Faculty Handbook

Updated Fall 2020

FACULTY HANDBOOK

UNLV SCHOOL OF NURSING

Welcome to the UNLV School of Nursing! This Faculty Handbook has been developed to provide the nursing faculty with information about their roles within the School of Nursing. The Faculty Handbook is a supplement to the University of Nevada-Las Vegas Handbook and the School of Nursing Undergraduate or Graduate Handbooks. Faculty are also encouraged to review the UNLV SON Canvas (WebCampus) Onboarding site for additional information https://unlv.instructure.com/courses/56073. Suggestions for improvements are welcomed and may be submitted to the Associate Dean for Faculty Affairs.

School of Nursing Faculty Handbook

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University of Nevada-Las Vegas
School of Nursing

SCHOOL OF NURSING DEFINITION OF CIVILITY

The University of Nevada, Las Vegas (UNLV) School of Nursing (SON) defines civility as respecting others and honoring differences in a safe and supportive learning and work environment. Civility encompasses behaviors expected by the profession of nursing (ANA Code of Ethics), which includes students, faculty, and staff members.

HISTORY

UNLV SON admitted its first cohort of students in 1965. The 26 women and one man graduated with their associate degree two years later, beginning what has become a history filled with successes, accomplishments, and pride. The UNLV School of Nursing provides the initial educational experience for many of the nurses practicing in Southern Nevada. Many nurses with graduate degree work as health care leaders in the Las Vegas area. The school benefits from a mixture of faculty whose backgrounds and educational preparation is remarkably diverse. The faculty continues to serve the community and the university. Many have extensive publications to their credit and pursue research interests that will benefit the community and society. The school has high expectations of our students, graduates, and faculty.

MOTTO

"Nurse Leaders Begin

Here" VISION

To shape the future of nursing education, research, and practice MISSION

Our mission is to educate nurses at the undergraduate and graduate levels to meet health care needs in Nevada and beyond. The School of Nursing promotes, improves, and sustains human health through evidence-based education and advances in research and practice.

STRATEGIC GOALS AND OUTCOMES HTTPS://WWW.UNLV.EDU/NURSING/ABOUT

1. Increase the educational arm to educate more nurses and practitioners to influence the health of Nevada and beyond.
2. Increase research productivity and scholarly output of faculty and students.
3. Expand our presence in the local, regional, and national community.
4. Develop and maintain an inclusive and dynamic environment that promotes the professional development of students.
5. Cultivate a spirit of philanthropy and entrepreneurship to increase financial strength and resources.
6. Engage in innovative and cutting edge practice that enhances the health of Nevada citizens.

ACCREDITATION

The School of Nursing at UNLV offers CCNE-accredited programs leading to a BSN, MS (nurse practitioner and nurse educator tracks), DNP, and PhD (Educator concentration and DNP to PhD). The baccalaureate degree in nursing program and master's degree in nursing program at UNLV SON was accredited on October 13, 2008 with the current accreditation through June 30, 2024. The post-graduate APRN certificate program had an initial accreditation visit on October 2, 2017 and is accredited
through June 30, 2023. The Doctor of Nursing Practice program had an initial accreditation visit on October 2, 2017 and is accredited through June 30, 2021.

All eligible programs at the UNLV SON (Baccalaureate degree in Nursing {BSN}; Master's degree in Nursing {MSN}; Doctor of Nursing Practice {DNP}; and post-graduate APRN certificate program) are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

ADVISORY BOARD

The school's advisory board comprises individuals dedicated to improving nursing education and the delivery of health care in Nevada.

PROGRAMS OF STUDY

The UNLV SON offers several programs of study for students. At the baccalaureate level there is a traditional Bachelor of Science in Nursing, and an Accelerated Second Degree Bachelor in Nursing (anticipated Spring 2021). Masters level programs include a Master of Science in Nursing- Nurse Educator, Master of Science in Nursing – Family Nurse Practitioner, and a Master of Science in Nursing - Psychiatric Mental Health Nurse Practitioner (anticipated Fall 2021). Doctoral level programs are the Doctor of Nursing Practice in Advanced Practice or Nurse Executive with several options, and the Doctor of Philosophy in Nursing.

CONTINUING EDUCATION PROGRAM HTTPS://WWW.UNLV.EDU/NURSING/CONTINUING-EDUCATION

The Continuing Education (CE) Program provides high-quality evidence-based educational activities to strengthen the knowledge of professional nurses and other health care professionals—empowering them to improve the quality of patient care. Through an array of certificate programs, preparatory seminars, specialty courses, and conferences, the program will help nurses and other professionals update and add to their résumés, earn contact hours, and advance their careers.

Participants can take one course or a series of courses to complete a certificate. They will learn from faculty experts actively working in their fields and have the benefit of a flexible course structure designed to meet their personal schedules.
Courses/certificates will be available in the following subjects:

- Train the Trainer course for Nurses to learn to train Certified Nursing Assistant Instructors
- Clinical Nursing Preceptors

- Clinical Research Administrators
- Health Information Technology & Data Analytics
- Introduction to Genetics, Genomics, and Genetic Counseling Certificate

ACADEMIC CALENDAR

There are three 15-week trimesters - fall (early September to mid-December), spring (early January to late April), and summer (mid-May to late August) for all programs. Please note that the School of Nursing operates on a different calendar from the university.

LIBRARY

The Lied Library has 2,500 study spaces, more than half of them with full network connections; an Information Commons with microcomputer workstations; a Graduate Student Commons with study spaces and meeting facilities; and a media distribution system and retrieval system capable of storing
1.2 million volumes. The Lied Library includes a Special Collections section that provides unique materials relating to Las Vegas and Southern Nevada history. It also houses the Gaming Research Collection, and the Nevada Women's Archives. The Library offers access to information resources and databases available in electronic format. The UNLV Libraries' online catalog links to other libraries as well as to various electronic journal indices, selected full-text items and the World Wide Web. Services also include individualized research consultations and traditional reference and information assistance; individualized and classroom instructional sessions on subject-related resources and technologies; and interlibrary loan and document delivery.

SON LIBRARIAN
University Libraries' health and life sciences librarian supports students in UNLV's five current health sciences colleges: School of Community Health Sciences, School of Nursing, School of Dental Medicine, School of Life Sciences, and Department of Allied Health. The librarian works to ensure that students and faculty have the skills and resources they need. The current librarian teaches sessions in some undergraduate nursing courses and conducts workshops on research databases for specialized subjects such as systematic review. She regularly leverages technologies to communicate about the Libraries' tools and resources and conducts virtual meetings. She is always available as a guest speaker for courses on library and research based topics. Contact information: Xan Goodman, Lied Library,Office 1184, 702- 895-2233. https://guides.library.unlv.edu/prf.php?account_id=44110

SIGMA THETA TAU

The ZETA KAPPA chapter of SIGMA THETA TAU, the International Honor Society of Nursing, was chartered at the University of Nevada in 1981. The purpose of Sigma Theta Tau is to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing. Each year an invitation to membership is extended to selected students (no more than thirty-five percent of the class) in the undergraduate program who demonstrate the qualities identified as hallmarks of Sigma Theta Tau members.

FACULTY RESOURCES

Information and links to resources to assist faculty with work processes such as Folio, Rebelfiles, Workday, and more can be found here https://www.unlv.edu/nursing/faculty-resources.
Additional professional development resources are available through the UNLV Faculty Center UNLV Faculty
Center (Links to an external site.) whose mission is to promote the professional development of all UNLV educators, researchers, and other academic professionals through a program of research, consultation, events, and resources. Many campus units, academic and administrative, work in collaboration to
provide the center's services, along with a team of Faculty Center Fellows. Services focus on career planning, teaching development, and research support. The Faculty Center in Beam Hall (coming soon) will be a hub for UNLV's faculty community, providing a welcoming lounge space, a quiet work area, small meeting rooms, practice teaching space, individual and small-group consultation space, and other faculty development resources and information. Here (Links to an external site.) is a list of events offered by the Faculty Center supporting the Mission of the Faculty Center.
Additional resources such as the National Center for Faculty Development and Diversity (NCFDD), the Leadership Development Academy, the Leadership Coaching Program, the University Faculty Travel Program, Faculty Study Abroad program, and more are also available. See the UNLV Faculty Handbook for a complete listing with links to websites.

ACADEMIC ADMINISTRATION

DEAN

The Dean serves as the Chief Executive Officer and Chief Academic Officer of the School and has oversight and ultimate responsibility for all academic, personnel, and financial activities within the School.

Overall, the Dean is responsible for facilitating the delivery of high-quality academic programs, promoting research, scholarship, and/or creative activities by the faculty, engaging the southern Nevada community and broader region as appropriate, and working to secure the resources needed to accomplish these goals. Specifically, the Dean is responsible for strategic planning for the School; hiring and supervision of the faculty and staff; oversight of budgets within the School; organizing and overseeing the delivery of high-quality academic courses and programs; implementation of retention, progression, and completion efforts; engaging with alumni and the general public as appropriate for community enrichment; and for seeking philanthropic support for the mission of the School.

Functions:
- Lead the appointment, supervision, and evaluation of Department Chairs/Directors and the leadership team (e.g., Assistant / Associate / Executive Dean) of the School.
- Oversee annual evaluations for all faculty and staff, as well as tenure and promotion processes.
- Create an environment that fosters excellence and maximizes opportunities for success.
- Commit to enhancing diversity and creating an inclusive environment within the School.
- Acts on all faculty, student and staff appeals and grievances before referral to University administration.
- Oversee curriculum and its delivery, including any relevant accreditation

requirements.

- Promote research, scholarship, and creative activities in the School.
- Ensure high academic standards and positive accreditation for School.
- Coordinates, plans, budgets, resource allocation, and hiring.
- Oversee and manage expenditures to ensure that funds are spent appropriately as designated by various entities and funding sources.
- Work to secure philanthropic and other available resources for the School.
- Develop, implement and regularly update a strategic vision for the School.
- Foster innovative programs to support the vision.
- Identify relevant metrics, setting goals, and addressing challenges as they arise.
  Serves as a leader in nursing and in nursing education in the State of Nevada, the region, and the nation.

ASSOCIATE DEAN FOR RESEARCH (ADR)

The Associate Dean for Research works to advance the quality and integrity of the SON research programs by providing strategic vision and developing processes and procedures to support grant management and compliance processes. The ADR creates an environment that fosters research and scholarship productivity and provides consultation and technical assistance to faculty, staff, students, and partners in the development of research proposals to advance the school's mission. The Associate Dean is responsible for providing overall leadership and oversight for matters related to research innovation, compliance, and advancement.

Functions:

- Provides leadership in facilitating research to establish and achieve a dynamic research vision.
- Maintains and builds a wide network of professional contacts within the professional research community locally, regionally, nationally, and internationally to foster collaboration and participation in inter- and intra-disciplinary activities.
- Oversees the operations and personnel of the Office of Research and Scholarship.
- Mentors tenure track faculty in developing and funding sustainable programs of research.
- Coordinates faculty workshops and development related to research and scholarship skills.
- Facilitates new and existing academic-clinical research partnerships. Fosters collaborative interdisciplinary research associations.
- Oversees consultation on research design, methods, and statistics in the development of research projects and on data management and analyses for funded projects and non-funded research.
- Offers recommendations to the Dean and Leadership Team to advance the research mission of the School.
- Collaborates with PhD and DNP Directors to identify, develop and implement research opportunities and support for doctoral students.
- Represents the SON on University committees, task forces, and work groups as well as to other institutions, associations, and interests.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS (ADAA)

The Associate Dean for Academic Affairs provides leadership in planning, development,

implementation, and evaluation of all academic programs within the School of Nursing. The Associate Dean for Academic Affairs works closely with the Program Directors and the Academic Affairs Council to provide leadership in academic program development and evaluation consistent with the mission, strategic goals, and objectives of the School of Nursing.

Functions:
- Serves as a member of the Leadership Team, on appropriate School committees, and as the School's key representative on all University initiatives focused on enhancing academic accessibility for academic students.
- Provides leadership in the management of academic programs through curricular development, implementation of learning innovations that utilize technology and simulation, systematic evaluation and program planning including admission, progression and retention, as well as in streamlining programs of study and innovative pathways to academic and graduate degrees.
- Oversees development and evaluation of clinical sites and preceptors, in coordination with the academic clinical placement coordinators as well as serve as liaison to clinical partners.
- Collaborates with other Associate Deans and appropriate School leaders to:
  - develop and implement schema for course offerings and schedules each trimester;
  - refine, document, and communicate educational policies and procedures in the academic program, and ensure uniform implementation by faculty;
  - integrate research and faculty research expertise into the academic curriculum;
  - integrate service learning into programs and maintain quality, innovative service learning opportunities;
  - assure an effective faculty advisor system; and,
  - engage in the full academic student life cycle (from application through admission, matriculation, progression, and graduation).
- Represents the School on University academic and student committees and coordinates course offerings, program changes, and student experiences to ensure relevance to the overall academic curriculum.
- Oversees the assessment and evaluation of innovative technological teaching tools for the academic program including simulation, and makes recommendations for faculty development and acquisition of resources.
- Responsible for reviewing faculty recommendations for academic course, curricula, and program changes prior to Academic Affairs Council review, and facilitates implementation of School committee decisions as they relate to the academic programs.
- Ensures that the academic programs meet the standards and policies of the School, University, and accrediting agencies.
- Ensures that accreditation standards are met, including monitoring accreditation and evaluation requirements and activities for the academic programs, and in completing other annual or periodic reports/reviews (for example, Nevada Board of Nursing, Commission on Collegiate Nursing Education (CCNE), Western Interstate Commission for Higher Education (WICHE), Northwest Commission on Colleges and Universities (NWCCU) and any additional agencies as directed).
- Responsible for monitoring and retaining data needed for accreditation or other program related reports, including data related to student performance on licensing examinations.

- Conducts faculty evaluations, as indicated in the organizational chart in collaboration with the Associate Deans and Dean.

ASSOCIATE DEAN FOR FACULTY AFFAIRS (ADFA)

The Associate Dean for Faculty Affairs has responsibility for faculty and resource issues within the school. The Associate Dean for Faculty Affairs provides leadership in faculty development and evaluation consistent with the mission, strategic goals, and objectives of the School of Nursing.

Functions:

- Works with faculty to develop professional goals and provides mentoring and development opportunities to meet these goals.
- Generates workload and teaching assignments.
- Hires, orients, and evaluates part time instructors as needed to meet the educational mission.
- Orients new faculty members and part time instructors to the goals, policies, and procedures of the School and University, in conjunction with the Faculty Affairs Council.
- Conducts faculty evaluations, in collaboration with the Associate Deans and Dean.
- Provides guidance to faculty members in role and career development, goal attainment, and in seeking promotion and/or tenure.
- Identifies and meets the resource needs of the faculty through budget management and assignment of space.
- Identifies needed faculty positions and appropriate candidates for faculty positions, in collaboration with the Leadership Team.
- Makes hiring and adjunct appointment recommendations to the Dean.
- Represents the School in appropriate University, state, regional, and national venues, as requested by the Dean
- Establishes undergraduate and graduate course schedules, in collaboration with the Associate Deans and Dean.
- Provides and discusses course evaluation data each trimester with the Associate Dean for Academic Affairs with the goal of improving academic programs.

ASSISTANT DEAN OF ADMINISTRATION, OUTREACH, AND ENGAGEMENT

The Assistant Dean for Administration, Outreach and Engagement provides leadership in creating, implementing and managing the School's outreach and engagement activities that provide for an excellent student experience. This position provides strategic oversight and management of the following offices: development, marketing and communications, events and student engagement activities of the School. This position works with the Dean, School of Nursing to shape the overall outreach and engagement strategy for the School.

Functions:
- Plan and coordinate professional development for staff including onboarding and regular staff meetings.
- Manage administrative and resource support for faculty, staff, and students, with attention to issues of equity.
- Ensure that professional and classified staff are able to meet the needs of students and faculty.
- Provide strategic leadership and oversight of school development activities by collaborating

with and supervising the Director/Associate Director of Development in their efforts to seek funding from alumni, students, corporations/foundations and friends in support of the School of Nursing.

- Collaborate with Director/Associate Director to craft and execute a comprehensive fundraising plan to meet the fundraising goals of the School. The plan will benefit the core mission of the School with a particular focus on building a long-term and sustainable fundraising model that aligns with the research and academic mission of the School and provides funds for students scholarships and engagement activities.
- Provide strategic vision and oversight of school communications including collaborating with and supporting the communications professional staff in the development and improvement of the school's messaging, communication plans, print material, website and publications.
- Work closely with University Marketing and Communications to leverage design resources and media relations.
- Oversee the representation of a positive organizational image to the school's various stakeholders, i.e., alumni, students, parents, donors, etc.
- Creates and manages processes to increase student engagement by creating inclusive and dynamic programming for students in the School of Nursing.
- Provide strategic leadership and oversight of the school's events through the School of Nursing's Events Committee including coordination of the event master calendar.
- Tracks event outcomes using appropriate tools and makes changes to improve quality, service and fiscal responsibility.
- Provide strategic leadership and oversight of the school's alumni engagement activities by collaborating with the alumni/student engagement professional staff to create inclusive programming that engage and connect alumni and students to the School of Nursing locally, nationally and internationally.

PHD PROGRAM DIRECTOR

The PhD Program Director provides leadership in academic program development and evaluation consistent with the mission, strategic goals and objectives of the School of Nursing. The position is appointed for a 3-year term.

Functions:
- Works with MSN and PhD coordinators in regard to student recruitment and public relations related to the PhD program.
- Ensures accuracy of catalogs, brochures and related program materials for the PhD program, in collaboration with the ADAA.
- Coordinates graduate curricular procedures and actions with the requirements of the University for the PhD program. Oversees PhD curriculum evaluation process including data collection, interpretation and recommends revisions as appropriate for the PhD program.
- Forwards documentation of proposed PhD curricular changes through the ADAA and Academic Affairs Council to appropriate University committees.
- Develops policies and procedures regarding admission, progression and graduation for the PhD program.
- Performs pre-admission advising and oversees graduate student withdrawal, appeals, and grievances for the PhD program in collaboration with the ADAA.
- Acts as a resource for PhD Faculty and Advisors for issues related to advising and/or progression (courses, comprehensive exams, dissertation progression).
- Develops criteria and procedures for the allocation and distribution of scholarships, and

selected student honors and awards for the PhD program, in collaboration with the ADAA.
- Collaborates with the ADAA and Student Services Coordinator for the selection of scholarships, traineeships and awards (e.g., Yaffa Dahan Dissertation Award) for the PhD program.
- Works with MSN and DNP coordinators to oversee student orientation.
- Develops and maintains database for tracking of PhD student data as well as potential students related to recruitment efforts.
- Collaborates with the Associate Dean for Research to identify, develop and implement interdisciplinary research opportunities for PhD students and communicate these opportunities to dissertation advisors.
- Makes recommendations to the Associate Dean for Academic Affairs for resources required to support the PhD program

DOCTOR OF NURSING PRACTICE (DNP) PROGRAM DIRECTOR

The DNP Program Director is doctorally prepared and provides leadership in academic program development and evaluation consistent with the mission, strategic goals and objectives of the School of Nursing. The position is appointed for a 3-year term.

Functions:
- Oversees all aspects of the DNP program and ensures that accreditation standards are met.
- Works with MSN and PhD coordinators in regard to student recruitment and public relations related to the DNP program.
- Ensures accuracy of catalogs, brochures and related program materials for the DNP program.
- Coordinates graduate curricular procedures and actions with the requirements of the University for the DNP program. Oversees DNP curriculum evaluation processes including data collection and interpretation, and recommends revisions as appropriate for the DNP program.
- Forwards documentation of proposed DNP curricular changes through the ADAA and Academic Affairs Council to appropriate University committees.
- Develops policies regarding admission, progression and graduation for the DNP program. through the ADAA and Academic Affairs Council.
- Performs pre-admission advising and oversees graduate student withdrawal, appeals, and grievances for the DNP program.
- Acts as a resource for DNP Faculty and Advisors for issues related to advising and/or progression.
- Develops criteria and procedures for the allocation and distribution of scholarships, and selected student honors and awards for the DNP program.
- Collaborates with appropriate bodies for the selection of scholarships, traineeships and awards for the DNP program.
- Works with MSN and PhD coordinators to oversee student orientation.
- Develops and maintains database for tracking of DNP student data as well as potential students related to recruitment efforts.
- Works closely with MSN Director to ensure a smooth transition for students enrolled in the BSN to DNP program.

- Makes recommendations to the ADAA for resources required to support the DNP program .

MASTER'S PROGRAM DIRECTOR

The Master's Program (MSN) Director provides leadership in academic program development and evaluation consistent with the mission, strategic goals and objectives of the School of Nursing. This coordinator must be a nationally-certified Family Nurse Practitioner. The position is appointed for a 3-year term

Functions:
- Serves as the coordinator for all post-graduate certificate programs..
- Responsible for student recruitment and public relations related to the MSN.
- Ensures accuracy of catalogs, brochures and related program materials for the MSN program.
- Coordinates graduate curricular procedures and actions with the requirements of the University for the MSN program. Oversees MSN curriculum evaluation process including data collection, interpretation and recommends revisions as appropriate.
- Represents the SON at the UNLV Graduate College and forwards documentation of proposed MSN curricular changes through appropriate University committees, through the office of the ADAA.
- Develops policies regarding admission, progression and graduation for the MSN program, in collaboration with the ADAA.
- Performs pre-admission advising and oversees graduate student withdrawal, appeals, and grievances for the MSN program.
- Acts as a resource for MSN Faculty and Advisors for issues related to advising and/or progression.
- Develops criteria and procedures for the allocation and distribution of scholarships, and selected student honors and awards for the MSN program.
- Collaborates with appropriate bodies for the selection of scholarships, traineeships and awards for the MSN program.
- Works with PhD and DNP coordinators to oversee student orientation.
- Works with PhD and DNP coordinators to identify graduate student leadership organizations in the SON.
- Maintains database for tracking of MSN student data as well as potential students related to recruitment efforts.
- Works and coordinates with the Projects Coordinator to establish and maintain clinical contracts and preceptor evaluations for nurse practitioner and nurse educator students.
- Tracks certification pass rates and archives CCNE accreditation data.
- Collaborates with Doctoral Director on all matters regarding the APRN portion of the BSN to DNP program.

UNDERGRADUATE BSN DIRECTOR

The Undergraduate (BSN) Director provides leadership in academic program development and evaluation consistent with the mission, strategic goals and objectives of the School of Nursing. The position is appointed for a 3-year term.

Functions:
- Collaborates with other members of the School and University in student recruitment and public relations related to the undergraduate program.
- Ensures accuracy of catalogs, brochures, student handbooks, orientation manuals and related

publications annually with the Student Services Director and the Associate Dean for Academic Affairs (ADAA).
- Coordinates undergraduate curricular procedures and actions as required by the University.
- Oversees the curriculum evaluation process including standardized testing, data collection, and interpretation and recommends revisions as appropriate, in collaboration with the ADAA.
- Forwards documentation of proposed curricular changes through appropriate School of Nursing and University committees.
- Implements university and school policies regarding admission, progression and graduation.
- Oversees undergraduate student withdrawal, appeals and grievances, in collaboration with the ADAA.
- Collaborates with the ADAA and Student Affairs Council to develop criteria and procedures for the allocation and distribution of scholarships, and selected student honors and awards.
- Coordinates with various stakeholders in planning school organized events, such as the Faculty Orientation, Recognition Ceremony and New Student Orientation.
- Assigns faculty advisors for students.
- Supervises the Nursing Student Success Facilitator(s).
- Attends Consortium meetings and evaluates quality of clinical sites and experiences.
- Participates in completing all SON program reports including the university annual assessment reports and for external agencies such as the NSBN and CCNE.
- Collects data and reports as needed in collaboration with the ADAA and AAC.
- Schedules and conduct BSN meetings.
- Approves admissions based on ranking and ensures acceptance procedures are maintained.
- Conducts Contract Signing and new student orientation each trimester.
- Manages HESI including student/faculty access, online resources, specialty exams and resulting data.
- Provides pre nursing advisement from acceptance to the SON and start of classes.
- Manages student and faculty issues related to progression, failures, dismissals and clinical contracts.
- Summarizes and provides feedback to faculty regarding program outcomes.
- Attend quarterly NSBN meetings and involvement with BON committees when necessary.
- Serves as an ex-officio member of the Student Affairs Council.

2ND BACH TRACK (BSN) PROGRAM LEAD

The 2nd Bach Track (BSN) Program Lead, in collaboration with the BSN Program Director, will have primary responsibility for the planning, implementing, evaluating, and leading the online 2nd Bach Track (BSN) Program, including compliance with regulatory requirements, mentoring of faculty, shared teaching responsibilities, student advising responsibilities, and developing relationships and collaborating with regulatory boards. This position reports directly to the BSN Program Director. The 2nd Bach Track (BSN) Program Lead works closely with Director of Clinical and Community Partnerships to identify and develop clinical preceptor sites and evaluate these sites in collaboration with faculty. The position is appointed for a 3-year term.

Functions:
- Collaborates with other members of the SON and University in student recruitment and public relations related to the 2nd Bach Track (BSN) Program.
- Ensures accuracy of catalogs, brochures, student handbooks, orientation manuals, and related publications with the Student Services Director, BSN Program Director, and the Associate

Dean for Academic Affairs (ADAA).
- In collaboration with the BSN Program Director, coordinates undergraduate curricular procedures and actions as required by the University.
- Oversees the curriculum evaluation process including standardized testing, data collection and interpretation, and recommends revisions as appropriate, in collaboration with the BSN Program Director and ADAA.
- Forwards documentation of proposed curricular changes through appropriate SON and University committees.
- Implements University and SON policies regarding admission, progression, and graduation.
- Oversees undergraduate student withdrawal, appeals and grievances, in collaboration with the BSN Program Director and ADAA.
- Collaborates with the ADAA and Student Affairs Council to develop criteria and procedures for the allocation and distribution of scholarships, and selected student honors and awards.
- Collaborates closely with the BSN Program Director regarding the day-to-day management and implementation of the 2nd Bach Track (BSN) Program, as well as curricular, programmatic, and student issues.
- Coordinates with various stakeholders in planning school organized events, such as the Faculty Orientation, Recognition Ceremony, New Student Orientation, program "Intensives".
- In collaboration with the BSN Program Director and ADAA, assigns faculty advisors for students.
- Works collaboratively with the Nursing Student Success Facilitator.
- Participates in completing all SON program reports including the university annual assessment reports and external reports for agencies such as the NSBN and CCNE.
- In collaboration with the BSN Program Director and ADAA, is accountable for the viability, quality, legal, and professional compliance of the 2nd Bach Track (BSN) Program.
- Collects data and reports as needed to the BSN Program Director and ADAA.
- Schedules and conducts 2nd Back Track (BSN) Program meetings as needed in collaboration with the BSN Program Director.
- In collaboration with the BSN Program Director, manages HESI including student/faculty access, online resources, specialty exams and resulting data.
- In collaboration with the BSN Program Director, manages student and faculty issues related to progression, failures, dismissals, and clinical contracts.
- Summarizes and provides feedback to administration and faculty regarding 2nd Bach Track (BSN) Program outcomes.

PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER (PMHNP) PROGRAM LEAD

The PMHNP Program Lead, in collaboration with the MSN Program Director, will have primary responsibility for the planning, implementing, evaluating, and leading the online Psych Mental Health Nurse Practitioner (MSN) Program, including compliance with regulatory requirements, mentoring of faculty, shared teaching responsibilities, student advising responsibilities, and developing relationships and collaborating with regulatory boards. This position reports directly to the Associate Dean for Academic Affairs and consults on all functions pertaining to the position with the MSN Program Director. The PMHNP Program Lead works closely with the Director of Clinical and Community Partnerships to identify and develop clinical preceptor sites and evaluate these sites in collaboration with faculty. The position is appointed for a 3-year term.

Functions:
- Collaborates with other members of the SON and University in student recruitment and public

relations related to the PMHNP Program.
- Ensures accuracy of catalogs, brochures, student handbooks, orientation manuals, and related publications with the Student Services Director, MSN Program Director, and the Associate Dean for Academic Affairs (ADAA).
- In collaboration with the MSN Program Director, coordinates graduate curricular procedures and actions as required by the University.
- Oversees the curriculum evaluation process including standardized testing, data collection and interpretation, and recommends revisions as appropriate, in collaboration with the MSN Program Director and ADAA.
- Forwards documentation of proposed curricular changes through appropriate SON and University committees.
- Implements University and SON policies regarding admission, progression, and graduation.
- Oversees graduate student withdrawal, appeals and grievances, in collaboration with the MSN Program Director and ADAA.
- Collaborates closely with the MSN Program Director regarding the day-to-day management and implementation of the PMHNP Program, as well as curricular, programmatic, and student issues.
- Coordinates with various stakeholders in planning school organized events.
- In collaboration with the MSN Program Director and Projects Coordinator, assigns faculty preceptors for students.
- Participates in completing all SON program reports including the university annual assessment reports and external reports for various accrediting bodies.
- In collaboration with the MSN Program Director and ADAA, is accountable for the viability, quality, legal, and professional compliance of the PMNNP Program.
- Collects data and reports as needed to the MSN Program Director and ADAA.
- Schedules and conducts PMHNP Program meetings as needed in collaboration with the MSN Program Director.
- In collaboration with the MSN Program Director, manages student/faculty access, online resources, specialty exams and resulting data.
- In collaboration with the MSN Program Director, manages student and faculty issues related to progression, failures, dismissals, and clinical contracts.
- Summarizes and provides feedback to administration and faculty regarding PMHNP Program outcomes.

ADDITIONAL FACULTY POSITIONS

UNDERGRADUATE CLINICAL COURSE COORDINATOR

Courses having a clinical component may have a Clinical Course Coordinator (CCC) for the purpose of consistency in course and clinical implementation and evaluation. Clinical Course Coordinators facilitate communication to clinical faculty and part-time clinical instructors (PTIs) teaching the clinical component of that course. Clinical Course Coordinators may or may not be the lead faculty of a course. Clinical Course Coordinators are responsible for facilitating clinical preparation, implementation, and evaluation and oversight of clinical faculty and PTIs.

Functions:

- The CCC is responsible for working with administrative staff to prepare packets at the beginning of each trimester for clinical faculty. Packets are to include: Information regarding student policies, location of policies, and professional boundaries (for new instructors), copy of the clinical evaluation tool, individual faculty letter to PTI regarding schedules, information about how to reach the instructor (cell #, office phone #).
- The CCC is responsible for ensuring that clinical faculty and PTIs: have access to orientation materials and UNLV course policies and requirements, have access to E*Value, when to access E*Value in special circumstances know when to complete all E*Value submissions, have access to QSEN competencies, are present, as required, at the clinical site when the students are participating in clinical experiences, are scheduled for orientation at the Clinical Simulation Center of Las Vegas (CSCLV)
- Clinical Course Coordinators must be available to meet in person with clinical faculty and students as needed (together or separately).
- Clinical Course Coordinators are responsible for:
  - the planning and daily implementation of the clinical portion of the course and ensuring set ratio is maintained in the clinical setting,
  - Eliciting input from course faculty and maintaining responsibility for final decision-making relative to specific issues of implementation and evaluation in clinically related activities,
  - Communication to ensure that clinical instructors are aware of what students are being taught each week,
  - Review of assignments and expectations for grading (i.e, who ensures consistency of implementing rubrics)
  - Ensuring that each clinical faculty and PTIs, have appropriate knowledge for the area of instruction and to provide consistency and assistance when needed for clinical faculty teaching for the course
  - Investigating any student or faculty compliance violations and documenting incidents
  - Providing feedback to the Program Director and ADFA to assist in the evaluation of PTIs.
  - Working with the Associate Dean for Faculty Affairs (ADFA) and the Associate Dean for Academic Affairs (ADAA) to ensure clinical coverage is appropriate and clinical outcomes are being met in the event of clinical faculty absence
  - Reviewing simulation evaluation reports and making decisions about updating simulation scenarios in collaboration with the Simulation Concierge
- The ADFA is responsible for: Designating a faculty member to be a Clinical Course Coordinator, general orientation (onboarding) of clinical faculty and PTIs to the school, and ensuring clinical faculty and PTIs complete the Family Educational Rights and Privacy Act (FERPA) modules.
- Should faculty members have concerns about the performance of the CCC, they are encouraged to discuss them with the CCC, and, if necessary, the ADFA. Note that individual faculty member preferences cannot always be honored in a course that involves multiple instructors
- The CCC has specific duties and responsibilities related to course preparation, implementation, and evaluation (see Appendix 1).

DIRECTOR OF CLINICAL AND COMMUNITY PARTNERSHIPS

The Director of Clinical and Community Partnership focuses on developing and growing relationships with area healthcare organizations to support clinical education and patient care. The Director provides leadership to strengthen these strategic, synergistic community partnerships for the School. This position is responsible for advancing the education, practice, and community engagement missions of the School of Nursing and providing leadership for developing collaborative relationships across the communities served by the School of Nursing

Functions:

- Develop and facilitate Academic Practice Partnership Task Force (APPTF) so that the School of Nursing can engage nursing educators and managers at multiple healthcare institutions
- Helpful resource: https://www.aacnnursing.org/Academic-Practice-Partnerships
- Act as liaison to community partners to develop opportunities to expand our education, practice, and research missions
- Explore community service partnerships that aligns with the Top Tier Initiative and expands our community engagement.
- Explore opportunities for faculty practice

DIRECTOR OF EDUCATIONAL QUALITY AND INNOVATIONS

The Director of Educational Quality and Innovations will ensure actions to improve course quality and program sustainability. The Director encourages and supports innovations to assist with growing enrollment and overall course quality within the School. The Director is responsible for the quality assurance program of the School of Nursing and facilitates the planning, implementation and monitoring of professional learning opportunities for faculty.

Functions:

- Implement a plan for systematic review of SON courses using national established quality course benchmarks.
- Provide core guidance and direction to the School of Nursing community around the best practices around the scholarship of teaching and course design.
- Analyzes and uses data to identify professional development needs and to evaluate, improve and report on program effectiveness.
- Keeps abreast of innovative professional development techniques to provide the faculty with the highest quality of professional development activities.

DEDICATED EDUCATION UNIT (DEU) COORDINATOR

The DEU Coordinator has primary responsibility for the clinical education model of an academic-practice partnership between a hospital and a nursing program. The DEU coordinator is a nursing faculty member whose purpose is to provide consistency in the implementation and evaluation of the DEU program with the overall responsibility for the coordination, implementation, and evaluation of the DEUs. The DEU Coordinator: (a) oversees the maintenance of the dedicated educational units in collaboration with clinical education academic-practice partners and (b) organizes publications and presentations with faculty colleagues and DEU practice partners. The DEU coordinator is appointed by

the Associate Dean for Academic Affairs.

Functions:

- Collaborates with faculty in creating and maintaining DEUs with strategic agency partners.
- Collaborates with academic and administrative faculty in student placements and selection of DEUs.
- Initiates regularly scheduled meetings, at least once per trimester, with nursing faculty and DEU agency partners.
- Conducts DEU orientation programs as needed each trimester for new nursing faculty.
- Provides opportunities for ongoing professional growth (e.g., Lunch & Learn) for Clinical Dedicated Instructors (CDIs).
- Reports on DEU activities at BSN and Program Director meetings.
- Communicates information related to new policies and guidelines with faculty, agencies, and CDIs.
- Collects data for analyses and evaluation of DEUs for quality improvement and curriculum assessment as needed.
- Plans, initiates and maintains all DEU partnerships.
- Ensures IRB approval for ongoing data collection, analyses, and evaluation of DEU, as needed for publication.
- Collaborates with Communications and Outreach Specialist and School of Nursing Director of Educational Technology in maintaining DEU website pages for students, faculty, and clinical partners.
- Collaborates with clinical partners to provide resources for recruitment and retention of CDIs.
- Collaborates with faculty, agencies and Administrative Faculty on DEU growth.
- Reports to the Associated Dean for Academic Affairs regarding program progress.
- Represents clinical education academic-practice partners in presentations, publication and consultations in collaboration with DEU partners at regional, national, and/or international conferences.
- Advances evidence-based clinical teaching and learning practices with CDIs and students on DEUs.
- Maintains and instructs an evidence-based CDI Training Course that is delivered based on the training needs of clinical partners.
- Collaborates with the Director of Continuing Education to allocate appropriate contact hours for professional development of CDI's.

SHARED GOVERNANCE

Shared governance is the means by which faculty and staff participate in the decision-making process within UNLV. Universities have a unique mission: to create and disseminate knowledge and ideas. To do this, academic policy and philosophy need to be independent of short-term managerial and political issues. Faculty are in the best position to determine curriculum, establish research policy, select their colleagues, and subsequently judge their work. Faculty are on the front line, and that perspective is essential to many choices made in a university.

As stated in the SoN Bylaws, the structure of the Faculty Organization is based on a shared-governance model comprised of councils, coordinated by a president and president-elect that

allows for interaction with members of the administrative team so that faculty voice can be obtained. Three councils and three committees comprised of faculty and administrators serve to achieve the mission of the SON. A full description of the responsibilities of each of the councils and committees can be found in the Bylaws of the UNLV School of Nursing Faculty Organization.

Membership of the Faculty Organization includes all full time faculty, part time faculty, part time instructors (PTI), adjunct faculty members and those with joint appointments in the SoN. Members may be on contract for either an academic or calendar year. Voting members shall be all full time and part time (0.5 FTE or more) faculty members with contracts for either an academic or calendar year. Members with voice but no vote are PTI faculty, adjunct faculty, and those with less than 0.5 FTE appointments. Students shall have voice but no vote. Members of the SoN faculty administrative team (Dean and Associate Deans) are not eligible to serve as officers.

SCHOOL REPRESENTATION ON UNIVERSITY COMMITTEES

Faculty Senate: A SON faculty member shall be elected for a term of three years. Elections shall be held in Spring of the year in which a vacancy shall occur. The elections shall be organized by the current senator. In the event of a vacancy an election will be held to fulfill the remaining term.

Faculty Senate Standing Committees: Representation to the Senate Standing Committees shall be organized by the representative to the Faculty Senate. Elections for vacancies shall be held in the spring, but in the event of pre-existing vacancies, the senator shall inform the Dean's Administrative Assistant to organize elections to fulfill the remaining term.

Faculty Senate Ad Hoc Committees: The senator shall notify all faculty members of opportunities to serve on ad hoc faculty senate committees. If more than one faculty member expresses interest in the committee, the Nominating Committee shall originate a mailed ballot election within the time period requested to fulfill the vacancy.

Administrative Committees: The dean shall notify faculty members of the SON regarding the opportunity to serve on standing or ad hoc administrative committees. If more than one faculty member expresses interest in the committee, the Nominating Committee shall originate a mailed ballot election within the time period requested to fulfill the vacancy.

FACULTY

ACADEMIC APPOINTMENTS

Academic faculty may be full time, part time, part time instructor (PTI), joint appointment, or adjunct faculty members as delineated in their contracts. Faculty members may be in tenured, tenure-track or non-tenured positions. These positions are in accordance with contracts between UNLV and the faculty member.

Duties of full time and part time academic faculty:
- Promote the missions of the SON and UNLV.
- Develop, implement, and evaluate the academic programs of SON.
- Complete teaching responsibilities.
- Provide a minimum of four office hours per week.

- Provide opportunities for students to evaluate teaching effectiveness.
- Participate, as appropriate to appointment status, in recommendations regarding faculty affairs (e.g. promotion, mid-tenure or tenure-review).
- Conduct research and creative activities as required by appointment status.
- Actively participate in shared governance by serving on a council or ad hoc committee in the SON or on UNLV committees.
- Attend full Faculty Organization meetings, graduations, and other school functions during the trimesters employed at the SON (unless "faculty without borders").
- Respond within the established time frame to requests for SON or UNLV reports.
- Contribute to community service activities as appropriate to appointment status.
- Participate in the annual assessment of administrators.
- Continue to develop teaching expertise.
- Participates in the dissemination of scholarship.

Duties of Part Time Instructors (PTI):
- Promote the mission of the SON and UNLV.
- Contribute to the development, implementation and evaluation of the assigned program of teaching.
- Prepare materials and meet with classes as scheduled.
- Provide the opportunity for students to evaluate teaching effectiveness.
- Provide a minimum of two office hours per week.
- Act as a liaison in the clinical agency directing faculty and students to additional learning experiences.

Duties of Adjunct (Volunteer) Faculty
- Participate in classroom teaching as individually negotiated.
- Facilitate or precept students involved in learning experiences
- Consult regarding course content.
- Act as a resource person in the community to seek out and direct students and faculty to additional learning experiences.

APPOINTMENT OF ADJUNCT FACULTY

The title "Adjunct Faculty "is used for non-tenure-track appointments for those qualified individuals who assist the School of Nursing in the teaching or research mission. These faculty volunteer their services for no direct remuneration from UNLV or UNLV School of Nursing.

Clinical Adjunct Faculty Status: the nominee must have a BSN and MS in nursing or doctorate in nursing or related field, hold an active and unencumbered professional license to practice in Nevada, serve as a clinical preceptor or instructor for at least one trimester before appointment, and be recommended for appointment by a nursing faculty member. The nomination form in Appendix 2 along with a CV should be submitted to the Program Director, then forwarded to the Dean for approval. Once approved, the nominee completes the following requirements: personal data sheet, acknowledgement of sexual harassment policy, UNLV Human Resources Oath, verification of professional license, and malpractice certificate. The Dean or designee writes an offer letter to the nominee informing the Clinical Adjunct Faculty of the appointment, time frame, and associated rights that include: A UNVL Rebel card, access to UNLV libraries, and a UNLV email address. These

rights will be available once the employment package is submitted and an NSHE number is issued. The Dean's office will prepare the necessary paperwork and pay any associated UNLV fees. The Clinical Adjunct Faculty will be oriented by the Program Coordinator. Each fall, a SON staff member will verify the active and unencumbered status of the professional license. The appointment will be reviewed and may be renewed every two years. If the appointment is discontinued, the Dean or designee will notify the Clinical Adjunct Faculty and UNLV Human Resources.

Academic Adjunct Faculty Status are those faculty who assist faculty or students related to research, quality assurance or other projects. To be eligible, the nominee must have a MS in nursing or a doctorate in nursing or a related field, serve as a research or project collaborator for at least one trimester before appointment and be recommended for appointment by a faculty member. School of Nursing faculty may nominate qualified persons for appointment as Academic Adjunct Faculty by completing the attached nomination form (See Appendix 3) and submitting the nominee's curriculum vitae or resume to the Dean for approval. Once approved, the nominee completes the following requirements: same as above for Clinical Adjunct Faculty status. The Dean or designee writes an offer letter: same as above. These rights will be available: same as above. The Academic Adjunct Faculty will be oriented by the relevant SON faculty, etc. same as above.

FACULTY WITHOUT BORDERS

With new positions created to move the SON along the Top-Tier initiative, the SON was in need of office spaces. Therefore, an option was created for some faculty to have off-campus office space - also called "faculty without borders." The components include: 1) faculty do not have a fixed office space in the BHS building but rather use 'off-campus' spaces which can be anywhere i.e., home, clinical site, sim center, etc. 2) faculty have use of shared spaces at the Sim Center and full use of shared 'drop-in' spaces in BHS for office hours or other uses (i.e., for meetings, or just wanting a space while on campus for special event), 3) Drop-in spaces have phones, electrical outlet, desk(s) or table(s); a shared drop-in space was created in BHS 412 and the graduate assistants' space can also be used. Faculty retain all current university benefits specified in their contracts (e.g., AL, SL, insurance, 401/403, etc). Faculty may continue to use University-owned laptops or have the ability to use one of the SON's laptops (from the laptop carts). This would not include a case, but you would have full use of the laptop (replacement and/or servicing by the University as needed). Faculty must attend all mandatory faculty meetings (i.e., Faculty Org or council meetings) either in person or virtually (video is required, not just phone call-in). Faculty are still required to perform any teaching, research and service activities usually expected of any SON faculty role, specific to rank. This may include teaching in-person at any campus, online, or in the clinical setting if local. If local and teaching in the undergraduate program, this faculty would need to conduct all office hours in the drop-in space in the BHS building. If teaching graduate courses only (i.e. no undergraduate courses or undergraduate advising responsibilities), half of office hours can be online (i.e. 2 of the required 4 hours). Faculty must request the "faculty without borders" option from the ADFA and it must be approved by the Dean and the Associate Dean for Faculty Affairs.

WORKLOAD

The normal maximum teaching responsibility of a full-time non-tenure rank faculty member is 12 credit hours each trimester. The full time load (100%) for all faculty includes service (20%) and teaching commitments. Tenure and tenure track faculty also receive reassigned time (20%) for research and scholarship. The standard university instructional requirement for all full-time, tenure track faculty is 9 credit hours per trimester. Tenure-track faculty will be automatically eligible for a

decrease in the standard instructional workload by three credits per trimester, resulting in an instructional workload of 6 credits per trimester, until their mid-tenure review. The SoN workload guidelines provide basic principles on which School of Nursing faculty workload assignment and distribution decisions are based. All faculty are expected to be available for student consultation during office hours for a minimum of four (4) hours per week, participate on SoN committees, and if elected or appointed, to serve on University level committees.

Important activities to the Mission of the University and the School of Nursing are teaching; research; advising; administrative and governance service; professional development; professional service; instructional enhancement; and resource procurement. All workload assignments must be consistent with the standard University instructional requirements, and the applicable workload guidelines, procedures, and policies at all required governing levels. Individual workload assignments and distribution of responsibilities will be determined each trimester for faculty members in accordance with the mission and priorities of the University and the School of Nursing. The School of Nursing recognizes the impact of large classes on faculty workload and will consider requests or assignments for other teaching assignments credits based on the number of students in a class.

While faculty input is valued [solicited and considered], the decisions regarding workload allocation resides in the office of the ADFA who collaborates and consults with the Dean, ADR, ADAA and program directors in determining individual assignments based on UNLV-SON needs as well as individual faculty member expertise and performance.

CONFLICT OF INTEREST

UNLV must comply with federal, state, and NSHE regulations regarding conflicts of interest and outside compensated work. All faculty and staff must identify all potential conflicts of interest and all compensated outside service through the annual submission of a completed disclosure form. They must also submit an updated form and obtain supervisor approval prior to either participating in any new activity that may lead to a conflict of interest or agreeing to perform any new compensated outside services. Exceptions may be provided for faculty who work to maintain certification.

FACULTY HEALTH, BACKGROUND, AND SAFETY

All School of Nursing faculty who work in settings where they have direct or indirect contact with patients are at increased risk for both exposure to and transmission of communicable diseases and blood borne pathogens. They are also more likely to be in situations where Basic Life Support Skills are required. Hospitals associated with our clinical education program require background checks to ensure the safety of the patients. Therefore, faculty must comply with communicable requirements and verify a health history and physical prior to teaching their first nursing course and as required by the School of Nursing and the clinical agencies in which they are placed. Full-time faculty members are responsible for providing the School of Nursing with records of:

1. Common communicable disease immunization or immunity
2. Hepatitis B immunization (once upon hiring)
3. Annual screening for tuberculosis and if necessary x-ray follow-up
4. Health history and physical (once upon hiring)

5. Basic Life Support Skills Validation (required every 2 years for clinical faculty)
6. Documentation of current health insurance
7. Negative drug screen (once upon hiring-and at the request of the department chair)
8. Background check (once upon hiring-and at the request of the department chair)

This information is provided to the appropriate department chair. A master list of faculty and their immunization status will be maintained by the ADFA Administrative Assistant.

Specific procedures are needed to protect patients, students and other health care providers with whom faculty work, to decrease health risks to faculty, to comply with School of Nursing agency contracts, Occupational Safety and Health Administration (OSHA) regulations, and Centers for Disease Control and Prevention (CDC) Guidelines, and to provide a mechanism for faculty treatment if needed. Please see CLINICAL FACILITY CREDENTIALING REQUIREMENT for details about immunizations, general health and safety (physical exam, BLS), health insurance, drug screen and background checks.

Should faculty have an exposure, they will report exposure to any communicable disease, which may be hazardous to patients, students or other health care providers, to the hospital's infection control department and/or nursing administration of the involved clinical agency prior to leaving the clinical facility. The faculty will also report the incident to the faculty's department chair. If the faculty member is exposed to blood and/or body fluids, he/she must immediately report (or report as soon as possible), the exposure to the SON administrative office and the charge nurse on the unit. The faculty should then go to the nearest emergency department or laboratory service and ask for baseline lab testing for HIV and Hepatitis B and C titers. It should be noted that the institution or agency where exposure has occurred has no responsibility to provide any testing or treatment related to the exposure. The person to whom the faculty has been exposed (the source patient) should be tested for Hepatitis B, C and HIV antibodies. The agency in which the exposure occurred, may or may not, pay the cost of the lab draw on the source patient. When indicated, the CDC recommends initiating post-exposure prophylaxis against HIV as close to the time of exposure as possible, ideally within one hour of exposure and continuing for 4 weeks. The faculty member will report the incident to his/her department chair (at the time of the incident) and provide a written report describing the exposure incident, including degree of risk considering client status and type of exposure and subsequent actions taken. The faculty member will report the incident to the infection control department and/or nursing administration of an involved clinical agency prior to leaving the clinical facility. The Infection Control department may be a resource in determining the degree of risk in the exposure. The written report will be forwarded to the Dean's office.

TEACHING RESPONSIBILITIES

UNLV faculty members are responsible for teaching effectively by employing effective methods and approaches that facilitate student learning. Faculty members design courses to achieve clearly defined learning objectives with appropriate evaluation tools and teaching methods.

End of course surveys are administered for all courses to evaluate teaching outcomes. Faculty individual reports are made available to each faculty regarding the course(s) taught and should be used to document teaching outcomes during annual reviews. Evaluation criteria are set for UNLV SON faculty by rank in the promotion guidelines.

Copyright: The University requires all members of the University Community to familiarize themselves

with and to follow copyright and fair use requirements. Faculty are individually and solely responsible for violations of copyright and fair use laws. Violations of copyright laws could subject faculty to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Student Handbooks: Faculty members should be thoroughly familiar with the academic policies, procedures, and other information pertaining to students as found in the College's student handbooks. These handbooks are revised annually, and faculty members are responsible for interpreting the most current policies and procedures to students and implementing them.

COURSE/CURRICULUM REVISIONS

1. Faculty assigned to teach courses will use/adapt previously developed content. Any major changes to a course must be approved by the Director of the Program in consultation with the Associate Dean responsible for the program.
2. Any changes to course description or course objectives may not occur without appropriate approval from the SON and University.
3. Faculty assigned to teach courses will share the content with faculty teaching the same course.
4. Two or more faculty teaching the same course will collaborate to update the course content.

GRADUATE STUDENT ADVISING

Early in the doctoral [DNP and PhD] student's program, a nursing faculty advisor is assigned by the program coordinator. The student meets with his/her advisor each trimester and as needed prior to registration for the next trimester. Additional information for graduate faculty can be found in the UNLV Graduate Faculty Handbook linked here https://drive.google.com/file/d/1BPf2zMDrdjEf2rWU4HageyEvHa5Go4SU/view.

CLINICAL SUPERVISION OF STUDENTS

All students in clinical experiences shall be directed by the nursing faculty per the Nevada Board of Nursing (NSBON) and the National Organization of Nurse Practitioner Faculties. This is to be available to address student concerns and issues of safety for all clients. The Undergraduate BSN Program Director and the Associate Dean for Academic Affairs are responsible for ensuring appropriate contracts with various agencies and organizations. Faculty collaborate with the Course Coordinator to implement courses in accordance with objectives and relevant QSEN competencies. Faculty supervision of undergraduate students in courses without preceptors may not exceed the faculty/student ratio of 1:8 (unless a waiver from NSBON has been obtained) and they must remain on-site during the time students are in clinical. In community settings, they must be readily available by telephone. Faculty supervision of undergraduate students with preceptors may not exceed the faculty/student ratio of 1:8 (unless a waiver from NSBON has been obtained) and they must be readily available by telephone. Faculty supervision of graduate students in courses with preceptors will be based on the clinical teaching credit of the faculty and the supervising faculty must be readily available by telephone.

STUDENT ADVISEMENT

Each student is assigned a faculty advisor upon admission to the nursing program for guidance and support to help them complete their programs of study successfully. Advisors assume the following roles and responsibilities: Provide a role model for students as they progress through the program, assist the student in evaluation of academic progress at regular intervals, provide guidance and referral to resources available on campus which will assist the student in achieving academic success, provide the student with direction in the resolution of perceived conflicts with other students and faculty, contact each advisee at least once per trimester via email, telephone, or in-person to inform students of office hours and inquire regarding their progress. provide a friendly resource to students as they progress through the program, documentation of the advisory meeting in the student's E*Value account, provide advisement regarding the grievance process of the School of Nursing (SON) should it be necessary, Course Directors or lead faculty will notify advisors when a student receives less than 850 on a HESI exam in a course.

BSN Program: The BSN Director or designee will be responsible for assigning all advisees to an advisor. Each class admitted will be equally divided into four groups. One faculty advisor will be assigned to each group. The faculty will be assigned on a rotational basis using an alphabetized list. In the event of faculty changes, the departing faculty member's assigned students will be reassigned based on their original grouping to the next faculty member(s) on the rotation list. The BSN Director or designee will notify faculty of their advisees during the first week of class. Contact students at least once a trimester. If contact is in-person advisors may meet with students in groups or individually. For group meetings it is the responsibility of the Advisor to call the meeting. It is recommended that you meet individually with students who indicate a need to do so (e.g., poor grades, low scores, particular problem). The advisor or the student may request an individual meeting. Ask how things are going in general; find out if there is any issue that you need to discuss. Help the student problem-solve the most appropriate resolution to a situation of concern. Review any policies and procedures about which you feel the students need information. In general, clarify matters and offer yourself as an objective listener. Make a narrative note of the meeting for each student in E*Value. Review students' files in office or E*Value as needed for further information about the students' progress. Refer students to student support services as appropriate (Appendix 4).

MSN Program: Provide a role model for each student progressing through the MSN program. Assist the student in evaluation of academic progress at regular intervals by reviewing the plan of study each trimester. Provide guidance and referral to resources available on campus which will assist the student in achieving academic success as needed. Provide the student with direction in the resolution of perceived conflicts with another student or faculty. Contact each advisee at least once per trimester via email, telephone, or in-person to inform the student of office hours, inquire regarding progress, and document in E*Value. Provide a friendly resource to students progressing through the program. Provide advisement regarding grievance process in SON with referral to the MSN Director and Student Services Director. Notify the MSN Director with any potential concerns regarding courses or progression as needed.The MSN Director or designee will be responsible for assigning all advisees to an advisor. Each student will be assigned to graduate faculty upon admission to the graduate program at the beginning of the first trimester. Faculty will be assigned to students for the entirety of the graduate program. Faculty should contact students once per trimester or more often as needed. Contact should be via phone, email, Skype or in-person if student is in the local area. Email or phone contact is acceptable. Make a narrative note of the meeting for each student in E*Value. Refer

student to the MSN Director or student support services as appropriate (Appendix 4). Discuss a student of concern with the MSN Director.

NURSING STUDENT SUCCESS FACILITATOR (NSSF) AND CAMPUS RESOURCE GUIDE

The NSSF offers support programs and resource referrals to assist students throughout their time in the BSN program and is available to faculty for consultation on student success concerns. Faculty may refer students to student success sessions/workshops held by the NSSF on such topics as level success, time management, campus/community resources, study and test taking strategies, standardized test prep, and more. If student concerns persist after faculty have met with students and directed them to the appropriate resources, faculty may refer this student to the NSSF by sending a referral email to both the NSSF at natalie.spitler@unlv.edu and the student. Faculty should also contact the Course Coordinator. For additional resources, see Campus Resource Guide in AppendIx 5.

CLINICAL SITE ASSESSMENT

Data about clinical sites are collected each trimester from students and clinical faculty. Clinical site data are needed to coordinate nursing student placements, to provide continuous monitoring of the quality of clinical sites for student learning, to maintain currency of information about the clinical site and to meet program accreditation standards. The procedure is the Course Coordinator electronically distributes the forms Clinical Site Assessment by Clinical Faculty (Appendix 6) and Clinical Site Assessment by Students (Appendix 7) at the end of each trimester. Upon return receipt of the assessments, the Course Coordinator, DEU Coordinator, clinical faculty and administrative faculty will review the data by end of summer trimester. Based on the review, the appropriate administrative faculty in conjunction with the Course Coordinator and clinical faculty will determine if the clinical site willb e used in the future or what areas of improvement should occur.

CLINICAL FACILITY CREDENTIALING REQUIREMENT

All School of Nursing faculty assigned to a clinical area as part of their employment responsibilities must be able to meet the credentialing requirements of affiliated clinical facilities and/or clinical sites to supervise students in the clinical area. The following includes standard credentialing requirements:

1. Common communicable disease immunization or immunity
2. Hepatitis B immunization (or declination statement)
3. Annual screening for tuberculosis
4. Health history and physical
5. Basic Life Support Skills Validation (required every 2 years)
6. Documentation of current health insurance
7. Negative drug screen
8. Background check

If the credentialing facility requires Immunizations then the faculty assigned to the clinical setting must be able to provide validation that his/her immunizations are up-to-date. The SON will track immunization information of faculty assigned to clinical setting and can provide the information to the facility if requested:
   I.   Measles

    A. Born before 1957 (probably infected naturally); **or**,

    B. Health care provider-diagnosed measles; **or**,

    C. Laboratory evidence of measles immunity; **or**,

    D. Documentation of adequate immunization with two doses of live measles, received no less than one month apart.

II. Mumps

    A. Born before 1957 (probably infected naturally); **or**,

    B. Health care provider-diagnosed mumps; **or**,

    C. Laboratory evidence of mumps immunity; **or**,

    D. Documentation of adequate immunization with 2 doses of live mumps vaccine, no less than one month apart.

III. Rubella

    A. Born before 1957 (probably infected naturally); **or**,

    B. Laboratory evidence of immunity; **or**,

    C. Documentation of immunization with 2 doses of live virus no less than one month apart.

IV. Tetanus and Diphtheria

    A. Record of booster every 10 years; with at least one dose being a Tdap vaccine.

V. Hepatitis B (Declination statement may be used in lieu of below)

    A. Completed vaccine series (initial, one month, six months); **or**,

    B. Evidence of Hepatitis B vaccination series in process, with completion of series by the start of teaching the first clinical course; **or**,

    C. Laboratory evidence of Hepatitis B immunity.

VI. Tuberculosis

    A. Documentation of yearly PPD skin test (initial test should be a two step), **or**

    B. IGRA blood testing (QuantiFERON-TB Gold in tube (QFT)); **or**

    C. Evidence of chest x-ray and medical follow-up annually for those with past history of positive reactivity.

VII. Varicella

    A. Documentation of completed vaccinations; **or**,

    B. Laboratory evidence of immunity.

VIII. Health and Safety

    A. Health History and Physical

      1. If credentialing facility requires a Health History and Physical examination then the faculty assigned to clinical setting must be able to produce a current document upon request of the facility. The SON does not keep a database related to this.

    B. Basic Life Support Validation

      1. If credentialing facility requires BLSC then the faculty assigned to clinical setting must be able to must provide validation that his/her BLSC is up-to-date.

      2. The SON pays for BLSC, will track information of clinical faculty who have completed BLSC and can provide the information to the facility.

    C. Health Insurance Validation

      1. If credentialing facility requires a Health Insurance validation then the faculty assigned to clinical setting must be able to produce a current document upon request of the facility. The SON does not keep a database

related to this.

    D. Negative Drug Screen
1. If credentialing facility requires a Negative Drug Screen then the faculty assigned to clinical setting must be able to produce a current document upon request of the facility.
2. The SON pays for the drug screen and can provide the information to the facility.
3. Please use the following procedure:
    a. Faculty should pick up the necessary form from the Administrative Assistant.
    b. Faculty should use a cooperating laboratory in the Las Vegas area to get his/her test done. The Administrative Assistant will provide information.

    E. Background Check
1. If credentialing facility requires a Background Check then the faculty assigned to clinical setting must be able to produce a current document upon request of the facility.
2. Please use the following procedure:
    a. Faculty assigned to clinical setting will log on to www.precheck.com and follow the instructions.
    b. The SON cannot view results of a background check. Only the facility that the assigned clinical occurs has access for clearance.

UNDERGRADUATE MASTER CALENDAR

All course coordinators teaching in an identified trimester shall collaborate to prepare a master calendar indicating trimester dates, exams, and required assignments for all nursing courses within that trimester. This promotes coordination of course exams and requirements for the benefit of the faculty and students. Thus, faculty can avoid scheduling all major exams or requirements the same day or week, which decreases student preparation and often leads to absence from other classes. Such a calendar communicates to all level members and students when standardized tests (such as HESI) or changeable dates such as Final Exams occur. Faculty for each level will meet and prepare the master calendar prior to starting the next trimester. A regular monthly calendar format is recommended so that a clear representation of each month's exams and requirements are readily visualized. The Level Master Calendar shall be posted on each course's WebCampus page and the Student Success page so that students may download it. A copy of the Level Master Calendar is given to the BSN Program Director each trimester.

PEER REVIEW OF TEACHING

Peer review of teaching is an assessment or evaluation of faculty teaching by faculty colleagues and is an option for School of Nursing faculty. To provide peer feedback regarding the performance of faculty teaching because only faculty colleagues can truly evaluate the currency and accuracy of course content and the appropriateness of a course's difficulty level and learning strategies (Brent & Felder, 2004), thereby providing a process for: 1) Maintaining and enhancing the quality of School of Nursing educational programs; and 2) Facilitating the professional development and appropriate rewarding of individual faculty.

Faculty may seek summative peer review as part of annual evaluation and/or promotion. Alternatively, faculty may seek formative peer review, which may or may not be included as part of the annual report or promotion. Faculty will be responsible for designing the format and process for peer review. All peer review formats, rubrics, and processes require support by publication and must be pre-approved by the Associate Dean for Faculty Affairs. Submit these items in writing at least six weeks in advance to the Associate Dean for Faculty Affairs (see Appendix 8). The peer reviewer/s require pre-approval in writing at least six weeks in advance by the Associate Dean for Faculty Affairs. Recommended resources for planning and designing the peer review formats, rubrics, and processes may be found on the School of Nursing X drive. For peer review that will be included as part of annual evaluation or promotion, faculty must provide a report of the peer review process and format and a signed letter from the peer reviewer/s, detailing the peer feedback. This report is submitted as part of the annual report and/or promotion packet.

RESEARCH AND SCHOLARSHIP RESPONSIBILITIES

UNLV faculty members make intellectual and creative contributions through the scholarship of discovery and application, both within and across disciplines. Faculty disseminate their scholarly work through venues respected in their disciplines and beyond academia, secure funding where appropriate for their scholarly endeavors through organizations and disciplinary opportunities and provide mentoring in the research experience. Some faculty members pursue the scholarship of discovery by creating new knowledge and skills. Some faculty members pursue the scholarship of application, which typically involves outreach to the community to co-develop successful practices to address problems to benefit individuals and organizations.

UNLV faculty outcomes may be aggregated to provide an overall picture of faculty productively to internal and external constituents that may include metrics such as:
● the number of peer and non-peer reviewed publications submitted by faculty
● the number of external and internal grant proposal submissions
● the total amount of funding

SERVICE RESPONSIBILITIES

UNLV faculty members are expected to participate in school and university service activities. Faculty members also serve their profession through membership and providing leadership in appropriate public, private, professional, and governmental organizations. Faculty members benefit the community beyond the institution by lending their professional expertise to aid or lead organizations that create beneficial linkages between the university and the community.

As part of their service commitment, full time faculty members are expected to serve on committees and make other contributions to the UNLV SON as needed. All committee leadership is elected or appointed according to specifications in the UNLV Bylaws. Committee membership is determined at the beginning of each academic year. Faculty members are expected to attend all scheduled faculty and committee meetings and, if it is not possible to attend, notify the appropriate chairperson of his/her anticipated absence.

PROFESSIONAL DEVELOPMENT

Faculty members are encouraged to be active members of one or more professional organizations.

Faculty members are expected to maintain and improve their expertise and teaching ability by reading appropriate professional literature, pursuing both credit bearing and continuing education courses, and participating in local, regional, and national workshops, seminars, and professional meetings. When the budget permits, faculty members may receive some reimbursement for expenses related to scholarship (research) dissemination activities (podium presentations), with approval from the ADFA and/or the Dean.

FACULTY TRAVEL

The amount of money available for travel reimbursements will be determined annually by the Dean, in consultation with the Leadership Team. Funds shall be allocated to the Associate Dean for Faculty Affairs for distribution. Reimbursement for any travel may not exceed the limits according to the U.S. General Services Administration "Domestic Per Diem Rates." The rates can be found on the U.S. General Services Administration website, www.gsa.gov. Faculty complete the Leave Request for Travel and Funds Appendix 9) and submit it to the Associate Dean for Faculty Affairs at least 30 business days prior to departure. Once approved, the ADFA Administrative Assistant will process the travel request. All Conference Travel Support requests must be approved by the Associate Dean for Faculty Affairs prior to departure to receive reimbursement. Once the travel has been completed, original receipts must be submitted within five business days to the ADFA Administrative Assistant. Only travel to disseminate research via podium presentations will be considered for reimbursement.

EVALUATION

NSHE requires all faculty to be evaluated in writing annually. Employees are evaluated on their academic performance and scholarly contributions for the calendar year January to December and are usually conducted within the first three months of the following year. The evaluation process is conducted through UNLV Folio, an information management tool for faculty members to track, organize, and report on their academic efforts. The report is submitted to the ADFA by the submission deadline.

A meeting should be held to review the evaluation and discuss performance, goals, and progress toward promotion and tenure (if applicable). Annual performance evaluations of the faculty are conducted by the Associate Dean for Faculty Affairs unless they report directly to the Dean or Associate Dean for Academic Affairs. The UNLV policies and procedures for evaluation, promotion and tenure printed in the UNLV Faculty Handbook apply to faculty of the School of Nursing. Additional school guidelines, consistent with university guidelines and policies, evaluation processes and are articulated in the UNLV SON Bylaws. See Appendix 10, 11, and 12 for evaluation criteria for Tenured/Tenure-track, Faculty in Residence, and Lecturers respectively.

TENURE AND PROMOTION

Tenure and promotion processes are governed by the Board of Regents Handbook and the UNLV Bylaws. In addition, the SON has policies governing tenure and promotion applicable to the school (Bylaws). The Office for Faculty Affairs works collaboratively with the Faculty Senate to organize the T & P process, forms, manuals, and other resources. Applications move through specific channels at each step of the process through Folio. Folio is a system to track career accomplishments. It is also a workflow module to manage academic review processes and a reporting tool. After logging in to the system, click on selected tabs to report various career activities such as teaching, research and

scholarship, and service. More information can be found in the UNLV SON Bylaws.

MENTORING PROGRAM

The faculty of the UNLV-SON believes mentoring is a useful way to help new faculty members adjust and grow into their roles. Mentoring success depends upon the involvement and commitment of the new faculty, assigned mentors, and the Dean/Associate Deans of the UNLV-SON. The most important tasks of a good mentor are to help the new faculty member achieve excellence and acclimate to UNLV SON. Faculty activities related to mentoring are considered service to the School.

The mentoring program process for maching mentors with mentees is as follows. As soon as a new faculty appointment is made, the ADFA assigns a mentor. Although it is deemed less critical for faculty appointed at Associate or Professor rank, assignment of a mentor is encouraged to acclimate the new faculty to UNLVSON. The ADFA assigns mentors for faculty and ensures that all mentors have current information on the mentoring process. When possible, the mentor contacts the new faculty in advance of their arrival for introductions and scheduling an initial meeting. Mentors and mentees meet regularly. The faculty mentor provides informal advice on aspects of meeting teaching, research, scholarship, and service requirements [or direct the mentee to appropriate resources]. The mentor will treat all discussions as confidential. The mentor does not conduct formal evaluation or assessment. In cases of challenging commitments, incompatibility, or where the relationship is not mutually fulfilling, either the mentee or mentor may seek confidential advice from the ADFA. It is important to realize that changes can and should be made without prejudice or fault. It is challenging for any one person to fulfill all the mentoring needs of a new faculty member; therefore, mentees are encouraged to also seek out additional mentors as the need arises.

EMPLOYMENT BENEFITS AND PROCESSES

LICENSURE

It is the responsibility of each Registered Nurse faculty member to maintain current licensure for professional nursing in the State of Nevada. New faculty members who are licensed in other states when they are appointed to the faculty must take the necessary steps to obtain a Nevada license at their earliest convenience.

BENEFITS

Benefits for faculty include health insurance, retirement plans, leave benefits, discounts, and more. These and other benefits are described in detail in the UNLV Faculty Handbook pages 28-31 and the UNLV Human Resources website https://www.unlv.edu/hr. Human Resources has a comprehensive checklist for new employee onboarding https://www.unlv.edu/hr/onboarding for more detailed information.

COMPENSATION

Faculty are paid monthly on the first day of each month. Funds are directly deposited into the individual's bank account. Contact the university payroll office for questions regarding pay.

ABSENCE FROM WORK

All faculty on twelve-month contracts accumulate annual leave. Due to our trimester schedule, all faculty leave is pre-arranged to align with the breaks. Additionally, the school breaks for spring break. All faculty on nine-month contracts do not accumulate leave. When faculty and staff experience an illness related absence from work or additional vacation time, a request should be placed in Workday for approval by the supervisor and the immediate supervisor should be notified.

REBELCARD

Use your RebelCard at the library and many other facilities on campus. You can also deposit money to your RebelCard and use it as RebelCash for dining on campus, for vending machines, and at several restaurants and shops both on and off campus. The RebelCard office is located in the Student Union, room 118. Hours of operation may vary by trimester so visit the Rebel Card (Links to an external site.) home page for more information.

Advice Tip: The bar code on the back will be used to create your library card. Before you can set up an ILL (InterLibrary Loan) account, you must activate your regular library account first. Please note that these are 2 separate accounts with 2 separate logins. To activate your regular library account, you can go to the library in person or you can fill out the Barcode Registration (Links to an external site.) form. You may need to take a picture of the front and back of the card, but you do need access to our great library! Permits are required for parking on campus 7 a.m.- 7 p.m. Monday-Thursday and 7 a.m.-1 p.m. Friday. The only lot on campus that does not require a permit is Lot S (Links to an external site.).

PARKING

Permits are required for parking on campus 7 a.m.- 7 p.m. Monday-Thursday and 7 a.m.-1 p.m. Friday. The only lot on campus that does not require a permit is Lot S (Links to an external site.).

ADMINISTRATIVE SUPPORT

Administrative support is available for course-related work. Faculty members are asked to be proactive with their requests and allow administrative assistants enough time to complete tasks. In general, duties and assignments are determined by the Assistant Dean for Administration, Engagement, and Outreach and are limited to the following: filing/copies, ordering of supplies, course/meeting preparation, taking of meeting minutes, email communications, travel arrangements (excluding hotel), space/classroom scheduling, spreadsheets, student communications, scheduling meetings, textbooks, reimbursements/ PCard reconciliations (Workday). Certain items should be handled directly by faculty and not an administrative assistant including submissions to any agency such as OSP, IRB, etc., and entry of grades. For Program Directors, administrative assistants are prepared to assist with all items listed above along with collecting and securing student files, collecting, and maintaining student data (data management spreadsheet updates), and alumni surveys for UNLV assessment report. The Administrative Assistant and Research Project Manager in the ORS provides all research-related assistance such as grant applications, poster preparation, etc.

SUPPLIES AND TEXTBOOKS

Most supplies needed by faculty members such as paper, folders, pencils, paper clips, etc. are available in the 4th floor administrative staff offices or by contacting an administrative assistant directly. In most cases textbooks for faculty use can be obtained by requisitioning desk copies directly from the publisher. If the course textbook has been requested as a complimentary copy but has not arrived on time, please see your designated administrative assistant, course coordinator, or Program Director depending on the course taught.

STUDENT GRADES

Grades on papers, exams, or courses should be made available to students as soon as possible. Grades may be given out by returning the paper or exam or by posting in Canvas. Strict confidentiality of student grades and records must always be maintained.

COMMENCEMENT AND GRADUATE HOODING

Commencement ceremonies for undergraduate students are held three times a year. The Graduate Hooding Ceremony is the recognition of the hard work that goes into the achievement of a certain graduate degrees. Details regarding these ceremonies are provided to both students and faculty. Full- time UNLV SON faculty members are expected to attend three SON Recognition Ceremonies and one graduation annually, possibly except "faculty without borders" - see MOUs.

PAPERS, WRITING STYLE AND PLAGIARISM

The American Psychological Association (APA) manual depicts the accepted writing style for student papers. Each faculty member should be familiar with the most current APA guidelines to review papers for correct documentation and format and provide appropriate feedback to students. Each faculty member should be familiar with the UNLV definition of plagiarism and the procedure for handling alleged plagiarism or academic dishonesty. Each course syllabus should contain a reference to faculty
expectations in relation to academic conduct. Incidents of plagiarism must be reported to the Program Coordinator and the Associate Dean for Academic Affairs. Editorial support is available for all faculty through the Office of Research and Scholarship. Inquiries can be made to put the ORS email address.

WRITING DEFICIENCIES

To aid students in developing and improving their writing skills UNLV operates a Writing Center. Students may consult the writing center to review papers via the online writing lab (OWL) or meet with a consultant by appointment. Writing support is also available through the Office of Research and Scholarship.

VIEWS AND GRIEVANCES

Faculty members are encouraged to express their views and opinions in committee, course, and general faculty meetings, as appropriate. Policies grievances, issues, and complaints are outlined in the UNLV Faculty Handbook page 18. The UNLV grievance procedure is coordinated by the chair of

the Faculty Senate. The Office for Equal Employment and Title IX is charged with all investigations into complaints of discrimination and/or sexual harassment. The Employee Relations Group within the office of Human Resources is available to help with issues, concerns, grievances, or complaints. The EthicsPoint website is a website maintained by secure servers and unaffiliated with UNLV or NSHE. It may be useful for employees who wish to submit concerns online or through a hotline and remain anonymous.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 is a federal law which provides that colleges and Universities will maintain the confidentiality of the student educational records. The law states no one outside the University shall have access to the student's records nor will the University disclose any information from those records without the written consent of the student.

Who Does FERPA Apply to?

FERPA deals specifically with educational records of students, affording them certain rights regarding those records. Educational records are directly related to a student and maintained by an institution or a party acting for the institution. These rights extend to any student who reaches the age of 18 or who attends a postsecondary institution.

The UNLV specifics regarding release of information to a 3rd party can be viewed on the FERPA Basics (Links to an external site.) page via the Office of the Registrar.

FERPA Rights

The primary rights afforded are:

- The right to inspect and review the educational records
- The right to seek to have the records amended
- The right to have control over the disclosure of information from the

records What Information is in an Educational Record?

- Name of Student
- Address, phone number, e-mail
- Personal Identifiers—such as Social Security Number, Student ID number
- Date of Birth
- Lists of personal characteristics or any other information that would make the identity easily traceable
- Grades
- GPA

Who Can You Provide FERPA Information to?

- You may provide FERPA protected information to other UNLV Officials only for legitimate educational purposes
- Or you may provide FERPA information to anyone with the written consent of the student.

See above UNLV link to determine appropriate third-Party release forms

STUDENT RECORDS

 An academic record for each student in the School of Nursing is maintained in the Office of Student Services. This record contains correspondence relative to admission and placement, transcripts, advisement, and grade reports. The Dean, chairpersons, and advisors may only review records relevant to their roles. A student has the right to review their record at any time. All student immunizations, CPR certifications, evaluations, incident, or error reports are kept on file. These reports are kept until a student successfully completes or withdraws from the program.

SON ENVIRONMENT

OFFICE OF RESEARCH AND SCHOLARSHIP

Our mission is to provide centralized support services to facilitate excellence in nursing research and scholarly activities. We are committed to providing resources to support the innovative research conducted by UNLV Nursing faculty, students, and staff.

Our vision is to function as the catalyst for advancing nursing research by creating an outstanding climate of support for researchers at the UNLV School of Nursing.

The main functions of the Office of Research and Scholarship (ORS) are to support proposal development, submission, and award management and scholarly activities.

The Office of Research and Scholarship offers pre- and post-award services and statistical consultation. Statistical consultation applies to quantitative study designs during proposal development, data managements and analyses for internal and external funded research, analyses for quantitative research articles, and students' quantitative research projects. Other services include educational workshops and training in research and scholarly activities, research workshops, boot camps, and retreats; facilitation of research collaborations and assisting new investigators with identifying research mentors, assisting faculty with maintaining, adjusting, and advancing a program of research, and create and disseminate a school ORS research newsletter.

The UNLV Office of Sponsored Programs offers additional support services and serves as the principal point of contact for individuals seeking and/or managing external funding for research, scholarship, and creative activities (https://www.unlv.edu/research/osp). Applied Biomedical Research Laboratory: The Applied Biomedical Research Laboratory within the Bigelow Health Sciences building, rooms 118-122, houses specialized equipment and cold storage units that make possible a wide variety of studies. It is one of the UNLV laboratories capable of conducting tests on live specimens. The lab provides access to instruments, self and full services, training as well as technical consultation for animal, tissue- and cell-based, and molecular biological research. Equipment included a flow cytometer, Luminex system, cryostat, SpectraMax Microplate reader, Nikon Eclipsee Microscope and hematology analyzer.

OFFICES

UNLV faculty and administrative offices are in the Bigelow Health Science Center building at 4505 S.

Maryland Parkway. Simulation faculty and staff are located at the Clinical Simulation Center of Las Vegas (CSCLV) at 1001 Shadow Lane. The Office of the Dean is in Room 504. Offices for other administrative staff, professional staff, and faculty members are located throughout the building. Office numbers are displayed on a directory in the hallways. Each faculty member is provided with appropriate office furniture. If any special equipment or additional furniture is needed, these items must be requisitioned through the designated administrative staff. Administrative approval may be required depending on the request.

COMPUTERS

Faculty and staff members have computer access to the Internet and the local area network in their office to send and receive messages via e-mail. In addition, software for word processing and selected other programs is installed on the hard drive. Individual computers are set to default to a particular printer. Difficulties with the computer, printer, or e-mail system should be reported to the IT Support Services employed by the School or University.

TELEPHONE SERVICES

Each office is equipped with a telephone. The prefix for most campus telephone numbers is "895" (a few may be "774"), then dial the last five digits. For off-campus calls dial "8" and then the number. A directory of all faculty and staff office is distributed at the beginning of the trimester. A directory of personal cell phone/home telephone numbers is maintained by the ADFA Administrative Assistant. These numbers are not published to students or the general public.
Each telephone is equipped with a voice mail system that can be accessed directly by faculty while in the office or remotely from any touch-tone telephone. Voice mails are automatically transferred to faculty
e-mail accounts. Faculty are encouraged to provide their direct office telephone number to students and appropriate others to facilitate receiving messages.

University of Nevada Las
Vegas School of Nursing
4505 S. Maryland
Parkway Las Vegas, NV
89154 - 3018

CLASSROOMS

Classroom, conference rooms, and faculty workrooms are located throughout the building. Regularly assigned classrooms are published on-line each trimester. Conference rooms within the school may be reserved for committee and task force meetings by submitting a request to the ADFA administrative assistant. Room reservations should be made before or immediately after the start of a trimester to avoid scheduling conflicts. It is the responsibility of the faculty to leave the classrooms and conference rooms in usable condition for the class that follows. Specifically, faculty should be sure that blackboards are erased, mobile audio-visual equipment is removed from the room, and furniture is returned to its original location (e.g., lectern, chairs, tables, etc.).

COPIER USE

Copying machines are available for making limited numbers of copies of individual items. All copyright laws are to be observed by both faculty members and staff.

MAIL SERVICES

A mailbox for each faculty and staff member is in the faculty workroom, Room 410. All mail will be placed in these boxes as soon as it arrives. All SON related materials to be sent by campus or US Mail should be placed in the outgoing mail in 419. The mailing address for the School of Nursing is:

University of Nevada Las
Vegas School of Nursing
4505 S. Maryland
Parkway Las Vegas, NV
89154

PARKING PERMITS

Due to the limited number of faculty/staff spaces, only employees or those on letter of appointment qualify for faculty/staff parking privileges. Faculty and staff of UNLV (including those employees on a Letter of Appointment), are required to purchase a faculty/staff parking permit, unless they are taking at least six credit hours at a college or university within the Nevada System of Higher Education. These permits are valid in faculty/staff (marked in yellow) or student (marked in white) parking spaces. Those individuals that are registered for a minimum of six undergraduate or three graduate academic credit hours may have the option of purchasing a student permit. Please check out the main campus parking map (Links to an external site.) and the interactive main campus map (Links to an external site.) pages.

Handicapped/ADA Accommodations: Persons requiring parking on campus covered under ADA must have a valid state handicapped license plate or portable handicapped tag issued by the Nevada Department of Motor Vehicles, and handicapped parking is enforced 24 hours a day.

As of Aug. 25, 2008, all individuals with a state-issued handicap parking placard must also purchase a campus handicap parking permit and display both in their vehicle. This requirement will increase the availability of accessible parking spaces and significantly help curb the abuse of these stalls that currently exists.

For more information, visit the Parking and Transportation Services.

ADD AND SYNCHRONIZE THE SON CALENDAR

Using your Desktop or Laptop: you can add the SON Academic Calendar and the SON Staff Calendar to your Gmail Calendar. To add, click this link to the Google calendar (Links to an external site.) Once the calendar is open, the lower right corner, click the "+" to add the SON Academic Calendar and the SON Staff Calendar to your Gmail account. The SON Academic Calendar includes all SON Faculty related meetings. The SON Staff Calendar shows information pertinent to Administrative Faculty and Classified Staff, including events and team members annual/sick leave.

From iPad/iPhone App:
From your iPhone/iPad, click this link to the Google calendar (Links to an external site.)
- log-in to your Gmail account on your iPhone/iPad web browser
- select which "Shared Calendars" to sync
- scroll to the bottom and click "Save" in the bottom right.

You should now see the SON Academic Calendar as an available option in your calendar

app. SOFTWARE

Please navigate to OIT's page (Links to an external site.) to find out about software availability. On this page you will also find information on account setup, IT help, discounted software and Qualtrics. Additionally, some software is available to all faculty with a UNLV barcoded computer or tablet. These include Office 365, Adobe pro, SPSS, and more.

ZOOM

We use Zoom (Links to an external site.) for our online meetings. If you have never used Zoom before, be sure to download the Zoom app (Links to an external site.) to your computer, tablet, or mobile device. If you need a Zoom account to host your own meetings, please fill out a request (Links to an external site.). You do not need a Zoom account to attend Zoom meetings. To join a meeting, you just need to click on the link in your email or the SON Academic calendar to join. If you would like to join the meeting manually, follow the instructions at Joining a Meeting (Links to an external site.) -- you will need the meeting number, which is available in the meeting invitation.

Camtasia

This software allows you to record and edit video and audio recordings from your laptop, desktop, and tablet. All faculty have access to Camtasia software. To download Camtasia, simply go to the Camtasia website (Links to an external site.), choose your operating system, and download the software using your rebel mail and this key code (HCMAY-6ACLW-D95WQ-PMZ9C-CBCB4) when prompted.

Panopto - This is a lecture capture software already integrated in Canvas. The Office of Information Technology (Links to an external site.) (OIT) has already made several helpful videos to get you started on how and when to use Panopto for your courses. You can find the helpful videos and other information on their Classroom Technology page (Links to an external site.).

Mobile Devices - Your smart phone, tablets, and other mobile devices are usually equipped with recording software that will suffice in your course but may not be as high quality as the two previous options. If you need to make videos quickly and maybe on the run, this option is the best available, especially when traveling.

Snagit

Snagit is a screenshot program that captures video display and audio output. Snagit (Links to an external site.) Snagit 2019 Software Key: VB5PM-XAM6B-C8CHM-ADHMN-NM4MC

CLINICAL SIMULATION CENTER OF LAS VEGAS (CSCLV)

The Clinical Simulation Center of Las Vegas is a 31,000 square foot facility that opened at the

Shadow Lane Campus in August 2009. It is shared among the University of Nevada-Las Vegas School of Nursing, Nevada State College School of Nursing, and University of Nevada School of Medicine. The physical address is 1001 Shadow Ln Bldg. B, Las Vegas, NV 89106 (702) 774-2150.

The mission of the center is to deliver the highest quality education for healthcare students and professionals by providing access to state-of-the-art instructional technology and curriculum design within a collaborative and interdisciplinary framework.

Facilities: The CSCLV provides 31,500 sq.Ft and state-of-the-art equipment to over 500 nursing and medical students as well as 136 medical residents. The Center houses:
- 5 Sim Labs & 4 Debriefing Rooms each with A/V System
  (Including: ICU/Med Surg, Labor & Delivery, Emergency Department / OR, and Pediatrics Rooms)
- 3 Clinical Labs
  (Including: 2 Workstation Labs and a 12 Bed Ward)
- 12 Standardized Patient rooms each with A/V System
- A Surgical Skills Hall which is an FLS Certified Testing Site
- 4 Classrooms including an 80-person lecture hall
- 9 offices for 7 Staff and visiting faculty
- A/V System: B-Line SimCapture, SimBridge and Clinical Skills
- Manikins (click name for detailed features):
  - 3 Laerdal SimMan 3Gs
  - Gaumard Baby HAL
  - Gaumard Noelle 575
  - Laerdal SimBaby
  - Laerdal SimJunior
  - Harvey – The Cardiopulmonary Patient Simulator
  - Student Auscultation Manikin (SAM)
  - Laerdal Resusci Anne QCPR

HUMAN RESOURCES NEW HIRE INFORMATION

Please use this UNLV New Faculty Checklist to make sure you have completed these tasks.

UNLV Human Resources Website has a website with information not to be missed for new UNLV employees. For questions, please contact: UNLV Human Resources, 4505 S. Maryland Parkway Las Vegas, NV 89154 hr@unlv.edu

Appendix   1

RESPONSIBILITIES OF THE UNDERGRADUATE CLINICAL COURSE COORDINATOR (CCC)

Page 1 of 2

I.   Preparation

The Clinical Course Coordinator will:

A.   Plan clinical schedules using the School of Nursing calendar.

B.   Meet with faculty members teaching sections of the course prior to the trimester to discuss course consistency, content, and evaluation.

C.   Discuss requests for clinical site changes for the next trimester prior to the end of the previous trimester with the Clinical Placement Coordinator (an Educational Affiliation Agreement must be in place prior to the experience).

D.   Simulation
1. Submit simulation schedule, course equipment and supply requirements for simulation to the CSCLV Director of Operations by scheduled due dates (must get simulation schedule approved).

2. Provide CSCLV information about what simulations will be performed and in which order.

3. Provide clinical faculty with copies of the simulations that are to be performed, including simulation objectives, simulation scenarios, and patient charts.

4. Review and revise simulations being used in the course. Submit these revisions to the Simulation Concierge.

II. Implementation

The Clinical Course Coordinator will:

A. Supply course and simulation materials to clinical faculty

B. Meet with clinical faculty at least twice (midterm and the end of the trimester) and as needed during the trimester to discuss course progression, grading, and clinical or student issues.

C. Ensure that the theoretical and clinical content of the course is well integrated, consistent across lab sections, and reflects current practice.

D. Ensure that faculty members complete student evaluations in E*Value at the end of the trimester. This may include any notes or contracts using the "On the Fly" option in E*Value.

III. Evaluation

The Clinical Course Coordinator will:

A. Ensure submission of course grades.

B. Ensure that clinical faculty collect samples of high quality student work as appropriate for accreditation purposes with appropriate written student permission. This information will be sent to the BSN Program Director and Student Services Director at the end of the trimester.

C. Ensure assessment of clinical site process implemented according to policy C-1.

D. Ensure that simulation objectives are being met and that the simulation evaluations are completed.

Appendix 2

CLINICAL ADJUNCT FACULTY NOMINATION FORM

Information about Nominee

Name _____ **Professional License(s)** _____

Title / Place of Employment _____

Home Address _____

Phone (Home/Cell) _____ **Email** _____

Education _____

For appointment as Clinical Adjunct Faculty:
1. **Program(s) (circle)   BSN   MSN   DNP   MD   DO   PhD**
2. **Name of course, role, trimester, and number of students**

Name of faculty member _____

Signature _____   **Date** _____

Appendix 3

ACADEMIC ADJUNCT NOMINATION FORM

Information about Nominee

Name and Credentials_____

Title / Place of Employment _____

Home Address _____

Phone (Home/Cell) _____   **Email** _____

Education _____

For appointment as Academic Adjunct Faculty:

1. **Name and date of project/s**
2. **Description of the faculty's specific roles and responsibilities per project**

Name of nominating faculty member _____

Signature _____   **Date** _____

Appendix 4

FACULTY STUDENT ADVISOR ROLES AND RESPONSIBILITIES

REFERRALS AND RECOMMENDATIONS LIST

Support
School of Nursing Web Page - Study Skills and Learning Enhancement Resources
Student Success Facilitator
Writing Center Reviews Paper - gives general feedback
Tutoring Center (Tutoring in English and Math)
Student Counseling & Psychological Services (Anxiety, Stress, Personal problems, testing for test anxiety, etc.)
Student Support Services (for low income, 1st generation college students, & students with a disability)

Appendix 5
CAMPUS RESOURCE GUIDE

Campus Resource	Reasons for Referral	How to Connect
Student Services Director **(**Elizabeth Gardner)	● Financial Aid ● Scholarship Opportunities ● Student working ● Financial hardship	● elizabeth.gardner@unlv.edu ● Email Introduction Template: Hi Elizabeth and *Student name*, I wanted to connect the two of you via email. *Student name*, please reach out to Elizabeth to schedule an appointment to discuss scholarship opportunities and any financial aid questions you may have. Please let me know if I can be of any further assistance. Hope you both have a great day!

Counseling and Psychological Services (CAPS)	● Academic and non-academic Stressors
	● Counseling/ Psychological needs
		● Refer student to CAPS and provide them with CAPS contact information: 702-895-3627
		● https://www.unlv.edu/caps
		   ------or for same day appointment needs-----
		Faculty can call CAPS at 702-895-3627 and state that they have a student who would benefit from a CAPS appointment **today**
		● Faculty Provide student's NSHE ID (can look up in eValue or ask student)
		● CAPS will provide you with the time a counselor will call the student and a website (unlv.medicatconnect.com) for the student to login, follow prompts and complete forms
		● I like to verify with CAPS that they have the correct contact information (phone number) for student
		● Faculty notify student of their appointment time and to expect a call from the counselor (it will be a blocked number) and pass along the web link to complete forms CAPS likes these forms to be submitted prior to appointment time).
		After Hours Care Information to Send to Students:
		Emergency: 9-1-1
		After-Hours Medical/Health Care:
		UNLV School of Medicine Family Medicine Center: 702-992-6888
		Mental Health Care:
		UNLV Counseling and Psychological Services: 702-895-3627
		After Hours Mental Health Care:
		Montevista Hospital, Crisis Intervention *24 Hrs* 702-364-1111
		Spring Mountain Hospital *24 Hrs* 702-873-2400
		Southern Nevada Adult Mental Health Crisis Unit 702-486-8020
		   *M-F 8-5 (If you have Medicaid or No Insurance)
		24-Hour Hotlines
		Nevada Suicide Prevention Hotline 877-885-4673
		National Suicide Prevention Lifeline 800-273-8255
		UNLV CARE Line 702-895-0602
		   *(stalking, rape, relationship violence)
		Rape Crisis Center 702-385-2153
		Domestic Violence Hotline/Shelter (Safe Nest) 702-646-4981

Disability Resource Center (Dina Leland- Health Sciences DRC rep)	● Reported disabilities ● Consult requests	● dina.leland@unlv.edu ● Email introduction template: Hi Dina and *Student name*, I wanted to introduce the two of you via email. Dina, *Student name* is a level _ nursing student; and they may share more about themselves with you as they sets a time to consult with you. *Student name*, Dina is our health sciences Disability Resource Center representative and advocate. I hope you two are able to connect!
Rebel Support Team Referral **(Formerly Student of Concern)**	● A reporting system to share information through appropriate university channels so students can receive or stay connected to the academic support and student wellness services they need	● https://www.unlv.edu/campuslife/supportteam ● Click on "UNLV Support Team Referral Form" ● Fill in applicable student/incident information ● Check the box that says "Email me a copy of this report" ● Submit report ● Forward report to applicable SoN faculty/staff ● Upload report in eValue
Student Wellness Center/ Student Health Center	● Injuries/Illness ● Immunizations ● Labs ● Pharmacy	● https://www.unlv.edu/studentwellness/health-center ● Telehealth Services: Services by phone are available Mon- Thur, 8 AM to 5 PM and Friday 9 AM to 5 PM. You can reach a member of the Student Health Center team by calling 702-895-3370

Jean Nidetch Women's Center	<u>All</u> Student's impacted by:
	● Sexual assault
	● Relationship abuse
	● Family violence
	● Stalking
		● https://www.unlv.edu/womenscenter
		   o Care Advocate Appointment
		   o 24/7 Hotline: 702-895-0602

UNLV Food Pantry	● For UNLV students, faculty and staff who need additional food	● https://www.unlv.edu/integratedhealth/food-pantry
		● Hours:
		   o Monday - 3 PM - 5 PM
		   o Tuesday - 2 PM - 5 PM
		   o Wednesday - 9 -11 AM, 3 - 5 PM
		   o Thursday - 9 -11 AM, 3 - 5 PM
		   o Friday 9 AM - 1 PM
		● Location: 4646 University Center Drive
		● Additional community food resources: https://www.threesquare.org/help

UNLV Writing Center	● Online writing lab ● Virtual consultations to help students develop their own strategies for making informed choices about writing	● https://writingcenter.unlv.edu/
UNLV Lied Library	● Technology Lending ● Study Spaces ● Research, Borrow, Request	● https://www.library.unlv.edu/

	• Printing, Scanning, Copying (at cost) • And much more…	

Appendix 6

CLINICAL SITE ASSESSMENT BY CLINICAL FACULTY

Trimester/Year: _____   **Course Number**
_____

Course Title: _____   **Faculty Member**
_____

Course Coordinator:_____

Name of the Clinical Site:

_____

Please check appropriate box				
Type of Clinical Site	**Acute Care**	**Long Term Care**	**Community Setting: Specify Setting**	**Other**
Information about Site	**Public**	**Private**		

Does the clinical site allow the students to meet the course objectives?

Yes: **_____**

No: (comment required)
_____
_____
_____
_____
_____
_____

Should this site be used in the future? What modifications would be required?
_____
_____

Are there sufficient numbers of clients available on your assigned unit to support your achieving the course objectives?
_____

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Appendix 7

CLINICAL SITE ASSESSMENT BY STUDENTS

Trimester/Year: _____   Clinical Site: _____
         (Fall, Spring, Summer)
Instructor: _____
                          Unit (if applicable): _____
Course #: _____

I. Clinical Site:	**YES**	**NO**	**N/A**
1. Number of clients is sufficient.			
2. There are opportunities to follow up with clients and/or clinical problems.			
3. Staff members are available to help.			
4. Staff members are willing to help.			
5. Community resources, other agencies, and professional disciplines are involved with clients.			
6. Examples of how this unit/clinical agency provides quality clinical experiences for students.			
7. Examples of how this unit/clinical agency could enhance student learning.			
8. Staff members who facilitated students learning.			
9. Other comments.			

Appendix 8

PEER REVIEW OF TEACHING

PEER REVIEW OF TEACHING REQUEST AND APPROVAL FORM

Date of request:

Name of faculty requesting a peer review of their teaching:

Name(s) of peer reviewer(s):

Time period of the review (i.e., the trimester/year and if formative or summative):

Description of the formats, rubrics, and processes to be used for the review:

Publications (references) supporting the format selected:

If it is decided by the faculty requesting the review to have the review included as part of their annual evaluation or promotion packet, the requesting faculty agrees to include all components as listed in Procedure VI.

Faculty Signature _____
Date _____

Signature of Approval
by Associate Dean for Faculty Affairs _____
Date _____

Appendix 9*

Leave Request for Travel & Funds
(Brochure or Information on Where, When, What <u>must</u> be attached to request)

I. To be filled in by traveler (please attached brochure/documentation)

Requesters Name:	Date:
Event Name:	Destination:
Actual Dates of Event:	
Leave dates requested:	**Describe Workload Coverage**
Reason for attending Event:	
Dean's Request	
Presenter	
Committee Member	
Faculty/staff Development	
Student Recruitment (Level)	**Chair's Approval Signature & Date**
Site Visit (Level)	**or Supervisor**

II. To be fill in by Assistant to Chairs/Associate Deans Area

	DATE	Depart	Arrive	Cost of Airfare	Lodging	Brkft	Lunch	Dinner	Incidentals	Ground Tran	Registration	Daily Totals
1												
2												
3												
4												
5												
6												
				-	-	-	-	-	-	-	-	$ -
							-					

	Accounts	Total cost of trip	$ -									
Marni's	2101-257-5565	Less Faculty Development Funds	(1.00)									
Marni's	2305-257-5552	Less Faculty Travel Funds	(1.00)									
Other:		Less Other	(1.00)									
		Balance of Trip not covered:	$ (3.00)									
III. Deans Final Approval & Acct Number for Support Funds			$ (1.00)			**Dean's Office Signature & Date**						
Dean's Acct:	2221-257-552K	Less Dean's support funds	$ (1.00)									
Other:		Less Other	$ (1.00)		%	Of actual cost to traveler covered by UNLV						
		Cost to Traveler:	$ (6.00)									

*e-version available from ADFA Administrative Assistant

Appendix 10
ANNUAL EVALUATION TENURE-TRACK AND TENURED FACULTY

TEACHING CRITERIA AND EVIDENCE (EXAMPLES) FOR
ANNUAL EVALUATION

Criterion	Assistant Professor	Associate Professor	Professor
Facilitation of learning	Selects and implements learning materials that reflect a learner-centered paradigm. Serves as lead instructor, course coordinator and/or level coordinator. Assists with the development of new courses. Serves on graduate student committees when appropriate to expertise.	Develops innovative learning materials. Assists with student recruitment and admission. Engages in university initiatives. Leads review and revision of courses. Leads/serves on program task forces. Develops new courses. Serves on and chairs graduate student committees when appropriate to expertise. Conducts educational research.	Develops innovative learning materials. Assists with student recruitment and admission. Engages in university initiatives. Leads review and revision of courses. Leads/serves on program task forces. Develops new courses. Serves on and chairs graduate student committees when appropriate to expertise. Conducts educational research. Mentors students in the publication process.

| Teaching effectiveness | Receives satisfactory peer or student evaluations in the majority of courses taught. | Receives satisfactory peer or student evaluations in the majority of recently taught courses.

Earns certification in nursing education.

Disseminates teaching/learning expertise.

Mentors new faculty. | Receives satisfactory peer or student evaluations in the majority of recently taught courses.

Maintains certification in nursing education.

Disseminates teaching/learning expertise.

Mentors new faculty. |

RESEARCH CRITERIA AND EVIDENCE (EXAMPLES)
FOR ANNUAL EVALUATION

| Progressive scholarship and leadership in advancing knowledge | Establishes a program of research as a principal investigator.

Consistently seeks intramural or extramural research funding.

Receives acknowledgements in publications by colleagues (i.e., referenced in peer-reviewed publications). | Sustains a program of research as a principal investigator.

Exhibits a progressive record of intramural or extramural research funding.

Receives regional or national recognition for research generated knowledge. | Sustains a program of research as a principal investigator.

Exhibits a progressive record of intramural or extramural research funding.

Receives regional or national recognition for research generated knowledge.

Assists junior faculty with establishing a research program.

Incorporates new directions into research. |

Communication of knowledge generation through research findings and scholarly activities	Produces at least two peer-refereed, publication per year (at least one peer-refereed publication must be data driven). Presents (podium or poster) research at peer-refereed state, national and international conferences. Serves as a reviewer for a peer-refereed journal.	Sustains a record of peer-refereed, data-based publications in high quality journals. Sustains a record of research presentations at national and international conferences. Serves as a journal editor. Serves as a reviewer for multiple peer-refereed journals.	Sustains a record of peer-refereed, data-based publications in high quality journals. Sustains a record of research presentations at national and international conferences. Serves as a journal editor. Serves as a reviewer for multiple peer-refereed journals.
Involvement in research collaboration	Participates in or leads cross-disciplinary or transdisciplinary research activities.	Leads cross-disciplinary or transdisciplinary research activities. Mentors new faculty. Engages in university research-related initiatives. Develops independent research activities for students.	Leads cross-disciplinary or transdisciplinary research activities. Mentors new faculty. Engages in university research-related initiatives. Develops independent research activities for students.

SERVICE CRITERIA AND EVIDENCE (EXAMPLES)
FOR ANNUAL EVALUATION

Criterion	Assistant Professor	Associate Professor	Professor

Participates in service activities that benefit the SON, university, profession and /or community.	Serves on SON and/or university committees. Participates as an active member of a professional organization.	Demonstrates leadership roles in SON, university, or professional organization committees.	Demonstrates multiple leadership roles in SON, university, or professional organization committees.

Serves on SON and/or

Appendix 11

Annual Evaluation   Faculty- In -Residence

Criterion	Assistant Professor	Associate Professor	Professor
Demonstrates teaching effectiveness in all assigned areas	Consistently receives satisfactory or above satisfactory student evaluations for the majority of courses taught Demonstrates reflective self-evaluation of teaching, identifying areas of strength and weakness and plans for success in meeting personal teaching goals	Demonstrates a consistent pattern of above satisfactory or excellent student evaluations for the majority of courses taught Demonstrates reflective self-evaluation of teaching, identifying areas of strength and weakness and plans for success in meeting personal teaching goals	Demonstrates a consistent pattern of excellent student evaluations in the majority of courses taught in the preceding three years Demonstrates reflective self-evaluation of teaching, identifying areas of strength and weakness and plans for success in meeting personal teaching goals Recognized nationally and internationally for teaching innovations
Develops activities/methods that facilitate student achievement	Implements course materials which reflect clarity, current knowledge of content, and integration of related evidence Incorporates/utilizes various teaching methods	Selects and implements course materials which reflect innovation and expertise Develops projects or grants that support effective teaching Incorporates current technologies in teaching students; models technology for colleagues	Implements a variety of teaching methodologies to enhance student learning. Continues to develop and implement projects or grants that support or evaluate the learning mission or program offering
Assumes responsibility in teaching, planning, revising, and evaluating courses	Identifies learning needs for course, teaching, practice and develops a plan to meet them Revises teaching	Leads review and revision of courses and contributes to curriculum revision Revises teaching materials to include	Introduces curriculum initiatives May seek external funding support for curriculum initiatives

	materials based on student, self and peer evaluations

Evaluates new clinical sites and monitors the appropriateness of ongoing clinical sites, if appropriate

Revises teaching materials to include current practice standards and related evidence | current practice standards and related evidence | Recognized nationally and/or internationally for teaching expertise

Revises teaching materials to include current practice standards and related evidence |
| Participates in on-going collaborative relationships within the SON | Establishes and maintains collaborative relationships with colleagues in the SON Engages in course planning with faculty colleagues when appropriate | Assists junior faculty with professional development

Develops collaborative programs that facilitate student learning | Develops programs to assist faculty in professional development Establishes projects or other collaborative efforts with colleagues to develop new knowledge to promote student learning |
| Participates in ongoing collaborative relationships with colleagues in the practice setting (when appropriate to assignment) to promote student learning opportunities | Establishes and maintains collaborative relationships with colleagues in practice settings, if appropriate

Engages in course planning with practice agencies when appropriate | Develops collaborative programs that facilitate student learning

Establishes community network with colleagues, enabling opportunities to develop new practice sites and learning experiences, when appropriate | Establishes projects or other collaborative efforts with colleagues in practice settings to develop new knowledge to promote student learning in practice settings as related to teaching responsibilities |
| Mentors and advises students | Develops effective strategies to promote student progress

Serves as member or chair of student thesis, capstone, dissertation | Develops effective strategies to promote student progress

Documents student clinical and/or classroom | Develops effective strategies to promote student progress

Leads evaluation of strategies to promote student progression |

	committees, or other professional paper and project committees	achievements Works collaboratively with others to promote student programs Serves as member or chair of student thesis, capstone, dissertation committees or other professional paper and project committees	Chair of student thesis, capstone, dissertation committees or other professional paper and project committees when appropriate to expertise and consistent with Graduate College Policy of serving on thesis/dissertation committees.
Contributes to the teaching mission of the School of Nursing	Contributes to learning outcome evaluation through writing and analysis of test items and developing learning objectives	Mentors other faculty in learning outcome evaluation through writing and analysis of test items and developing learning objectives Serves as lead instructor and/or course coordinator Participates in the development and implementation of projects/grants or formal study that supports the teaching mission or program innovations Attains CNE credential	Leads program and curriculum evaluation Continues to serve as lead instructor, course coordinator; may serve as level coordinator Demonstrates competence in teaching of courses within area of expertise Mentors other faculty in developing course leadership skills Leads/coordinates the development and implementation of projects/grants or formal study that supports the teaching mission or program innovations Maintains CNE credential

SERVICE CRITERIA AND EVIDENCE (EXAMPLES)

Definition: Service comprises the non-scholarly activities for the SON: the University of Nevada, Las Vegas, the Community, and the Nursing Profession to achieve their missions and goals. Service includes

participation in college and university governance, professional, and other health-related community activities. In addition, faculty participation in clinical practice is another component of service.

Criterion	Assistant Professor	Associate Professor	Professor
Participates in service activities that benefit the SON, university, profession and community	Serves on a SON or University committee(s) Serves as an active member of local or regional professional or community service organization Recognized as leader on committee or professional organization Recognized for service, i.e. SON service award, letters of appreciation Practices in a nationally certified specialty area of nursing (APN)	Holds elected or appointed leadership positions in SON and/or University Recognized for service to SON, University and/or professional organization Provides service or leadership in state, regional, or national professional or service organizations Maintains national certification and clinical practice (APN) Engages in active membership in related professional organization	Demonstrates a consistent record of elected or appointed leadership positions in SON and/or University Maintains national certification and clinical practice (APN) Demonstrates a consistent record of internationally or nationally recognized leadership positions in the profession and/or appropriate health care service organizations Demonstrates leadership role in areas such as policies, programs, conference proceedings Receives award(s) for leadership

Appendix 12

Annual Evaluation - Lecturers

Criterion	Lecturer	Senior Lecturer
Demonstrates teaching effectiveness in all assigned areas.	Begins to identify recognized area of expertise within academic or professional education. Uses innovative teaching techniques. Develops course material and lecture content that reflect state of the science and application of evidence to practice. Uses feedback from student & peer evaluations to refine techniques and course materials. Receives satisfactory student evaluations for the majority of courses taught. Establishes collaborative relationships with SON and clinical agency colleagues. Presents at local or state educational conferences.	Serves as lead instructor and/or course coordinator. Receives above satisfactory student evaluations for the majority of courses taught. Receives the highest summative peer evaluation ranking for the majority of courses taught. Leads review and revision of courses and contributes to curriculum review. Develops, implements, and evaluates innovative teaching techniques. Maintains certification as a nurse educator. Receives honors, awards, or other recognition for effective teaching. Leads collaborative efforts with SON and clinical colleagues. Presents at regional, national, and international educational conferences. Serves as a peer reviewer.
Demonstrates expertise in advising and mentoring.	Serves as effective student advisor. Actively advises students regarding curriculum and professional development. Serves as an advisor for a class or a student organization.	Promotes development of students and takes active role in developing teaching skills of colleagues. Involves students in scholarly activities and presentations/publications. Promotes student involvement in state, regional, or national educational conferences. Mentors master's students.

		Advises/evaluates scholarly projects for presentation or publication. Assist students in presenting or publishing their work.
Provides leadership to advance the health professions and to improve health.	Participates in organizing local clinics (e.g., immunization clinics, health fairs, etc.). Organizes conferences or workshops on local level.	Serves in a leadership or officer role of an association, agency, society, organization, task force, and /or review group on a national level. Chairs a national committee or task force. Is active in planning and evaluating programs or services. Testifies at the state or national level on legislative issue; plays instrumental role in passage of national legislation. Organizes conferences or workshops on a state/regional or national level. Participates in small grants review within UNLV SON or for a local or regional conference or grants program. Provides consultation as requested by professional/government agencies on a state or regional level.
Provides service/leadership within the University.	Serves on SON committee(s). Participates in SON student events. Serves as a member, officer, chair, director, etc. of an association, agency, society, organization, task force, and/or review group on a local level.	Chairs a SON or university committee.