvia Merrill, [smerrill@travelleaders.com](.), at Travel Leaders: 509-327-9585. You will need to provide the NC0 number that is assigned to your travel request. Do not purchase business or first-class airfare.

Car rental

If you wish to use a motor pool vehicle, call 8-6999 (#4 when you hear the recorded message) to contact Parking Services. You'll need to provide the program, budget, and project number that will be used for the expenses. Refer to the [motor pool website](.) for rate schedule. WSU has a contract with [Enterprise & National Car Rental](.). The contract number is 45WA000, pin: WAS. You'll need to pay for the rental and fuel with personal funds and be reimbursed after your trip. Be sure to keep the rental car receipt showing proof of payment (zero balance due), and all fuel receipts.

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 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.

Conference registration

Use of a college purchase card is allowed and recommended. Once your travel authorization is approved and signed, check out a PCard from Finance and provide a receipt of payment when you return it. Use of a personal credit card is allowed, but reimbursement is processed after travel is complete. Please submit a one-page information sheet from the sponsoring organization about the conference or provide a meeting announcement/brochure. This could be copied from a website or other documents to be turned in with your travel request.

Hotel rooms

Please book and pay for your hotel room. Confirm with Finance the [allowable hotel per diem for the area.](.) This information is also available on the [federal domestic per diem website](.). An original paid receipt showing your name and a zero balance due must be obtained from the hotel and submitted for reimbursement. Direct billing for lodging is not allowed for WSU staff or faculty (link BPPM 95.06).

Paid receipts

The original receipts are needed for everything but meals, including all ground transportation, parking, rental car and fuel, hotel, and miscellaneous expenses (current policy indicates all expenses over $50 and checked baggage fees). Reference travel rates at BPPM 95.19.

Direct deposit

A WSU employee may authorize Travel Services to deposit their travel reimbursement to their bank account. Reference BPPM 95.21 for direct-deposit request procedures or request online at myWSU or on the Travel Services website.

After Travel

Fill out a travel expense voucher (TEV). TEV must be submitted within 60 days of end of travel or your reimbursement will be subject to taxes. Attach all receipts and give to Sally in Finance. You will receive an email from Workday and will need to log into your account to sign the form for reimbursement.

Clinical Travel (Mileage Only)

Fill out a travel request form at the beginning of each semester, provide the class number on request. For dates of travel, enter the first and last days of semester. This is a 'blanket request' for the semester. Each month, complete and submit a mileage log listing the dates and mileage of each trip. Mileage begins and ends at the College of Nursing unless your home is closer to clinical site. You can claim parking fees if needed.

For additional information regarding travel, please refer to the WSU Travel site.

SECTION XI - BUILDING, SECURITY, PARKING, SAFETY, ACCIDENTS & INJURIES

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

Building Utilization
Opening and Closing
Spokane
Building access is through your Cougar Card. The Cougar Card must be programmed for access and is required for access any time the building is locked.

Yakima
Watson Hall is located at Pacific Northwest University and has 24-hour access. Faculty, staff, and graduate teaching or research assistants may access the building at any time, unless PNWU is closed for emergency operations. Watson Hall is monitored by PNWU Security. Faculty, Staff, and TAs are assigned security badges for entry. Badges must be worn at all time while on campus.

Tri-Cities

The building is open at 7:30am 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. 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.

Smoking Policy

All WSU buildings are designated as non-smoking. Refer to the WSU Safety Policies and Procedures Manual, Section 70.12 for more information.

Room Scheduling

Spokane

Request space through 25Live or visit the WSU Spokane website for information on room and space.

Yakima

During Monday through Friday normal business hours, classrooms and study spaces are prioritized for CON students. Outside of these hours room scheduling is coordinated through the AMS Department and PNWU.

Tri-Cities

Room scheduling is coordinated through the WSU Tri-Cities Facilities 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

Consult the following websites for each campus, and sign up to receive alerts via text or call:

- 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-excepted 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

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 offices, work room and file cabinets are obtained by PNWU Security Department. All new employees are required to fill out a request and submit to the director. Once approved, PNWU will issues employees keys.

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 the2nd 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.

Tri-Cities
A combined faculty/staff/student break room is provided. The lounge is equipment 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. Faculty and staff are issued key cards which may provide access to nursing building as needed. Emergency 'blue poles' are distributed throughout the campus and provide direct dial access to the Security office in event of an emergency.

Yakima

PNWU Security provides 24-hour security services for the University community and its facilities. Call (509) 823-3346 or (509) 249-7727, or email security@pnwu.edu.

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.

In Yakima, PNWU provides 24-hour security services; call (509) 823-3346 or (509) 249-7727, or email security@pnwu.edu.

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.

Service and Support Animals

The College of Nursing adheres to WSU's policies on service and support animals. Washington State University (WSU or University) recognizes the importance of, and supports, the work that trained service animals can provide to those with disabilities.

The University also supports providing accommodations for emotional support animals to those with a medically-documented need for such animals.

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.

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

Under RCW 48.48.060, all fires must be reported to the applicable fire department for investigation, even if the fire is extinguished.

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 - PNWU provides free parking as a courtesy for employees, students, and visitors on campus. General parking spaces are open for all vehicles. Employees and students should have their PNWU parking permit visible. Visitor parking is available in designated areas. Parking for the University Conference Center is limited to those attending events at this site. No student parking is allowed in this lot.

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
- WSU Health Sciences Spokane Safety Committee
- WSU Tri-Cities Safety Committee
- WSU Vancouver Environmental Health & Safety homepage

Safety Plans
- WSU Health Sciences Spokane Safety Plan
- Tri-Cities Safety Plan
- Vancouver Safety Plan
- Yakima – PNWU Campus Security
- College of Nursing Continuity of Operations Plan

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.
- Vancouver –
- Yakima - In the practice lab and in the office faculty work room on the file cabinet to the left of the door.

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 on the first floor of Watson building at the east

end across from the elevator.

- 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.

Hazardous Materials Communication Standards

Each administrator is responsible for orienting and training employees, permanent or temporary, assigned to their department or program on these standards, per WAC 269-62-054 through 05427.

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. For more information read A Worker's Guide to Hazardous Chemicals: Understanding the Right-to-Know Law.

WSU Spokane uses an outside company, MSDS online, for maintaining material safety data sheets (MSDSs). All departments on the WSU Spokane Health Sciences campus should have their MSDSs maintained online, and all employees who work with these hazardous chemicals should be instructed in how to access them. 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 is 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
5. WSU College of Nursing.
6. 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 affected employees know information about the dangers of all hazardous chemicals used at the WSU College of Nursing.

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 kept in the department office where the hazardous substance is kept and routinely used.

Container Labeling

The supervisor in each department using chemicals will ensure 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 ensure 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.

Employee Training and Information

The individual supervisor is responsible for ensuring 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 ensure 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 ensure 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 ensuring 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.

Bloodborne Pathogens Guidelines

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 the College of Nursing website. An annual update on blood borne pathogens is presented to all faculty and staff. 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.

*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 XII – POLICIES, PROCEDURES, & GUIDELINES

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 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 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. Faculty should always place an out-of-office message on external facing messaging (e.g., phone, email) that students and university officials use.

Faculty Credentialing/Passport Policy

Passport compliance is required for all clinical and non-clinical faculty.
- Passport updates must be completed and uploaded by all faculty into the CREST compliance system annually. See list and procedures below.
- Background check and disclosure statement is required of all faculty on an annual basis, per WSU Business Policies and Procedures Manual Section 60.16. Faculty must complete and sign a

disclosure statement and a form authorizing a background check and provide to the dean's assistant on an annual basis. Background results will be emailed by the dean's assistant to faculty. NOTE: If background inquiry is made to a state or federal law enforcement agency, the involved faculty member will be notified of the response, and a copy of that response will be available to the individual upon request.

- Annual background check will be accomplished through the dean's office and results will be provided to faculty for upload.
- Faculty onboarding to some clinical sites may be delayed if one or more requirements expire during that semester.
- Faculty will receive automated reminders of expiring items.
- Noncompliance will be reported to the Associate Deans of Academic Affairs, and to the Campus Directors for Vancouver, TC and Yakima as appropriate.
- Newly hired faculty and teaching assistants will receive orientation to Passport requirements at time of hire and orientation. A designated staff member will provide new hires with assistance uploading documents.
- Due date: All requirements must be met by first day of classes each academic year (fall) and must be kept updated throughout the year. Clinical faculty may be asked to upload documents earlier if required for clinical site onboarding. Updated compliance modules are available July 1st and annual completion documentation must be uploaded between July 1st and first day of school.

Faculty Passport Procedure

Non-clinical faculty/TAs must document & upload the following:
- Current license(s) per WAC 246-840-523
- Background check results
- Disclosure form
- Basic Life Support & renewals (American Heart Association approved course) *
- Influenza vaccine (annual) *

Highly recommended (not required)

All clinical faculty/TAs (including those doing research in a clinical site)
Current annual clinical passport requirement per Clinical Placements Northwest (CPNW) which includes:
- Current license(s) per WAC 246-840-523
- ARNP Certification (if applicable)
- Background check
- Disclosure form
- Tuberculosis status (and annual symptom check documentation if history of positive tuberculin test).
- Basic Life Support & renewals (American Heart Association approved course)
- Immunizations/titers
- CPNW Compliance modules completion record
- CPNW Passport Document (posted on CREST)

Revised & Approved:
Executive Leadership 7/22/20

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 WSU College of Nursing Persons, Money or Property for Private Gain

The WSU Office of Internal Audit outlines 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 WSU 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.

Policies for Leading Study Abroad Programs and Clinical Experience Trips

Faculty who are considering implementing a faculty-led program outside the U.S. must:

1. Review and follow the procedures outlined in International Programs.
2. Meet with Diversity-Global Perspectives (Dean-appointed) Committee for consultation and support of the proposal.
3. Meet with appropriate Program Director and Associate Dean for Academic Affairs regarding proposal connected to academic course (including clinical course) credit.
4. Submit proposal for final approval of the Dean.

Communication

Information about the college is available on the College of Nursing website. You may subscribe to the College's newsfeed there and view upcoming events. The college also sends an internal newsletter to faculty and staff containing timely and informative content related to the College's students, faculty, staff and communities of interest. You can view all content published in the internal news online.

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 Manuals
- 2018-2019 WSU Faculty Manual
- 2017 Key Academic Policies

SECTION XIII – COPYRIGHT & PATENT ASSISTANCE

Find guidance on Copyright and Patent Assistance on the main WSU website.