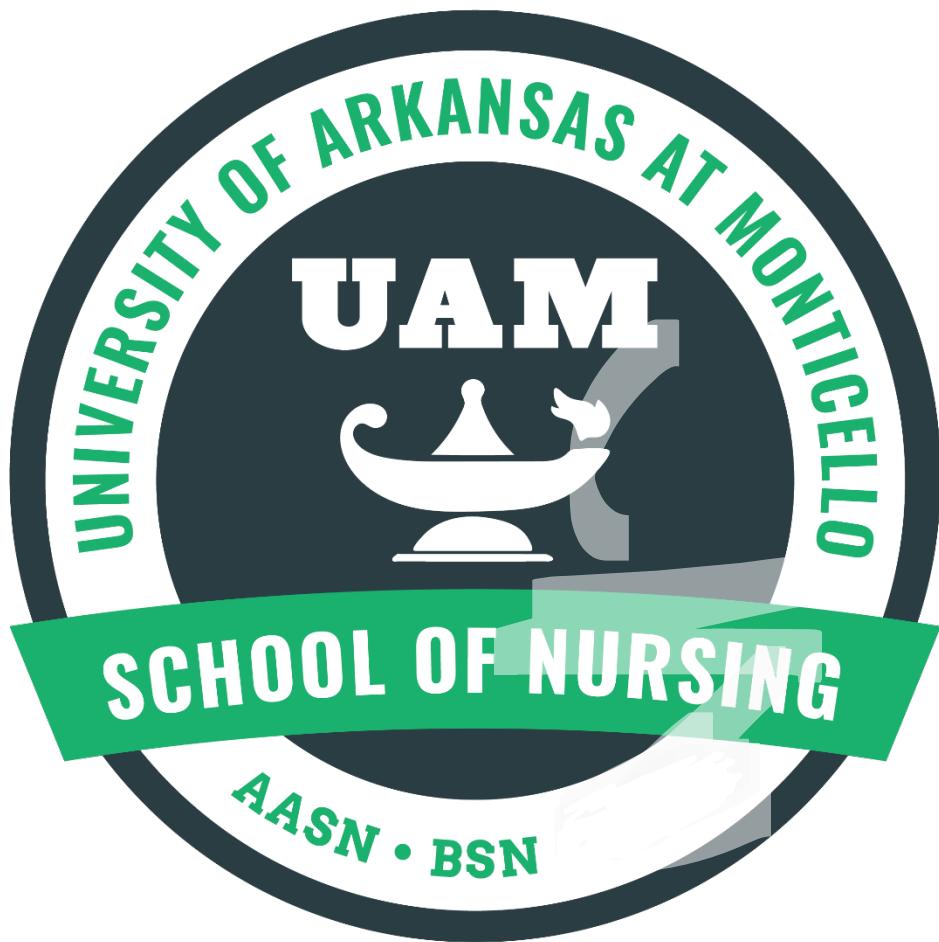


UNIVERSITY OF ARKANSAS AT MONTICELLO

SCHOOL OF NURSING

FACULTY HANDBOOK

2022-2023



The AASN and BSN programs are approved by the Arkansas State Board of Nursing (ASBN). The AASN and BSN programs are accredited by the National League for Nursing Commission for Nursing Education Accreditation (CNEA).

The MSN program is seeking pre-accreditation from CNEA.

Revised 6/1/2022

Table of Contents

School of Nursing Constitution.....	5
Article I Scope and Purpose	5
Article II School of Nursing Faculty Association	5
Article III Members.....	6
Article IV Officers	6
Article V Meetings	6
Article VI Amendments	6
Bylaws of the School of Nursing Constitution.....	7
Article I: Committees	7
Curriculum Committee.....	7
Admissions Committee	8
Professional Standards Review Committee	9
Teaching Resources Committee.....	9
Retention/Remediation Committee	9
Section 5. Committee Meeting Minutes.....	10
Section 6. Ad Hoc Committees	10
Job Descriptions	11
Dean	11
Nursing Faculty	13
Course Coordinator	16
Simulation/Skills Laboratory Coordinator	17
Clinical Coordinator.....	18
Program Coordinator.....	19
Clinical Instructor of Nursing	21
Administrative Specialist II.....	22
Preceptors.....	23
Orientation of New Faculty Members.....	25
Student Advisement	26
Retention/Remediation Policy	26
Academic Alert	28
University Behavior Intervention Team (UBIT).....	29
Course Syllabi	29
Equipment	29

Evaluations.....	30
Examination Responsibilities.....	30
Grading Policy	32
Faculty Governance	33
Faculty Absences.....	33
Approval of Off Campus Activities	33
Faculty Attendance at Commencement.....	33
Faculty and Student Carpooling	33
Library Reserve Materials.....	33
Long Distance Telephone Calls	34
Office Hours.....	34
Promotion and Tenure Policies	34
Termination of Employment.....	36
Textbooks and Lectures	36
Travel Authorization Request.....	37
Travel Expenses	37
Multi-media.....	37
Ratio of Clinical Simulation Hours to Clinical Hours	37
Simulation Manikin Instructions for Faculty	37
Hospital Room Manikins	38
COVID-19 Vaccinations.....	38
Student Complaints	38
Appendices.....	40
Appendix A: School of Nursing Governance.....	41
Appendix B: Book Receipt Acknowledgement Form.....	43
Appendix C: Meeting Minutes Format	45
Appendix D: Clinical Student Assignment Form.....	47
Appendix E: Faculty Statement for Positive TB Skin Test	49
Appendix F: Grade Calculation Form.....	52
Appendix G: Student Data Form.....	54
Appendix H: Summary of Student Data Form.....	56
Appendix I: Counseling Record.....	58
Appendix J: Equipment Receipt Acknowledgment Form.....	60
Appendix K: Annual Faculty Evaluation Timetable	62

Appendix L: Annual Faculty Evaluation by Peer or Dean.....	64
Appendix M: Faculty Orientation Checklist	67
Appendix N: Faculty Office Hours Form.....	70
Appendix O: Clinical Agency Selection Criteria	72
Appendix P: Arkansas Children's Hospital Faculty Clinical Requirements	74
Appendix Q: Readmission Evaluation Rubric	76

University of Arkansas at Monticello
School of Nursing Constitution

Article I

Scope and Purpose

The faculty of the SON at the University of Arkansas at Monticello concurs with the University in that a governance structure (Appendix A) to establish policies and procedure should be formed and operated consistent with the principles of democracy. This structure is facilitated through participatory decision-making by the students, faculty, and administration. The constitution for the SON is consistent with but does not supersede the policies of the University of Arkansas at Monticello and the University of Arkansas Board of Trustees. We expect this constitution to facilitate communication, enhance quality nursing education, and promote collegiality within the SON.

Article II

The School of Nursing Faculty Association

Section 1. Name. SON Faculty Association hereinafter called the Association.

Section 2. Authority and Responsibility.

The functions of the Association under the leadership of the Dean are to:

1. develop and revise SON policies and procedures for alignment with the university's policies.
2. ensure that SON policies and procedures (handbooks) and accreditation status are readily available to the public and students, meet the evolving needs of students, and that students are informed of policy and procedure changes.
3. ensure that faculty process all formal program complaints of students using policies and procedures that are clearly delineated.
4. confirm that student records are maintained in a secure, confidential manner in accordance with the policies of the parent institution, nursing program, and regulatory guidelines.
5. review remediation, admission, and readmission requirements for all nursing programs.
6. assess the SON budgetary, human, instructional, physical, and technological resources.
7. assess that SON Dean and faculty are qualified and diverse and faculty are adequate in number to meet all nursing program goals.
8. review orientation for faculty, clinical instructors, adjunct faculty, and preceptors.
9. review opportunities are available for faculty and students to demonstrate involvement in organizations, professional development, and institutional and program governance.
10. review SON faculty outcomes (Teaching, Scholarship, Service, Professional Renewal, and Overall Performance).
11. evaluate that the university and SON provide student services that are student centered; culturally responsive; and readily accessible to all students, including those enrolled in distance education; and guide students through the processes associated with admission, recruitment, retention progression, graduation, and career planning.
12. plan all student recognition ceremonies (awards, food, student presentations, dress code, program, speakers, music, and delegation of a faculty director).
13. review and revise the nursing systematic evaluation plan (SEP) as necessary to address the Association responsibilities.

Article III

Members

Section 1. Membership and voting privileges in the Association shall be granted to the SON dean and all faculty with the rank of instructor or above holding appointments of half-time or more in the SON. Adjunct faculty are not members of the Association.

Article IV

Officers

Section 1. Officers. The officers of the Association shall be the SON dean (chair) and an elected secretary. The secretary shall be elected to a one-year term at the beginning of each academic year.

Section 2. Vacancies in Office. In the event of a vacancy in the office of SON dean, the appointed interim dean shall assume the responsibilities of the office. In the event of a vacancy in the office of secretary, the SON dean shall appoint a replacement.

Article V

Meetings

Section 1. Regular Meetings. The Association will hold meetings every other month during the regular school sessions. The Association can be called into a regular meeting by the SON dean. A quorum must be present to conduct business when feasible. When possible, the agenda for all regular meetings of the Association shall be prepared and distributed by the SON dean at least five academic days before the meeting. Other agenda items may be included after the five-day period at the discretion of the SON dean. After the agenda has been cleared, the floor shall be open for matters of general discussion.

Section 2. Special Meetings. In the event of an academic or administrative emergency, a special meeting of the Association may be called by the SON dean. Additionally, a special meeting may be called by the SON dean upon petition of fifty percent of the Association members. When a special meeting is called, the five-day agenda distribution requirement will be waived.

Section 3. Minutes. Electronic copies of approved minutes of any regular or special meetings of the Association shall be distributed to the members. Copies will be forwarded to the Vice Chancellor for Academic Affairs and filed in the SON administrative specialist's office within five days of approval.

Section 4. Voting. A simple majority of the faculty members is required for a measure to carry. A majority shall consist of fifty percent plus one of the members and constitutes a quorum. The SON dean shall vote only in the event of a tie if there are no abstentions. Any member may request a secret ballot on any motion.

Section 5. Veto by the SON dean. Any action of the Association may be vetoed by the SON dean within two weeks after receipt of the recommendation. The SON dean shall notify the Association of such veto in writing.

Article VI

Amendments

Section 1. Amendment Procedure. The Constitution may be amended by the following procedure. The proposed amendment must be signed by fifty percent plus one or more of the Association members and presented to the SON dean, who will distribute the proposed amendment to members of the Association at least ten days before the regular meeting. A

two-thirds affirmative vote of the Association is required for approval of the proposed amendment.

Bylaws of the Constitution

Article I

Committees

Section 1. Scope and Purpose: The work of the Association shall be carried on in large part by the action of various committees. Committees are established to provide a forum in which greater attention to detail can be given to tasks and matters before the Association. All Association committees shall make recommendations regarding matters under their consideration. The recommendations of all committees are subject to approval of the Association at its next meeting as well as approval of the SON dean.

Section 2. Committee Membership: Membership of the Association committees shall be appointed by the SON dean beginning with the fall semester with the option of reappointment. Undergraduate committees requiring student representation shall include Curriculum Committee, Teaching Resources Committee, and Admissions Committee. One student representative shall be elected by the student body from the AASN cohort, the junior and senior BSN cohorts, and the RN to BSN program. No student may serve on more than one committee. Student representatives may vote. The Graduate Program will have a Graduate Program Review (GPR) committee and include one enrolled MSN student.

Section 3. Committee Organization: All committees report to the Association. The SON dean is an ex-officio member of all committees.

Section 4. Standing Committees: A list of standing committees, their composition, and areas of responsibility are as follows:

Undergraduate Curriculum Committee

Composition: All full-time nursing faculty teaching in an undergraduate course and student representatives as listed in Article 1 Section 2.

Officers: chairperson and secretary

To assure confidentiality, student representatives will not attend meetings during which student records are discussed.

The functions of the curriculum committee under the leadership of the curriculum chairperson are to:

1. review the SON mission, goals, philosophy, organizing framework, term definitions, each Programs of Study, each program's outcomes, and make revisions as necessary based on stakeholder's feedback (faculty, students, communities of interest) to assure quality education and experiential learning are consistent with a changing health care delivery system.
2. review undergraduate syllabi, assignment rubrics, faculty inter rater-reliability (IRR) of student grading, and clinical contracts for alignment with program outcomes and CNEA standards.
3. review and revise the nursing systematic evaluation plan (SEP) as necessary to assure quality nursing education in accordance with the approval criteria of the Arkansas State Board of Nursing, the Commission for Nursing Education Accreditation (CNEA), American Nurses Association (ANA) Standards, and Quality and Safety Education for Nurses (QSEN).
4. assess that undergraduate preceptors are oriented, qualified, diverse, evaluated, and

adequate in number to meet program goals.

5. notify the SON dean of all meetings and provide agendas.

The curriculum committee shall meet at least every other month. Agendas shall be prepared by the chairperson and distributed to all members of the committee at least five days before the scheduled meeting.

Graduate Program Review Committee

Composition: All graduate full-time nursing faculty members, two undergraduate full-time nursing faculty and one MSN student representative.

Officers: chairperson and secretary

To assure confidentiality, the student representative will not attend meetings during which student records are discussed.

The functions of the graduate program review committee under the leadership of the curriculum chairperson are to:

1. review the SON mission, goals, philosophy, organizing framework, term definitions, and program outcomes to make revisions as necessary based on stakeholder's feedback (faculty, students, community) thereby assuring quality education consistent with a changing health care delivery system.
2. review graduate syllabi, assignment rubrics, faculty inter rater-reliability (IRR) of student grading, and practicum contracts for alignment with program outcomes and CNEA standards.
3. review and revise the graduate systematic evaluation plan (SEP) as necessary to ensure quality nursing education and experiential learning opportunities are available in accordance with the approval criteria of the Commission for Nursing Education Accreditation (CNEA) and the American Association of Colleges of Nursing (AACN) Essentials, American Nurses Association (ANA) Standards, Quality and Safety Education for Nurses (QSEN), and National Academy of Medicine (previously IOM).
4. notify the SON dean of all meetings and provide agendas.
5. review and approve teaching resources for the graduate program.
6. review and make recommendations for admission and readmission of graduate students.
7. serve as the review process for student complaints.
8. assess that graduate preceptors are qualified, diverse, and adequate in number to meet program goals.

The GPR Committee shall meet at least twice a semester. Agendas shall be prepared by the chairperson and distributed to all members of the committee at least five days before the scheduled meeting.

Undergraduate Admissions Committee

Composition: The undergraduate Admissions Committee chairperson, secretary, at least one additional full-time faculty member, and student representatives as mentioned in Article 1 Section 2. To assure confidentiality, student representatives will not attend meetings during which student records are discussed. The functions of the Admissions Committee are to:

1. recommend applicants for admission to SON programs.
2. review selection and admission criteria annually.
3. provide a list of approved admissions to each faculty member.
4. submit a report of admissions statistics and activities of the committee to the SON Association and dean annually.
5. develop and implement strategies for recruitment of students into nursing.

The Admissions Committee shall meet at least once per academic semester and as needed. The committee chairperson shall prepare and distribute the agenda to all members at least five days prior to the scheduled meeting.

Undergraduate Professional Standards Review (PSR) Committee

Composition: The undergraduate Professional Standards Review Committee chairperson, secretary, and all undergraduate faculty members (full time and half-time).

The functions of the Professional Standards Review Committee are to:

1. serve as part of the disciplinary process within the SON.
2. serve as the final step of the appeals process within the SON for undergraduate students.
3. submit an annual report to the dean of the SON summarizing the activities of the committee.
4. submit a final report of action taken for each student brought before the committee to the dean of the SON and place a copy in the student's folder. The dean of the SON will forward a record of action taken relevant to individual students to the Vice Chancellor for Academic Affairs.

The Professional Standards Review Committee shall meet on an as-needed basis. A meeting may be requested by a faculty member or a student.

Undergraduate Teaching Resources Committee

Composition: The undergraduate Teaching Resources Committee chairperson, the secretary, two additional undergraduate faculty members (full or half-time), and student representatives, as mentioned in Article 1 Section 2. One faculty committee member shall also serve on the campus-wide Library Committee.

The functions of the Teaching Resources Committee are to:

1. obtain a list of requested multi-media materials from each course coordinator and submit this list annually to the SON dean for approval and administrative specialist for ordering.
2. maintain a list of current SON multi-media holdings.
3. review library holdings annually for currency and adequacy prior to April 1 and submit recommendations to the Association. Consider requests from nursing faculty when preparing recommendations.
4. review instructional materials, equipment, and supplies and submit recommendations to the Association.
5. review computer hardware and software and make recommendations to the Association.
6. maintain a list of current SON software.
7. obtain needed textbooks for faculty members. All faculty members will sign a Book Receipt Acknowledgment Form annually. This signed form will be submitted to the SON dean.
8. submit an annual report to the SON dean summarizing the status of teaching resources for the SON and activities of the committee.

The Teaching Resources Committee shall meet at least once per academic semester. The committee chairperson shall prepare and distribute the agenda to all members at least five days prior to the scheduled meeting.

Undergraduate Remediation/Retention Committee

Composition: The committee will include a coordinator and AASN and BSN course coordinators.

All faculty members will assist in retention and remediation efforts as needed. The function of the Retention/Remediation Coordinator is to collaborate with Course Coordinators to assure that remediation activities are completed

Section 5. Committee Meeting Minutes. The secretary for each committee listed above shall take minutes during each meeting. Content of the minutes shall include all discussions and decisions made by the committee using the SON meeting format. Minutes shall be approved or revised at the next meeting. A copy of the approved minutes shall be submitted to the SON dean. A copy shall be filed in the SON administrative specialist's office.

Section 6. Ad Hoc Committees. Ad hoc committees will be appointed by the SON dean as needed.

Job Descriptions

School of Nursing Dean

Description

The Dean accepts the responsibility of maintaining high standards of quality nursing education. The Dean is a member of the university faculty at large, with all rights, freedoms, privileges, and responsibilities of every other faculty member. The Dean reports to the Vice Chancellor for Academic Affairs and serves as the chief academic and administrative officer of the school.

Qualifications

Doctoral degree, preferably in nursing, administrative experience in an academic department, and a sustained record of excellence in teaching, research, and scholarly work. Current unencumbered licensure as a registered nurse in Arkansas or a compact agreement state is required.

Duties and Responsibilities of Academic Dean

1. Lead strategic planning and assessment efforts.
2. Maintain an environment of collegiality and shared governance.
3. Promote the welfare of the University in concert with university vision and strategic goals.
4. Lead outreach efforts for the academic unit to the community, industry, and government.
5. Coordinate the assessment and development of academic programs within the academic unit.
6. Provide oversight of the preparation of innovative academic program plans for the academic unit, as well as the revision of existing programs, as necessary, for viability and to align with the strategic goals of the University.
7. Promote and serve as a model for teaching effectiveness, professional achievement, and professional service.
8. Coordinate prescriptive professional development that enhance, teaching, learning and retention of students.
9. Overseeing all personnel matters involving academic and non-academic employees including recruiting, appointment, reappointment; termination and dismissal; faculty evaluation; tenure and promotion; and merit.
10. Maintaining collegial and effective working relationships with faculty, assistant/associate deans, the administration, and staff in all academic and non-academic areas.
11. Communicating effectively with relevant constituencies within the University surrounding community and state regarding the academic unit.
12. Maintaining effective communication among students, faculty, chairpersons, assistant/associate deans, and staff within the academic unit, with other academic unit personnel, and with the administration.
13. Serving as a liaison to relevant professional associations as well as state and national regulatory and accrediting agencies.
14. Articulating University policy and procedures to all members of the academic unit.
15. Ensuring that the academic unit's policies and practices are consistent with those of the University.

16. Articulating, advocating for, and manage the budgetary and other resource needs of the academic unit, and overseeing the allocation and expenditure of resources.
17. Overseeing that all divisions within the academic unit comply with institutional reporting requirements.
18. Working with department chairs and program directors in the academic unit to encourage grant applications by faculty members in the academic unit for outside funding for research and other special projects.
19. Collaborate with University staff to support recruitment efforts; and
20. Fulfilling additional responsibilities as assigned by the Vice Chancellor for Academic Affairs or Chancellor.

Essential and specific duties for the Dean of the School of Nursing:

1. Develop and maintain professional relationships and serving as a spokesperson within the University, the community, with area hospitals, with other health care providers, and professional organizations deemed essential to the SON's programs and missions.
2. Provide leadership for promoting and maintaining standards established by the Arkansas State Board of Nursing, Accreditation Commission for Education in Nursing and other accrediting agencies that effect the SON's academic and professional programs.
3. Administrate and coordinate SON academic programs, service functions, and scholarly activities.
4. Facilitate meetings, serve as the representative on the University's Academic Council, provide orientation of new faculty and staff, advise students, and teach six hours per academic year.
5. Serve as chairperson of the Faculty Association as well as ex officio member of all SON committees.
6. Appoint members to SON standing and ad hoc committees.
7. Direct activities of the SON administrative specialist.

Nursing Faculty

Description

Nursing faculty includes all full-time faculty, clinical coordinator, simulation coordinator, skills lab coordinator, course coordinators, and clinical instructors. The faculty accepts the responsibility of maintaining high standards of quality nursing education. Except for part-time didactic or clinical instructors, each nursing faculty member is a member of the university faculty at large, with all rights, freedoms, privileges, and responsibilities of every other faculty member. Nursing faculty members are responsible for adhering to the regulations in the UAM Faculty Handbook as well as the SON Faculty Handbook.

Qualifications

Master's degree or higher with a major in nursing and teaching experience. Faculty enrolled in a Master's program may be considered. Current unencumbered licensure as a Registered Nurse in Arkansas or compact agreement state.

Responsibilities:

1. Collaborate with peers and the SON dean to develop, implement, and evaluate the curriculum.
2. Participate in theoretical and clinical instruction as assigned by the course coordinator (assist in more than one course/program if the need arises).
3. Participate in the team-teaching approach as assigned by the course coordinator.
4. Participate in academic advising and counseling.
5. Maintain security and confidentiality of all records and exams and submit test items to the course coordinator at least two weeks before the test date.
6. Attend and participate in meetings as scheduled by the course coordinator and Dean.
7. Adhere to course objectives and program outcomes in developing appropriate class content and objectives.
8. Participate in the faculty, student, and program evaluation process.
9. Use appropriate current instructional resources to facilitate student progress toward meeting objectives.
10. Maintain appropriate records regarding student evaluation and progress.
11. Maintain office hours for student consultation per university policy.
12. Select appropriate clients for students' clinical experiences. Utilize the appropriate form for posting assignments.
13. Assist in the development of standards for the admission, progression, and graduation of nursing students.
14. Serve as a professional role model for students.
15. Participate in the activities of the total faculty in ways that benefit the University, the SON, the faculty, and students.
16. Develop effective working relationships within the SON, the University, and the community.
17. Participate in professional and community activities to bring education, service, and research findings together for the improvement of health care.
18. Submit goals and objectives including plans for faculty development, to the SON dean by September 1 of each calendar year. Relate achievement of goals and objectives to annual self-evaluation.
19. Furnish evidence of TB skin test, Faculty Statement of TB skin Test (Appendix E) or chest x-ray annually, CPR certification biannually and an unencumbered Arkansas or compact agreement state RN license on renewal.
20. Update curriculum vitae by December 1 of each calendar year and submit to SON dean.

21. Consistently participate in scholarly, professional renewal, and service activities as outlined in this handbook.
22. Maintain a copy of all prepared lecture materials in an agreed upon electronic or secure place.
23. Promote the goals, objectives, and reputation of the SON within the SON, University, and community.
24. Participate in continuing education programs to remain professionally updated and proficient.
25. Promote cohesiveness between faculty and students and with the SON faculty and staff.
26. Participate in recruitment and retention of students in the SON.
27. Carry out other duties assigned by the SON Dean.

Graduate Nursing Adjunct Faculty

Description

Graduate nursing adjunct faculty accepts the responsibility of maintaining high standards of quality nursing education. Graduate adjunct faculty must be a member of the UAM Graduate Council and are responsible for adhering to the regulations in the UAM Faculty Handbook as well as the SON Faculty Handbook. The position teaches in the Master of Science in Nursing (MSN) program and may teach in the undergraduate nursing programs if needed. Teaching assignments are made by the SON dean. The graduate program coordinator collaborates with adjunct faculty to schedule learning experiences.

Qualifications

Doctoral degree with an emphasis in nursing. Online and classroom teaching experience are required. Current unencumbered licensure as a Registered Nurse in Arkansas or compact agreement state. Nursing experience in a public health setting is also required.

Responsibilities:

1. Collaborate with peers and the SON dean to develop, implement, and evaluate the curriculum.
2. Participate in theoretical and practicum instruction as assigned by the graduate program coordinator and/or SON Dean.
3. Participate in the team-teaching approach as assigned by the graduate program coordinator.
4. Participate in academic counseling.
5. Maintain security and confidentiality of all records and course assignments.
6. Attend and participate in meetings as scheduled by the graduation program coordinator.
7. Adhere to course objectives and program outcomes in facilitating class content/objectives.
8. Participate in the student and program evaluation process.
9. Use appropriate current instructional resources to facilitate student progress toward meeting objectives.
10. Maintain appropriate records regarding student evaluation and progress.
11. Maintain office hours for student consultation.
12. Serve as a professional role model for students.
13. Develop working relationships within the SON, the University, and the community.
14. Participate in professional and community activities to bring education, service, and research findings together for the improvement of health care.
15. Furnish evidence of TB skin test, Faculty Statement of TB skin Test (Appendix E) or chest x-ray annually, CPR certification biannually and an unencumbered Arkansas or compact agreement state RN license on renewal.
16. Update curriculum vitae by December 1 of each calendar year and submit to SON dean.
17. Consistently participate in scholarly, professional renewal, and service activities as outlined in this handbook.
18. Maintain a copy of all prepared lecture materials in an agreed upon electronic or secure place.
19. Promote the goals and reputation of the SON, University, and community.
20. Participate in continuing education programs to remain professionally updated and proficient.

Undergraduate Course Coordinator

Description

A course coordinator is designated by the SON dean and is fully responsible for coordination of theoretical and clinical instruction for the assigned undergraduate course. The course coordinator collaborates with the clinical coordinator to schedule clinical experiences.

Qualifications

Master's degree or higher with a major in nursing and teaching experience. Current unencumbered licensure as a Registered Nurse in Arkansas or compact agreement state.

Responsibilities

1. Teach in the classroom and clinical area.
2. Prepare course syllabus to ensure proper sequencing of content and appropriate methods of instruction.
3. Ensure course content is based on written learning objectives.
4. Assure evaluation of students is based on written learning objectives.
5. Review class content and assure class objectives are consistent with course objectives and program outcomes.
6. Assure appropriate, current instructional resources are utilized to facilitate students' progress toward meeting course objectives.
7. Review course content and write clinical guidelines and objectives that are consistent with course objectives and program outcomes.
8. Maintain valid and current records of student progress. At the end of the semester, complete a Grade Calculation Sheet for each student, (hardcopy or electronic) and place a printed sheet in the student's permanent file.
9. Delegate tasks to other faculty in the course based on level of expertise.
10. Assure the course, faculty and facility evaluation process is completed, following University guidelines.
11. Assume responsibility for assisting students with specific tasks unique to the assigned course.
12. Encourage faculty to participate in planning learning activities and teaching strategies based on course objectives and program outcomes.
13. Hold regularly scheduled meetings with course faculty and submit minutes of all meetings to SON administrative specialist for filing.
14. Submit the revised syllabus at the completion of each semester utilizing the Course Syllabus Format.
15. Evaluate and recommend textbooks.
16. Assure copies of all prepared lecture materials for the course are stored on the SON network server.
17. Maintain access to a current test bank.
18. Assume responsibility for adhering to policies related to exams and preparing test items.
19. Orient and supervise new faculty in the development of teaching skills as needed.
20. Administer the Student Data Form during the first-class meeting.
21. Compile information and complete Summary of Student Data Form and submit to SON dean within the first 10 days of the semester. Give individual Student Data Forms to SON dean for filing.
22. Maintain a current inventory of laboratory supplies utilized by the course and submit to the Teaching Resources Committee at the end of the semester.
23. Fulfill requirements specified in the job description of nursing faculty.

Simulation/Skills Laboratory Coordinator

Description

The Nursing Simulation/Skills Laboratory Coordinator ensures the smooth operation of the University's School of Nursing Simulation/Skills laboratory, coordinating rotation of student experience with course coordinators. The Simulation/Skills Coordinator works as faculty in running simulations scenarios for students, including debriefing, to facilitate the education and learning process of nursing students. In addition, the coordinator provides technical support to nursing faculty and students in instructional laboratories, maintains simulation and skills equipment and supplies, and provides mentorship and evaluation of nursing students. The simulation/skills laboratory coordinator position shall be an annual administrative assignment.

The Nursing Simulation/Skills Coordinator holds a faculty appointment with the University of Arkansas at Monticello. In addition, the coordinator has experience with curriculum development, excellent communication skills, excellent understanding of the scope of project within the University's School of Nursing mission and vision statements and demonstrates creativity and flexibility in designing innovative approaches to solving problems. The coordinator must be committed to utilizing simulation methodology in learning and implement its ability to transform nursing education.

In teaching skills, the coordinator assists nursing students to learn psychomotor, critical thinking, and general nursing skills, and physical assessment skills required for patient care in an acute clinical care area. The coordinator provides opportunities for students to become familiar with equipment and techniques in a non-threatening environment that simulates the clinical nursing setting.

The coordinator coordinates with nursing faculty to create various learning and practice skill simulation activities.

Qualifications

Bachelor's degree or higher in nursing and current unencumbered licensure as a Registered Nurse in Arkansas or compact agreement state.

Responsibilities

1. Assist faculty to integrate simulation education into the nursing curriculum and functions as a resource person to assist students in achieving objectives.
2. Control and coordinate usage of laboratory equipment to meet student and instructional needs.
3. Order supplies and maintain laboratory inventory.
4. Schedule student practice times as needed to not conflict with scheduled simulation activities.
5. Prepare the lab, manikins, and supplies for return demonstrations (working with the Skills Course Coordinator).
6. Participate in the development of simulation scenarios.
7. Prepare simulation scenarios including manikin and supply setup for student implementation.
8. Supervise tear down and clean-up of simulation and skills scenarios.
9. Maintain manikins and laboratory cleanliness.
10. Present lectures to students on simulation and skills as needed.
11. Participate or lead tours of the simulation/skills lab for public relations.
12. In collaboration with the nursing faculty and SON Dean, ensure that any simulation grant milestones are on track and alerts the dean of any barriers or risks
13. Establish and maintain healthy relationships with all stakeholders, including schools, hospitals, vendors, and students.
14. Participate in the design of an evaluation plan for the simulation/skills lab.
15. Participate in research related to the impact of simulation on learning.
16. Provide recommendations for process improvement to the SON dean.

Clinical Coordinator

Description

The clinical coordinator is responsible for assuring students' clinical experiences are appropriate to support the mission and goals of the SON. The clinical coordinator position shall be an annual administrative assignment.

Qualifications

Master's degree or higher in nursing and current unencumbered licensure as a Registered Nurse in Arkansas or compact agreement state.

Responsibilities

1. Collaborate with course coordinators to identify appropriate student clinical experiences.
2. Collaborate regularly with course coordinators regarding clinical hours and experiences.
3. Collaborate with clinical facility administrators to establish and maintain memorandums of agreement for appropriate student clinical experiences. Remit memorandum of agreement review letters to all clinical facilities each year in June.
4. Prepare a clinical site rotation schedule for each clinical course in collaboration with the course coordinators. Submit a copy of the schedule to the SON dean and administrative specialist for filing.
5. Collaborate with clinical facilities to obtain student clinical slots each semester.
6. Collaborate with the SON dean relevant to clinical needs, problems, and problem resolution.
7. Write letters of appreciation to each clinical facility annually in June.
8. Develop and maintain a current list of preceptors and clinical sites.
9. Collaborate with course coordinators and clinical agencies regarding logistical problems in clinical placement.
10. Collaborate with course coordinators to ensure students and faculty meet all requirements of clinical facilities.

AASN, BSN, and RN to BSN Program Coordinator

Description

The UAM School of Nursing (SON) undergraduate program coordinator is designated by the SON dean and is fully responsible for coordination of the assigned program. The program coordinator is a full-time SON faculty member and teaches in the undergraduate program. Teaching assignments are made by the SON dean. The program coordinator collaborates with all full-time, part-time, and adjunct faculty teaching in the program to schedule learning experiences.

Qualifications

SON full-time faculty status in a tenure track holding the rank of Assistant, Associate, or full Professor. If the rank of Associate Professor is not achieved at the time of appointment due to university promotion established timelines, it is expected that the coordinator will meet all requirements for promotion to Associate Professor or Professor. In addition, the coordinator must maintain an unencumbered Registered Nursing license (multi-state tag required if not an Arkansas license), have at least three years of experience teaching in nursing education, have experience using online learning platforms and have at least three years' experience in nursing practice.

Responsibilities

1. Make sure undergraduate program and courses are up-to-date, abreast of technology, and in compliance with state and national accreditation standards.
2. Initiate curriculum updates and revisions.
3. Assist in planning course offerings and schedules.
4. Assist in budget formation/control/expenditures for:
 - Travel (local &/or overnight)
 - Supplies
 - Equipment
5. Maintain advisory committee to include:
 - Recommend membership
 - Attend annual meetings
6. Assist in recruiting and training qualified faculty.
7. Assist with program reports, including but not limited to, annual program review, outcomes, assessment, and advanced planning documents (SEP, Strategic Plan, etc.) as assigned by the Dean.
8. Establish/maintain accreditation standards to include (if appropriate):
 - Self-study
 - Site visits
 - Annual reports
9. Communicate with the Curriculum Chairperson any needed curriculum meeting agenda items. This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the Dean or appropriate supervisory personnel.

Graduate Program Coordinator

Description

The UAM School of Nursing (SON) graduate program coordinator is designated by the SON dean and is fully responsible for coordination of the assigned program. The program coordinator is a full-time SON faculty member and teaches in the Master of Science in Nursing (MSN) program. The program coordinator must also teach in the SON undergraduate program. Teaching assignments are made by the SON dean. The program coordinator collaborates with all full-time, part-time, and adjunct faculty teaching in the MSN program to schedule learning experiences.

Qualifications

SON full-time faculty status in a tenure track holding the rank of Professor. If the rank of Professor is not achieved at the time of appointment as coordinator due to university promotion established timelines, it is expected that the coordinator will meet all requirements for promotion to Professor. In addition, the coordinator must maintain an unencumbered Registered Nursing license (multi-state tag required if not an Arkansas license), a doctoral degree in nursing or relevant field, have experience teaching in nursing education, have experience using online learning platforms, and have documented experience in public health nursing practice.

Responsibilities

1. Serve as course coordinator for all MSN coursework by making sure program and courses are up-to-date, abreast of technology, and in compliance with state and national accreditation standards.
2. Serve as the Graduate Program Review Committee Chairperson
3. Initiate graduate program policy and curriculum updates.
4. Assist in planning course offerings and schedules.
5. Assist in budget formation/control/expenditures for:
 - Travel (local &/or overnight)
 - Supplies
 - Equipment
6. Maintain advisory committee to include:
 - Recommend membership
 - Attend annual meetings
7. Assist in recruiting and training qualified faculty.
8. Recruit qualified student applicants.
9. Review all graduate program applications with the SON Dean and make recommendations for acceptance to the SON Admission Committee.
10. Assist with program reports, including but not limited to, annual program review, outcomes, assessment, and advanced planning documents (SEP, Strategic Plan, etc.) as assigned by the dean.
 - Establish/maintain accreditation standards to include (if appropriate) self-study, site visits, and annual reports
11. Communicate with the SON Curriculum Chairperson needed curriculum meeting agenda items.
12. Initiate and maintain all program practicum site Memorandums of Agreement for the University.
13. Serve on the UAM Graduate Council.
14. Other duties assigned by the dean or appropriate supervisory personnel.

Clinical Instructor of Nursing

Description

An instructor works under the direction of the course coordinator, who assigns responsibilities according to student needs and course objectives. A clinical instructor may assist in more than one course.

Qualifications

Bachelor's degree or higher with a major in nursing required. Current unencumbered licensure as a registered nurse in the State of Arkansas or compact agreement state.

Responsibilities

1. Participate in assignments as designated by the course coordinator.
2. Select or assist students to select appropriate clients for student clinical experiences using designated form for posting of assignments (Appendix D).
3. Attend and participate in meetings as scheduled by the course coordinator to assure consistency of course content with clinical experiences.
4. Adhere to course objectives in developing appropriate clinical experiences.
5. Participate in the student clinical evaluation process.
6. Utilize appropriate instructional resources to facilitate student progress toward meeting objectives.
7. Review the curriculum and specific course content to facilitate student progress toward meeting objectives.
8. Conduct pre- and post-clinical conferences to facilitate student learning and the critical thinking process.
9. Promote the goals and objectives of the SON.
10. Maintain expertise in clinical practice.
11. Serve as a professional role model to students.
12. Return clinical written work in a timely manner as specified by the course coordinator.
13. Communicate effectively with the course coordinator relevant to needs, problems, or necessary changes in required clinical instruction of students.
14. Attend and participate in SON Faculty Association meetings and the Professional Standards and Review Committee when called to do so by the SON dean.
15. Promote cohesiveness between faculty and students within the SON.
16. Adhere to clinical agency memorandum of agreement requirements while preparing to or while instructing student in the clinical area.

Administrative Specialist

Description

The Administrative Specialist works under general supervision of the SON dean and is responsible for word processing and providing clerical support to SON dean and faculty. This position is governed by agency/institution policy.

Qualifications

An Administrative Specialist position requires two years of experience in a specialized or related area applicable to the work performed in the unit.

Knowledge, Abilities, and Skills

1. Knowledge of English grammar, punctuation, and spelling.
2. Knowledge of general office procedures.
3. Knowledge of basic record keeping procedures.
4. Ability to operate standard office equipment.
5. Ability to provide information and assistance.
6. Ability to perform basic mathematic calculations.

Responsibilities

1. Type and proofread various documents including letters, memoranda, reports, forms, narratives, and educational materials using word processing software.
2. Maintain security of student files and exams.
3. Act as office receptionist by greeting and directing visitors, screening calls, and providing general information and assistance.
4. Sort and distribute mail.
5. Maintain various computerized and paper files, records, and logs, and retrieve information upon request.
6. Schedule appointments, make travel arrangements, and maintain calendars for SON dean and faculty.
7. Inventory and order office supplies.
8. Contact repairman to service office equipment.
9. Prepare purchase orders and monitor SON budget accounts.

Undergraduate Program Preceptor

Description

The Preceptor works under general supervision of their agency supervisor.

Qualifications of Practicum Preceptor

The preceptor must:

1. be licensed to practice as a Registered Nurse in Arkansas or multistate tag present.
2. work at an agency that the SON has a clinical agreement with.
3. have a minimum of two years nursing experience (minimum of one year in manager position for the Leadership and Management practicum).
4. supervise, teach, and evaluate students.
5. have a positive attitude toward the practicum experience, students, and faculty.
6. model specific nursing roles (provider, coordinator, and professional) to the student.

Responsibilities

1. View the UAM Practicum Preceptor Handbook on the UAM SON webpage for orientation to the role of preceptor. A statement of validation of review is noted in the Preceptor Agreement form.
2. Complete the UAM SON Practicum Preceptor Form and Contract Agreement to precept and submit both forms to the SON before preceptorship begins.
3. Contact faculty as needed for questions or to clarify roles.
4. Role model the practice role of the RN with expertise and professionalism.

Expectations of the Practicum Preceptor

1. Assist the assigned student to create a practicum calendar outline the dates and times of the practicum experience.
2. Assist the student to develop practicum learning objectives.
3. Orient the student to the physical facility, other health care team members, policies, procedures, and standards of practice in the setting.
4. Mentor the student on a one-to-one basis.
5. Serve as a role model for the student.
6. Act as a facilitator in assisting the student to meet personal and practicum objectives.
7. Assist the student to think critically in making clinical judgments by applying new and previously learned theory and skills and by applying research findings in nursing practice.
8. Assist the student to gain competence and confidence in assuming responsibility and accountability for actions.
9. Meet with the student (according to an established schedule for the practicum) to meet learning objectives.
10. Contact faculty as needed for issues or concerns about the practicum.
11. Maintain a record of the student's performance in terms of achievement of the practicum objectives.
12. Evaluate the student's practicum experience using the Practicum Preceptor Evaluation of Student Performance form.

Graduate Program Preceptor

Description

An expert or specialist, such as a registered nurse or advanced practice registered nurse, who provides practical experience and training to a student. The preceptor characterizes the role for which students are preparing and/or possesses the specialty skills and knowledge of health care delivery required to supervise students and to act as a role model.

Qualifications

Current and unencumbered registered nursing license in the state the practicum occurs. Preceptors must hold a MS/MSN degree with two years of nursing experience. The preceptor must practice in a setting that provides practicum experiences appropriate for the development of the student's skills and congruent with the graduate program learning outcomes.

Responsibilities

1. Review the UAM SON Practicum Preceptor Handbook for orientation to the preceptor role.
2. Complete the electronic UAM SON Practicum Preceptor Form and Contract Agreement to Precept prior to the start of the practicum experience.
3. Provide UAM SON with a current curriculum vitae which reflects affiliation with the practicum site.
4. Assume responsibility for understanding course/practicum requirements and learning outcomes.
5. Meet with the student to determine the practicum schedule. Required practicum hours vary by course.
6. Orient the student to practicum site and staff including identification of facility policies, procedures, and protocols during the first practicum week.
7. Review the course and student learning outcomes provided by the student and indicate acceptance of student learning outcomes.
8. Collaborate with student to develop learning experiences to achieve course and student learning outcomes.
9. Facilitate a learning environment that promotes critical thinking and decision making in the graduate nurse role.
10. Assume the teaching, supervisory, and evaluative function of the preceptor role to facilitate achievement of course and student learning outcomes.
11. Communicate ongoing student progress to the student and practicum faculty.
12. Demonstrates professional roles and practice responsibilities in public health.
13. Contact practicum faculty as needed to clarify any issues or concerns.
14. Validate student practicum hours on a course specific UAM SON electronic form.
15. Complete and submit preceptor evaluation of student performance using the electronic evaluation form.

**University of Arkansas at Monticello
School of Nursing
Orientation of New Full-Part-Time Faculty Members**

1. Newly hired faculty attend a general orientation of faculty provided by the University administration and are provided with the UAM handbooks listed in # 5 below.
 2. Faculty members are given a tour of the general campus facilities.
 3. Faculty members are given the opportunity to ask questions relevant to UAM and SON policies and procedures and benefits of employment.
 4. Nursing faculty members are assigned a senior faculty member to provide orientation and to serve as mentor. This is usually the course coordinator of the course(s) in which they will be teaching.
 5. Faculty members are provided links to the:
 - A. UAM Faculty Handbook
 - B. SON Faculty Handbook
 - C. SON Student Handbooks
 - D. UAM Operating Procedures
 - E. UAM Emergency Procedures
- The UAM Faculty Handbook, Operating Procedures Handbook and Emergency Procedures manuals, and SON Faculty and Student Handbooks are available on the UAM designated webpage.
6. Faculty are given fire and safety hazards instructions and shown the location of fire extinguishers in the SON.
 7. A tour of the SON and the facilities are provided.
 8. Syllabus for course in which the individual faculty will be serving as nurse educator is provided along with requisite textbooks.
 9. Introductions are made to faculty members at Faculty Association meetings.
 10. Opportunities to serve on SON and UAM committees are provided and encouraged.
 11. Instruction for use of SON equipment is provided.
 12. Instruction in student advisement is provided over time.

Note: Non-student extra help (hourly paid clinical instructors) and adjunct faculty are provided orientation with the above checklist as appropriate, however, they are not required to attend university orientation sessions unless otherwise required by the SON Dean.

Student Advisement

Faculty members that are assigned advisement responsibility will advise students according to prerequisite course requirements following the appropriate degree plan. All declared undergraduate nursing majors are divided among the nursing faculty. Graduate nursing majors are assigned to the Graduate Program Coordinator or faculty teaching in the MSN program only. When a student presents for an advisement appointment, advisors will complete a prerequisite course requirement check sheet, place it in the student's file, and update it during each subsequent advising appointment.

Faculty Availability for Advisement

Faculty members are required to be available for student advisement a minimum of ten hours per week. To facilitate student advisement, SON faculty advisors are encouraged to use the EAB campaign for appointments. If the advisor must change the appointment, the advisor shall notify the student and reschedule the appointment for a time acceptable to both.

Retention/Remediation Policy

Retention/Remediation Committee (AASN and BSN) Composition and Function: The committee will include a coordinator and one faculty member. All faculty members will assist in retention and remediation efforts as needed. The functions of the Committee are to assist high-risk students to develop strategies to promote successful progression through the nursing program.

The Graduate Program Coordinator will address and track all graduate students identified as high risk and develop a counseling record with a plan for success with the student.

Definition of high-risk undergraduate student: Student enrolled in the undergraduate nursing sequence who has a pattern of:

- academic failure (or risk) as evidence by failing (or near failing) examination grade.
- risk of clinical failure as evidenced by not meeting clinical objectives
- personal issues that disrupt the learning process.
- financial burdens.

Definition of high-risk graduate student: Student enrolled in the graduate nursing sequence who has a pattern of:

- academic failure (or risk) as evidence by failing (or near failing) course grade.
- personal issues that disrupt the learning process.
- financial burdens.

Student Success Plan

High-risk students will continue to be referred to Academic Alert and UBIT (as indicated), as well as the Remediation Committee for counseling and a remediation plan. Completing proctored remediation assignments according to individualized plans are mandatory. Students who do not comply with remediation requirements will be dismissed from the nursing program.

Readmission to the Undergraduate Nursing Sequence

Students seeking readmission must follow instructions listed in the SON Student Handbook. Faculty will review all readmission requests using an evaluation scoring rubric. Faculty will vote during a Faculty Association meeting on the readmission request. The Dean will notify the student of the faculty decision on readmission.

Students who are granted readmission will be registered by the dean according to the readmission policy. Students readmitted due to course failure will be required to follow a remediation plan designed by the course coordinator of the course the student is readmitted. Students who are readmitted are accountable for the degree requirements in force at the time of readmission.

Readmission to the Graduate Nursing Sequence

Students seeking readmission to the graduate nursing program should meet with the Graduate Program Coordinator and follow university policy.

Advisement of High-Risk Students

A high-risk student is any student enrolled in a nursing course who is in danger of academic failure, withdrawing from the nursing program, and /or any undergraduate student with an average grade of less than 75% or graduate student with an average grade of less than 80%. A student making unsatisfactory progress in a clinical or practicum rotation is also considered at high-risk for failure. High-risk students should be referred to the appropriate campus resources as necessary. Available resources include:

- Counseling and Testing Center-General education tutors, workshops on notetaking, test-taking skills, time management, and stress management.
- Writing Center- Writing skills, grammar, and spelling.
- Financial Aid Office-(Nursing scholarships are available and may be requested through the SON and the Admissions/Scholarship office), grants, loan programs, Veterans Administration, and hospital scholarships.
- Student Health Services-For health care needs and referrals.
- Wellness Center- For active stress management.

Process: The faculty will counsel high-risk students and will explore with the student various strategies for improving chances for academic success. Students may also self-refer by contacting the course or program coordinator. The student is expected to develop and adhere to a plan for improvement. Counseling and remediation records should be maintained for all student sessions. The high-risk student needing remediation shall:

1. make an appointment to see the course coordinator.
2. be counseled by the course coordinator after the second examination failure (first exam failure if deemed necessary by faculty). A remediation assignment should be initiated by the course faculty or coordinator. A counseling record is initiated and filed in the student record. The student may receive a copy of the counseling record.
3. be referred to the SON dean after the second examination failure. A counseling record is initiated and filed in the student record. The student may receive a copy of the counseling record. Before making an appointment with the SON dean, the student should meet with the faculty who taught the content from the failed examination to receive a remediation assignment.
4. coordinate with the clinical instructor to develop a written plan of correction for unsatisfactory clinical performance before the next clinical week. This plan should be approved by the course coordinator.
5. be referred to the Academic Alert System, the Counseling and Testing Center, general education tutors, workshops on notetaking, test-taking skills, time and stress management, and the Wellness Center as needed.

After counseling by either the course coordinator or the SON dean, the student shall:

1. may be referred to a member of the remediation committee for assistance in developing a formal remediation plan. A Student Success Referral form is completed and filed in the student record.
2. receive a copy of the Student Success Referral form to take to the remediation/retention

- committee appointment.
3. submit a copy of the remediation plan to the course coordinator

At the remediation/retention appointment:

1. a Counseling Assessment form is initiated by the committee member and filed in the student record. A copy is given to the student.
2. the remediation assignment that was given to the student by the course faculty/coordinator will be discussed to ensure the student understands the assignment.
3. the student will be added to the remediation log. Students will be advised to make an appointment with the faculty member who is tracking remediation.
4. the student will notify the course coordinator of the remediation plan.

After meeting with the faculty tracking remediation, the student shall:

1. begin the remediation assignment.
2. submit completed remediation assignment to faculty that is tracking the remediation. That faculty member will monitor progress in completing the assignment and instruct the student on the next step.
3. make an appointment to return to the remediation/retention committee member seen initially. A Student Success Follow-up Report form will then be completed and filed in the student's record. Follow-up action is individuated to the student and is indicated on the Student Success Follow-up Report form.
4. notify the course coordinator that remediation has been completed.

Academic Alert

The Academic Alert System is a retention program that puts students in contact with the appropriate campus resources to assist them in meeting their educational goals at UAM. If you are doing poorly in your academic work, are chronically absent from class, are exhibiting disruptive behavior or are having difficulty adjusting to campus life, University faculty, staff or a fellow student may report you to the Office of Academic Affairs through the Academic Alert system.

The Center for Writing and Communication (CWC) is a free service to University of Arkansas at Monticello students. The CWC is staffed by UAM undergraduates who have received special training in peer writing tutoring. The CWC can assist writers of any level or major, on assignments from all disciplines and genres, and at all stages of the writing process. Consultants can work with writers face to face or online, and a typical session with a consultant lasts thirty to sixty minutes. To have the best session possible, students seeking help should bring all materials, including the course syllabus, assignment sheets, and any drafts previously completed. The CWC also has a suite of laptops and computers for students working on writing projects and a resource library of up-to-date citation guides, grammar handbooks, and guides for writing in many disciplines and majors.

General Education Tutorial Lab

Any student who desires to be successful in his/her general education classes can receive assistance through tutoring services available on the 2nd floor of Harris Hall.

Math Tutorial Lab

Free one-on-one tutoring is available for any mathematics class. Help with ALEKS, WebAssign, and MyMathLab is available. Math tutoring is in the A-Wing of the Science Center.

Student Handbook

The Student Handbooks contain information about the services UAM provides as well as community standards and University policies. The Student Handbooks are located on the UAM Academics webpage. The SON Student Handbooks are located on the UAM Nursing webpage.

University Behavior Intervention Team (U.B.I.T.)

Purpose

The University of Arkansas at Monticello cares about the needs of our university family, not only academic needs, but also emotional and physical. To identify those needing help, UAM has created a network of campus professionals that are committed to a caring, confidential program of identification, intervention and response in order to provide our campus with the greatest chance of success with the greatest level of protection.

The website was created to accomplish the following:

- Educate you about the UBIT and how it works;
- Provide you with information and tips about how to deal with incidents you may encounter;
- Provide additional resources on our campus and in our community;
- Provide a link for the confidential reporting of concerns.

The University Behavior Team (UBIT) should be contacted when you identify a UAM community member who needs guidance and support.

Proactive advising and interventions mean that we help students through:

- early interventions at the first sign of any type of difficulty;
- introduction of rules, policies and procedures, along with clear explanations and expectations of students;
- monitoring student progress to determine how well they are using information provided; and
- customizing interventions and targeting specifically toward student needs.

Course Syllabi

Course coordinators are required to annually revise the syllabus for each course. A copy of each syllabus must be approved by the SON dean before the first day of class. Copies shall be submitted to the Vice Chancellor for Academic Affairs prior to the fifth day of class each semester, or as required by the Vice Chancellor of Academic Affairs. The course syllabi format should be followed. Course Syllabi formats are found on the designated UAM Webpage location.

Equipment

Use of SON equipment is subject to the following regulations:

1. Faculty members are responsible for assuring that any equipment used for instructional purposes is returned to the appropriate storage area immediately after use.
2. Approval for use of nursing equipment outside the SON will be granted on an individual basis, and only when it is to be used in an official capacity in accord with the mission and goals of the University. The appropriate form for approval to the use equipment outside of the SON is on file in the SON Administrative Specialists.

Evaluations

The course coordinator is responsible for assuring the scheduling of student evaluations of the faculty, course, and clinical facilities at the end of each semester. Course, faculty, and clinical facility comments are provided to the course coordinator and curriculum chairperson for review during Curriculum Committee meetings. All courses, faculty, and clinical facilities are evaluated. The SON dean or administrative specialist may conduct and monitor course evaluations.

Faculty should refer to the UAM Annual Faculty Evaluation Timetable and Annual Faculty Evaluation by Peer or Dean form for annual faculty evaluation procedures. Following the annual evaluation timetable, the SON dean will prepare evaluations using the standardized format and meet with each faculty member to discuss evaluation issues.

Examination Responsibilities

1. Course coordinators should ensure test items measure course learning objectives.
2. Faculty members will type their own examinations. A final copy of the examination should be given to the SON administrative specialist. The administrative specialist will secure the examination until the test date. Examination keys should be attached to the examination copy.
3. Essay questions should be graded using established learning objectives/criteria. Points should be deducted according to the exclusion of each expected criterion and for grammar and spelling. Answers to essay questions are to be included with each examination key.
4. Examinations booklets must be numbered prior to distribution to students. Students should write the number of their examination booklet on the Scantron/answer sheet.
5. Students are instructed not to write their name or code on the exam.
6. A faculty monitor must be always present during examinations. Copies of examinations should be secured after administration, accounting for each examination booklet and Scantron/answer sheet. Examination materials must be kept for three months after the end of the semester in which they were administered.
7. Faculty members are responsible for adhering to the testing procedures outlined in the Nursing Student Handbook.
8. The Course Coordinator/faculty member will grade examinations, complete an item analysis, and make appropriate changes on the file copy of the test bank after item analysis. If greater than 50% of the students miss an item, that item must be reviewed by course faculty.
9. All examination items must be submitted to the course coordinator by course faculty at the beginning of the semester. Examinations shall follow the most current NCLEX-RN test plan for integration of client needs as identified by the current test plan. Items must be derived from objectives, contain a minimum of 75% application analysis items, and evaluate assigned learning objectives. Items may be noted as from lectures but, when information upon which the item is based is also included in the readings, the answer column should include the text and page numbers. The number of items with only lecture as the source should be minimal. Answer column information should include validation from required preparation (source), the cognitive level (knowledge, comprehension, application, or analysis), the class name, and learning objective number.
10. Two faculty members will review the exam and if there is discrepancy between the faculty, the dean will be consulted.
11. Utilize the following guidelines when writing examination items:
The stem should:

- a. test one or more objectives.
- b. present a problem or complex set of problems.
- c. be clearly written. Avoid long sentences and unnecessary information. Check for clarity by reading the item and answering it without looking at the distractors.
- d. be stated in the positive tense, avoid use of “except,” “not,” “least,” or other negative words.
- e. stand alone with the situation. Initially place all needed information in the situation. To add information to the situation, put the desired information in brackets between items.
- f. test essential nursing practice as required by learning objectives.
- g. be in the form of a question or incomplete statement.
- h. be mostly in the form of application/analysis questions (knowledge and comprehension cognitive level questions should be kept to a minimum-less than 25% of the items).
- i. Include items that are situation-specific based on client need, include a step of the nursing process, involve critical thinking, sensitivity to the client’s culture/ethnicity, include therapeutic nursing interventions, documentation, management, prioritization, delegation, therapeutic communication, self-care, cost-effectiveness, safety, or legal/ethical issues. Avoid gender, cultural, racial, religious, or ethnic stereotyping.
- j. use the following terminology:
- k. physician (not doctor)
- l. client/patient (not proper name)
- m. prescribed (not ordered)
- n. include alternate format items such as situational fill in the blank, rank ordering, multiple answer, etc.
- o. if multiple choice, include only one correct answer.

The distractors should:

- a. be about the same goal, disease, nursing diagnosis, etc.
- b. be unique from each other option.
- c. be approximately the same length (OR two long and two short).
- d. avoid the use of three alike and one different.
- e. contain two sets of opposites OR disguise the opposites so they are not easily discernible.
- f. contain unique terms for each distracter (do not have two that mean the same).
- g. be grammatically correct: a (an), is (are).
- h. avoid the use of words like “in most cases”, “sometimes”, “maybe”, etc. These allow for exceptions.
- i. not use words like “always” or “never”.
- j. not give away the answer by using the same wording that is in the stem.
- k. use equal numbers of items in multiple item distracters (3 symptoms per distracter, two actions per distracter, etc.)
- l. have an even distribution of answers and be in a random order.
- m. not include “all of the above” or “none of the above”.
- n. be stated positively (no not true, all except, contraindicated, etc.).
- o. have a direct relationship with the content of the item.

The correct response should:

- a. be stated simply and unambiguously.
- b. not be different from distractors in length, vocabulary, or any other way.
- c. not be the only response containing words or phrases resembling key words in the stem.

- d. not contain indefinite verbs such as "may", "can", etc.

Test Review

Undergraduate student attendance at test reviews is mandatory. The review will be conducted according to the following procedure:

1. Test review time will usually occur immediately after the examination has been graded and items analysis is completed. Otherwise, a designated time will be established.
2. No pencils or pens are allowed at the student's desk during the test review. No conversation between students is allowed.
3. The examination booklet and Scranton answer sheets will be available to the student during the review.
4. If there are questions related to grading, the student is to see the course coordinator/instructor.
5. Students will be required to remain in the classroom for the duration of test review and until all test materials are collected.

Posting of Grades

1. No grades/scores will be posted other than in the course gradebook. Examination scores may be obtained at test review.
2. No scores will be given over the telephone.
3. Students may be mailed a test score if the course coordinator is given a stamped self-addressed envelope at the time of the test. Only the score of the person whose name appears on the envelope will be sent.
4. A grade of "C" is required to pass each course in the undergraduate nursing curriculum. In nursing courses 75% is required to receive a "C." Only one course in the graduate program may have a grade of "C".
5. Final course grades can be found on the UAM website in WeevilNet.

Grading Policy

Undergraduate Programs

The clinical component of any undergraduate nursing course is evaluated by the faculty and course coordinator and must be satisfactorily completed prior to progression to the nursing courses in the sequence. Achievement of 75% of total possible points is required to pass the theory component of all nursing courses. Students must have an average of $\geq 75\%$ on unit exams to be eligible to take the final exam. In addition, in all nursing clinical courses, students are required to score $\geq 85\%$ on a drug dosage calculation examination prior to completion. The drug dosage calculation examination may be repeated only once. If a student is unsuccessful on the second examination, he/she will fail the course. The course grade will be calculated as follows:

Exams	75%
Final Comprehensive Exam	20%
Miscellaneous	5%
Total	100%

Written and observed clinical work will be graded as satisfactory or unsatisfactory based on a grading rubric included in each course syllabus. The student must satisfactorily complete clinical requirements to pass the course. However, the letter grade for the course will be based on examination and miscellaneous scores.

Students are required to score 85% on a drug dosage calculation examination prior to completion of any nursing clinical course. Students are required to complete review course examinations over the class content area under study and submit a passing score to the course coordinator prior to each unit exam. Students will not be allowed to take the unit exam if they fail to submit a passing review score prior to the scheduled unit exam.

Graduate Program

The graduate program courses measure learning outcomes in multiple ways. Evaluation measures center around the strands of critical thinking, research, nursing process, leadership, and communication, teaching/learning, and professionalism. Only one course in the program may have a grade of "C". Course grade calculations vary by course. Detailed course grade calculations are indicated in each course syllabus.

Faculty Governance

Faculty Absences

Faculty requesting leave will follow SON Dean instruction on reporting time. Faculty absences from work are subject to the policies of UAM (UAM Faculty Handbook) and the University of Arkansas Board of Trustees.

Approval of Off-Campus Activities

Faculty members are encouraged to attend professional meetings and provide community service that may require absence from campus. Requests for off-campus activities must be approved by the SON dean and the Vice Chancellor for Academic Affairs. Faculty members are required to present information gained from faculty development activities to the other faculty members. Each faculty member is responsible for scheduling time for his/her presentation, which may be included in a regular Association meeting.

Faculty Attendance at Commencement

Faculty members who are employed one-half time or more are required to attend commencement. On those rare occasions when a faculty member needs to be absent from commencement due to some personal or professional responsibility, he/she should discuss the problem with the Dean and Vice Chancellor for Academic Affairs and request permission to be absent. Only the Chancellor or the Vice Chancellor for Academic Affairs may excuse a faculty member from commencement.

Faculty and Student Carpooling

Faculty and students are not to carpool from either the campus or clinical sites. The University does not provide transportation for students to clinical sites.

Exceptions:

1. When a UAM vehicle is used and the faculty member is driving a group of students to a course required meeting or workshop.
2. When the faculty and student are traveling to a class in which both the faculty and the student are enrolled as students.
3. In case of an emergency, a faculty member may give a student a ride in the faculty member's car. However, the student must indicate an understanding and agreement that neither the faculty member nor UAM are liable.

Library Reserve Materials

Faculty placing materials on reserve in the UAM Library should complete the Library Reserve Materials form, using one form for each item. A reserve form may be found on the UAM Library webpage.

Long Distance Telephone Calls

All faculty members will be provided with telephones and voicemail. Long-distance calling is restricted to university business.

Office Hours

Office hours at the University begin at 8:00 a.m. and end at 4:30 p.m. Staff employees (administrative specialist) receive a thirty-minute lunch period which is scheduled to enable the SON office to always remain open during regular work hours.

Faculty members are expected to maintain a reasonable number of office hours to facilitate student counseling and advising (one hour in the morning and one hour in the afternoon when not participating in class or clinical experiences). When clinical hours are complete for the semester, faculty are expected to adjust office hours, if needed. Faculty members must host office hours of at least ten hours per week with time in the mornings and afternoons each day. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts.

Faculty with responsibilities for laboratories, clinical and intern supervision, and/or research duties, or internship duties should consult with the Dean to design a plan to meet the required time. Office hours must be approved by the unit head. A schedule of office hours must be posted on the faculty member's door, listed in the course syllabus, and a copy filed in the Dean's office and in the Office of Academic Affairs. If a faculty member cannot keep a scheduled office hour, he/she should inform the Dean and the Office of Academic Affairs. If the faculty member cannot keep a scheduled office hour, other arrangements must be made to meet the needs of UAM students.

Faculty work schedules in the SON vary. Faculty members are required to be available for completion of SON responsibilities. A copy of each faculty member's schedule (Appendix Z) must be submitted to the SON dean and posted on the faculty member's office door and in the appropriate course syllabi during the first week of each semester.

Promotion and Tenure Policies

Promotion

Purpose

The purposes of the evaluation review process for promotion are to evaluate and make recommendations regarding the progress in achieving the expectations designated by the University for promotion in academic rank.

Eligibility

Promotion consideration shall be given to any faculty member who meets the requirements outlined in the University promotion policy by the end of the contract year in which the application is filed. Application for tenure may be concurrently filed.

Criteria (Adapted from the UAM Faculty Handbook, 2011-2013)

1. Teaching
 - a. Develop effective tools and procedures
 - b. Document evidence of high-quality teaching to include:
 - i. Adequate classroom observations and examples of student assignments

- ii. Course bibliographies
- iii. Appropriately revised syllabi
- iv. Listings of innovative teaching methods
- v. Application of current technology
- vi. Use of library resources
- vii. Development of effective assessment tools, including examinations that accurately measure student learning
- viii. Documentation of effective teaching performance including dean, peer, and student evaluations

2. Scholarship (for the nursing discipline)

Scholarship of Research

- a. Peer-reviewed publications of research, theory, or philosophical essays
- b. Presentations of research, theory, or philosophical essays
- c. Grant awards in support of research or scholarship
- d. Mentorship of junior colleagues in research or scholarship

Scholarship of Teaching

- a. Development of innovative teaching and evaluation methods
- b. Program development and learning outcome evaluation includes the development of outcomes assessment programs, accreditation reports, grant proposals for educational programs, disciplinary and interdisciplinary programs, and educational evaluation models

Scholarship of Practice (Application)

- a. Direct caregiver
- b. In-service or education related to nursing practice
- c. Non-research-based presentations

Scholarship of Integration

- a. Published books or articles
- b. Peer evaluations of contributions to integrative* scholarship
- c. Reports of interdisciplinary programs or service projects
- d. Interdisciplinary grant awards
- e. Interdisciplinary presentations
- f. Policy papers designed to influence organizations or government

Scholarship of Integration refers to products of scholarship that use concepts and original works from nursing and other disciplines in creating new patterns, placing knowledge in a larger context, or illuminating the data in a more meaningful way. The scholarship of integration emphasizes the interconnection of ideas and brings new insights to bear on original concepts and research. This includes creating or combining knowledge in applications that offer new paradigms. It may include participation from two or more disciplines in inquiry that advances knowledge across a wide range of techniques and methodologies. Examples include dissemination of integrative literature reviews, analyses/review of health policy, development of interdisciplinary educational programs and service projects, studies of systems in health care, and interdisciplinary research.

3. Service

- a. Faculty members are expected to engage in campus, professional, and community service
- b. Community service activities include activities in which faculty employ their

professional nursing expertise in service to the community

4. Professional Renewal

- c. All faculty must document ongoing professional renewal including activities required to maintain licensure and credentials
- d. All faculty must demonstrate a program of renewal, including short- and long-term goals and achievements

Procedure

The procedures for evaluation of achievement for promotion in academic rank shall be conducted according to the guidelines in the University policy statement. Faculty desiring to be considered for promotion shall be required to submit a comprehensive curriculum vitae and supporting documents to the SON dean by December 1.

The SON dean shall review all materials on file for each eligible faculty member and submit these materials along with a recommendation to the Vice Chancellor for Academic Affairs by December 15. The candidate for promotion shall be informed of the recommendation by December 15. The appeal procedures outlined in the University policy in compliance with Board Policy 405.1 may be implemented by any faculty member who is not recommended for promotion.

Tenure

Eligibility

The granting of tenure is a statement that an individual has successfully completed the probationary period and is accepted as a permanent member of the University community. Decisions regarding tenure shall be based on professional performance in the areas of teaching, professional growth, and development including scholarship and service as documented in the Annual Faculty Evaluation process.

Procedure

The procedure for tenure will be carried out as for promotion and may be filed concurrently.

Termination of Employment

Termination of employment, regardless of the reason, requires the faculty member to complete the appropriate process and use the University Termination Form. Items which should be left in the faculty office include all textbooks currently used in the curriculum and all materials and equipment belonging to UAM. Faculty should remove all personal items and all items to be discarded prior to turning in keys.

Textbooks and Lectures

Upon termination of employment at UAM, faculty shall leave all current textbooks and other program materials in the SON. Lectures that have been developed and/or revised for classes should be on file in the SON. For other policies and procedures related to termination, see the UAM Faculty Handbook.

Travel Authorization Request

University vehicles are available for faculty travel. If a nursing faculty member desires to utilize University transportation, a written request should be submitted to the SON administrative specialist as far in advance as possible. For other regulations relevant to use of University vehicles, see the UAM Faculty Handbook.

Nursing faculty electing to use private vehicles for University business will have mileage reimbursed in accordance with University policy. Appropriate forms must be submitted prior to travel and completed upon return. Travel forms are available in the SON administrative specialist's office.

Travel Expense Reimbursement

Expenses for SON dean approved official off-campus activities will be reimbursed or prepaid when SON funds are available.

Multi-Media

The following procedures should be used when obtaining any multi-media materials, and/or equipment:

1. Faculty using any media materials housed in the SON must check materials out from the SON administrative specialist.
2. Students using multi-media materials housed in the SON must check materials out from the SON administrative specialist and may not remove any materials from Sorrells Hall.

Faculty and students assume responsibility for the cost of lost videos, computer software, and other equipment signed out to them. Items not returned will be billed to the individual by the UAM Business Office (UAM Operating Procedure Manual, 310.1).

Simulation Information

Ratio of Clinical Simulation Hours to Clinical Hours

The SON uses a ratio of 1:3 for clinical simulation hours (1 simulation hour = 3 clinical hours). Faculty may count pre and post simulation assignments as time toward the clinical hours required for each course.

Objectives

1. Develop quality simulation education programs based on sound educational theory.
2. Provide instruction based on best practices.
3. Promote excellence in professional practice
4. Improve the quality of patient care.

Simulation Manikin Instructions for Faculty

The computer-based manikins are full-body, lifelike vinyl manikins designed to teach all skills from basic patient handling to advanced nursing. All computers and controllers must be locked in the closet when not in use to prevent tampering. Faculty should consult the Simulation Coordinator for lab/manikin use to ensure proper care is given to the manikins.

Skills that can be taught:

- Basic patient handling
- Denture care
- Oral hygiene
- Oral and nasal intubation
- Eye and ear irrigation

- NG tube insertions, care, medication administration and removal
- Lavage/gavage
- Tracheostomy care and suction
- Blood pressure skills
- IV care and management
- Subcutaneous and intramuscular injection
- Oxygen delivery procedures
- Ostomy irrigation and care
- Catheterization skills
- Enema administration
- Colonic irrigation
- Wound assessment and care
- Bandaging and dressing
- Recognition of breast disorders, sizes, and relative location
- Auscultation and recognition of normal and abnormal heart, breath, and bowel sounds
- Suctioning
- Ventilation sensor
- Hemorrhage assessment
- ECG monitoring
- Wound management
- Seizure assessment
- Birthing
- Meconium aspiration assessment
- Umbilical cord cath
- IV push drug recognition

Hospital Room Manikins

The Simulation Lab houses two hospital rooms. Each room houses a high fidelity Laerdal manikins. A control room is between both hospital rooms. The high-fidelity manikins should only be used under the supervision of the simulation coordinator and/or trained faculty

COVID-19 Vaccinations

UAM does not mandate that students who are enrolled in SON programs receive a COVID-19 vaccine series (and any recommended boosters), but they are strongly encouraged to do so. However, the clinical facilities that partner with UAM establish their own worksite policies, and they may require that faculty members and students be fully vaccinated for COVID-19 to work in the facility or be assigned to specific areas. Therefore, students electing not to receive the COVID-19 vaccine series or boosters may not be able to complete program requirements, which will result in non-progression through the program. Clinical facilities may also request information regarding COVID vaccination status for any student and faculty assigned to the site. Faculty and students who received the COVID-19 vaccine should submit a copy to the SON Secretary for their file.

Student Complaints

The SON defines complaints as the following:

- Informal complaints: student complaints that are anonymous or complaints that are

verbalized by other students concerning the matter (hearsay).

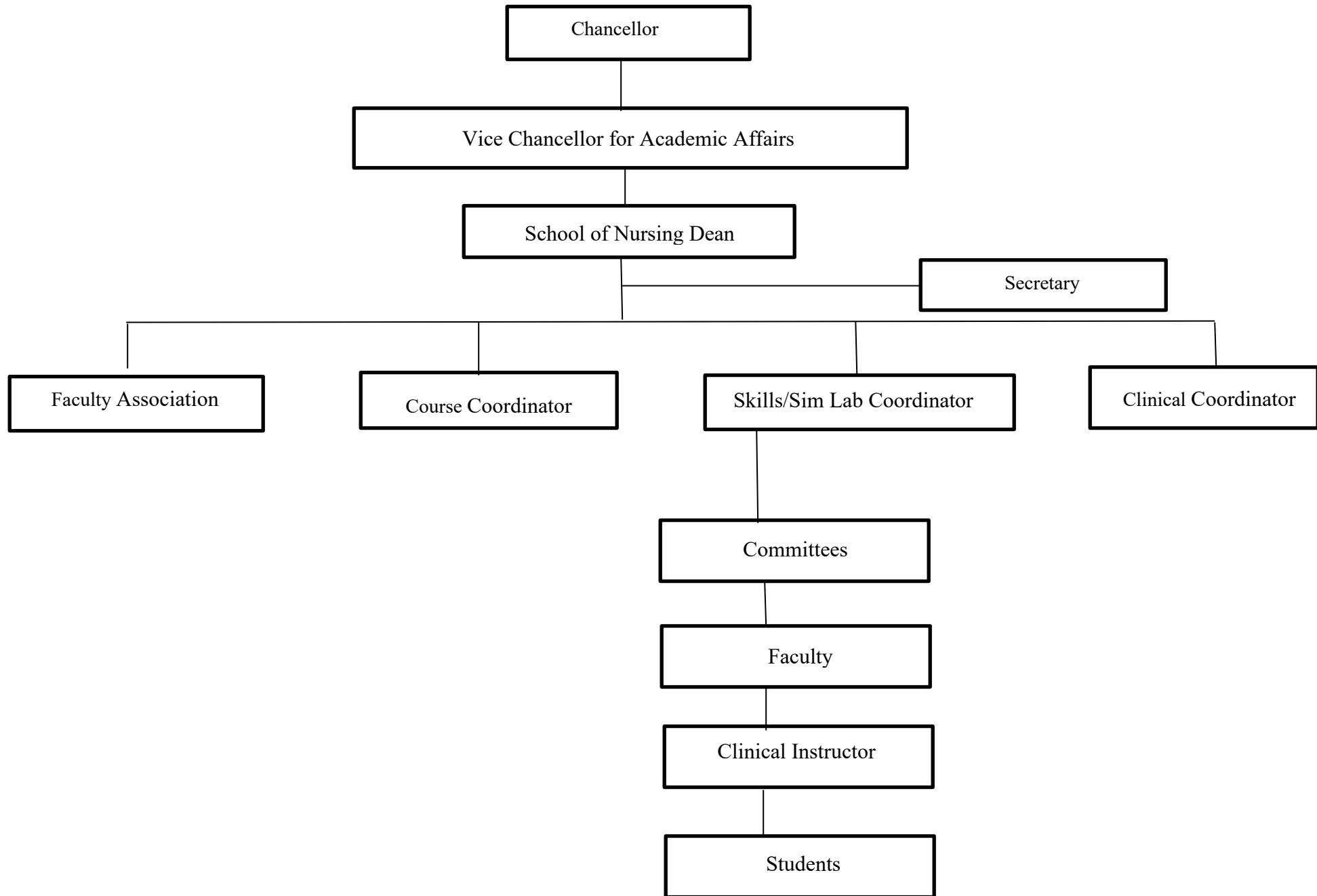
- Formal complaints: an official complaint made directly from a student. The complaint should be in writing (document or email), by the student or Dean, and include the student's name.

The following steps should be taken to file a formal complaint.

1. Students are encouraged to meet with the faculty member to communicate the complaint for a resolution. If the student, faculty member, and course coordinator are unable to come to resolution, the student shall take the complaint to the SON Dean within two (2) class/academic days following the discussion with the faculty member.
 - a. In circumstances where the student feels uncomfortable approaching the professor or course coordinator, the student may bypass the professor and/or course coordinator and may meet with the SON Dean.
2. The SON Dean shall attempt to resolve the complaint within two (2) class/academic days by meeting with the student and faculty member. If an investigation by the Dean is warranted, the student and faculty will be notified in writing within 1 week from the meeting.
3. If the student is not satisfied with the Dean's solution to the complaint, the student should then follow the UAM Student Academic Grievance Policy.

Appendices

**Appendix A
School of Nursing Governance**



Appendix B
Book Receipt Acknowledgment Form

UNIVERSITY OF ARKANSAS AT MONTICELLO
School of Nursing
Textbook Acknowledgement Form
Academic Year

I acknowledge that I have received the following texts:

Author/Title/Edition/Publisher/ISBN	Date Verified	Date of Return

Faculty Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Appendix C
Meeting Minutes Format

**University of Arkansas at Monticello
School of Nursing
X Committee Meeting Agenda
Date**

Present: list faculty

Absent: list committee member absent

[Dean Name] called the meeting to order at _____.

1.0 Approval of Minutes

1.1 Approval of minutes

Type here.

2.0 Old Business

2.1 Heading here of anything not finalized from last meeting

Type here.

3.0 Systematic Evaluation Plan (SEP)

3.1 Copy and paste each quality indicator here.

ELA – copy and paste the ELA here

Documentation – copy and paste the ELA standard documentation here.

4.0 New Business

4.1 This is anything that needs to be discussed and voted on.

Type here.

5.0 Other

5.1 Heading here of anything that needs added to the agenda. Examples include student feedback, last minute agenda items, or notifications.

With no further business, the meeting was adjourned at _____.

Secretary name

Appendix D
Undergraduate Clinical Student Assignment Form



University of Arkansas at
Monticello School of Nursing

Undergraduate

Student Assignments

Date(s) _____

Hours on Unit _____

Clinical Site/Unit _____

Instructor _____

Student	Room	Client

Objectives

Skills/Responsibilities

Appendix E
Faculty Statement for Positive TB Skin Test

University of Arkansas at Monticello School of Nursing
Faculty Health Questionnaire for Positive TB Skin Test

Name:	

Date: _____	SS# _____
Birthdate: _____	
Work Area: _____	Job Title: _____
Date of positive TBST: _____	Where? _____
Treated with TB medication? Yes _____ No _____	
Duration of treatment: _____	Where? _____
Names of medication: _____	_____

Have you received BCG vaccine? Yes _____ No _____ Unknown _____
Where? _____
When? _____
Have you been exposed to a confirmed case of TB this year? Yes _____ No _____

Have you received BCG vaccine? Yes _____ No _____ Unknown _____

Where? _____

When? _____

Do you have any of the following?

Chronic cough with sputum

____ Yes
____ No

color of sputum _____

Persistent night sweats

____ Yes
____ No

1. **Involuntary weight loss**

____ Yes
____ No

2. **Chronic fatigue**

____ Yes
____ No

3. **Any serious illness**

____ Yes
____ No

If you answered yes to any of the above, please explain:

Are you under medical treatment for any medical condition at this time? Yes _____ No _____

Please explain:

Faculty Signature

Date

Appendix F:
Undergraduate Grade Calculation Form

**University of Arkansas at Monticello
School of Nursing**

Undergraduate Grade Calculation Form

Course:
Course Grade
Semester/Year

Student: _____

	Pts Poss	Earned	Weight	Total
Exams				
I	100			
II	100			
III	100			
IV	100			
V	100			
Total	500	0	0.75	0
Final	100		0.2	0
5%	500		0.05	0
Total				0

**Appendix G: Student
Data Form**

UNIVERSITY OF ARKANSAS at MONTICELLO (UAM)
SCHOOL OF NURSING
STUDENT DATA FORM

Date _____ Course _____
 Name _____ Male _____ Female _____

Age _____ License # _____

Race: (Check only one)

American Indian or Alaskan Native _____ Hispanic _____ Asian or
 Pacific Islander _____ Caucasian _____
 African-American _____ Other _____

LICENSED NURSES ONLY

What type of program did you attend?

LPN _____

LPTN _____

ADN (RN) _____

Diploma (RN) _____

BSN (RN) _____

What was the name of the school? _____

In what year did you complete the Program? _____

Indicate the total number of general education credit hours you have received by Challenge (CLEP) or Validation _____

Indicate the total number of general education credit hours you attempted by Challenge (CLEP) or Validation _____

Indicate the total number of nursing credits hours you have received by Challenge (CLEP) or Validation Exams _____

Indicate the total number credit hours you have attempted by Challenge (CLEP) or Validation Exams _____

ACTIVITIES

List any UAM activities you have participated in as a nursing major on the back of this page (i.e., SGA, any leadership positions, Honors programs, health fairs, etc.). Give dates!

List any committees on which you have served on the back of this page (SON and UAM) List any committees you have served on the back of this page (SON and UAM). Give dates!

Appendix H:
Summary of Student Data Form

**University of Arkansas at Monticello
School of Nursing
Summary of Student Data Form**

Date _____ Course _____

1. _____ students were on the class roll on the first day of class.
2. _____ students were admitted but not enrolled.
3. _____ students remaining at the end of the five-day period.
4. _____ students are readmissions.
5. _____ students are males.
6. _____ students are African American.
7. _____ students are American Indian or Alaskan Native.
8. _____ students are Asian or Pacific Islander.
9. _____ students are Hispanic.
10. _____ students are Caucasian.
11. _____ are International students.
12. _____ are LPN'S
13. _____ are RN'S
14. _____ are age ____ < 25 _____ 26 – 30 _____ 31 – 40 _____ 41 – 50 _____ 51 – 60 _____ > 61

This form must be completed at the beginning of each semester and submitted to the SON dean within the first ten days of the semester.

Appendix I:
Counseling Record

**University of Arkansas at Monticello
School of Nursing
Counseling Record**

Date: _____

Course: _____

Interview Initiated By: Student: _____ Faculty: _____ Dean: _____

Name of Student: _____

Name of Faculty/Dean: _____

Issue (circle): All issues circled should be described in detail in the next section

tardiness	no call/no show	frequent absences
failed first exam	failed second exam (must be referred to Dean)	
behavior	expired CPR/TB	dress code violation
cheating	incivility	electronic technology violation
not completing remediation		not meeting with faculty/dean for
counseling not submitting class/clinical work as instructed		not report tardy/absence per policy
unprofessional dress		
Other: _____		

Brief record of counseling session:

Plan for improvement determined by instructor and student:

Student is placed on disciplinary log until (circle): graduation end of course end of academic year
 Professional Standards Review if occurrence happens again.
 Refer to Dean, Date of Appointment: _____
 Refer to Remediation Chair, Date of Appointment: _____

SIGNATURES

Student: _____ **Date:** _____

Faculty: _____ **Date:** _____

Dean: _____ **Date:** _____

Revised 3/22/2021

Appendix J:
Equipment Receipt Acknowledgment Form

**University of Arkansas at Monticello
School of Nursing
Equipment Use/Return Form**

Items with Complete Descriptions:

Issued to (Individual): _____

Date Item Checked Out: _____ Scheduled Return Date: _____

I acknowledge receipt of the above item(s) by specified individual. _____

School of Nursing Dean

Date Item(s) Returned: _____

School of Nursing Administrative Specialist Signature Acknowledging Return of Item(s)

Appendix K:
Annual Faculty Evaluation Timetable

**ANNUAL EVALUATION TIMETABLES
BY FACULTY CATEGORY**

Category	I	II	III	
Oct. 1	Oct. 1	Oct. 1		Unit Head notifies faculty of annual evaluation process and timetable. *
Nov. 15	Oct. 15	Dec. 1		Completed Faculty Self-Evaluation submitted to the Unit Head
Dec. 1	Nov. 1	Dec. 15		Peer evaluation submitted to the Unit Head. *
Dec. 4	Nov. 4	Dec. 18		Completed peer evaluations returned to individual faculty.
Jan. 25	Nov. 22	Feb. 20		Unit Head conducts evaluations and faculty consultations. Individual faculty must receive the tentative evaluation at least one day prior to the consultation.
Feb. 1	Dec. 1	Feb. 28		Unit Head submits evaluation and supporting material to VCAA. Optional faculty written rebuttal to VCAA.
Feb. 24	Dec. 10	Mar. 10		Faculty notified of final evaluation and current information placed in permanent faculty file.

Deadlines that fall on a weekend or vacation day are extended to the next prior working day.

Category I: Tenure track faculty in the first year of service. Notice of non-reappointment is due by March

Category II: Tenure track faculty in the second year of service. Notice of non-reappointment is due by December 15.

Category III: All other faculty. Non-tenure faculty notice of non-reappointment is due by March 15.

*Teaching represents the unifying mission of the University throughout the faculty and the Academic Units. A minimum of one classroom observation is required per evaluation period, by a peer and/or chair/dean (or designee) for tenure-track faculty and instruction for the first five years of their appointment.

Appendix L:
Annual Faculty Evaluation by Peer or Dean

**ANNUAL FACULTY EVALUATION BY FACULTY PEER
OR CHAIR/DEAN/DIRECTOR**

Faculty Member: _____
 Rank: _____

Division/School/Library: _____ Faculty Peer, Chair, Dean: _____

Evaluation Period: _____ Date: _____

Background, Instructions & Guidelines: Annual evaluation provides the basis for recommendations relating to salary, successive appointment, promotion and tenure. Annual evaluation also provide guidance to faculty in their professional development and academic responsibilities.

1. Teaching (See faculty Handbook Chapter 3: Appendix C)

Excellent; Good; Satisfactory; Needs Improvement; Unsatisfactory

Check all that apply:

- Classroom observation
- Faculty self-evaluation
- Student evaluation
- Peer evaluation
- Other (specify) _____

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

2. Scholarship (See faculty Handbook Chapter 3: Appendix C)

Excellent; Good; Satisfactory; Needs Improvement; Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

3. Service (See Faculty Handbook Chapter 3: Appendix C).

Excellent; Good; Satisfactory; Needs Improvement; Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

4. Professional Renewal (See Faculty Handbook Chapter 3: Appendix C).

Excellent; Good; Satisfactory; Needs Improvement; Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

5. Overall Performance

Excellent; Good; Satisfactory; Needs Improvement; Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

1.Teaching

2.Scholarship

3. Service

4. Professional Renewal

5. Overall Performance

Faculty Member	Date	Faculty Peer or Chair/Dean/Director	Date
----------------	------	-------------------------------------	------

The above signatures indicate that this evaluation has been read by the faculty member and discussed with the Academic Unit Head. The signatures do not mean that the faculty member is in total agreement with the evaluation.

Annual Evaluation/Review by Vice Chancellor for Academic Affairs Comments:

Vice Chancellor for Academic Affairs	Date
--------------------------------------	------

Appendix M:
Faculty Orientation Checklist

**University of Arkansas at Monticello School
of Nursing
Faculty/Clinical Instructor Orientation Employee**

Name _____

DATE:

- _____ General Orientation
- _____ Tour of the general campus
- _____ Opportunity to ask questions relevant to UAM and SON policies and procedures
- _____ Assigned senior faculty mentor: name _____
- _____ UAM Faculty Handbook
- _____ SON Student Handbook
- _____ SON Faculty Handbook
- _____ UAM Operating Procedures
- _____ UAM Emergency Procedures
- _____ Fire and safety hazard instructions
- _____ Tour of SON
- _____ Introductions to other faculty members
- _____ Provided dates of SON committee meetings
- _____ Instruction on SON equipment
- _____ Course Syllabus
- _____ Clinical Schedule
- _____ UAM e-mail address
- _____ Name badge
- _____ Textbooks
- _____ Signed book form

Comments:

Signature: _____ **Date:** _____

University of Arkansas at Monticello
School of Nursing
Nursing Simulation/Skills Coordinator Orientation Checklist

Employee Name _____

DATE: _____

- _____ General Orientation to Simulation/Skills
- _____ Tour of the Sim/Skills Lab
- _____ Opportunity to ask questions relevant to UAM and SON policies and procedures
- _____ Assigned sim/skills faculty mentor: name _____
- _____ SON Student Handbook sim/skills review section
- _____ SON Faculty Handbook sim/skills review section
- _____ Instruction on sim/skills equipment
- _____ Instruction on sim/skills inventory and ordering
- _____ Continuing education resources on simulation
- _____ Hands on training (see comments below for dates/places)
- _____ Instruction on simulation debriefing
- _____ Instruction on simulation scenario building
- _____ Sim/skills teaching resources and textbooks
- _____ Instruction on simulation/skill evidence based practice

Comments:

Signature: _____ **Date:** _____

Appendix N:
Faculty Office Hours Form

UAM	Faculty Office Hours Office Hours Faculty Name School of Nursing	Office Phone Email
Monday	Tuesday	
8:00-9:00	8:00-9:00	
9:00-10:00	9:00-10:00	
10:00-11:00	10:00-11:00	
11:00-12:00	11:00-12:00	
12:00-1:00	12:00-1:00	
1:00-2:00	1:00-2:00	
2:00-3:00	2:00-3:00	
3:00-4:00	3:00-4:00	
4:00-4:30	4:00-4:30	
Thursday	8:00-9:00	
8:00-9:00		
9:00-10:00	9:00-10:00	
10:00-11:00	10:00-11:00	
11:00-12:00	11:00-12:00	
12:00-1:00	12:00-1:00	
1:00-2:00	1:00-2:00	
2:00-3:00	2:00-3:00	
3:00-4:00	3:00-4:00	
4:00-4:30	4:00-4:30	
8:00-9:00		
9:00-10:00		
10:00-11:00		
11:00-12:00		
12:00-1:00		
1:00-2:00		
2:00-3:00		
3:00-4:00		
4:00-4:30		

If you have any questions or concerns, please contact the Academic Advising Office at 460-1032 or visit our website at
<http://www.uamont.edu/education/advising/aahome.htm>

Appendix O:
Clinical Agency Selection Criteria

**UNIVERSITY OF ARKANSAS AT MONTICELLO
SCHOOL OF NURSING
CLINICAL AGENCY SELECTION CRITERIA**

Clinical agencies must meet the following criteria:

1. Provide an opportunity for student observation and/or practice in client areas of various departments in order to meet clinical objectives.
2. Retain responsibility for nursing care of clients.
3. Promote high-quality nursing and medical care.
4. Be conducive to teaching and learning.
5. Maintain a census compatible with the students' clinical objectives.
6. Provide adequate qualified personnel in areas where students are assigned to serve as role models and resources for learning.
7. Have available educational resources, conference rooms, dressing rooms, parking spaces, and cafeteria facilities within the agency's capability.
8. Have minimal competition with other students for the same clinical experiences.
9. Agree to maintain a current clinical contract between the clinical agency and the UAM School of Nursing.
10. Provide student and faculty orientation that includes policies and procedures and documentation.
11. Be an agency that supports students in their pursuit of baccalaureate and associate nursing education.

Revised Spring 2020 (reviewed 2022)

Appendix P:
Arkansas Children's Hospital
Faculty Clinical Requirements

ARKANSAS CHILDREN'S HOSPITAL FACULTY CLINICAL REQUIREMENTS**AFFILIATION AGREEMENT FOR STUDENTS AT ACH**

Students and faculty required background checks, drug screening, and infectious disease immunizations and screenings.

- COVID vaccine
- Influenza vaccine during current influenza season
- Rubeola (Measles), Mumps, Rubella (MMR)2 vaccine doses or positive titer
- Tetanus, Diphtheria, Pertussis (Tdap) within the past 10 years
- 2-step Mantoux tuberculin skin test (TST) or clear chest x-ray
- Varicella vaccine or positive titer or medically documented history of disease
- Hepatitis B 3 vaccine series or positive titer
- Criminal background check
- Sex offender search
- Drug screening

Effective date: 05/20/2021

Appendix Q:
Undergraduate Readmission Evaluation Rubric

Undergraduate Readmission Rubric

Student: _____ **Course Failed:** _____ **Date:** _____

Effective date: 05/01/2022

Criteria (1 point each)	Positive scores	Negative Scores
Clinical Performance	No U's	1 or more U's
Class Progression	C or Above	Below C
Letter	Accepts Responsibility	Does Not Accept Responsibility
	Plan of Action	No Plan of Action
Disciplinary Action	No Disciplinary Action	Disciplinary Action
Counseling Record (Not Exam Related)	No Counseling Records	1 or More Counseling Records
Total Points		
Readmit Status	Readmit _____	Denied _____