UNIVERSITY OF ARKANSAS AT MONTICELLO SCHOOL OF NURSING
FACULTY HANDBOOK

2026-2027

The AAS in Nursing and BSN programs are approved by the Arkansas State Board of Nursing (ASBN). The University of Arkansas at Monticello Associate and Bachelor's Degree in Nursing Programs hold continuing accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

The University of Arkansas at Monticello Master's Degree in Nursing Program (delivered via distance education) holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

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Welcome from the Dean



First, thank you for being a part of the University of Arkansas at Monticello (UAM) School of Nursing (SON). This SON Faculty Handbook is designed to give you information to help you succeed in your faculty career and guide you in promoting student learning. We work together to update this handbook to clarify organizational and relational attributes, convey an operational understanding of policies and procedures, and facilitate orientation and mentorship to new faculty in the SON.

Secondly, I want to remind you of your importance to the university and SON, our students, the community, and the nursing profession. You are part of a community that empowers and uplifts others. We believe in lifelong learning and view learning as a team effort. You are the leader of the team in the classroom and clinical. You will also find yourself in leadership roles within the SON. Use this handbook to help you lead effectively. Please note that in addition to this SON Faculty Handbook, there is a UAM Faculty Handbook and Operational Policies that apply to University of Arkansas employees. Both the UAM Faculty Handbook and the Operational Policies set forth the rights and responsibilities of faculty.

Lastly, know that as the SON Dean, I care deeply about your success as a nursing faculty member. You will be supported on your journey of excellence. The journey may not always be easy, but know that your faculty peers, staff, and administration are here to help you along the path. You are part of a great nursing school. Our curriculum is strong, which is validated through our accreditation and licensure pass rates. The university is accredited by the Higher Learning Commission. Both pre-licensure programs of the SON are approved by the Arkansas State Board of Nursing (ASBN). All programs hold accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037.

I hope you find the SON Faculty Handbook helpful in your work at UAM SON and welcome your suggestions for future editions.

Sincerely,

Amanda Smith, MSN, RN
Dean and Assistant Professor of Nursing
UAM School of Nursing

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 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/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 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 in experience 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 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. Membership and voting privileges in the Association shall be granted to the SON dean, assistant 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 the assistant dean (secretary).

Section 2. Vacancies in Office. In the event of a vacancy in the office of the SON dean or assistant 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. If the dean is absent at an Association meeting, the assistant dean shall function as the chair and appoint a faculty member to take minutes for the meeting.

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/assistant 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, the SON dean may call a special meeting of the Association. 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 minutes of any regular or special meetings should be submitted to the chair within two weeks of the meeting and should be distributed to the members at least five business days prior to the scheduled meeting. 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. Voting within committees rests only with the faculty and the dean. Any member may request a secret ballot on any motion. Members may abstain from voting. Abstentions do not impact the result of the vote. 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 committee chair and/or dean shall vote only in the event of a tie if there are no abstentions. If there are abstentions with a tie vote, the motion is not approved.

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 out in large part by the action of various committees. Committees have been 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/boards requiring student representation shall include Advisory Board, Curriculum Committee, Teaching Resources Committee, and Admissions Committee. Membership will include one student representative from the AAS cohort, junior BSN class, senior BSN cohorts, and the RN to BSN program. The Graduate Program will have a Graduate Program Review (GPR) committee and include one student representative from each of the graduate cohorts (one from BSN-MSN and one from RN-MSN).

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: Dean, assistant dean, and all faculty with the rank of instructor or above holding appointments of half-time or more in the SON. The committee also includes one student from the following cohorts: AAS, BSN juniors, BSN Seniors, and RN-BSN. Adjunct faculty are not a part of this committee. Voting privileges shall be granted to all faculty with the rank of instructor or above holding appointments of half-time or more in the SON.

Officers: chairperson and secretary: The dean appoints the chairperson (rotated accordingly). The secretary shall be the assistant dean unless a willing faculty member makes a request to serve as secretary to the dean.

To ensure 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 in experience, provided feedback on preceptorship, 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/secretary and distributed to all members of the committee at least five days before the scheduled meeting.

Graduate Program Review Committee

Composition: Dean, assistant dean, and all graduate full-time nursing faculty members, two undergraduate full-time nursing faculty members, one MSN student representative (BSN – MSN) and one RN-MSN student representative. Adjunct faculty are not a part of this committee. Voting privileges shall be granted to all faculty with the rank of instructor or above holding appointments in the SON.

Officers: chairperson and secretary: The chairperson shall be the Graduate Program Coordinator unless otherwise assigned by the dean. The dean appoints the secretary (rotated accordingly).

To ensure 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 in experience, provided feedback on preceptorship, 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 includes the chairperson, secretary, assistant dean, at least one additional full-time undergraduate faculty member, and student representatives as mentioned in Article 1 Section 2. Voting privileges shall be granted to all faculty with the rank of instructor or above holding appointments of half-time or more in the SON.

Officers: chairperson and secretary: The dean appoints the chairperson and secretary (rotated accordingly).

To ensure 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, assistant dean, and all undergraduate faculty members (full time and half-time).

Voting privileges shall be granted to all faculty with the rank of instructor or above holding appointments of half-time or more in the SON.

Officers: chairperson and secretary: The dean appoints the chairperson and secretary (rotated accordingly).

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 includes the chairperson, secretary, assistant dean, 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. Voting privileges shall be granted to all faculty with the rank of instructor or above holding appointments of half-time or more in the SON.

Officers: chairperson and secretary: The dean appoints the chairperson and secretary (rotated accordingly).

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.

National Park College Ad Hoc Curriculum Committee

Composition: The National Park College Ad Hoc Curriculum Committee (NPC-ACC) includes the UAM SON Dean, NPC Dean of Nursing, UAM SON Assistant Dean, UAM SON BSN Program Coordinator, all NPC adjunct faculty hired by UAM to teach in the RN to BSN program, and one student representative enrolled in the NPC RN to BSN program. Voting privileges shall be granted to all committee members, except to both deans and the student representative. Actions taken by this committee move forward for final approval to the UAM SON Faculty Association, conveyed by the UAM SON Dean. The UAM SON Dean holds veto rights to all actions, as stated in Article V, section 5.

Officers: chairperson and secretary. The UAM SON Dean serves as the chairperson. The NPC Dean appoints the secretary from volunteers (rotated accordingly).

The functions of the NPC-ACC under the leadership of the UAM SON Dean are to:

1. review the UAM SON mission, goals, philosophy, organizing framework, term definitions, NPC RN to BSN Program of Study, NPC RN to BSN program 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 all program syllabi, assignment rubrics, and practicum facility contracts for alignment with program outcomes and CNEA standards.
3. review and revise the NPC RN to BSN program systematic evaluation plan (SEP) as necessary to assure quality nursing education in accordance with the approval criteria of the Arkansas State Board of Nursing, CNEA, American Nurses Association (ANA) Standards, and Quality and Safety Education for Nurses (QSEN).
4. assess that preceptors are oriented, qualified, diverse in experience, provided feedback on preceptorship, and adequate in number to meet program goals.
5. recommend applicants for admission to NPC RN to BSN program.
6. review selection and admission criteria annually for the RN to BSN program.
7. provide a yearly list of approved admissions and a yearly report of admissions statistics to the RN to BSN program.
8. develop and implement strategies for recruitment of students into the NPC RN to BSN program.
9. serve as part of the disciplinary process with NPC RN to BSN enrolled students. A disciplinary meeting may be requested by NPC adjunct faculty teaching in the RN to BSN program or an enrolled NPC RN to BSN student. The meeting request must be sent to the UAM SON Dean, who will schedule the meeting at least five business days from the meeting request. The UAM SON Dean determines if the committee's action needs approval from the UAM SON Faculty Association or stands as decided by the NPC-ACC. A record of action taken relevant to individual students is forwarded to the UAM Vice Chancellor for Academic Affairs by the UAM SON Dean.

10. review library holdings annually for currency and adequacy prior to April 1 and submit recommendations to the UAM SON Dean. Consider requests from NPC adjunct hired by UAM when preparing recommendations.
11. review instructional materials, equipment, and supplies and submit recommendations to the UAM SON Dean.
12. review computer hardware and software and make recommendations to the UAM SON Dean.
13. suggest needed textbooks for faculty members. All faculty members will sign a Book Receipt Acknowledgment Form annually. This signed form will be submitted to the UAM SON Dean.

The NPC-ACC shall meet a minimum of three times a year to fulfill the purpose of the committee. The committee will meet as needed to address student disciplinary action or other warranted business. To ensure confidentiality, the student representative will not attend meetings during which confidential student information is discussed. Agendas shall be prepared by the UAM SON Dean and distributed to all members of the committee at least five days before the scheduled meeting. The appointed secretary will follow the UAM SON bylaws in regard to the distribution of minutes, according to Article V, section 3.

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, detailed by degree. Electronic copies of minutes of any regular or special meetings should be submitted to the chair within two weeks of the meeting and should be distributed to the members at least five business days prior to the scheduled meeting. All meeting minutes should follow the SON meeting format listed in the appendix of this handbook.

Section 6. Ad Hoc Committees. The SON dean will appoint ad hoc committees and officers 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 nurse administrator (CANA) 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. Enrollment in a doctoral degree program may be accepted as long as a Master of Science in Nursing (MSN) degree is held with an emphasis in nursing education. Current unencumbered licensure as a registered nurse in Arkansas or a compact agreement state is required. Must hold a Certified Nurse Educator certification or be willing to sit for exam within first two years of hire.

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 enhances 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. Overseeing that all divisions within the academic unit comply with institutional reporting requirements.
17. 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.
18. Collaborate with University staff to support recruitment efforts; and
19. 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. Articulate unit and advocate for and manage the budgetary and other resource needs of the academic unit and overseeing the allocation and expenditure of resources.
2. 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.
3. Provide leadership for promoting and maintaining standards established by the Arkansas State Board of Nursing, CNEA, and other accrediting agencies that affect the SON's academic and professional programs.
4. Administrate and coordinate SON academic programs, service functions, and scholarly activities.
5. 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.
6. Serve as chairperson of the Faculty Association as well as ex officio member of all SON committees.
7. Appoint members to SON standing and ad hoc committees.
8. Direct activities of the SON administrative specialist.
9. Oversee all satellite campus activities for UAM SON programs.

School of Nursing Assistant Dean

Description

This is a 12-month administrative tenure track position. The Assistant Dean accepts the responsibility of assisting the Dean with maintaining high standards of quality nursing education. The Assistant Dean is a member of the university faculty at large, with all rights, freedoms, privileges, and responsibilities of every other faculty member. The Assistant Dean reports to the Dean and serves as the assistant chief academic and administrative officer of the school.

Qualifications

Master's degree in nursing required; doctoral degree preferred or be within one year of graduation. Graduate degree must be from a regionally accredited institution. Must have excellent interpersonal, written, and verbal communication skills. Must have unrestricted Arkansas licensure as RN with at least five years' experience in academic, clinical, or administrative nursing, or any combination thereof. Current unencumbered licensure as a registered nurse in Arkansas or a compact agreement state is required. Must hold a Certified Nurse Educator certification or be willing to sit for exam within first two years of hire.

Duties and Responsibilities of Assistant Dean

1. Coordinates with the clinical coordinator to assess clinical facility placement needs, clinical feedback, and maintains current Memorandums of Agreements.
2. Assists the Dean in planning course offerings and schedules.
3. Maintain Advisory Committee to include updated and new memberships and development of Advisory Board meeting agendas and meeting minutes. Serves as the Advisory Board Secretary.
4. Assist in recruiting, orientation, training, and retention of qualified faculty.
5. Assist the Dean with undergraduate and graduate program reports as assigned.
6. Assist with maintaining all program Board of Nursing approvals and accreditation standards.
7. Serves as the Faculty Association Committee Secretary.
8. Serves as the Undergraduate Curriculum Committee Secretary.
9. Serves on the Undergraduate Admission Committee, as a member only.
10. Serves on the Teaching Resource Committee, as a member only.
11. Coordinates with faculty regarding the ordering and updating of all textbooks.
12. Organizes, plans, and implements senior pictures and recognition ceremony in cooperation with faculty, unless otherwise delegated to a willing faculty member.
13. Maintains knowledge in nursing education by attending state/national meetings of nursing educators and administrators, when approved.
14. Implements and tracks data from all programs' surveys (employer, alumni, clinical, and any other) assigned by the Dean.
15. Develops and updates all undergraduate and graduate curriculum tables, as assigned by the Dean, Undergraduate Curriculum Committee Chair, and Graduate Program Review Committee Chair.
16. Serve on assigned university committees and attend community functions as assigned by the Dean.
17. Pursues grants and outside funding sources when available.
18. Fosters a climate that supports collegiality and professional development.

19. Assists with recruitment activities (on and off campus) as assigned by the dean.
20. Advises nursing majors and assists faculty to complete degree audits.
21. Teach at least 12-15 credits per academic year, including summer (semester breakdown to be decided by the Dean).
22. Assists the Dean with website, curriculum plans of study, program brochures, program flyers, and handbook updates.
23. Fill in for the Dean in meetings, completing reports, and advisement as needed.
24. Performs other duties as assigned by the Dean or Vice Chancellor of Academic Affairs.

Nursing Faculty

Description

Nursing faculty includes all full-time faculty, clinical coordinator, simulation coordinator, skills lab coordinator, course coordinators, and full/part-time 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 university given deadline 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 it 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.

Nursing Adjunct Faculty

Description

Nursing adjunct faculty accepts the responsibility of maintaining high standards of quality nursing education. Adjunct faculty teaching the MSN program must be a member of the UAM Graduate Council. All adjunct faculty 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. The SON dean makes teaching assignments.

Qualifications

Master's degree or higher with a major in nursing and teaching experience. A doctoral degree with an emphasis in nursing is required to teach in the MSN program. 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 for adjunct teaching in the MSN program.

Responsibilities:

1. Collaborate with peers and UAM SON dean to develop, implement, and evaluate the curriculum.
2. Participate in theoretical and practicum instruction as assigned.
3. Participate in the team-teaching approach as assigned.
4. Participate in academic counseling.
5. Maintain security and confidentiality of all records and course assignments.
6. Attend and participate in meetings as schedule allows.
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 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 it to UAM 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/practicum instruction for the assigned undergraduate course. The course coordinator collaborates with the clinical coordinator to schedule clinical experiences. The scheduling and evaluation of course practicum experiences are the responsibility of the coordinator.

Qualifications

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

Responsibilities

1. Teach in the classroom and clinical/practicum 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/practicum 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 shared drive.
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. Assume responsibility for adhering to policies related to exams and preparing test items.
18. Orient and supervise new faculty in the development of teaching skills as needed.
19. Administer the Student Data Form during the first-class meeting.

20. Compile information and complete Summary of Student Data Form and submit it to SON Dean/designee within the first 10 days of the semester.
21. Maintain a current inventory of laboratory supplies utilized by the course and submit it to the Teaching Resources Committee at the end of the semester.
22. Fulfill requirements specified in the job description of nursing faculty.

23. **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 client 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

SON full-time faculty status in a tenure track holding the rank of Assistant, Associate, or full Professor. 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.
11. Disseminate clinical learning objectives to all clinical sites when scheduling clinical or practicum rotations.

AAS in nursing and BSN Program Coordinators

Description

The UAM School of Nursing (SON) undergraduate program coordinators are 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. The SON Dean makes teaching assignments. 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 programs 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:
    a. Travel (local &/or overnight)
    b. Supplies
    c. Equipment
5. Maintain advisory committee to include:
    a. Recommend membership
    b. 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):
    a. Self-study
    b. Site visits
    c. 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. The Dean or appropriate supervisory personnel may assign other duties.

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. The SON dean makes teaching assignments. The program coordinator collaborates with all 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 and 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, and needed equipment
6. Maintain advisory committee to include: recommended membership and attend annual meeting.
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.
11. Establish/maintain accreditation standards to include (if appropriate) self-study, site visits, and annual reports
12. Communicate with the SON Curriculum Chairperson needed curriculum meeting agenda items.
13. Initiate and maintain all program practicum site Memorandums of Agreement for the University.
14. Serve on the UAM Graduate Council.
15. 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. Enrollment in a Master's degree program is preferred. Current unencumbered licensure as a Registered Nurse in 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
3. designated form for posting of assignments
4. Attend and participate in meetings as scheduled by the course coordinator to assure consistency of course content with clinical experiences.
5. Adhere to course objectives in developing appropriate clinical experiences.
6. Participate in the student clinical evaluation process.
7. Utilize appropriate instructional resources to facilitate student progress toward meeting objectives.
8. Review the curriculum and specific course content to facilitate student progress toward meeting objectives.
9. Conduct pre- and post-clinical conferences to facilitate student learning and the critical thinking process.
10. Promote the goals and objectives of the SON.
11. Maintain expertise in clinical practice.
12. Serve as a professional role model to students.
13. Return clinical written work in a timely manner as specified by the course coordinator.
14. Communicate effectively with the course coordinator relevant to needs, problems, or necessary changes in required clinical instruction of students.
15. Attend and participate in SON Faculty Association meetings and the Professional Standards and Review Committee when called to do so by the SON dean.
16. Promote cohesiveness between faculty and students within the SON.
17. 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 mathematical 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.
10. Carry out other duties assigned by the SON Dean.

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 provide feedback on student performance.
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 models 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. Provide feedback on the student's practicum experience using the Practicum Preceptor Feedback 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

- Must be master's prepared or higher for 5000 level practicum courses.
- Must be baccalaureate prepared or higher for 4000 level practicum courses.
- Must hold an unencumbered RN license to practice in the state in which he/she practices.
- Must submit license, credentials, and curriculum vita to UAM SON.
- Must have at least two years of experience in the clinical practice area.
- Preceptors should be experientially prepared to guide students in the respective area of practicum course focus.

Preceptor variants will be at the discretion of the MSN Program Coordinator.

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 students 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 feedback of student performance using the electronic feedback form.

University of Arkansas at Monticello
School of Nursing
Orientation of New Faculty Members

1. Faculty hired to begin in the fall semester 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. The dean assigns mentorship.
5. Faculty members are provided links to the:
    - UAM Faculty Handbook
    - SON Faculty Handbook
    - SON Student Handbook (AASN & BSN)
    - UAM Operating Procedures
    - UAM Emergency Procedures

    The UAM Faculty Handbook, Operating Procedures Handbook and Emergency Procedures manuals are available at http://www.uamont.edu/pages/academic-affairs/faculty/ The UAM Faculty Handbook can be accessed at UAM Faculty Handbook and the SON Faculty Handbook at SON Faculty Handbook
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 the use of SON equipment is provided.
12. Instruction in student advisement is provided over time.
13. Review of accreditation standards and video's published on accreditation website.

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,-faculty are encouraged to email/call students to set up advisement appointments. If the advisor must change the appointment, the advisor shall notify the student and reschedule the appointment for a time acceptable to both.

At-risk Student Remediation Policy

All faculty members will assist in retention efforts as needed for undergraduate students. The Graduate Program Coordinator will address and track all graduate students identified as at-risk and develop a counseling record with a plan for success with the student.

Definitions of Retention and Attrition

Retention - students in the nursing program that academically progress
Attrition - only includes students who do not academically progress.

Definition of at-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 at-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

At-risk students will continue to be referred to Academic Alert and UBIT (as indicated) as well as meeting with the course coordinator to complete the Student Performance Improvement Plan. 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. The faculty will review all readmission requests and discuss then 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 meet with the course coordinator to complete a Student Performance Improvement Plan. 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 At-Risk Students
At-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. At-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 for at-risk students:
Students with academic, personal and/or financial issues disrupting the learning process will be referred to UBIT or issued an Academic Alert. The student holds the responsibility to resolve the cited deficiencies to meet their course learning outcomes.

Failure of Exams

1. After failure of one examination, the student will meet with the Course Coordinator and complete a Student Performance Improvement Plan. A Counseling Record will be placed in the student's file. The student may receive a copy of the counseling record.
2. After failure of the second examination, the student will be referred to the dean by faculty. Students should be instructed to notify the Administrative Assistant to make an appointment with the dean.
3. The appointment with the dean will include the completion of a counseling record documenting the counseling session. If the student fails to meet with the dean prior to the third examination, the dean will document the omission of appointment, and the

student is held accountable for not seeking further assistance on deficiencies. The student may receive a copy of the counseling record.

Readmitted Students
Students who are readmitted to the nursing sequence will meet with the Course Coordinator to complete a Student Performance Improvement Plan. A plan will be placed in the student's file. Students with unsatisfactory performance in the clinical setting will meet with the clinical instructor to develop a plan of improvement. A Counseling Record and the Student Performance Improvement Plan will be placed in the student's file.

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~~ a student is doing poorly in academic work, chronically absent from class, exhibiting disruptive behavior, or having difficulty adjusting to campus life, University faculty, staff or a fellow student may report the student to the Office of Academic Affairs through the Academic Alert system.

Center for Writing and Communication
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 the writer 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.

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.)
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 faculty/staff 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.

Nursing 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 of the use of equipment outside of the SON is on file with the SON Administrative Specialists.

Evaluations and Surveys

Faculty 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.

Annual Faculty Survey

The dean/assistant dean is responsible for updating the annual faculty survey and distributing it to faculty each spring semester. Full-time, part-time, and adjunct faculty answer the annual faculty survey. The dean and assistant dean do not participate in the survey data. Feedback form data is aggregated by the dean/assistant dean and shared with the practicum Course Coordinator and Curriculum Committee.

End of Course Student Evaluations

The dean/assistant dean is responsible for developing and distributing end of course evaluations to each course coordinator. Distribution to the course coordinator follows university timelines each semester. The course coordinator is responsible for disseminating the end of course survey to students. Survey data is collected by the dean/assistant dean and shared with faculty. Each course coordinator should create a summary of evaluation data including course, faculty, and clinical facility comments during the designated Curriculum Committee meetings. The SON dean, assistant dean, or administrative specialist may conduct and monitor course evaluations.

Clinical Facility Evaluation

The dean/assistant dean is responsible for distributing clinical feedback cards to clinical faculty. Faculty should disperse and collect feedback cards at each clinical site each semester. Feedback cards are submitted to the SON Administrative Assistant for aggregate data. The dean/assistant dean will share the aggregate data at the designated Curriculum Committee meeting.

Preceptor Feedback Forms

The dean/assistant dean is responsible for updating the preceptor feedback form [Preceptor Feedback of Student and Student Feedback of Preceptor]. Course Coordinators that oversee a practicum component are responsible for ensuring preceptor forms are distributed and received. Feedback form data is aggregated by the dean/assistant dean and shared with the practicum Course Coordinator and Curriculum Committee.

Alumni Survey

The dean/assistant dean is responsible for updating and distributing the alumni survey 12 months after graduation. Survey data is aggregated by the dean/assistant dean and shared with the Curriculum Committee at the designated time.

Employer Survey

The dean/assistant dean is responsible for updating and distributing the employer survey six-months after graduation. Survey data is aggregated by the dean/assistant dean and shared with the Curriculum Committee at the designated time.

Examination Responsibilities

Faculty have the academic freedom to develop the type of examination needed for each course. In addition, faculty may choose to vary the type of examination given across the semesters. The following standards should be followed regardless of the type of examination created.

Standards

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 print their name or code on the exam.
6. A faculty monitor must always be 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 SON 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, course faculty must review item.
9. Examinations shall follow the most current NCLEX-RN test plan for integration of client needs as identified by the current test plan. Test plans should be reviewed in each level meeting.
10. Questions 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.
11. Two faculty members will review the exam and if there is discrepancy between the faculty, the dean will be consulted.

Writing Items

Faculty should utilize the following guidelines when writing examination items:

Question Stem. 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 lifestyle preferences, include therapeutic nursing interventions, documentation, management, prioritization, delegation, therapeutic communication, self-care, cost-effectiveness, safety, or legal/ethical issues.
j. avoid gender, cultural, racial, religious, or ethnic stereotyping unless required to answer the question correctly (stem and answers)
k. include alternate format items such as situational fill in the blank, rank ordering, multiple answer, etc.
l. use the following terminology (stem and answers):
    - physician (not doctor)
    - client/client (not proper name or "patient")
    - prescribed (not ordered)
m. if multiple choice, include only one correct answer.
n. include no more than 20% of Next-Generation (NGN) NCLEX style questions.
o. include explicit instructions should be noted if the student needs to write the answer on the scantron.
p. may include bolded key words such as *best, most, essential, first, priority, immediately, highest, initial, next, refute, increased, decreased*, or *support*.
q. include generic names of medications (stem and answer).

Question Distractors. The distracters should:

a. be about the same goal, disease, nursing diagnosis, etc.
b. be unique from each other option.
c. be the same length (OR two long and two short).
d. avoid the use of three similarities 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.

Question Answers. 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.
e. if using a scantron, answer options must match the scantron options.

Electronic Creation of Exams

The following standards should be followed when creating an electronic examination:

1. Writing of questions must follow the exam responsibilities listed in the faculty handbook.
2. Rationales must be included in each item feedback. Rationales must be for incorrect and correct answers.
3. Since there is no electronic exam key, the correct answer should include the course class objective covered, level of questioning, and page number/answer reference.
4. Exam item analysis must be completed using the BlackBoard analysis. Info found here regarding analysis using BlackBoard.
5. Partial scoring of selecting all that apply questions is at the discretion of the faculty member when using electronic testing in BlackBoard.

Electronic Testing Location

Faculty creating the electronic examination will determine the best location for student testing. This could be in the classroom, a proctored testing center, or allow the student to test remotely (proctored or not proctored). If testing is proctored remotely, students must be informed of the following and understand that violations of any below requirement are considered cheating.

a. The room must be well lit, and student must be clearly visible.
b. Students must use a functioning webcam and microphone.
c. Students must remove all other electronic devices from the testing room during the exam.
d. There should be no one in the room with students.
e. The use of dual screens/monitors is not allowed.
f. Students may not leave the camera.

Partial Scoring Guidelines

The course coordinator makes the determination to allow for partial scoring on examinations. Consistency must be followed for all examinations listed in the course. For example, if partial scoring is used on Exam I, then all other examinations must allow partial scoring. The following guidelines should be followed when choosing to use partial scoring.

1. Awarding of partial credit applies to Select all that apply (SATA) or NGN style questions only (bow-tie, ranking, multiple underlining, etc).
2. Scores are positive and negative for SATA and NGN style questions.
    a. Correct answers are positive points.
    b. Incorrect answers are negative points.
3. The total answer options should be divided by the question's total points possible. For example, if the question is worth one point, has four correct answer options and two incorrect answer options, each correct answer is worth 0.25 points and incorrect answers deduct 0.25 points.
4. No negative overall question score is allowed. For example, if the question is worth one point, and multiple incorrect answers are selected, the question total will equal zero and not negative points.

Examination Testing Security

Faculty are to hold students to the following rules during examination:

- Use of a cell phone or other portable electronic device is not permitted during any part of the examination or test review. If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is to be invalidated (zero grade) due to prohibited behavior, even if the student did not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, Bluetooth headphones) during testing. If a student is wearing such a device during testing, that student's test must be invalidated (zero grade) because the student has access to the device regardless of whether it was used or not.
- While taking an exam, all personal electronic devices will be silenced and stored away from the student's workspace in the testing area. Students must silence all electronic device(s) when placed in their backpack/purse. Backpacks/purses are to be placed at the front of the classroom or other designated area during the exam. Any student caught with these items during examination will receive a zero (0) for that exam.
- No books or papers will be allowed in the workspace during the test. Scratch paper will be provided if deemed necessary by the faculty.
- Hats with bills must be turned backward or placed in a book bag during testing.
- Only standard calculators will be allowed. Students will not be allowed to use the calculator on a cell phone. If the electronic examination provides a drop-down calculator, students may use it. The SON has standard calculators that students may use if needed.
- If special assistive technology is needed to test (screen reader) accommodation will need to be arranged with the instructor one week prior to the test.
- Only testing students, proctors, and instructors will be allowed in the testing room.

- When electronically testing, students are not allowed to have anything on the computer screen except for the exam. No additional browsers, websites, or applications are permitted to be open on the computer.
- No talking or communicating with others by any means during testing or test review, except for a proctor or instructor if necessary.
- If electronically testing, then once a student saves his/her answers and "logs out", the student will not be permitted to reenter or modify the answers. If a student does not complete all questions and logs out, the student will not be allowed to re-enter the exam, and the unanswered questions will be marked as incorrect.
- Students who arrive late for the exam will not be compensated for missed time.
- Students who miss a scheduled exam must notify the instructor prior to the exam and follow up with the instructor on the day of return.
- Permission must be granted from the proctor or instructor during testing to exit and re-enter the testing area.
- Faculty will remain in the testing site for the duration of the testing and will monitor for student use of electronic devices in accordance with this policy.
- If using Respondus Lockdown Browser to maintain test security, students will be given directions on how to download. All courses with a clinical component are required to use Respondus Lockdown Browser with online exams.

Examples of Cheating

The following examples are considered cheating and should be shared with students for a clear understanding of examination security.

- Copying from another student's test paper, Scantron, computer screen, or scratch paper;
- Using test materials not authorized by the person administering the test;
- Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a pending test; and
- The unauthorized transporting or removal, in whole or in part, of the contents of a test; substituting for another student, or permitting another student to substitute for oneself to take a test

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. Students should not be kept past scheduled class time. If the review is not concluded, additional time should be given at the start of the next class period to conclude the review.
2. No pencils or pens are allowed on the student's desk during the test review. No conversation between students is allowed.
3. The written examination booklet and Scranton answer sheets will be available to the student during the review. If the examination is electronic:

- Students will be allowed to review the electronic exams for correct answers, rationales, and source.
- Electronic exams may be reviewed by the student immediately after submitting the exam for grading. Upon completion of the review, the student will not be allowed to reopen the review. Any specific questions related to the exam should be directed at the instructor. In addition to the electronic review, the instructor may choose to provide a face-to-face test review.

4. If there are questions related to grading, the student is to see the course coordinator.
5. For students not testing electronically, students will be required to remain in the classroom for the duration of test review and until all written examination materials are collected.
6. Test questions that are reviewed by the course coordinator and/or course faculty after discussion with students should be discussed at the next scheduled class time to provide a conclusive answer to students.
7. Students that wish to see their exam individually must meet with the course coordinator prior to the next exam. Requests to review exams from earlier in the semester after subsequent exams are given are not allowed.

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 for Undergraduate Programs

Nursing Theory and Clinical Component Courses

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. In addition, students are required to score ≥ 85% on a drug dosage calculation examination each semester. The faculty will decide which course to place the drug dosage calculation examination and include in that specific course syllabus for student notification. 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.

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.

Nursing Theory Only Courses
Achievement of 75% of total possible points is required to pass the theory component of all nursing courses. A final exam may or may not be given, depending on the course schedule. The course grade will be calculated as follows:

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

When a final exam is not given as part of the course, the course coordinator must have Curriculum Committee approval for a grading calculation that is different than the above noted course calculations. Course faculty may develop learning material and assignments for students to complete that count in the 5% of the overall grade. Any assignment that replaces an exam grade or is considered a major assignment must have a rubric explaining assignment points and be approved by the Curriculum Committee prior to requiring students to complete the assignment. All extra points awarded must be counted in the miscellaneous grading section. Detailed course grade calculations are indicated in each course syllabus.

Grading Policy for 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 and must have the Graduate Program Review Committee approval. 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. The SON dean and the Vice Chancellor for Academic Affairs (as indicated) must approve requests for off-campus activities. 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 Dress Code
Faculty are role models for students and expected to dress appropriately according to the learning environment. Faculty attire should exude confidence, pride, and professionalism toward self, the

School of Nursing (SON) and UAM. When students are instructed to dress professionally, faculty are expected to follow the same guidelines. Professional dress includes business attire that exudes a positive image of self and the university.

When instructing in the classroom, faculty should dress in a manner that is conducive to learning. Knit, collared polo shirts are appropriate, but t-shirts that are overly tight or large, or that contain offensive language or gesture logo clothing should not be worn. Jeans and colored jeans may be worn without skin revealing rips. Capris and long shorts may be worn. Leggings may be worn as long as shape revealing areas are covered with a blouse/jacket. Tops should not be low cut, cropped, or strapless. Dresses are allowed for female faculty and should not be strapless or spaghetti strap without a shawl, blazer, or shoulder covering. Dress length should not be revealing of upper thighs when bending over.

When instructing in the clinical setting, faculty may choose to wear appropriately sized scrubs or professional dress with a lab coat/jacket. Faculty should follow guidelines for students regarding hair color, jewelry, and nails when in the direct client care clinical setting. Safety of the client is the priority of faculty when working with students in the clinical setting. Faculty may use professional judgement on hair styling for clinical as long as the presentation is professionally styled so as to not draw negative attention from clients and/or families.

Shoes should be clean, appropriate to the style of dress, and follow any clinical facility requirements. For example, if a clinical facility asks for no heels due to the noise of walking, faculty must comply with facility requirements.

When attending university sponsored professional ceremonies, such as recognition, award banquets, or graduation, faculty should dress professionally. When attending university causal events, like move-in day, athletic events, picnics, outside tent gatherings, etc., faculty may wear causal dress that is respectable to the nursing profession. When attending professional conferences or workshops where the faculty is representing the School of Nursing, faculty should dress as a business professional.

The purpose of this dress code policy is not to infringe on the freedom and rights of faculty, but to ensure that a respectable and professional university learning environment is present in the classroom, clinical, and professional nursing settings. University causal event dress code requirements are to ensure the collegiality and approachability of the nursing profession. School of Nursing clinical dress requirements are to ensure the safety of clients. Violations of the dress code will result in verbal (first offense) and written (second offense) counseling. Subsequent violations will result in disciplinary action.

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 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.

Faculty Contract Work Time

Faculty that are hired as on a nine- or 10-month contract are considered full time faculty. The 10-month contract begins on August 1 and ends on May 31 of each academic year. The official nine-month contract begins on August 15 and ends on May 15 of each academic year. All faculty are expected to participate in UAM Professional Development even if the date is prior to August 15. The end of the academic year nine-month contract usually ends with university commencement ceremonies. If the commencement ceremony is prior to May 15, faculty have fulfilled their contract for the academic year. For example, nine-month faculty may start work on August 12 with Professional Development Week and end on May 9 with university commencement.

Part-time faculty that are paid hourly should follow the instructions regarding start and end dates from the SON Dean. Work hours are based on the budget. Part-time faculty do not work when the campus is closed for holidays, breaks, or inclement weather unless prior approval from the SON Dean is given and there is work to be assigned.

Adjunct faculty are expected to complete the hours needed to effectively instruct and provide feedback to students.

Office Hours

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

Faculty members are expected to maintain a reasonable number of office hours to facilitate student academic counseling and advising. Faculty members must host a minimum of 10 office hours per weeks, with at least eight hours of face-to-face time in faculty offices from Monday through Thursday. The remaining hours may be scheduled face-to-face, virtual, via text, or by phone. All ten office hours must be posted in all syllabi and other locations as indicated in the current policy. Face-to-face hours in faculty offices should be flexible enough to provide reasonable access to students and in consideration of class schedules.

The SON Dean should approve any variances of faculty office hours from the university policy. Because SON faculty have clinical supervision outside of normal business hours, the following allowances are allowed for office hours:

- Faculty are allowed to post two hours of virtual office hours on a pre-planning or the first clinical day. The other eight office hours must be on campus.
- If faculty choose to have two virtual office hours on Friday instead of using the virtual hours on a clinical day, then faculty do not have to come to campus on Friday. Choosing this option requires faculty to complete the two office hours at home and requires faculty availability to the university during those hours indicated.
    - Please be mindful that some Friday's may require unit meetings. Faculty will be notified in advance of Friday meetings and are expected to attend on campus for those meetings. There is no virtual joining in on planned (in advance) meetings by faculty. Failure to attend a planned meeting on a Friday will result in the faculty member being recorded as absent for work duties. Faculty should alter virtual hours for the week (with Dean approval) when meetings are scheduled on a Friday.
    - Occasionally the unit may have to call an emergency meeting on a Friday or any clinical day. If faculty are working virtually or at clinical when that happens, faculty are expected to call/zoom in (if possible). All attempts to have emergency meetings on Fridays and clinical days will be avoided if possible.

Faculty with responsibilities for laboratories, clinical and intern supervision, and/or research duties, or internship duties should consult with the unit head 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 unit head’s office and in the Office of Academic Affairs.

Faculty are expected to fulfill the office hour requirement during the entire university scheduled final exam period.

Full Time Equivalents and Faculty Workload

The SON defines a full-time teaching load differently than the university due to contact hours with students from clinical. The number of scheduled teaching of credit hours is divided by employer defined full-time workweek. Faculty may be full-time overall but part-time in each program with the dean recording how much (fraction) of FTE the part-time work in each program represents.

The SON calculates FTE as 8 credit hours (Undergraduate) and 6 credit hours (Graduate) equals one FTE. The SON has a different FTE formula due to clinical credit within courses. For faculty workload, credit hours over 10 undergraduate or 9 graduate teaching credit hours will be *asked* for overload pay. Program coordinator hours and other major university and SON duties (outside of job description) do factor in calculating workload (but not overload). Examples of major duties include but are not limited to: Clinical Course Coordinator and major University Committee Assignments (outside normal governance: HLC Accreditation, etc.)

All teaching/workload/overload assignments are made by the SON dean and may require approval from the Vice Chancellor of Academic Affairs.

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)**

Teaching

- Develop effective tools and procedures from updated evidence-based practice.
- Document evidence of high-quality teaching to include:
    a. Adequate classroom observations and examples of student assignments
    b. Course bibliographies
    c. Appropriately revised syllabi
    d. Listings of innovative teaching methods
    e. Application of current technology
    f. Use of library resources
- Development of effective assessment tools, including examinations that accurately measure student learning
- Documentation of effective teaching performance including dean, peer, and student evaluations

Scholarship (Boyer's Model of Scholarship for the nursing discipline).
The SON follows this model to define the nursing discipline.

Scholarship of Discovery (Research). Defined as research or discovery of new knowledge, systematic inquiry, validation of existing knowledge, or the use of methods to develop a strong basis for practice-related knowledge. Discovery should be disseminated through various modes; however, for teaching to be considered scholarship, it must be clearly documented, peer reviewed, and disseminated. The following are examples of this category:

- Reporting on a self-conducted study outcome (conference presentation)
- Writing for grants
- *Tracking of an awarded grant
- Conducting a study and disseminating findings (presentations or manuscript submission)
- Earning a specialized nursing certification or additional credentials during the evaluation period
- *Earning a higher degree or postgraduate certificate

The continuation from last year of any of the above noted with an asterisk (*) will count.

Scholarship of Integration. Defined as the interpretation and synthesis of knowledge that crosses the disciplinary boundaries of nursing allowing for new connections. This allows information from different perspectives and requires critical analysis of the research findings. The following are examples of this category:

- Participating in workshops that involves other disciplines (not just a nursing workshop)
- *Being an active member of an organization that is across disciplines outside of nursing
- Publication (submission) of a literature review
- Conducting a meta-analysis
- *Being an editor or manuscript reviewer for a journal across disciplines (not nursing)
- Lecturing/presentation to a broad audience (not just nurses)
- Book Review (across disciplines – not a nursing textbook)

The continuation from last year of any of the above noted with an asterisk (*) will count.

Scholarship of Practice (Application). Defined as the engagement of the scholar in service-related activities resulting in tangible outcomes. Connects theory and practice; seeks to apply knowledge to significant problems; is a translation at work which assist end users to integrate the findings into practice; application is also evident in service to the profession. The following are examples of this category:

- *Serves as an active member of a nursing committee (does not include SON committees)
- Facilitates a nursing workshop or event
- *Holds a leadership position on a nursing related board

- Publishes in a nursing journal/magazine
- *Serves as an Educational Consultant to other nursing programs
- *Oversee a project that connects students or the university to a social field
- Develops a service-learning project
- *Advises student leaders
- Presents at a nursing conference
- Creates or facilitates an in-service or education to peers/students related to nursing practice
- Non-research-based presentations
- *Working as an RN

The continuation from last year of any of the above noted with an asterisk (*) will count.

Scholarship of Teaching. Defined as the use of evidence to facilitate learning; the scholarship of teaching also involves identifying a problem, teaching strategies, and making teaching and learning public through self-reflection, peer review, and the dissemination of work. The following are examples of this category:

- *Classroom and clinical teaching
- *Evaluation of the efficacy of a nursing program
- *Writing or reviewing a nursing textbook
- Writing a standardized nursing exam
- Publishing new teaching methods
- *Mentoring nursing peers
- Developing or revising a course
- Developing a video or resource for a course or curriculum
- *Developing a nursing assessment system
- Conducting a study to evaluate the effectiveness of learning strategy
- Publishing a study regarding teaching methodology

The continuation from last year of any of the above noted with an asterisk (*) will count.

Service

Faculty members are expected to engage in campus, professional, and community service. Campus service includes serving the SON and UAM in activities, recruitment, events, and committees. Professional service activities include faculty using their nursing experience and expertise to further the profession. Such activities may include serving on a nursing board or being an active member or a nursing organization. Community service activities include activities in which faculty volunteer time to the community. All three communities should be included to achieve a ranking of excellence in the service category.

Professional Renewal

All faculty must document ongoing professional renewal including activities required to maintain licensure and credentials. All faculty must demonstrate a program of renewal, including short- and long- term goals and achievements. Documentation should be on the faculty CV and the SON SharePoint Professional Development table.

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 the university deadline.

Following the university deadlines for promotion, 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. The candidate for promotion shall be informed of the recommendation according to university deadlines. 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 and teaching material 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. For other policies and procedures related to termination, see the UAM Faculty Handbook.

Textbooks and Lectures

Textbooks and lecture materials that have been provided by the university, developed and/or revised by the university or faculty for classes should be on file in the SON.

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 the use of university vehicles, see the UAM Faculty Handbook. Faculty violating policy on university vehicle use may lose the privilege of use.

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.

It is assumed that all faculty understand clinical and/or conference attendance require travel. Faculty traveling to the same location and scheduled for the same working hours should carpool when available. Any request for overnight travel is based on available SON funds and approval from the SON Dean. Requests for overnight travel are not guaranteed. All approved overnight hotel stays, booking rates, and reimbursement will follow UAM policy. Meals are only reimbursed for overnight hotel stays and will follow UAM policy. If multiple faculty are attending the same location and all are requesting overnight hotel stay, rooming together is suggested, unless otherwise approved by the SON Dean due to specific circumstances warranting separate rooms. The faculty should make all requests for overnight travel to the SON Dean. The following situations may warrant a request for overnight hotel stay from faculty:

- When a 12-hour clinical shift is scheduled and the mileage from UAM or the faculty home, whichever is closer to the clinical site, is greater than 120 miles round trip, faculty may ask for overnight hotel stay for the day before clinical for a 12-our day shift or the day the clinical ends for a 12-hour night shift.
- When two or more clinicals are scheduled consecutively and the mileage from UAM or the faculty home, whichever is closer to the clinical site, is greater than 120 miles round trip, faculty may ask for overnight hotel stay for the first, second, and/or third clinical day. The Dean will determine the number of overnight allowances.
- When attending an approved multi-day conference that is at least eight hours per day and the conference location is greater than 120 miles round trip from UAM or the faculty home, whichever is closer, faculty may request for overnight hotel stay for the duration of the conference.

Travel Expense Reimbursement

Expenses for SON dean approved official off-campus activities will be reimbursed or prepaid when SON funds are available. Faculty are expected to submit scheduled travel for the semester to the SON Administrative Assistant at the beginning of each semester for budgetary purposes.

Faculty may request travel fund advancements following UAM Operating Procedure 340.1. However, it is expected that faculty traveling on university business will pay for their travel expenses and be reimbursed at the conclusion of the travel according to UAM Operating Procedure 340.3. All travel requires prior approval and must following UAM Operating Procedure 340.2

All SON faculty should follow the below guidelines:

- All travel expense receipts must be submitted within 45 days of the initial travel date or reimbursement may not occur. Receipts must be printed from the

hotel/restaurant/business, showing the establishment name, expense total, and date of expense. Receipts are submitted to the SON Administrative Assistant.

- When faculty room together in a hotel, the hotel receipt should be split between faculty proving the overnight stay.
- Meal receipts must be itemized and not include alcohol purchases. Faculty are allowed to leave a tip on meals, following the State Accounting Procedures Manual located in the UAM Office of Finance and Administration. See UAM Operating Procedure 345.1.

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.

Each simulation should be developed around learning objectives that:

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 client care.

Simulation Manikin Instructions for Faculty

The computer-based manikins are full-body, lifelike vinyl manikins designed to teach all skills from basic client 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 client 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

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 may submit a copy to the SON Administrative Assistant for their file.

Student Complaints

Definition

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 regarding informal complaints. Please see the definition of informal complaints.

1. Students should follow the chain of command with complaints. This process includes civil communication between the student and faculty within two (2) class/academic days. If there is no resolution, the student should then go to the course coordinator with the informal complaint. In circumstances where the student feels uncomfortable approaching the faculty with the complaint, the student may bypass the faculty and may meet with the course coordinator.
2. After discussing the complaint with the course coordinator, if there is no resolution, the student may then proceed to file a written formal complaint to the SON dean within two weeks of the informal complaint discussion.

The following steps should be taken to file a formal complaint. Please see the definition of formal complaint.

1. Students should follow the informal complaint process prior to filing a formal complaint.
2. If the student, faculty member, and course coordinator are unable to come to resolution, the student shall take the written formal complaint to the SON dean within two (2) class/academic days following the informal complaint discussion with the faculty member and course coordinator.
    a. In circumstances where the student feels uncomfortable approaching the faculty or course coordinator, the student may bypass the faculty and/or course coordinator and may meet with the SON dean. The written formal complaint should include a statement regarding why the informal process was not followed, otherwise the formal complaint will be redirected to follow the informal complaint process.
    b. If the formal complaint involves a faculty member, the faculty member's name and specifics about the complaint should be included in the written document/email. In such cases, the faculty member has the right to read the formal complaint. However, the written formal complaint document/email remains with the dean.
    c. If the complaint is against the SON dean, students should follow the UAM Student Academic Grievance policy in the UAM Student Handbook, which indicates the formal complaint is directed to the Vice Chancellor of Academic Appeals. In such cases, the dean has the right to read the formal complaint. However, the written formal complaint document/email remains with the Vice

Chancellor of Academic Appeals.

3. 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 of the meeting.
4. 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.

Program Completion Formula

The completion rate formula for the SON programs are as follows:

- 100% -On Time (once accepted into program) = 6 semesters (RN-BSN), 5 semesters (BSN), 3 semesters (AAS), 5 years (BSN-MSN), 7 years (RN-MSN), and 2 years (Post Master's Certificate)
- 150% (once accepted into program) = 7 semesters (BSN) and 5 semesters (AAS in Nursing). There is no 150% option for RN-BSN since they are required to finish in 24 months (6 semesters). There is no 150% option for the MSN program since they are required to finish in a set number of semesters.

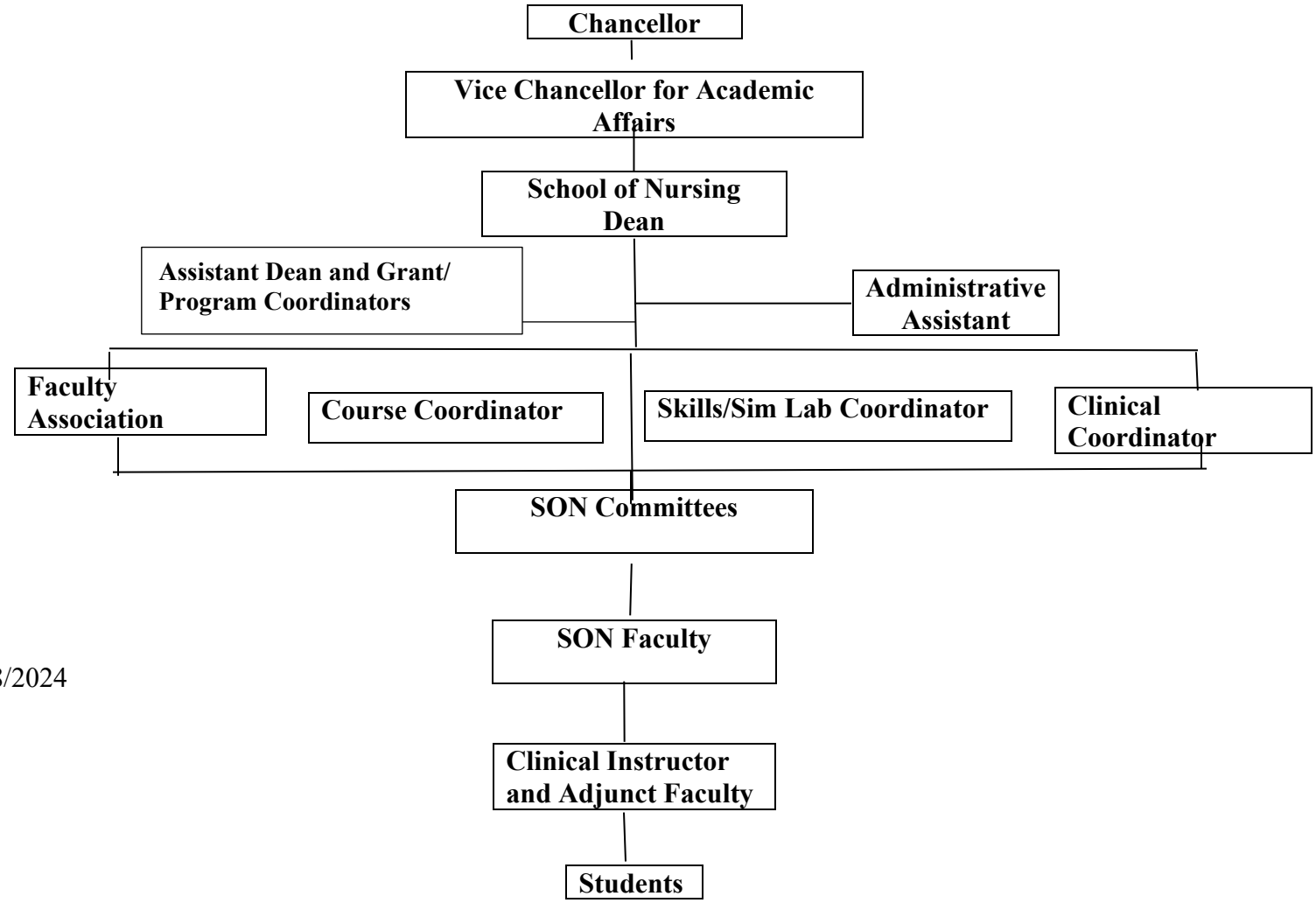
Students who elect to withdraw are not calculated in the completion rate.

Appendices

Appendix A. School of Nursing Governance/Organizational Chart

SON Organizational Chart

Governance of the School Of Nursing



Revised 08/2024

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 alphabetically

Absent: list committee member absent

[Chair] 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.

Type Here

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

Secretary name

Appendix D. Undergraduate Clinical Student Assignment Form



PO Box 3606
Monticello, AR 71656
PHONE (870) 460-1069
FAX (870) 460-1969

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:_____ Birthdate:____ _____	SS# _____
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. 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 H. 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: _____

_____ _____
SON Faculty Checking Out Equipment Date of Check-out

I acknowledge receipt of the above item(s) by the specified individual upon check out.

_____ _____
SON Dean Date

NOTE: University property is not intended to be used for personal reasons outside of conducting SON business. Violations of such may result in prohibiting checking out of equipment.

Date Item(s) Returned: _____

_____
SON Faculty Checking In Equipment

_____
SON Administrative Specialist Signature Acknowledging Return

Appendix I. Annual Faculty Evaluation Timetable

ANNUAL EVALUATION TIMETABLES BY FACULTY CATEGORY

Category I	Category II	Category 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-tenured 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 J. Faculty Orientation Checklist

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

Employee Name: _____
DATE: _____

_____General Orientation (job description, peers, staff, programs, office, etc.)
_____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
_____ Accreditation Videos (website)

Comments:

_____

_____

Signature:_____**Date:**_____

Revised 8/3/2023

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

This form is completed in addition to the Faculty/Clinical Instructor Orientation

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:_____

Revised 8/3/2023

Appendix K. 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, procedures, and documentation.
11. Be an agency that supports students in their pursuit of baccalaureate and associate nursing education.

Revised Spring 2020 (reviewed 2024)

Appendix L. Arkansas Children's Hospital Clinical Requirements

ARKANSAS CHILDREN'S HOSPITAL FACULTY CLINICAL REQUIREMENTS

AFFILIATION AGREEMENT FOR STUDENTS AT ACH

Students and faculty require proof of background checks, drug screening, and infectious disease immunizations and screenings.

- 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 M. Student Performance Improvement Plan

University of Arkansas at Monticello
School of Nursing
Student Performance Improvement Plan

Student_____ Course_____ Date_____
Submit this form to your instructor by _____ (date).

Assessment Please identify any concerning factors which are affecting your course performance:
Expected Outcome(s)
Plan Identify strategies to implement that will help improve your academic/clinical performance:

Created Fall 2023

Appendix N. Clinical Incident Report

University of Arkansas at Monticello
School of Nursing
Clinical Incident Report

This form should be completed when any of the following incidents have occurred:

1. Student is deficient in personal or client safety involving a client at the clinical facility.
2. Student commits a medication or treatment error.
3. A student fails to meet ability and skills requirements as defined by the SON Skills and Abilities Form in the clinical experience.
4. Occurrence of an accidental needle stick injury or exposure to blood or body fluids as a result of not following appropriate standard precautions.
5. Near Miss incident (adverse event that was caught by a licensed professional before care was given and could have been harmful or fatal to the client or student).

Place a copy in the student's file and notify the course coordinator if a remediation plan is required; faculty and coordinator will sign off on the remediation plan; once all remediation documentation is completed, notify the coordinator, and submit all documentation to the Dean.

Documentation must include the date and nature of the event, name of student and clinical faculty, assessment of findings, and suspected causes related to the incident.

Description of Incident: Attach witness documentation as applicable & include all people involved.
Resolution of Incident/Remediation Plan for improvement:
Comments:

Created spring 2024

Remediation Completion Date: _____
Student Signature: _____ **Date: _____**
Instructor Signature: _____ **Date: _____**
Coordinator Signature: _____ **Date: _____**
Dean Signature: _____ **Date: _____**