

**Canseco School of
Nursing
Texas A&M International
University**



Faculty Handbook

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I. Bylaws of the Faculty Organization

**By-Laws of the Canseco School of Nursing Faculty Organization
(2007)**

ARTICLE I: NAME

The name of this organization is the Canseco School of Nursing Faculty Organization, hereinafter referred to as the Organization.

ARTICLE II: MISSION STATEMENT

The object of the organization is to promote excellence of the programs and activities of the Canseco School of Nursing within the College of Nursing and Health Sciences.

ARTICLE III: FUNCTIONS

The functions of the organization shall be to:

1. Establish and implement the philosophy, purposes and objectives of the Canseco School of Nursing.
2. Establish and implement the curriculum and sequence of the Nursing majors.
3. Establish and implement nursing student admission, progression and graduation policies and practices.
4. Promote the rights and facilitate the responsibilities of Nursing faculty and students.
5. Improve the total program in the Canseco School of Nursing through systematic evaluation and revision based on the Accreditation Criteria for baccalaureate and masters programs of the Texas Board of Nurse Examiners.
6. Arrange for facilities, resources and services needed to implement the curriculum.
7. Participate in the development of the annual School of Nursing budget.
8. Develop and maintain relationships with external agencies and organizations.
9. Participate in the recruitment and selection of faculty.
10. Develop and implement a plan for peer evaluation of teaching effectiveness.
11. Establish and monitor a university-wide nursing peer review plan.

ARTICLE IV: MEMBERSHIP

1. Active members, all full-time nursing faculty: voice and vote privileges.
2. Associate members, part-time adjunct faculty, one junior and senior BASIC and one MASTER student representative: voice privilege.

ARTICLE V: OFFICERS

The officers of the Organization shall be the Chair and the Secretary.

1. The Dean of the School of Nursing shall serve as Chair.
2. The Secretary shall be elected annually and will serve to review and submit minutes.

ARTICLE VI: COMMITTEES

The Committees of the Organization shall consist of the following:

1. Curriculum

A. Function

1. Formulate, interpret and implement the nursing program curriculum.
2. Evaluate, on a systematic basis, all aspects of the curriculum and the resource services that support it.
3. Determine revisions needed in course content, objectives, clinical expectations, evaluation and teaching methods in relation to the total curriculum.
4. Recommend to the University administration, through the Dean, necessary facilities, resources or services essential to the curriculum.

B. Membership

1. Three active faculty members of The Nursing Faculty Organization.
2. Chair selected by the membership.

C. Meeting

1. Once monthly, during spring and fall semesters.
2. May meet concurrently with Nursing Faculty Organization.

2. Admissions, Progressions, and Graduation

A. Function

1. Interpret and implement the policies established by the faculty for admission, progression, and graduation.
2. Review and revise the policies for admission, progression, and graduation in conjunction with evaluation of the total curriculum.
3. Plan and implement student recruitment initiatives.
4. Act on any admission, progression, and graduation decisions in instances where the established policy does not provide for the specific instance.
5. Recommend to the Chairperson the certification for graduation of all candidates for graduation with a nursing major.
6. Recommend to the Dean, names of candidates for honors recognition as deemed appropriate by the Nursing Faculty Organization.

B. Membership

1. Three active members of the Nursing Faculty Organization.
2. Chair selected by the membership.

- C. Meeting
 - 1. Once monthly.
 - 2. May meet concurrently with Nursing Faculty Organization.
- 3. Nursing Peer Review Committee
 - A. Function
 - 1. Evaluate nursing services, the qualifications of nurses, and the quality of patient care rendered by nurses or nursing students affiliated with the Canseco School of Nursing.
 - 2. Evaluate the merits of complaints concerning nurses, student nurses, and nursing care.
 - 3. Make determinations or recommendations regarding complaints.
 - B. Membership
 - 1. Two permanent members and one rotating member elected each September by the Canseco School of Nursing faculty from the full time nursing faculty.
 - 2. Permanent members will serve one-year terms and may be reelected.
 - 3. Rotating member familiar with area of practice under review to be appointed as needed by permanent members.
 - C. Meetings
 - 1. Committee will meet on as needed basis, initiated by any RN employed by TAMIU who has a concern needing to come before this committee.
 - 2. A quorum shall require presence of all committee members
- 4. Assessment/Evaluation
 - A. Function
 - 1. Develop maintain, assess, and improve academic programs within the college.
 - 2. Provide administrative/educational support services and student services to admit, retain and graduate students who achieve established learning outcomes designed to prepare them for success in their chosen careers.
 - 3. Submit on a timely basis the Annual Institutional Effectiveness Review(AIER) report to the university committee.
 - B. Membership
 - 1. All Nursing Faculty Organization members.
 - 2. Chair selected by the membership to serve as a BSN coordinator and a co- chair as MSN coordinator.

C. Meeting

1. Once monthly.
2. May meet concurrently with Nursing Faculty Organization.

5. Scholarship Committee

A. Function

1. Review applications for all nursing scholarships.
2. Distribute monies based on scholarship criteria
3. Work with the office of Financial Aid in the distribution of scholarship monies

B. Membership

1. Three active members of the Nursing Faculty Organization.
2. Chair selected by the membership.

C. Meeting

1. Prior to each academic semester.
2. May meet concurrently with Nursing Faculty Organization.

6. Promotion and Tenure Committee

A. Function

1. Recommend appointment or promotion to an academic rank in the College of Nursing and Health Sciences within the School of Nursing.
2. Evaluate dossier based on past and anticipated success in performance, accomplishments and leadership in the following areas: 1) Academic Service, 2) Experience, 3) Teaching, 4) Service, 5)Scholarship, and 6) Clinical Experience.
3. Forward a recommendation to the Dean of the College of Nursing and Health Sciences outlining strengths and weakness.

B. Membership

1. Five (5) members elected each fall from the full-time tenure track/tenured faculty.
2. Chair will be appointed by the Dean.

C. Meetings

1. Annually in the Fall semester as needed.

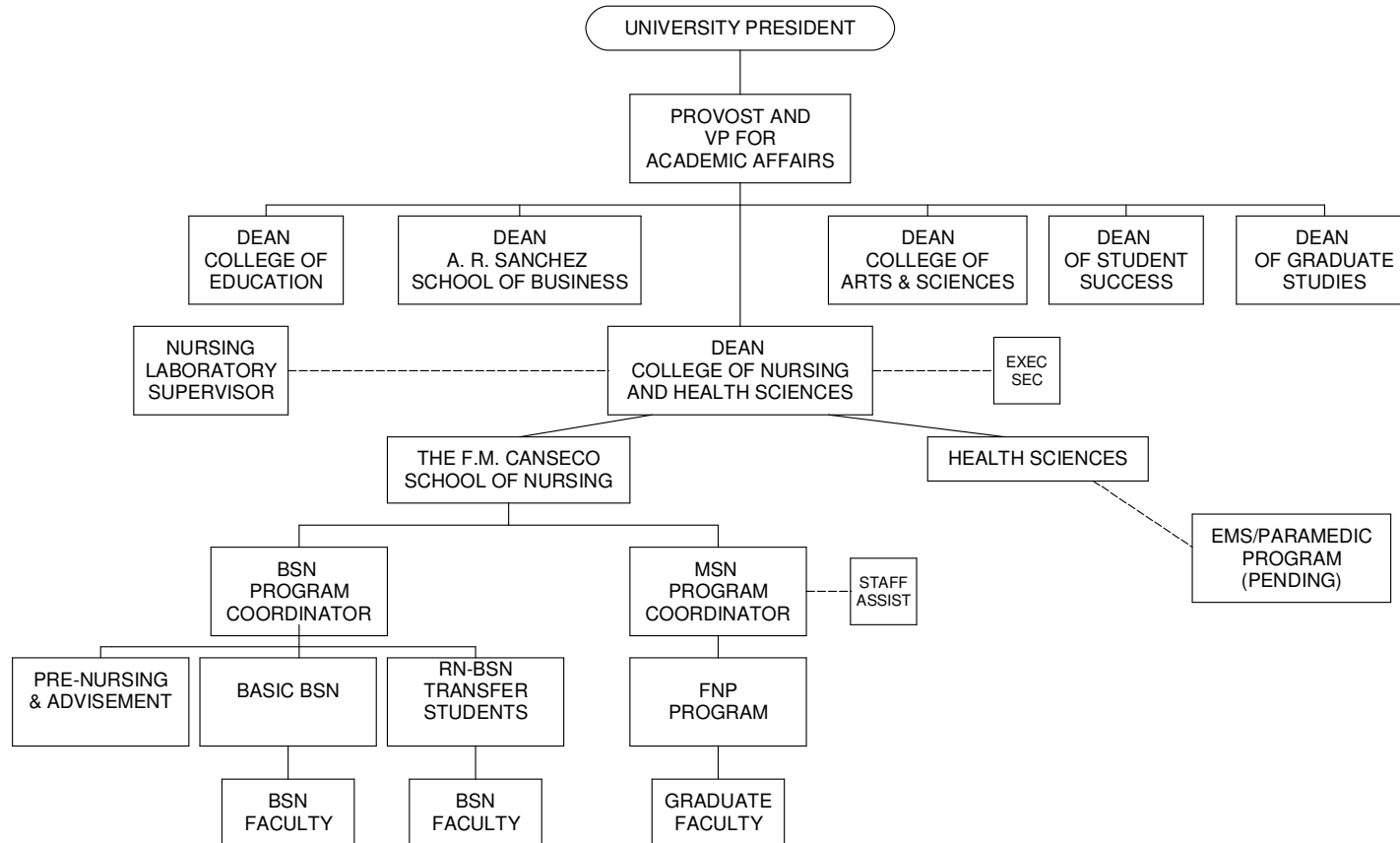
ARTICLE VII: AMENDMENTS

These by-laws may be amended by a majority vote of the Canseco School of Nursing Faculty Organization

II. Organizational Chart

College of Nursing and Health Sciences Organizational Chart

**TEXAS A&M INTERNATIONAL UNIVERSITY
COLLEGE OF NURSING AND HEALTH SCIENCES ORGANIZATIONAL STRUCTURE
FISCAL YEAR 2009-2010**



III. Faculty and Staff Job Descriptions

FACULTY AND STAFF JOB DESCRIPTIONS

TITLE: DEAN, COLLEGE OF NURSING AND HEALTH SCIENCES

Job Description: The Dean of the College of Nursing and Health Sciences is the chief academic and administrative officer of the school of nursing and the other health professions departments and reports to the Provost and Academic Vice-President of the university.

Qualifications:

- PhD in Nursing or a related field
- Master's degree in Nursing
- Academic credentials commensurate with appointment to the rank of associate or full professor with tenure
- Record of excellence in teaching, scholarship and service
- Successful budgetary and administrative experience in higher education
- Experience with academic and professional accreditation processes
- Unrestricted/unencumbered license to practice registered nursing within the state of Texas

Responsibilities:

- Provide visionary, proactive leadership for the college congruent with the vision and mission of the larger university
- Set academic and administrative policy for the college
- Manage the budget, personnel, space and other college resources
- Provide opportunities for and oversight of faculty development
- Mentor faculty in teaching and scholarship
- Evaluate faculty performance
- Identify and pursue opportunities for college advancement through grantsmanship and philanthropy
- Oversee planning, development, implementation, and evaluation of academic programs to ensure and maintain state-of-the-art programs of nursing education at both the baccalaureate and graduate levels
- Meet all reporting requirements to maintain state and national accreditation
- Foster an organizational culture that supports collegiality and professional development of faculty, staff and students
- Promote excellence in teaching, scholarship and service
- Advance the college's commitment to the promotion of diversity and cultural understanding among faculty, staff and students
- Collaborate with other health care leaders and professionals locally, nationally and internationally

TITLE: COORDINATOR, MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

Job Description: The Coordinator is responsible for the implementation and evaluation of the Master of Science in Nursing program. The Coordinator reports to the Dean of the College of Nursing and Health Sciences.

Qualifications:

- Master's degree in Nursing
- PhD in Nursing or related field preferred
- Academic credentials commensurate with appointment to the rank of associate professor on the tenure track
- Five (5) years of clinical experience
- Three (3) years of teaching experience
- Previous experience as a department chair or as a program coordinator or similar administrative experience
- Unrestricted/unencumbered license to practice registered nursing within the state of Texas

Responsibilities: The MSN Coordinator has all the responsibilities of the faculty plus all of the following responsibilities:

- Plan, develop, implement and evaluate all tracks within the MSN program
- Recruit qualified faculty for the MSN program
- Assign faculty teaching and clinical responsibilities in the MSN program
- Mentor faculty in teaching and scholarship
- Evaluate faculty performance
- Maintain administrative oversight of the MSN program
- Supervise clerical staff
- Communicate needs of the program to the Dean of the college

TITLE: COORDINATOR BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM

Job Description: The Coordinator is responsible for the implementation and evaluation of the Bachelor of Science in Nursing program. The Coordinator reports to the Dean of the College of Nursing and Health Sciences.

Qualifications:

- Master's degree in Nursing
- PhD in Nursing or related field preferred
- Academic credentials commensurate with appointment to the rank of associate professor on the tenure track
- Five (5) years of clinical experience
- Three (3) years of teaching experience
- Previous experience as a department chair or as a program coordinator of similar administrative experience
- Unrestricted/unencumbered license to practice registered nursing within the state of Texas

Responsibilities: The BSN Coordinator has all the responsibilities of the faculty plus all of the following responsibilities:

- Plan, develop, implement and evaluate the generic and RN – BSN tracks in the BSN program
- Recruit qualified faculty for the BSN program
- Assign faculty teaching and clinical responsibilities in the BSN program
- Mentor faculty in teaching and scholarship
- Evaluate faculty performance
- Maintain administrative oversight of the BSN program
- Supervise clerical staff
- Communicate the needs of the program to the Dean of the college

TITLE: NURSING FACULTY

Job Description: The faculty of the school of nursing have as their primary responsibility the teaching of assigned nursing courses each semester and the provision of appropriate clinical supervision in a variety of settings.

Qualifications:

- Master's degree in Nursing
- PhD in Nursing or related field preferred
- One (1) year of teaching experience (preferred)
- Five (5) years of clinical nursing experience
- For those faculty members who are advanced practice nurses, maintain and meet all certification requirements for their specialty
- Unrestricted/unencumbered license to practice registered nursing within the state of Texas

Responsibilities:

- Teach assigned nursing courses
- Supervise student clinical experiences
- Evaluate students' progress in course work and clinical experiences
- Complete all administrative aspects of courses taught
- Maintain office hours as required by academic teaching load, but not less than six (6) hours per week
- Advise students throughout their program of studies
- Plan, develop, implement and evaluate the curriculum
- Serve on and participate in college and university committees
- Initiate and participate in scholarly and professional activities at the local, state and national levels
- Provide service to the community through participation in the planning and presentation of various programs focused on promoting the increased well-being of the community

TEACHING STANDARDS

BSN COURSES

Any theory/lecture/didactic course is conducted for 50 minutes for each 1 credit hour awarded. Lecture courses may be team-taught and credits awarded to all instructors according to class and clinical responsibilities.

Any clinical course is awarded 1 credit per 3 hours of contact. Workload credit is calculated by multiplying the number of hours of contact by a factor of .67. For example, a clinical or lab meeting for 3 hours is awarded 2 hours of workload credit. The ratio of

students to faculty (set by the Board of Nurse Examiners) for a clinical section is 10:1. The ratio of students to faculty may be 15:2 for a faculty member with a Bachelors prepared teaching assistant. Faculties are to be on site and available to clinical students via beeper/phone at all times.

INTERNAL ROLES

The following roles are not included as position descriptions or covered via standing committees. However, they are deemed important to the functioning of the School.

FACULTY LIAISON – STUDENT NURSE’S ORGANIZATION

Attends Student Nurses’ Organization meetings and serves as Faculty Liaison.

TITLE: CLINICAL PRECEPTOR

Job Description: The clinical preceptor collaborates directly with a designated faculty member to determine student learning needs and assignments. The preceptor guides, facilitates, and monitors the student in achieving clinical objectives and supervises the student's performance of skills and nursing activities to ensure safe practice. The clinical preceptor reports to the faculty member designated for the specific course.

Qualifications:

- An advanced practice nurse, a physician or other health care professional acceptable to the Board of Nursing
- Appropriate unrestricted/unencumbered license to practice within the state of Texas (if a license is required)
- Engaged in current practice

Responsibilities:

- Comply with the written assignments between the faculty, the preceptor and the affiliating agency that delineate the functions and responsibilities of the parties involved
- Adhere to written clinical objectives specified for each student experience
- Communicate regularly with the designated faculty member and the student for the purpose of monitoring and evaluating learning experiences (The designated faculty member is responsible for the student's learning experience)
- Supervise student clinical learning experiences without the physical presence of the designated faculty member in the affiliate agency or clinical practice setting (The faculty member must be readily available by telephone, pager, or email)
- Evaluate the student's performance in the clinical setting

(Reference: Board of Nurse Examiners for the State of Texas (2003) Guidelines of Precepted Clinical Experiences. Guidelines, Criteria and Policies for Nursing Programs. Austin, TX: BNE.

TITLE: CLINICAL TEACHING ASSISTANT

Job Description: The Clinical Teaching Assistant (CTA) supervise student clinical learning experiences only when the qualified and experienced faculty member is present in the affiliate agency or alternative practice setting. The CTA works under the direct supervision of the designated faculty member.

Qualifications:

- Bachelor's degree in Nursing from an accredited program
- Minimum of two (2) years' clinical experience in the general area in which the individual will teach
- Unrestricted/unencumbered license to practice registered nursing within the state of Texas

Responsibilities:

- Assist with clinical instruction in a specified clinical area with a specified faculty member
- Attend course management meetings
- Participate in clinical and/or classroom evaluation activities within the guidelines designated by the faculty member
- Create and/or monitor appropriate clinical simulation activities related to a specific clinical course
- Provide feedback to students regarding clinical performance
- Conduct end-of-course evaluation of student performance with assigned faculty member
- Conduct clinical conferences for appropriate clinical groups
- Notify assigned faculty member in writing when a student demonstrates unsafe practice
- Participates in an end of clinical evaluation with assigned faculty member

TITLE: TEACHING/RESEARCH ASSISTANT

Job Description: Teaching/Research Assistants work under the supervision of a Faculty member. The designated Faculty member will monitor and evaluate teaching/research experiences.

Qualifications:

- Holds a current unrestricted/unencumbered Texas license to practice as a Registered Nurse.
- Bachelor's degree in Nursing from an accredited program.
- Possesses the expertise to function effectively and safely in the designated area of teaching/research.

Functions And Responsibilities:

- Responsible to the supervising Faculty member of the assigned teaching/research.
- Attends teaching/research-related meetings.
- Participates in outcome and evaluation methods.
- Research Assistants may input data into statistical programs.
- Participates in data collection and assessments or directed by the faculty member.
- Demonstrates professionalism related to confidentiality of records and information.
- Teaching assistants will provide tutoring as assigned.

TITLE: SUPERVISOR, NURSING LABORATORY (NL)**Qualifications:**

- Holds a current unrestricted/unencumbered Texas license to practice as a Registered Nurse.
- Bachelor's-prepared nurse preferred with excellent psychomotor nursing skills.
- Possesses organizational skills and competency in scheduling.
- Possesses tutorial skills.
- Works effectively with students and university personnel.
- Possesses good communication skills.
- Possesses manual dexterity and is able to operate a variety of A/V equipment, including a television camera.
- Is competent in the use of computers and simulation equipment.

Supervision

Dean, College of Nursing and Health Sciences

Functions And Responsibilities

Functions as a lab supervisor and assumes full responsibility for assigned laboratory teaching duties. The supervisor is responsible to the Dean of the School of Nursing for the following duties:

- Creates a safe learning environment to promote learning.
- Uses knowledge and strong psychomotor skills to guide students' practice of the skills presented in lab class.
- Manages check-offs of students for assigned psychomotor skills.
- Works with groups of students to promote group learning and strong problem-solving skills and to initiate collaborative co-worker behaviors.
- Fosters the development of critical thinking and patient care based on scientific principles.
- Develops a learning environment that stresses patient-centered care giving and guides the practice of therapeutic communication.
- Participates in practice lab sessions by observing, critiquing and evaluating fundamental skills.
- Facilitates skills remediation of students with skill deficits using faculty-generated prescriptions. Documents remediation session and communicates the information to the appropriate faculty.
- Facilitates self-paced learning in the Health Assessment Laboratories by arranging access to rooms, and by providing the necessary equipment.
- Facilitates the use of the various laboratories in the NL by scheduling available times equitable among courses requiring laboratory time.
- Collaborates with course managers to be certain that the appropriate equipment is ready in the Practice and Assessment Labs each week that a new skill is being introduced.
- Supervises any Work Study/Teaching Assistant employed in the NL and assures that the tasks are completed.
- Completes other tasks as assigned by the Dean of the School of Nursing.

TITLE: EXECUTIVE SECRETARY

Job Description: The Executive Secretary is responsible for the efficient operation of all clerical and secretarial duties within the College of Nursing and Health Sciences. The secretary reports to the Dean of the College.

Qualifications:

- High school graduate or equivalent with post-secondary education in business technology
- Proficiency in computer skills, particularly word processing and spreadsheets
- Five or more years experience as secretary to an administrator or other responsible position
- Ability to communicate effectively orally and in writing

Responsibilities:

- Assist the Dean with daily operation of the office, public relations, and other service functions
- Manage all forms of communication to include telephone, email, regular mail and general correspondence
- Maintain confidential and complex records, logs, and files
- Maintain Dean's calendar of appointments and meetings
- Collaborate and work with other TAMIU Colleges and programs
- Prepare reports
- Maintain inventory of office supplies
- Assist faculty, staff, and students with inquiries and daily business
- Assist visitors and prospective students
- Interface with outside business agencies and community organizations

TITLE: STAFF ASSISTANT**Job Description:**

Able to performs somewhat complex secretarial work. Manages student registration information on SIS, completes Travel Request and Reimbursement Forms. Completes online purchase requests for the School of Nursing. Able to perform routine phases of office management such as answering correspondence, distributing mail, giving information, keeping records and files, and preparing routine reports for the Dean of the College. Responsible for supervising work study students schedules, activities and time keeping.

Qualifications:

- Two years experience in secretarial, computer and clerical work.
- Graduation from a senior high school or equivalent.
- Training or course work beyond high school preferred, i.e. courses in business practices, typing and computer literacy (computer office software).
- Knowledge of School of Nursing rules, regulations and procedures.
- Demonstrates knowledge of business terminology, spelling, punctuation, grammar and basic arithmetic; good telephone skills.
- Familiar with Windows. Skilled in word processing (WordPerfect 6.0, Microsoft Word) and spreadsheets (Excel).
- Ability to read documents and communicate effectively in English and Spanish.
- Ability to compose and format letters and other written materials.
- Ability to work registration hours as necessary.

Supervision:

Reports to the Dean of the College of Nursing and Health Sciences.

Function And Responsibilities:

- Works independently on difficult or complex office tasks; keep complex and confidential records, ability to apply School of Nursing policies and procedures.
- Maintains confidentiality as well as establishes and maintains effective work relationships with Faculty, staff, students and the public.
- Must be able to walk long distances and sit for long periods of time.
- Types correspondence, letters, memoranda and reports.
- Opens and distributes mail; assembles related material for use by supervisor in answering mail; answers routine inquiries about School of Nursing and its programs.
- Interviews callers; answers questions and provides information over the phone; schedule appointments for supervisor.
- Keeps records and prepares reports from a variety of materials.
- Operates electronic, programmed equipment used in the preparation of typed documents working from drafts.
- Supervises a student worker or office personnel performing routine tasks.
- Maintains files of a confidential nature.
- Performs related work as assigned.

- Establishes and maintains effective working relationships with other employees and the public.

TITLE: STUDENT WORKER**Job Description:**

Performs general office duties including but not limited to answering phones, typing, filing, and photocopying. Provide clerical support to university employees which may include conducting research, maintaining records, and/or assisting with special projects related to the department. Monitors and assists students in the School of Nursing Computer Lab as assigned.

Qualifications:

Student status at TAMIU. Must be familiar with computer programs and windows. Skilled in word processing and spreadsheets. Bilingual in English and Spanish preferred.

Supervision: Staff Assistant and/or Secretary

Function And Responsibilities:

- High-school-level knowledge of spelling, punctuation, grammar and basic arithmetic.
- Knowledge of telephone etiquette and telephone skills.
- High-school-level reading level.
- Must be able to type labels and form letters.
- Must be able to file with directions.
- Must be able to maintain confidentiality.
- Must be able to establish effective working relationships with Faculty, staff, students, and the public.
- Must be able to work up to 19 hours per work time in coordination with class schedules (flexible scheduling including weekends and evenings are required)
- Must be able to walk long distances and sit for long periods of time.
- Knowledge of operation of copy machine, fax, and computers/office software.
- Must be able to lift and push supplies/equipment without physical restrictions.

II. FACULTY AND STAFF EMPLOYMENT PROCESS

FACULTY EMPLOYMENT DOCUMENTATION REQUIREMENTS

All prospective faculty of the Canseco School of Nursing are expected to submit the following documentation:

1. University Application for Faculty Employment
2. Official transcripts
3. Current curriculum vita
4. Current unencumbered Texas RN license
5. Names of 3 references
6. Criminal history investigation

Other documentation may be needed for clinical assignments, as follows:

1. All of the documents on the “New Employment Checklist” are required for the personnel file and/or by clinical facilities where students attend clinical learning experiences.
2. Texas Registered and Advance Practice Nursing Licenses will be verified by the School Office with the Texas Board of Nurse Examiners. The applicant should not mail duplicate copies, but provide the license type(s), number(s), expiration date(s), full name and Social Security number so that the verification process can be completed.
3. The same information provided for the nursing license(s) will be needed to verify certification(s). In addition, to the type of certification and the name of the certifying agency.
4. Professional Liability Insurance is provided for any assignment in the teaching role via a group student policy. Any additional coverage required for faculty practice is the responsibility of the individual faculty member. The University does not provide any insurance coverage for Faculty practice at this time.
5. A Texas Driver’s License is required to sign out and drive University vehicles. Due to the increasing number of outreach programs and out of town clinicals, access to a reliable vehicle is important.
6. A list, which is updated annually, of immunizations as required by clinical agencies is provided in the School’s Student Handbook and the University Catalog. The usual childhood immunizations, in addition to Hepatitis B, varicella and tuberculin testing, are required.
7. Cardiopulmonary Resuscitation Certification classes are offered on campus several times a year for students, faculty, and community members.
8. It is the applicant’s responsibility to request official copies of all transcripts carrying the award of your initial professional (registered) Nursing degree or diploma and all graduate degrees.

PROCESS FOR HIRING FACULTY

FULL-TIME FACULTY

1. Request positions or document vacant tenure track lines. The Dean of the College of Nursing and Health Sciences submits the request to the Provost and Human Resources (HR).
2. Develop advertisements and flyers for the appropriate discipline journals and mailings which are approved by the Dean, Provost and HR.
3. Form a Search Committee and obtain approval of the Dean for members. Names are submitted to the Provost and HR.

4. The Search Committee actively recruits and screens applicants and rank orders based on teaching area of expertise needed, teaching and clinical experience, service record and scholarship record.
5. The Staff Assistant establishes a file with copies of all required documents. Original transcripts are filed in the Office of the University Provost.
6. Using the above criteria, the Search Committee conducts telephone interviews and reviews the letters of references of selected applicants.
7. The Search Committee conducts a telephone interview of selected applicants.
8. The Search Committee coordinates an on-campus interview of selected applicants. The interview process will include, at a minimum, the following:
 - a. Interviews with the Provost, Dean, Search Committee and Faculty.
 - b. Faculty from the community and related disciplines will be included, as much as possible.
 - c. Conduct tours of the University campus and clinical and practicum placement sites.
9. The Search Committee Chair summarizes Faculty feedback and makes recommendation to the Dean of the College.
10. The Dean will summarize qualifications and recommends rank and salary for the Provost's approval.
11. The Dean will submit a Letter of Appointment.
12. The selected applicant must sign and return the Appointment Letter with two (2) weeks of receipt in order to consummate a valid appointment.

PART-TIME FACULTY

1. As soon as the semester schedule is formalized and enrollment projected, qualified individuals are contacted via telephone by the course coordinators or the Dean of the School of Nursing in order to verify availability based on needs.
2. Qualifications are verified by the Dean of the College through phone or personal interviews, CVs and transcripts. (See Faculty Position Descriptions.)
3. A personnel file is created by the Staff Assistant to house CVs and transcripts in the College. Original documents are filed in the Office of the University Provost. Adjunct Faculty members must complete all required HR forms.
4. All completed items in #2 and #3 (above) are forwarded to the HR Office. Copies are kept in the College files.

Search Process

Position Specifications:

Specifications for available positions are prepared that provide full detail of the position, including a description of the university. It is important that all required employment criteria be clearly defined in the position specification. The criteria must be directly related to the job to be performed and essential duties related to the position. Accommodations, according to the American with Disabilities Act (ADA), will be made.

Advertisement

The advertisement is normally an abbreviated version of the position specification. The advertisement should contain information including: starting date, closing date, salary (May say “commensurate with qualifications and experience”), contact person, duties, and responsibilities. It should also include a statement such as the following:

“Texas A&M International University is an Equal Opportunity Employer and specifically invites and encourages applications from women and minorities.”

Before a position can be advertised, a copy of the advertisement and position specification must be approved by the Dean of the College, and by the Department of Human Resources.

Confirmation Letter

Upon receipt of applications, confirmation letters are usually sent to applicants. The Applicant Information Survey must accompany the confirmation letter. This Survey is for record keeping purposes and in order to respond to federal and state reporting requirements. These Surveys are pre-addressed to the Office of Human Resources.

Reference Checking

Off-list reference checking is not advisable without the candidates’ permission. It is important that telephone interviews be consistently conducted and reported. After the Search Committee determines that the candidate has given permission to contact references, the candidate should be notified. At this point, the applicant may not wish to continue in the search process. Some candidates may want to withdraw verbally at this time; others may provide a written request for withdrawal. After the reference interviews, the pool is generally narrowed. Further telephone interviewing may occur later in the process. Telephone interviews may be taped if permission is obtained beforehand.

Final Candidates

Final candidates are brought to campus and interviewed by all faculty. Relative strengths and weaknesses of the final candidates should be carefully discussed.

Appointment Letters

Appointment letters are sent through the Dean’s Office and copies are sent to the Office of Provost and Human Resources for record keeping purposes.

Record Retention

Once an applicant has been hired for a position, an Applicants Pool Record must be completed. Every applicant for the position must be included on the form. The signed original will be forwarded to the Dean and HR.

7. How do you update your knowledge and skills in order to make your instruction meaningful?

8. How do you meet or support the individual learning needs of students?

9. How do you promote academic integrity in your course?

10. How would you rate (good/fair/poor/not at all) your ability to perform the following activities in Spanish?
 - A. Converse
 - B. Conduct a health assessment
 - C. Read news articles
 - D. Read scientific articles
 - E. Give an informal report
 - F. Make a formal presentation

11. How do you see yourself collaborating with and supporting your colleagues in meeting the goals of the program?

12. Given the developing nature of the university, the College, School of Nursing and the health care community in Laredo, how do you see yourself adapting to frequent change, unceasing demand and limited resources?

Texas A&M International University
Canseco School Of Nursing

Evaluation of Faculty Applicant

Name of Applicant _____ Date _____

Please rank each item from 1 (low) to 5 (high)

| | 1 | 2 | 3 | 4 | 5 |
|---------------------------|---|---|---|---|---|
| Understanding of position | | | | | |
| Education | | | | | |
| Clinical experience | | | | | |
| Teaching experience | | | | | |
| Understanding philosophy | | | | | |
| Promote learning | | | | | |
| Course design | | | | | |
| Favorite assignment | | | | | |
| Update knowledge | | | | | |
| Student learning | | | | | |
| Academic integrity | | | | | |
| Spanish | | | | | |
| Collaboration | | | | | |
| Adaptability | | | | | |

Total Score:

I do ___ do not ____ recommend hiring this applicant.

Comments:

Signed _____

NEW EMPLOYEE DOCUMENT CHECKLIST

- TEXAS NURSING LICENSE WITH ADVANCED PRACTICE PRIVILEGES
(IF APPLICABLE)**

- PROOF OF ACCEPTABLE CRIMINAL HISTORY INVESTIGATION**

- PROOF OF UPDATED VACCINATIONS AND TUBERCULOSIS TESTING
(FOR ALL FACULTY)**

- CURRENT HEALTHCARE PROVIDER CARDIOPULMONARY
RESUSCITATION (AHA) CERTIFICATION (FOR ALL FACULTY)**

- OFFICIAL COPIES OF TRANSCRIPTS WITH BACCALAUREATE AND
GRADUATE NURSING DEGREES**

- COMPLETED PACKET FOR HUMAN RESOURCES
APPLICATION
REFERENCES
VITA
ETC.**

SELF-PACED FACULTY ORIENTATION CHECK-OFF LIST

Name: _____ Date: _____

Administrators and Nursing Faculty welcome you to Texas A&M International University, the College of Nursing and Health Sciences and the Canseco School of Nursing. We are very proud of the quality of our programs. Much of this is due to the caliber of faculty who teach and administer these curricula. It is our attempt with this *Self-Paced Orientation Check-Off List*, to inform you of activities, policies, practices and traditions so that you may experience a satisfying “belonging-ness,” resulting in a long, distinguished career here!

I. Source: Director, Canseco School of Nursing

University, College and School structure and mission/goals

1. Orientation to the University and TAMIU System. _____
2. Review Faculty/Staff Handbook. _____
3. Review of TAMIU Policy and Procedures _____
4. Policies: University/College/School _____
 - A. Advisement
 - B. Travel Regulations/Forms
 - C. Promotion/Tenure/Annual Performance Evaluation
 - D. Role, rights and Responsibilities of faculty
(tenure, tenure track, part-time, and/or adjunct)
 - E. Workload Expectations; assignments
 - F. Office hours
 - G. Role of faculty in teaching, scholarship and service
 - H. Class Rules, grade sheets, Drop/Add Forms
5. Introduction to administrators/managers/staff/faculty _____
6. Parking regulation/permits/keys _____
7. School Bylaws and committee functions _____
8. Review of philosophy and goals including
program objectives (Student Handbook) _____

- 9. Overview of Curriculum Organizational Principles _____
- 10. Orientation to evaluation plan _____
 - A. Forms to be utilized
 - B. Personal/group responses and responsibilities
 - C. Reporting and preserving evaluation data

II. Source: Level Coordinator

- 1. Focus and purpose of each course. _____
- 2. Frequency of faculty meetings. _____
- 3. Orientation to courses assigned. _____
- 4. Specifics about: _____
 - A. Agencies utilized
 - B. Book orders and desk copies
 - C. Library requests
 - D. Maintenance of “syllabi, exams and statistics of each course.”
- 5. Campus tour of key areas _____
(bookstore, lounge, food services, Nursing lab)

III. Source: Course Manager for Clinical Courses

- 1. Orientation to course syllabus _____
- 2. Tour of clinical facilities _____
- 3. Meeting for course coordination _____

IV. Source: Human Resources Office

- 1. Insurance _____
- 2. Benefits menu TAMUS _____
- 3. Payroll and distribution method _____

V. Source: Chief Librarian

1. Orientation to Library's physical plan _____
2. Orientation to library resources _____
3. Orientation to online access _____

VI. Source: Director of OIT

1. Orientation to facilities _____
2. Introduction to key resource persons _____
3. Review of services available: _____
 - A. Computer centers network
 - B. Audio-visuals
 - C. Graphics/Resources
 - D. Learning Management Systems
4. Scheduling of services _____

VII. Source: University Registrar

1. Advisement and registration process _____
2. Online student records system (SIS) _____

VIII. Source: Secretary/Staff Assistant

1. Forms _____
2. Requisitioning Work _____
3. Phone System _____
4. Mail Set-Up _____
5. Copy Room _____
6. Duplication Services _____
7. Keys _____
8. Office Supplies _____
9. Room and event scheduling _____
10. Other _____

**V. SCHOOL OF NURSING
ADMINISTRATIVE
PROCEDURES**

V. SCHOOL OF NURSING ADMINISTRATIVE PROCEDURES

A. FACULTY ABSENTEEISM

There are three methods by which a University Faculty member may be absent from work when there is not:

- An official University holiday
- An end-of-semester break
- A summer break, if no summer teaching is contracted
- Christmas or Spring Break

1. Complete the Personal Leave Request form and use accrued Sick Leave (available in the Human Resources Single Sign-On section of the TAMIU web site).
2. Complete the official Travel Form for paid and unpaid travel, which is used to obtain permission from the School as well as to document availability and the encumbrance of travel funds (Available in the Human Resources section of the TAMIU web site).
3. Complete at the beginning of each academic term the External and Professional Consulting and/or Employment Form, which grants permission for an employee to be away from their University duties with prior approval. (Sample form in External and Professional Employment section)

All out-of-town travel will be discussed and approved in advance with the Dean.

Regular duty hours begin with the pre-semester week or summer registration days and end with the day grades are due or graduation, whichever comes last.

Office hours will be posted with the Dean and Secretary.

VACATION LEAVE:

1. Vacation leave may be requested after six months of continuous state service.
2. Vacation leave and sick leave in excess of unused accruals will result in a deduction of the employee's pay under normal circumstances.
3. Vacation leave should be taken during the year it is earned. No more than two years accrual may be carried into the new fiscal year.
4. Additional information, including rate of accrual of vacation time, is available in the human resources section of the TAMIU web site.

B. EXTERNAL PROFESSIONAL CONSULTATION AND EMPLOYMENT (FACULTY PRACTICE)

WHAT IS FACULTY PRACTICE?: A method for academic faculty to maintain clinical skills knowledge and ability, certifications in their respective clinical specialty and enhance the University mission. Faculty practice involves delivering some form of direct hands-on care to clients in the nurse's respective clinical specialty area. Faculty practice may be designed by roles, i.e. nurse administrator, director of staff development (nursing education in the health care delivery setting) or for the clinical role, which may or may not be an advanced practice role. Advanced practice roles include clinical nurse specialist, nurse practitioner, nurse midwife and/or nurse anesthetist. Clinical specialties encompass the primary (clinic or ambulatory), acute (tertiary, intensive, intermediate), and sub-acute (rehabilitation, long-term care) setting and cover adult, pediatric and women's health in many of the same specialties available to medicine such as psychiatry, oncology, cardiology.

FIT WITH MISSION: Affords the faculty member based in a tenure track or clinical track position in the academic setting with the opportunity to enhance teaching skills, contribute to the service mission by providing nursing services to clients and foster clinical research and/or clinical practice opportunities for students.

WHY:

1. Improves quality of clinical education that faculty provides to students evidenced by pass rates on NCLEX or certification exams.
2. Maintenance of clinical certifications and time for faculty practice is strongly endorsed by specialty accrediting organizations, such as National Organization of Nurse Practitioner Faculties (NONPF).
3. Provides additional clinical training sites for University students.
4. Enhances clinical nursing programs.
5. Supports development of programs of research across disciplines such as student health services, student counseling services, school health and wellness, health promotion and prevention for school children family members.
6. Enhances the development of interdisciplinary programs to meet needs of special and vulnerable populations that are eligible for federal and private grant support.

C. FACULTY EVALUATION

Faculty evaluation in nursing includes both classroom and clinical areas, and includes evaluation by faculty themselves (course evaluation and PPP), by self-selected peers and by the Dean of the College of Nursing and Health Sciences or designee. The following forms are to be used in the process of peer review. (See Sample)

Annual Faculty Evaluation Form

Faculty Member: _____

College: _____

Date: _____

Research (Performance Standards) (Circle One) 0 1 2 3 4 5*

Teaching (Performance Standards) (Circle One) 0 1 2 3 4 5

Service (Performance Standards) (Circle One) 0 1 2 3 4 5

Areas of Strength (Summary) _____

**Areas of Weakness (Summary) _____

Faculty Member Response _____

Faculty Member _____ Date _____

Chair _____ Date _____

Dean _____ Date _____

Provost _____ Date _____

*Scale goes from lowest to highest (0=egregiously deficient to 5=exemplary)

**If faculty member manifests 0 or 1 deficiency (See Performance Improvement Plan)

COLLEGE OF NURSING AND HEALTH SCIENCES

NAME: _____

**FACULTY PEER EVALUATION
PERFORMANCE**

EVALUATOR: _____

**Check areas and place comments on separate page
if necessary**

NURS _____

| A. TEAM MEMBERSHIP | STRENGTH | AREAS OF IMPROVEMENT | COMMENTS |
|--|-----------------|-----------------------------|-----------------|
| 1. Collaborate with peers. | | | |
| 2. Support peers. | | | |
| 3. Communicate effectively with peers. | | | |
| 4. Respect peers as individuals. | | | |
| 5. Contribute productively as a course member. | | | |
| 6. Facilitate achievement of course goals. | | | |
| 7. Support course team decision. | | | |
| 8. Provide mentorship to new team members. | | | |
| B. CLASSROOM TEACHING | | | |
| 9. Relate learning content to course objectives and student outcomes. | | | |
| 10. Articulate in-depth knowledge of didactic content. | | | |
| 11. Facilitates students' critical thinking in discussion and application of didactic content. | | | |
| 12. Promote cooperative student learning according to student level. | | | |
| 13. Utilize effective teaching strategies to meet course objectives. | | | |

| C. CLINICAL TEACHING | | | |
|--|--|--|--|
| 14. Reinforce desired clinical behaviors according to student levels. | | | |
| 15. Provide constructive criticism of student behavior to promote professional functioning. | | | |
| 16. Guide student to actively use critical thinking for problem solving and decision making. | | | |
| 17. Facilitate student participation in group learning activities | | | |
| 18. Relate theoretical concepts to clinical practicum. | | | |
| 19. Provide positive role modeling to students, staff and agency. | | | |
| 20. Demonstrate collaborative practice functions with other health care professionals. | | | |
| 21. Cultivate contacts within a community to identify potential clinical sites. | | | |
| 22. Demonstrate professionalism through adherence to legal and ethical practice standards. | | | |

Promotion and Tenure Timeline

The following timeline became effective during the academic year 2004-2005.

| | |
|------------------|--|
| By May 1: | Deans notify prospective applicants of eligibility |
| By August 1: | Eligible faculty submits letter of intent to the Dean |
| September 1: | Documentation (Dossier) submitted to the department office |
| By September 15: | Departmental vote on candidates |
| October 1: | Department Chair's recommendation to the college committee and Dean |
| By October 15; | College committee vote on candidates |
| November 1: | Deans' recommendation to the University Promotion and Tenure Committee and Provost |
| November 15: | University Promotion and Tenure Committee votes and reports to the Provost |
| December 1: | Provost's recommendation to the University President |
| January 2: | The University President's recommendation regarding award of promotion and/or tenure to the Board of Regents |

TEXAS A&M INTERNATIONAL UNIVERSITY
CANSECO SCHOOL OF NURSING

POLICY FOR APPOINTMENT, PROMOTION IN ACADEMIC RANK, AND TENURE

POLICY: Faculty will be reviewed by two Promotion and Tenure committees (Canseco School of Nursing and the Texas A&M International University) when the recommendation is for promotion and/or conferral of tenure. The following criteria have been established by the Canseco School of Nursing for academic rank descriptors, promotion, and tenure. Faculty must meet the length of service requirements for academic rank as outlined in the Texas A&M International faculty handbook as described for the Promotion and Tenure Process.

PROCEDURE: Any full-time faculty member has the right to initiate the process for promotion and/or tenure. Faculty will notify the School of Nursing dean of their intent for promotion and/or tenure. Procedures and timelines for recommendation for promotion and/or tenure will be followed as outlined in the faculty handbook. The Dean will provide guidance regarding the materials necessary, as well as the style, format, and presentation of materials.

The five (5) member School of Nursing Promotion and Tenure committee is elected each fall from the full time tenure track/tenured faculty. The dean serves as a non-voting facilitator. The School of Nursing promotion and tenure committee evaluates the faculty dossier based on the following criteria for the final decision to submit to the Dean of the College of Nursing and Health Sciences.

Faculty members are expected to demonstrate cumulative mastery of criteria for each rank below that which is being sought.

DEFINITION OF TERMS:

Terminal Degree: Faculty must meet one of the following criteria:

- (a) Holds the earned doctorate or the equivalent terminal degree
- (b) Holds an advanced degree in combination with appropriate professional certification and professional work experience.

Teaching: Teaching includes knowledge in the field, quality in teaching, and academic advisement and career counseling. Each College and School of Nursing must maintain a clear and fair process for evaluating teaching effectiveness. Student evaluation, peer review, and self-evaluation are used to evaluate teaching performances.

Service: Service encompasses a variety of professionally related activities through which members of the faculty employ their academic expertise for the benefit of the University, the community, and the profession. Service of all types may be documented by certificates of recognition, letters of

appreciation, official minutes, newsletters, products of projects, and other tangible evidence of service rendered.

Scholarship: Scholarship involves academic peer review of both the quality and quantity of the scholarly products. Scholarship of Discovery involves the search for new knowledge and for a richer understanding of existing knowledge. Productivity may be documented in the form of scholarly books, articles, oral presentations of research, artistic productions, and performances

Scholarship of Integration and Teaching emphasizes fitting one's research or the research of others into larger intellectual patterns. This may take the form of a textbook, multi-media production, writing that makes one's field accessible to a wider audience, cross-curricular innovation, and interdisciplinary instructional achievements.

Scholarship of Application brings learning and knowledge to bear upon the solution of practical problems. Productivity may take the form of publications and presentations derived from consultation, technical assistance, policy analysis, and program evaluation.

Clinical Practice: Enhance clinical skills through approved faculty practice in a clinical setting.

A. ASSISTANT PROFESSOR

This rank is the entry level for a tenure-line position. Appointment to assistant professor shall indicate the candidate can be expected to perform satisfactorily all required academic duties and holds promise for further professional development. The faculty holding this rank must meet the following qualifications.

1. Academic Preparation

The minimum appropriate degree for appointment to the rank of Assistant Professor of Nursing is the Master's Degree in Nursing with a clinical focus.

2. Experience

Teaching experience or work experience is in an area closely related to the teaching field.

3. Teaching

- a. Demonstrate an ability to present focused content effectively.
- b. Adhere to established academic standards in the classroom and clinical areas as outlined in the criteria for progression, course syllabus, and clinical evaluation tools.
- c. Is recognized by colleagues and students for effective teaching.
- d. Adhere to the School of Nursing and clinical agency policies and procedures during clinical instruction.

- e. Demonstrate the ability to maintain relationships with agencies to facilitate student learning experiences.
 - f. Provide adequate supervision and support for students in the clinical area.
 - g. Demonstrate concern for students and be sensitive to student's needs.
 - h. Provide individual assistance to students according to School of Nursing policies.
4. Scholarship
- a. Continue to advance in scholarly or creative activity beyond instructional assignments.
 - b. Demonstrate evidence-based practice.
 - c. Evidence ability to facilitate scholarship activities
 - d. Disseminate practice knowledge through publications and/or presentation.
 - e. Demonstrate conduct of 2 of the following:
 - (1) Research addressing a community problem or concern.
 - (2) Research addressing a university issue.
 - (3) Research related to promoting the role of a professional organization.
 - (4) Research involved in preparation of presentations at professional meetings.
 - (5) Research required for preparation of grant proposals.
5. Service
- A. Texas A&M International University and Canseco School of Nursing
 - a. Serve as a contributing member of the College of Nursing and Health Sciences and its committees when invited or assigned.
 - b. Serve as a contributing member of the University and its committees when invited or assigned.
 - c. Serve as a representative of the College, Canseco School of Nursing and the University by providing information about the program and/or recruiting.
 - d. Participate in projects to assist the College, Canseco School of Nursing and the University.
 - e. Projects a positive presence to the community.
 - f. Demonstrate a willingness and ability to work effectively with colleagues to support the mission and the common goals of the University and the College of Nursing and Health Sciences.

B. Community

- a. Serve as consultant for clinical and community agencies or groups.
- b. Serve as member and/or officer of community-base public service groups.
- c. Participate in community activities which promote public health.

C. Profession

- a. Hold membership in professional organizations
- b. Participate in professional organizations at the local and state level.

6. Clinical Practice

- a. Participate in continuing education activities for RN licensure and accreditation in a clinical specialty field.
- b. Enhance clinical skills through approved faculty practice in a clinical setting.
- c. Earn/hold certification in a specialty clinical field.

B. ASSOCIATE PROFESSOR

This rank represents maturity, experience and leadership in the academic profession. In addition to fulfilling faculty responsibilities, the following qualifications must be met for consideration of appointment to this rank. The achievement of this academic preparation and experience does not in itself ensure appointment to this rank.

1. Academic Preparation

The minimum appropriate degree for appointment to the rank of Associate Professor is the Master's Degree in Nursing.

2. Experience

Five years experience of full-time nursing faculty employment including at least three years in the rank of Assistant Professor.

3. Teaching

- a. Demonstrate a broad knowledge of the discipline and an in-depth knowledge in one or more parts of the field.
- b. Demonstrate expertise in course and/or program development and teaching.
- c. Demonstrate the ability, experience, and expertise to teach both undergraduate and graduate courses.
- d. Continue progress in teaching proficiency by being involved in experimental and/or innovative teaching.
- e. Demonstrate knowledge of degree requirements for both undergraduates and graduates and experience in academic advisement and career counseling.
- f. Serve as a mentor for students desiring advanced degrees and career entry or development.

4. Scholarship

- a. Demonstrate competence and productivity in scholarly or creative activities related to the nursing discipline.
- b. Demonstrate evidence-based practice.
- c. Evidence ability to facilitate scholarship activities
- d. Disseminate practice knowledge through publications and presentation.
- e. Research addressing a community problem or concern.
- f. Research required for preparation of grant proposals
- g. Demonstrate 2 of the following criteria:
 - (1) Research outcomes of scholarship in a focused clinical area.
 - (2) Research addressing a University issue.

- (3) Research related to promoting the role of a professional organization.
 - (4) Research involved in preparation of presentations at professional meetings.
5. Service
 - A. Texas A&M International University, College, and Canseco School of Nursing
 1. Serve as an advisor, mentor, or consultant to other faculty members, departments, colleges, or the University when invited or assigned.
 2. Serve as a leader of the Canseco School of Nursing and its committees.
 3. Serve as a contributing member or chair of the University and its committees.
 4. .Initiate projects to promote the College, Canseco School of Nursing, and the University.
 - B Community
Maintain involvement in community health related activities.
 - C Profession
 1. Demonstrate sustained efforts to influence or change practice.
 2. Provides leadership to professional nursing organizations at the local, state, regional, and/or national level
6. Clinical Practice
Provide consultation in area of clinical expertise.

C. PROFESSOR

This is the summit of academic rank, representing a position of leadership in the University. In addition to requirements of Associate Professor the following qualifications must be met for consideration of appointment to this rank.

1. Academic Preparation

The minimum appropriate degree for appointment to the rank of Professor is that the faculty holds the earned doctorate or equivalent degree.

2. Experience

The faculty must have a minimum of ten years experience of full-time university faculty employment including at least five years in the rank of Associate Professor.

In addition, the faculty member must have a minimum of three years full-time faculty employment at Texas A&M International University and meet the following requirements.

3. Teaching

- a. Demonstrate mastery and skill in teaching with a proven record of teaching excellence and improving pedagogical skills.
- b. Recognized as a leader in curriculum development and teaching.
- c. Provide consultation to faculty, university in regard to curricular/programmatic issues/content in area of expertise.
- d. Serve as resource to advanced students in area of expertise.

4. Scholarship

- a. Demonstrate leadership in development, implementation, and dissemination of research.
- b. Establish a record of scholarship that reflects a high level of consistent productivity in regard to funding of grants, publications, and/or presentations.
- c. Provide leadership in development of interdisciplinary research and other related projects..
- d. Leadership in area of expertise is demonstrated through invited presentations/publications/consultations at local, regional, and national levels.
- e. Mentor and/or advise faculty and students in achievements in scholarly or creative activities.
- f. Demonstrate evidence-based practice.
- g. Demonstrate outcomes of scholarship in a focused clinical area.
- h. Research addressing a community problem or concern.

- i. Research addressing a university issue.
 - j. Research related to promoting the role of a professional organization.
 - k. Research involved in preparation of presentations at professional meetings.
 - l. Research required for preparation of grant proposals.
5. Service
- A. Texas A&M International University, College and Canseco School of Nursing
 - a. Serve as an advisor, mentor, or consultant to other faculty members, departments, colleges, or the University when invited or assigned.
 - b. Serve as a contributing member of the College, Canseco School of Nursing and its committees when invited or assigned.
 - c. Serve as a contributing member of the University and its committees when invited or assigned.
 - d. Serve as a representative of the College, Canseco School of Nursing and the University by providing information about the program and/or recruiting..
 - e. Participate in projects to assist the College, Canseco School of Nursing and the University.
 - f. Projects a positive image to the community.
 - g. Demonstrate a willingness and ability to work effectively with colleagues to support the mission and the common goals of the University, College, and the Canseco School of Nursing.
 - B. Community
 - a. Provide leadership in defining and implementing community initiatives related to area of expertise.
 - b. Contribute to the profession of Nursing through involvement in community and professional activities.
 - c. Serve as consultant for clinical and community agencies or groups.
 - d. Serve as member and/or officer of public service groups (e.g., American Heart Association; Cancer Society, etc).
 - e. Participate in activities which promote public health (e.g., blood pressure screening, health fairs, etc).
 - C. Profession
 - a. Provides leadership to professional nursing organizations at the local, state, or national levels.

- b. Demonstrate sustained efforts to influence or change practice.
- c. Hold membership in professional organizations.
- d. Participate in organizations at the local and state level.
- e. Participate in professional organizations (e.g., regular attendance at meetings, presentation of programs, holding office or committee chairmanship).

6. Clinical Practice

- a. Demonstrate knowledge and expertise in designated area that is reflected in activities such as consultation and invited lectures.
- b. Participate in continuing education activities for RN licensure and accreditation in a clinical specialty field.
- c. Enhance clinical skills through approved faculty practice in a clinical setting.
- d. Earn/hold certification in a specialty clinical field.
- e. Provide consultation in area of clinical expertise.

6. Promotion and Tenure Guidelines

A. University Policy for Promotion

The Texas A&M International University Faculty handbook states that promotion of faculty is based on past and anticipated success in performance, accomplishments and leadership in the following five areas:

- 1. Academic preparation
- 2. Experience
- 3. Teaching
- 4. Service
- 5. Scholarship (Discovery, Integration and Teaching, and Application).

As the faculty members advance in rank, faculty members are expected to achieve increasing success both by progressively mastering all five areas and by improving in individual areas. The consistently sustained performance of faculty responsibilities is a requisite for all faculty promotions.

B. University Policy for Tenure

Tenure means the entitlement of a faculty member to continue in an appointed academic position unless dismissed for adequate cause. Professional incompetence, continuing or substantial neglect of professional responsibilities, moral turpitude, mental or physical disablement of a continuing nature adversely affecting the material and to a substantial degree the performance of duties, unprofessional conduct adversely affecting the material and to a substantial degree the performance of duties, and bona fide financial exigency or the phasing out of institutional programs requiring reduction of faculty constitute adequate causes for dismissal of a tenured faculty member. A faculty member with

tenure will not be dismissed until he or she has received reasonable notice of the cause for dismissal and has an opportunity for a hearing that meets the requisites of established procedures of due process. At this hearing, the institution will bear the burden of proving that the cause of dismissal is adequate.

Beginning with appointment to the rank of full-time Assistant Professor/Librarian or above, the probationary period for a faculty member will not exceed seven years of full-time service at Texas A&M International University. Up to three years of appropriate full-time service at other institutions may be included as a portion of the probationary period if agreed on in writing at the time of initial appointment. Tenure is granted only by the affirmative action of the Board of Regents upon recommendation of the President of the University. At the conclusion of the probationary period and the tenure application procedure, the faculty member will be notified in writing by the President of the decision of the Board of Regents.

All tenure track faculty members must come under tenure consideration no later than the sixth year of their service at Texas A&M International University. A faculty member who believes his/her teaching, scholarship, and service record merits early tenure may apply during the fifth year of service.

To be considered for tenure, a faculty member must send a letter to the College Dean by August 1 of the academic year in which the faculty member desires consideration. The college Dean must certify that the length of service requirements have been met, and must respond to the faculty member in writing within two weeks. Should the Dean fail to certify the request, the faculty member has the right to appeal the case to the provost, who shall respond to the faculty member in writing within two weeks.

C. College of Nursing and Health Sciences/Canseco School of Nursing Policy for Promotion/Tenure

The Texas A&M International University Faculty handbook states that evaluation of a faculty member for promotion and tenure shall be based primarily on criteria related to the individual's appointment responsibilities and activities in the following five areas: (1) academic preparation; (2) experience, (3) teaching; (4) scholarship, and (5) service. An additional criteria (6) ongoing clinical practice will be considered for nursing faculty.

It is the responsibility of every member of the promotion and tenure committees to ensure that the evaluation of candidates is conducted according to the highest professional standards and that the evaluation is based only on the dossier and the value to the university in carrying out its' mission.

In the College the Canseco School of Nursing faculty members, promotion and tenure candidates will be reviewed at the following levels:

1. Canseco School of Nursing Promotion and Tenure Committee. This committee will be elected by the Faculty Committee of the School of Nursing with a designated Chair.
2. Dean of the College of Nursing and Health Sciences.
3. University Promotion and Tenure Committee.

4. Provost/ Vice President for Academic Affairs
5. President of the University

At level 1 and 2, if there is a negative vote, the candidate will be informed in writing of the decision and be afforded an opportunity to withdraw from the tenure process. In addition, the candidate will have an opportunity to review tenure recommendations and make written comments at each level of review. At each stage of this process, all previous reviews, recommendations and comments will be forwarded to the next level of review.

It is the responsibility of the Dean of the College to certify that a faculty member is eligible for consideration for promotion and tenure. The Dean must respond in writing to the faculty member's request for consideration for promotion and tenure review within two weeks of receipt of the request.

The candidate is primarily responsible for preparing the core of the dossier with assistance from a mentor(s) chosen by the candidate if he/she desires. Once the dossier has been submitted for consideration, it becomes the primary document for evaluation. No further information shall be added beyond that generated by the official review process, unless requested by the committee.

The Dean of the College and Canseco School of Nursing is responsible for making available to the University Promotion and Tenure Committee the candidate's dossier which will serve as the basis for tenure decisions.

In addition to meeting the length of service requirements for tenure as specified in the University Promotion and Tenure guidelines, faculty members approved for tenure in the Canseco School of Nursing shall meet the following requirements.

1. Faculty shall have demonstrated a commitment to professional development by having met the minimal criteria in the categories of teaching, scholarship/creative activities, leadership/service, and clinical practice.
2. Faculty shall perform an essential role in carrying out the mission of the University, College and Canseco School of Nursing.

D. Canseco School of Nursing Post-Tenure Review Policy

Post-tenure review will be a positive program for promoting the mission of the F.M. Canseco School of Nursing within the College of Nursing and Health Sciences. It is based upon the presumption that tenured faculty members will engage in competent, professional activity and that such activity will be subject to yearly review for the purpose of identifying deficiencies. Should deficiencies or substandard performance be noted, the in-depth review process will be designed to provide needed recommendations and opportunities so that the faculty member can effectively improve his or her performance. Individuals who demonstrate outstanding performance will be commended for their work. In every aspect of post-tenure review the principles of academic freedom and due process will be protected.

Evaluation Procedure

Based on the yearly PPP the Dean conducts an in-depth evaluation in the Spring of each academic year. The review will be completed and it will include all phases of the Professional Performance Profile (PPP). The following timeline will be followed:

| | |
|--------|---|
| Feb 15 | PPP submitted to the Dean of the College |
| Mar 1 | Dean's recommendation to the Provost/VPAA |
| Mar 15 | Provost's recommendation to the President |

If the Dean determines that the faculty member's performance meets basic expectations after the in-depth evaluation, the report will reflect such findings. However, if in its evaluation, the Dean identifies any deficiencies or areas of concern in the faculty member's professional performance, then the faculty member will formulate a detailed strategic plan designed to remedy performance deficiencies. In the event that the faculty member disagrees with the Dean's evaluation, he or she may appeal the rating to the Provost.

A faculty member who fails to achieve the improvement identified in the strategic plan after the second in-depth review, performed no later than during the third year of review, will be subject to non-renewal of contract.

Tenured faculty members found to be operating at high levels of professional standards are to be commended, recognized as role models for junior faculty and rewarded to the extent possible.

Non-Tenure Clinical Educator Track Faculty Appointment, Promotion and Tenure

Title:

All full-time faculty in non-tenure track status within the Texas A&M International University College of Nursing and Health Sciences, Canseco School of Nursing will carry the title of Clinical Educator Faculty.

Criteria:

All appointment criteria will adhere to general regulations specified by the TAMUS and by Texas A&M International University College and Canseco School of Nursing.

Definition:

1. Non-Tenure Clinical Educator Faculty are hired to perform professional service whose primary responsibilities are classroom teaching and providing clinical education and supervision of students instruction in a clinical setting. Non-tenure track faculty members are expected to provide appropriate institutional service to the program development and other faculty responsibilities associated with the faculty teaching role at the Canseco School of Nursing and to the mission of Texas A&M International University.
2. Non-tenure Clinical Educator Faculty are not expected to conduct research or perform public or disciplinary service as a condition of their employment. However, research or public service activities may be included as part of their effort, depending on the needs of the College, Canseco School of Nursing and the skills and desires of the faculty member.
3. Non-tenure Clinical Educator Faculty may vote in all Canseco School of Nursing matters based on the faculty Bylaws with the exception of matters related to tenure, and promotion of tenured faculty members.

Appointment:

1. Initial and subsequent appointments will be determined by the Dean of the College in collaboration with the Texas A&M International University Provost and President.
2. Appointments may be made at the ranks of Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor.
3. All clinical non-tenure appointments shall be for a period of time not to exceed three academic years and will be non-tenure earning. Such appointments shall terminate upon expiration of the stated period of appointment without notification of non-renewal. Clinical appointments may be renewed upon expiration of the stated period of time of the contract. Contract renewals and promotions will be based on the quality of the clinical educator faculty contributions within their primary responsibilities.
4. Non-Tenure clinical educator faculty may request to move to the tenure track. The decision to move to the tenure track will be made by the Dean of the College of Nursing and Health Sciences/Canseco School of Nursing with approval from the Provost. Time spent in a clinical rank shall not apply to the tenure probationary period. Clinical faculty who move to tenure track may subsequently request to return to the clinical track. Once a

clinical faculty member who has spent time on the tenure track returns to clinical faculty, they shall be precluded from requesting to return to the tenure track.

5. If the request to move from clinical track to the tenure track is approved, the clinical rank shall not be determinative of the tenure track rank.
6. Canseco School of Nursing faculty hired in a tenure-track position may request a move to a clinical educator rank upon approval of the Dean.

Ranks:

Three non-tenure ranks are defined to accommodate the diverse contributions of the Canseco School of Nursing faculty. Clinical educator faculty are expected to aid in the communication of new knowledge in an effective and scholarly way to students, colleagues, and other professional groups, and to facilitate or assist in the generation of new knowledge by their collegial relationship with other TAMIU faculty.,

1. **Clinical Assistant Professor:** This rank is for those individuals who have completed a Master of Science in Nursing (MSN) or other appropriate terminal degree and are licensed to practice the profession where appropriate. Individuals holding this rank is qualified as an independent educator and teaching and supervising students in the clinical setting; recognition by students, colleagues, and/or peers for teaching abilities. Individuals also carry significant institutional service responsibilities on behalf of the College and the Canseco School of Nursing.
2. **Clinical Associate Professor:** This rank is for those individuals who have completed a Master of Science in Nursing (MSN), Ph.D. or other appropriate terminal degree with advanced practice certification and are licensed to practice the profession where appropriate. Promotion in this rank requires excellence and creativity as an independent educator and teaching and supervising students in the clinical setting as demonstrated by local and/or regional reputation. Individuals also carry significant institutional service responsibilities on behalf of the College and the Canseco School of Nursing.
3. **Clinical Full Professor:** This rank is for those individuals who have completed a Master of Science in Nursing (MSN), Ph.D. or other appropriate terminal degree with advanced practice certification and are licensed to practice the profession where appropriate. Promotion to Professor as a clinical scholar requires a regional reputation for clinical excellence and innovation. Individuals also carry significant institutional service responsibilities on behalf of the College and the Canseco School of Nursing.

Annual Review and Promotion:

1. Review of clinical faculty for promotion will be independent from the process used for tenure and/or promotion of tenured faculty.
2. Non-tenure track Review will be conducted at during the faculty's merit evaluation on a annual basis.
3. The Canseco School of Nursing shall maintain written standards which detail expectations for promotion to each rank. The standards must be approved by the Dean and the voting members of the Canseco School of Nursing. A copy of these standards shall be made available to all clinical educator faculty.

4. All clinical educator faculty shall be reviewed annually following policy established by the School of Nursing. In reviewing clinical educator faculty, the review shall use the Canseco School of Nursing standards for evaluation. A written evaluation shall be placed in the faculty member's personal file after presentation to the faculty.
5. Clinical educator faculty may request promotion to the next highest rank by submitting a written letter to the Dean of the College. A copy of the letter will go to the College Promotion and Tenure Committee. There is no minimum time requirement in rank in order to request promotion to the next rank. Faculty members who are denied promotion remain in their current rank and may request promotion in the subsequent year(s).
6. Candidates for promotion will meet with the Dean of the College to discuss requests for promotion and both tenure and non-tenure track options.

Promotion Review Process:

Each candidate for promotion will submit a dossier to the Dean by Oct. 15th. The dossier for change in clinical educator rank must include the following:

1. The candidate statement presenting evidence that the criteria for the rank sought by the candidate have been met.
2. A copy of the letter to the Dean of the Canseco School of Nursing requesting promotion in rank.
3. Current curriculum vitae.
4. Copies of Professional Performance Profile
5. Copies of the Dean of the College of Nursing and Health Sciences, student, and peer teaching and clinical evaluations.
6. Copies of Nursing Continuing Education Units (CEUs).
7. Letters of documentation from three individuals speaking to the quality of contributions and accomplishments of the faculty member. Letters may address one or more areas. Candidates are responsible for assuring that the areas of teaching, clinical teaching and supervision of students in the clinical area, and service to the College, Canseco School of Nursing and University are documented as outlined by the criteria for promotion. At least one of the letters shall be from outside the Canseco School of Nursing. Scholarship activities to be included when appropriate.
8. A faculty performance summary form summarizing the faculty member's accomplishments in the areas of teaching, clinical teaching and supervision of students in the clinical area, and service to the College, Canseco School of Nursing and University. Scholarship activities to be included when appropriate. This form shall not exceed 20 pages.

EVALUATION PROCESS ON TAMIUWORKS

Office of Human Resources (revised 2/13/09)

The purpose of evaluations is to meet with the employee to review their performance, identify areas needing improvement, set specific goals and objectives, reinforce the employee's role in the department, and review the employee's PD (Position Description).

Below is a step-by-step outline of the evaluation process on TAMIUWorks. After logging in to [TAMIUWorks](#) use your User Name (your UIN) and Password, these are the steps to follow:

STEP 1: Before Starting Evaluation, Supervisor Reviews the Employee's PD

- On left-hand margin, under ADMIN, click on "Change User Type," and set your User Type to "Hiring Supervisor."
- On left-hand margin, under POSITION DESCRIPTIONS, click on "Search Positions."
- Search by Position Title, PIN, or Employee Name for the PD you need to review.
- When you find the PD, click "View Summary" under the position title and review the PD.
- If the PD does not need updating, proceed with the evaluation process (go to STEP 3 below).
- If the PD needs updating, update the PD (go to STEP 2 below).

STEP 2: Supervisor Updates the Employee's PD (if necessary)

- If the PD needs updating, **before starting the evaluation process**, an action to update the PD must be submitted by the Hiring Supervisor.
- On left-hand margin, under ADMIN, click on "Change User Type," and set User Type to "Hiring Supervisor."
- On left-hand margin, under POSITION DESCRIPTIONS, click on "Begin New Action."
- Choose "Update Existing PD without Posting" by clicking "Start Action."
- Search by Position Title, PIN, or Employee Name for the PD you need to update.
- When you find it, click "Start Action" under the PD and update the PD by proceeding thru each gray tab at the top.
- When all updates are made and you've gone thru all the gray tabs, send the updated PD to the next level approver, and click "Confirm."
- Before you can begin the evaluation process, the updated PD must go thru the approval routing, and be approved by all the established levels, including HR at the end.

STEP 3: The Evaluation Process

A. Evaluating Supervisor Begins the Evaluation Process

- On left-hand margin, under ADMIN, click on "Change User Type," and set User Type to "Evaluating Supervisor."
- On left-hand margin, under EVALUATIONS, click on "Begin New Evaluation."
- Select the appropriate evaluation form to use — Administrative Staff or Classified Staff.
- Search by Position Title, PIN, or Employee Name for the position/employee you need to evaluate.
- When you find it, click "Start Action" under the Position Title and complete the evaluation by proceeding thru each gray tab at the top.
- When the evaluation is completed and you've gone thru all the gray tabs, send the evaluation to the Second Level Evaluating Supervisor, and click "Confirm."

B. Second Level Evaluating Supervisor Reviews the Evaluation

- The Second Level Evaluating Supervisor will then receive an email notifying that they have an evaluation to review.
- The Second Level Evaluating Supervisor will log in to TAMIUWorks.
- On left-hand margin, under ADMIN, click on "Change User Type," and set User Type to "Second Level Evaluating Supervisor."
- On the left-hand margin, under EVALUATIONS, click on "Active Evaluations."
- Click "View" under the Position Title and click on "Edit."
- Thoroughly review each page of the evaluation, enter comments, select a recommendation, and either send it (1) to the Evaluating Supervisor if changes are needed; or (2) directly to the Employee if no changes are needed, and click "Confirm."

C. Employee Reviews the Evaluation

- The Employee will then receive an email notifying that their evaluation is ready for their review.
- The Employee will log in to TAMIUWorks.

- On left-hand margin, under ADMIN, click on “Change User Type,” and set User Type to “Employee.”
- On left-hand margin, under EVALUATIONS, click on “Active Evaluations.”
- Click “View” under the Position Title, review the evaluation, enter comments, send the evaluation “to Evaluating Supervisor to Schedule Meeting,” and click “Confirm.”

D. Evaluating Supervisor Meets With the Employee

- The Evaluating Supervisor will then receive an email notifying that they must schedule a meeting with the employee to review and discuss the evaluation and PD.
- After the meeting has taken place, the Evaluating Supervisor will certify to the following: “I certify that the employee and I reviewed and discussed the evaluation and PD,” and clicks “Confirm.”
- The evaluation will then be routed to HR for final review and filing.

E. HR Reviews and Files the Evaluation

- HR will review the evaluation, and upon deeming it complete, will close the action. This completes the evaluation process on TAMIUWorks!

VI. COURSE MANAGEMENT

Syllabi Template

Texas A&M International University
Canseco School of Nursing
NURS-_____

Faculty:

Credits:

Prerequisite:

Placement:

Course Description:

Course Objectives:

Content Outline:

Unit Learning Objectives:

Teaching Strategies:

Required Texts:

Recommended Texts:

Methods of Evaluation and Course Requirements:

Grading:

Course Policies:

Clinical Requirements:

Clinical Guidelines:

Class Schedule: