

**UNIVERSITY OF RHODE ISLAND
COLLEGE OF NURSING**

FACULTY HANDBOOK

Revised: 2006

SECTION I: INTRODUCTION

This handbook is intended to be a resource for faculty in the College of Nursing by consolidating some important information. It is meant to supplement other written documents, including:

- University Manual
- University of Rhode Island Student Handbook
- Graduate Student Manual
- University Catalog
- CCNE Self-Study Report, 2006
- URI-AAUP Agreement
- Annual Reports of College of Nursing Committees
- College of Nursing Futuring Document – 2004-2006

The following College of Nursing Policies related to Academics, Clinical, Course Syllabus Requirements, Health, and Uniform Codes are located on the College of Nursing website. Click onto Students>Current>Policies.

It is suggested that this handbook be read in conjunction with the [CCNE Report 2006](#) and the URI Student Handbook. All of the above documents are available in the College or on the web.

As part of the orientation process, new faculty are assigned to a faculty mentor who serves as a resource for as long as may be needed. It is strongly suggested that new faculty utilize the expertise and experience the mentor offers.

The College of Nursing offers three degree programs: baccalaureate, masters, and doctoral. All programs utilize a systems perspective as an organizing framework and have program outcomes focused in seven areas: role and leadership, theoretical knowledge, research, professional development, societal responsibilities, intra/inter professional relationship, and nursing practice. Each program seeks to fulfill the University and College mission statements, and the College's philosophies of human life, nursing, and education, as well as professional standards of nursing practice. For elaboration on the above and description of the curricula, please refer to the [CCNE Self-Study Report, 2006](#)

Governance of the College is shared by the faculty, administrators, and students to the extent allowed by the College and University. *The College of Nursing Faculty Organization Bylaws* describe College structure and governance; the [University Manual](#) describes University organization. The College Bylaws are included in Section II of this handbook. Discussion of faculty workload and participation in the budget process can be found in the [CCNE Self-Study Report, 2006](#).

The College fully supports and abides by the policies of the University, as described in the [University Manual](#) and the [URI Student Handbook](#), and highlighted in the [CCNE Self-Study Report, 2006](#). Because of the nature of nursing, there are several policies that are unique to the College. These are described in Section III and in the [CCNE Self-Study Report, 2006](#).

Multiple resources are available in the College and University to assist faculty in the areas of teaching, scholarship, and research. These are described in the [CCNE Self-Study Report, 2006](#), and in Section IV of this handbook.

SECTION II: GOVERNANCE

COLLEGE OF NURSING FACULTY ORGANIZATION BYLAWS

The College of Nursing administers three programs: the baccalaureate (BS), the master's (MS) and the doctoral (PhD).

The College of Nursing administrative unit consists of the Dean, Associate Dean, Director of Undergraduate Studies, and Director of Graduate Studies.

The College of Nursing Faculty Organization (CONFO) is comprised of all faculty members and assists the Dean in the planning, implementation and evaluation of the College's mission.

PURPOSE

The purpose of CONFO is to provide a system of governance by which the faculty and administration can fulfill their responsibilities related to the mission, curricular and students within the existing University policies. It provides the faculty and administration the framework for decision-making, communication, creative and cohesive planning, collegiality and responsive curricula development.

RESPONSIBILITIES

The responsibilities of CONFO are to:

- facilitate information sharing
- establish and evaluate all curricula
- approve new courses
- receive and approve reports from standing committees, councils and ad hoc committees as established by the CONFO
- relate with other units of the University as necessary and required on matters of mutual concern
- recommend qualified students for degrees
- promote the scholarly and research efforts of the faculty and students
- facilitate the professional development of faculty and students
- carry out responsibilities as required by contract (AAUP) and the University Manual/Faculty Senate
- adopt regulations governing its own procedures
- provide input regarding the use of College funds

MEMBERSHIP

The membership of CONFO shall include the Dean, Associate Dean, the Directors of Undergraduate and Graduate Studies, and the faculty assigned to the College.

Voting members shall include all faculty. Voting on some issues may be restricted per University Manual, 4.50.13.

ORGANIZATION AND PROCEDURES

PRESIDING OFFICER

The Dean shall be the presiding officer. In the absence of the Dean, the Associate Dean shall preside at the meeting.

MEETINGS

- CONFO shall meet at least once a semester
- the faculty shall have 5-days notice of a meeting and an agenda shall be circulated to the faculty members
- attendance at meetings is required unless excused
- one-half of the membership of CONFO shall constitute a quorum
- the dean shall call a special meeting of CONFO on the written request of 25% of its members
- agenda items shall be solicited and submitted in writing seven (7) working days prior to the meeting
- Minutes are recorded by the faculty on a rotating basis and the recorder will distribute minutes to the faculty within two weeks following the meeting and they will be filed for future reference.
- procedures shall conform to the latest Sturgis Standard Code of Parliamentary Procedures and may be amended as necessary by two-thirds of the members present
- meeting of the CONFO shall be open to visitors who may address CONFO upon recognition by the presiding officer.

COMMITTEES OF CONFO

CONFO shall have twelve (12) standing committees. Ad hoc committees may be established by CONFO during the academic year for purposes specified in the motions creating them.

GENERAL FUNCTIONS OF THE COMMITTEES

The functions of the standing committees of CONFO shall be to investigate, advise and recommend and when determined by CONFO, to act as specified by motions passed by CONFO.

STANDING COMMITTEES

The Standing Committees shall be:

- Curriculum
- Diversity
- Educational Resources
- Faculty Affairs
- Faculty Search
- Graduate Admissions Committee
- Marketing and Recruitment
- Peer Review
- Program Evaluation
- Research
- Scholastic Standing
- Student Affairs

MEMBERSHIP

- All faculty shall be eligible for membership on standing committees except Peer Review and Graduate Admissions
- All faculty are expected to serve on a minimum of one committee and serve, if possible, on the same committee for a minimum of two years.
- The Dean shall be an ex-officio member of all standing committees without a vote.
- At the last CONFO meeting of the academic year, faculty shall be asked to indicate their preference for the standing committee on which they wish to serve for the next academic year. Some standing committee members are elected by the faculty (such as peer review and search committees.)
- Student representation on standing committees shall be selected by soliciting volunteers from the general student body.
- The chairperson of each committee shall report periodically to CONFO.
- The chairperson shall maintain and circulate minutes of the committee to members of the committee. Minutes shall be placed on file.
- The chairperson of each committee shall present recommendations requiring action to CONFO.
- The chairperson of each committee shall present a written annual report to the dean who will compile and share with the faculty
- Each committee shall be cognizant of the committee's functions as related to the program evaluation master plan.
- Students shall have a vote on committee decisions.

CURRICULUM

MEMBERSHIP

A minimum of four (4) faculty, three (3) with continuing appointments, with representation from the undergraduate and graduate program; two (2) students, one (1) representing undergraduate and one (1) representing graduate programs; directors of undergraduate and graduate studies shall be ex-officio member.

FUNCTIONS

- To review and recommend for approval all new course offerings
- To review and recommend for approval major curriculum changes
- To review and recommend for approval all major changes in existing College of Nursing courses
- To assist faculty in meeting requirements of the College and of the University Curricular Affairs Committee and Graduate Council
- To monitor the curricula with regard to University and accreditation standards
- To make recommendations about the curriculum to faculty with regard for societal needs, changes in health care, faculty, admissions data, recruitment, retention and the mission of the College

DIVERSITY

MEMBERSHIP

A minimum of three (3) faculty members, representing undergraduate and graduate programs and two (2) students, one (1) from undergraduate and one (1) from graduate programs.

FUNCTIONS

- To promote an environment that welcomes diversity
- To serve as liaison to the URI Affirmative Action Officer
- To serve as a resource to the CON faculty for any diversity concerns
- To recommend diversity issues for further study
- To update faculty on issues and concerns regarding diversity within CON
- To serve as liaison for nursing student concerns of diversity issues among CON faculty
- To update nursing faculty and nursing students on topics regarding diversity issues in healthcare

EDUCATIONAL RESOURCES

MEMBERSHIP

The Educational Resources Committee shall have a minimum of three (3) faculty members, one of whom shall serve as the CON library liaison, and two (2) students representing the undergraduate and graduate programs. The Associate Dean shall be an ex-officio member.

FUNCTIONS

- To assist in the implementation, maintenance, and evaluation of a quality media service, classrooms, and quality laboratory facilities for the College of Nursing
- To facilitate the development and utilization of media services, software and equipment
- To assist in the development and administration of a budget
- To provide a support system for media users
- To assess the resources in the main library
- To interpret the needs of the College of Nursing to the main library
- To coordinate the efforts of the College of Nursing and the main library

FACULTY AFFAIRS

MEMBERSHIP

A minimum of three members with at least one representative each from the undergraduate and the graduate programs shall comprise the Committee.

FUNCTIONS

- To facilitate the process of Adjunct Faculty appointments for the enrichment of the College's programs
- To review, evaluate, and recommend the appointment and reappointment of Adjunct Faculty
- To provide educational experiences for the faculty that will update and expand knowledge, and increase awareness and competencies for continued personal and professional development
- To review the website and make suggestions for changes as it relates to faculty to CONFO
- To review the bylaws of CONFO every three (3) years and make recommendations to the CONFO for action.

FACULTY SEARCH

MEMBERSHIP

The members of CONFO at the last meeting of the academic year shall elect members of the Committee. The Committee shall be composed of four (4) members of the faculty representing each rank held by members of the College, and tenured and non-tenured, continuing faculty appointments; and two (2) students (representing undergraduate and graduate). The faculty members shall serve for two years – each year two (2) of the four (4) shall be elected.

The chairperson shall be the Associate Dean. In her/his absence, in the event that her/his position is being searched, or in the event that she/he is assuming the Dean's selection and hiring responsibilities, the Committee shall elect a chair from their members. Graduate and undergraduate directors are ex officio members.

FUNCTIONS

- To advertise and recruit appropriate candidates for full-time tenure-track and temporary faculty positions
- To review application materials and vitae of candidates, making decisions about who to interview to establish interview schedules for candidates
- To make recommendations regarding hiring to the Dean

MARKETING AND RECRUITMENT

MEMBERSHIP

The Marketing and Recruitment Committee shall have a minimum of three (3) faculty members (at least one (1) graduate and one (1) undergraduate), and at least two (2) students, one (1) undergraduate and one (1) graduate).

FUNCTIONS

- To develop, review and revise goals regarding marketing and recruitment on a yearly basis
- To monitor implementation of the plan on a yearly basis
- To evaluate the effectiveness of the plan on a yearly basis
- To coordinate and implement marketing and recruitment activities for the College

- To prepare, distribute and evaluate marketing materials in collaboration with appropriate College and University resources
- To review and update the website with input from the Dean and the CONFO at least yearly with forwarding to the webmaster

PEER REVIEW

MEMBERSHIP

Four tenured faculty, one of whom serves as an alternate (AAUP Agreement 15.13). Elected at the last faculty meeting in the spring (see Annual Review policy, page 7).

FUNCTIONS

To fulfill the duties that are the responsibility of the department chairpersons in colleges with departments (described in AAUP Agreement 15.8).

PROGRAM EVALUATION

MEMBERSHIP

The Program Evaluation Committee shall have a minimum of three (3) faculty members, representing undergraduate and graduate programs and two (2) students, one (1) from undergraduate and one (1) from graduate programs.

FUNCTIONS

- To develop, revise, and recommend an overall evaluation process for the College and its programs
- To assume responsibility for specified evaluative functions, analysis and reports
- To facilitate the collection and analysis of evaluation data for the College and CONFO
- To maintain the reports generated by the evaluative activities
- To report to the faculty the findings generated by the evaluative activities

RESEARCH

MEMBERSHIP

A minimum of three faculty members who have expertise in some area of research, and one (1) or two (2) undergraduate and graduate students.

FUNCTIONS

- To promote research and research-related activities within the College of Nursing
- To review research and grant proposals before they are submitted

- To facilitate faculty development related to research
- To make recommendations to the Dean for the distribution of the college's research funds

SCHOLASTIC STANDING

MEMBERSHIP

The Committee shall be chaired by the Associate Dean or his/her designee. Membership includes the Director of Undergraduate Studies, a University College advisor, and two (2) undergraduate faculty members appointed by the Associate Dean.

FUNCTIONS

- To monitor progress of undergraduate students within the College
- To monitor fulfillment of the requirements for graduation
- To carry out functions mandated in the **University Manual** regarding academic standing, reinstatement and appeals of these decisions
- To recommend College-specific academic policies to the Undergraduate Faculty Council

(For graduate students, these functions are carried out by the Graduate School, **Graduate School Manual**, sec. 10.10.10.51.)

STUDENT AFFAIRS

MEMBERSHIP

A minimum of three (3) faculty members and two (2) students (undergraduate and graduate).

FUNCTIONS

- To serve as a means of communication between and among students, faculty and administration
- To provide a forum for student concerns
- To advise, assist and/or plan, coordinate and implement student-related activities sponsored by the College (Career Day, Graduation, and Student Nurse Association)
- To review the website and make suggestions to CONFO for changes as they relate to students with forwarding to the webmaster
- To recommend and advise faculty on matters concerning the health and welfare of the students as related to the practice of nursing
- To be responsible for compiling/tracking the activities and achievements of students

COUNCILS

CONFO recognizes two councils, the Undergraduate Faculty Council and the Graduate Faculty Council.

MEMBERSHIP

Membership in the Councils shall be determined by faculty teaching responsibilities.

PROCEDURES

The Councils shall meet a minimum of once an academic semester

An agenda shall be solicited and items submitted five (5) working days before a meeting. An agenda shall be circulated three (3) working days before a meeting.

Minutes shall be kept, circulated and filed.

Periodic reports shall be given at CONFO meetings.

The Director of Undergraduate Studies shall chair the Undergraduate Faculty Council and be an ex-officio member of the Graduate Faculty Council. The Director of Graduate Studies shall chair the Graduate Faculty Council and be an ex-officio member of the Undergraduate Faculty Council.

FUNCTIONS

- To facilitate communication between and among the faculty responsible for courses within a program
- To coordinate the utilization of clinical placements, media, faculty, and other educational resources
- To study and discuss issues related to the implementation of programs
- To recommend issues for further study and action to CONFO standing committees
- Graduate Council only
 - To elect a member of the University Graduate Council

DESCRIPTION OF ADMINISTRATIVE POSITIONS

DEAN

According to the **University Manual** (3.20.10), the Dean is responsible for effective administration of the College of Nursing. (S)he will promote academic efficiency in the College by every approved means; give attention to the programs of study, their purposes and content, the effectiveness of instruction, the counseling of students, the guidance of the faculty and the development of an effective research environment; recommend to the Provost persons for appointment, dismissal or other change in status; and prepare a budget of estimated receipts and expenditures for his/her administrative unit for the ensuing year, and after it has been approved, administer it.

The Dean is the presiding officer of the College of Nursing Faculty Organization (CONFO). The Dean is ultimately accountable for the planning and evaluation of all aspects of the College, including the facilities and the secretarial staff. The Dean is responsible for fund-raising activities and alumni relations. S(he) actively represents the College of Nursing by developing effective relationships within the University, and among related disciplines at a community, state, national, and international level.

ASSOCIATE DEAN

The Associate Dean assists the Dean in administering all aspects of the College and is responsible for the College in the absence of the Dean. The Associate Dean acts as a spokesperson for the College in the absence of the Dean, and may represent the college at meetings on and off campus as delegated by the Dean.

The Dean and Associate Dean collaborate to determine areas for which the Associate Dean has responsibility. Currently, the Associate Dean has responsibilities for the following areas:

- Undergraduate scholastic standing, academic and discipline issues
- Liaison between students and faculty
- Counseling and guidance of faculty and students as necessary
- Transfer student orientation and initial advising.
- Transcript evaluation and posting of transfer credit
- Faculty searches
- Orientation and initial guidance of new faculty
- Assignment of faculty to CON committees
- Faculty office assignments
- Chair of Scholastic Standing, Faculty Search

The Associate Dean works collaboratively with the Dean and Directors in budget preparation, planning, faculty assignments, and evaluation of all aspects of the college. The Associate Dean will be appointed by the Dean based on recommendations from a Faculty Search Committee for a three-year renewable term. The first year is considered a probationary year. Since this is a 12-month administrative position, a regular teaching load is not required, through the Associate Dean may teach as desired within his/her area of expertise (e.g. URI 101, guest lectures in various courses.)

DIRECTOR OF UNDERGRADUATE STUDIES

The Director of Undergraduate Studies provides leadership for undergraduate studies and is responsible to the Dean for ensuring quality in undergraduate teaching, providing administrative leadership to faculty teaching undergraduate courses, and for administering University policies related to undergraduate teaching. The major duties and responsibilities shall be to provide guidance to faculty on matters related to course development and teaching, assign courses, schedule all undergraduate courses and sections, coordinate the use of clinical agencies, monitor student progress, and deal with student failures and other problems as they arise. The Director of Undergraduate Studies is the chair of the Undergraduate Faculty Council. The Director of Undergraduate Studies participates in the planning and implementation of the College of Nursing budget. S(he) rotates responsibility for the College with the Director of Graduate Studies in the absence of the Dean and Associate Dean.

The Director of Undergraduate Studies will be appointed for a five-year renewable term by the Dean based on recommendations from the Faculty Search Committee. Efforts will be made so that the terms of the Directors will overlap to ensure continuity. This is a faculty position for which 50% released time will be given during the academic year; one (1) month is required during the summer for administrative purposes.

DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies provides leadership for the master's and doctoral programs. S(he) is responsible to the Dean of the College of Nursing and the Dean of the Graduate School for ensuring quality in graduate teaching, providing administrative leadership to faculty teaching graduate courses, and for administering University policies related to graduate teaching. The major

duties shall be to serve as a contact person for potential graduate students; provide pre-program advisement; assign advisees to faculty; provide guidance to faculty on matters related to course development, teaching, and research; assign courses; schedule courses; direct the federal traineeship program; assign research assistantships; monitor student progress; deal with student failures and other problems as they arise. The Director of Graduate Studies is the chair of the Graduate Faculty Council. S(he) participates in the planning and implementation of the College budget. S(he) rotates responsibility for the College with the Director of Undergraduate Studies in the absence of the Dean and the Associate Dean.

The Director of Graduate Studies will be appointed for a five-year renewable term by the Dean based on recommendations from the Faculty Search Committee. Efforts will be made so that the terms of the Directors will overlap to ensure continuity. This is a faculty position for which 50% released time will be given during the academic year; one (1) month is required during the summer for administrative purposes.

III. SELECTED POLICIES

ANNUAL REVIEW

The AAUP-URI Agreement stipulates guidelines for annual review of faculty. In colleges without department chairpersons, the colleges determine a process, which is fair and appropriate for them. The College of Nursing has established the following procedures:

The Peer Review Committee of the College shall perform the duties attributed to the department chairpersons, as specified in the current AAUP-URI Agreement.

The faculty of the College shall elect at the last spring faculty meeting, four (4) tenured faculty as members of the College's Peer Review Committee of which at least one (1) will be at the rank of Assistant Professor. One (1) of these shall be elected as an alternate.

At least two (2) of the four(4) members of the Peer Review Committee shall be elected from those members who are not up for review for the given year.

Each eligible continuing faculty member who has been a faculty of the College during the preceding academic year shall have the right to submit written evaluations on those faculty members who are scheduled for review and who have requested a review.

Written evaluations by the faculty shall be done on the Peer Evaluation Form accepted by the College faculty.

In addition, it is expected that in the fall each faculty member will prepare a current vitae formatted according to that stipulated by the Provost. A sample is available on the URI Website.

SAMPLE PEER REVIEW FORM

Period of Evaluation: _____

Evaluation of: _____

Rank: _____

Evaluation by: _____

Rank: _____

Date: _____

Signed: _____

GUIDELINES FOR THE COMPLETION OF THIS FORM:

The Faculty Peer Review Committee is responsible for making written summaries of peer evaluations indicating an assessment of the **quality** and **quantity** of the faculty member's professional work in the execution of the duties and responsibilities, including an evaluation of the faculty member's teaching and an assessment of the material submitted by the faculty member in the dossier (the current AAUP-URI Agreement).

Since the evaluation summaries and recommendations must be made on the basis of the data you submit on this form, it is essential that you **assess** and **evaluate** your peers according to the criteria stated in the AAUP-URI Agreement and in the **UNIVERSITY MANUAL**. Please review these materials carefully and apply the information in your written evaluation.

Summary Statement and Rational for Recommendations

1. Recommendations (Please check **ALL** appropriate recommendations)

- _____ Retention in rank
- _____ Promotion to _____
- _____ Grant tenure
- _____ Do not grant tenure
- _____ Termination
- _____ No recommendation

1. Rationale for recommendation(s) made:

EVALUATIONS

1. Evaluation of Teaching Component (classroom, clinical, course related activities).
2. Evaluation of Research and Scholarly Component (include interests, research meetings attended, scholarly work, etc.
3. Evaluation of Service Component (committees, boards, task forces, presentations, consumer/client relationships)
 - A. Within the College of Nursing
 - B. At the University level
 - C. At the professional/community level

COURSE SYLLABUS REQUIREMENTS

For each course, classroom or clinical, students should be given on the first day of class along with a syllabus which includes the following **minimum criteria for course syllabi:**

- 1) Course code
- 2) Course title
- 3) Semester/academic year
- 4) Prerequisites, place in curriculum
- 5) Faculty names, office (number and location), office hours, phone number
- 6) Class/clinical hours, location
- 7) Course overview
- 8) Objectives (categorized under seven (7) focus areas of program outcomes)
- 9) Class outline and assignments
- 10) Texts/readings
- 11) Evaluation and grading mechanisms
- 12) Methods of instruction
- 13) Drug dose calculation requirement (undergraduate)
- 14) University Manual statement on academic integrity (optional)

Any changes during the semester regarding these criteria require written notification to students. Copies of each course syllabi must be filed in the College's master file in the administrative area.

In addition, faculty are expected to post their semester schedule, including office hours, on their office doors with a copy to the receptionist. Appropriate forms can be obtained from the receptionist.

EVALUATION PROCESS

The College uses its Master Evaluation Plan to systematically evaluate student outcomes, courses, faculty, clinical agencies, and graduates. The College's Program Evaluation Committee oversees all activities related to distribution, collection, and analysis of evaluation tools and data, making recommendations for change as needed. The Master Evaluation Plan is fully described in the CCNE Self-Study Report, 2006. The following should be noted.

1. Student evaluations are done at mid-semester and semester end by faculty in all undergraduate clinical courses. In some courses, all faculty teaching that course have agreed to use standards forms to document progress and grade each student. At the end of each semester, written evaluations based on outcome criteria are submitted to the master file on each student, kept in the administrative area. These files are available at any time to faculty.
2. Course evaluations (clinical and theory) for both the undergraduate and graduate program are systematically scheduled on a rotating basis over several years. The Program Evaluation Committee distributes forms each semester to faculty teaching those courses which are due for evaluation. It is the faculty's responsibility to distribute, collect, and return these forms to the Committee in a timely fashion. Faculty are encouraged to independently evaluate courses, also.
3. Student Evaluations of Teachers (SETs) are distributed to all students towards the end of each semester. In accordance with the URI-AAUP Contract, the Office of Enrollment Services distributes to each faculty, computerized forms with specific requirements for completion. A computerized printout of the results is returned to the faculty by midpoint of the following semester. Faculty are encouraged to independently evaluate their teaching, also.

4. The Instructional Development Program offers a wide range of quality services for individuals and groups who wish to have professional help with course development and evaluation. The IDP conducts workshops appropriate to the novice as well as the master teacher. All of its services are free and confidential.

NOTIFICATION OF STUDENTS FAILING AT MID TERM

The College requires faculty to notify students if they are failing at midterm. Requirements for undergraduate and graduate students differ:

Any undergraduate nursing student who has less than a C (73) at mid semester is considered to be failing. A letter of notification must be sent to the student, the student's academic advisor, and the Undergraduate Director. Subsequently, a plan should be developed for improving performance and specific as to what student and faculty responsibilities are in the future, and should be signed by both parties. Recommendations for a theory course could include, for example:

- One on one meetings between student and faculty
- Referral of student to learning aids in the AV Media Center
- Referral to the Academic Enhancement Center
- Referral for counseling services for test anxiety

Clinical course recommendations might include:

- A clear statement of the clinical deficiencies
- Strategies required to raise the level of performance
- A statement that consistent, safe care is required

Any undergraduate student, who receives a C- or lower in a nursing course or a GPA below 2.5, must have their records reviewed by the College's Scholastic Standing Committee at semester's end. This committee is empowered to enforce the University's academic policies.

The graduate program operates under the auspices of the Graduate School and follows the policies of that School. Graduate students must maintain a cumulative average of B (3.00 on a 4.00 scale). A grade of C+ (2.33) or lower in courses numbered below 500 is considered failing. Grades of C-, D and F are failing grades in 500- and 600-level courses and require review of student status. For further information, refer to the [Graduate Bulletin](#).

CHEATING AND PLAGIARISM

Cheating and plagiarism are serious academic offenses, which are dealt with firmly by the College and the University. Scholastic integrity presumes that students are honest in all academic work and in clinical performance.

Faculty have the explicit duty to take action in known cases of cheating and plagiarism and to report the circumstances to the Dean and the Office of Student Life. Faculty have the right to fail a student on the assignment in which cheating has been determined, and if the violation warrants more severe censure, recommend additional action to the Dean (i.e. failure in the course and/or dismissal from the University). The student may appeal this decision through the appropriate channels. Refer to

the **URI Student Handbook** and the **University Manual** for specific policies and regulations related to academic integrity.

IMMUNIZATION, CPR AND UNIVERSAL PRECAUTIONS REQUIREMENT

All undergraduate students engaged in clinical practice are required to show proof of immunization status and CPR certification at the beginning of each semester. Standardized forms, initially completed prior to starting the first clinical course, are updated each semester and kept in the students file in the administrative area. Complete information can be found on the College of Nursing website. Graduate students must have active nursing licenses and follow the professional regulations of the agency in which they work. While the University carries basic malpractice insurance for students and faculty engaged in nursing care for educational purposes, it is suggested that both students and faculty carry private insurance.

There is no College policy regarding faculty immunization and CPR requirement, but most clinical agencies hold faculty to the same requirements as students. Faculty designated at risk for exposure to blood/body secretions may obtain the Hepatitis B vaccine through URI Student Health Services at no cost. See the Dean's secretary for information on arranging this. Faculty who have previously received the vaccine, or who wish to decline immunization, must sign a form indicating that they were offered the vaccine, but refused.

Per OSHA requirements, students must receive education on Universal Precautions. This is most easily accomplished by viewing the tape on Universal Precautions stored in the AV Media Center. In addition, many clinical facilities require student to participate in their own Universal Precautions policies before beginning patient care. The College policies on bloodborne pathogen exposure control and accidental needle stick of students is detailed in the **College of Nursing Baccalaureate Student Handbook**. The policy for faculty exposure to blood/body substances is as follows:

The Department of Safety and Risk Management Policy Number 92-6-001, "***Occupational Exposure of Bloodborne Pathogens***" should be followed. If faculty member is exposed:

Notify appropriate personnel at the clinical institution, such as the employee health nurse or the infectious disease nurse, to arrange for source patient testing and to obtain recommendations for follow up.

Follow the requirements outlined in the above policy (92-6-001), which can be obtained from the URI Department of Safety and Risk Management (x42618). This will include filling out forms.

Complete a Worker Injury Incidence Report Form, which can be obtained through the URI Human Resources Office (x42416).

Contact your primary care provider to arrange for appropriate follow up.

Follow guidelines outlined in the student policy for accidental need sticks; **NOTE**: Primary care providers may not be completely familiar with blood/body substance exposure protocols.

POLICY FOR SNOW STORMS AND CERTAIN EMERGENCIES

In accordance with the University Policy and Procedure for Snow Storms and Certain Emergencies, **University Manual, Appendix G**), the President may cancel classes or curtail operations throughout the University or in certain segments of the University. If it is announced on radio or television that classes are cancelled at the University without a reference to University employees, it is considered a regular work day for all employees. If the University officially cancels classes, students will not be attending classroom or clinical courses. If the University remains open but a faculty member feels travel to a clinical site is unsafe, the faculty member can reschedule at another mutually convenient time. If this happens, the College receptionist and the clinical agency should be promptly notified.

TRAVEL REIMBURSEMENT

All faculty are expected to travel from their homes to the office or classroom on the Kingston campus and to and from the clinical agencies without reimbursement.

Reimbursement for travel outside of the state of Rhode Island requires filling out a travel authorization request form (TAR), which can be obtained from the Dean's secretary. The Dean must approve this form. Please do not make any travel arrangements for which you wish to seek reimbursement until you have checked on the URI website re: travel policies, as there are certain University regulations that **must** be followed.

ALL ORIGINAL RECEIPTS must be submitted with the Travel Expense Voucher (TEV) in order to receive reimbursement (for example: hotel, registration, and airline tickets.)

SECTION IV. COLLEGE OF NURSING RESOURCES

Multiple resources are available within the College to assist faculty in their teaching, scholarship, and research. A few highlights are described below, but full descriptions are found in the **NLN Self-Study Report, 1994**.

SECRETARIAL SUPPORT

The Dean's secretary is responsible for managing the workload of each secretary. She will designate a secretary to assist new faculty in course material preparations. Special projects, which need secretarial support, should be reviewed with her, so she can ensure equal distribution of workload.

The receptionist helps faculty access resources and takes phone messages. She can assist new faculty in obtaining basic office supplies.

AV MEDIA CENTER

The AV Media Center, located in Room 205, is staffed by students under the supervision of the Associate Dean, the Dean's Executive Assistant and the Senior Information Technologist, who is at the present on the Internal Payroll System. Media room staff assist in:

Copying and collating materials for faculty
Preparing equipment for use in the classroom
Assisting students in the use of computers
Maintaining the work area

The AV Media Center offers a variety of audio-visual equipment and computer resources. For example:

Library of video tapes
VCRs, overhead projectors
Laser disc
Fax machine
Computer network – which has numerous programs and applications
Interactive video and computer discs

Operation of the AV Media Center is overseen by the College's Educational Resource Committee. Requests for assistance and new media purchases should be given to the chair of that committee.

DISABILITY RESOURCE MENTOR

The College of Nursing has one Disability Resource Mentor who is available to help the faculty meet the needs of students with disabilities in classes and in clinical settings.

A student with a disability is one who has a physical, mental, or learning impairment that interferes with academic success. This student may request one or more accommodations or adjustments to provide an equal opportunity to fulfill course requirements. Students must submit recent documentation from the Disability Services for Students in the Memorial Union. This documentation will establish the existence of a disability and the type of accommodation needed. Please contact the Mentor for any questions or problems regarding the request for accommodations or any other concerns presented by the students.

The Disability Resource Mentor's name and phone number should be announced in class and this information should be included in the course syllabus. There should also be an invitation for students to request disability-related accommodations. For example, "Any students with a documented disability is welcome to request accommodations, please see me as soon as possible." For further help, please contact:

Disability Resource Mentor: Marylee Evans
Office Number: 138 White Hall
Telephone: 401-874-5312
Email address: mle@uri.edu

Please inform Professor Evans, Disability Resource Mentor, of any problems that arise so that a log can be kept of the problem and how it was handled.

FACULTY LOUNGE

This is a luncheon room equipped with refrigerator, stove and microwave, which serves as a relaxing space for faculty only.

NURSING SKILLS AND LABORATORIES

Labs are set up with equipment and supplies specific to various clinical areas. Simulated learning experiences are used to teach skills and allow individual student practice.

The labs are staffed by faculty during set hours throughout the semester to aid in student practice and to “sign-off” undergraduate skills grid. A lab coordinator assists faculty in assembling materials for skill demonstration. Students may practice unsupervised also. Lab hours are posted each semester with an effort made to ensure adequate access for all students.

LIBRARY RESOURCE

A small collection of current nursing journals is kept in the Media Room for faculty usage. In addition, the College has designated a library liaison person who, among other duties, facilitates the ordering of books for nursing faculty. A description of the library is included in the CCNE Self-Study Report, 2006.

SECTION V. OTHER UNIVERSITY RESOURCES AND GUIDANCE FOR NEW FACULTY

New faculty orientation to the College of Nursing is provided by the Dean and Associate Dean with the assistance of others as indicated. The lead teacher(s) and concentration coordinators provide orientation to the curriculum, clinical sites, and teaching and evaluation methodology. Other resources available to assist any faculty member are listed below.

University Library. Provide access to:

HELIN Catalog, Reference Databases, Web Resources, Internet Search Tools, CRIARL Union List, Other Library Catalogs, User Guides. Orientations are provided for new faculty. Call to schedule.

15 Lippitt Road
General Number: 874-2666
Fax: 874-4608
Circulation: 874-2672
Reference: 874-2653
[Http://www.uri.edu/library](http://www.uri.edu/library)
library@uri.edu (e-mail address)

Human Resource Administration

80 Lower College Road
Monday through Friday 9:00-4:00 pm
General Number: 874-2416

Pay/Direct deposits, benefits. Will provide the form letter for faculty identification card and faculty parking pass; need to bring a letter from the College of Nursing stating you have been hired. Need to schedule an appointment to discuss benefits package.

Office of Information Services

Provides assistance with classroom support/equipment, e-mail support, and computer classes: Web CT, PowerPoint, MS, presentation classes, library and network services.

University Library

General Number: 874-4599
Assistance with Computer Problems: 874-HELP
e-mail address: helpdesk@uri.edu

Please view web site for list of all programs and services provided.

Instructional Development Program

Chafee Building, Room 201
Telephone Number: 874-5078

IDP staff will attend and/or videotape your lecture and provide feedback from students. They will discuss feedback with faculty member and provide some pointers for future lectures. Also, in late August the Instructional Development Program provides workshops on the preparation of classes.

URI Faculty Identification Card

Can be obtained at:
Memorial Union Building
Campus Access Office
Room 216
Monday through Friday: 9:00-4:00 pm
Telephone Number: 874-2055

Bring with you the form letter from Human Resource Administration and your driver's license

Parking Pass

Can be obtained at:
Parking Services
44 Lower College Road
Monday through Friday: 9:00-4:00 pm
Telephone Number: 874-2121

Bring with you the form letter from Human Resource Administration and your driver's license

Faculty Mailboxes: White Hall, Room 109

Undergraduate Student Records: see Nancy Tucker, White Hall, Room 124

SECTION VI. Appendices

VISION STATEMENT

The College of Nursing is a flourishing center of nursing education, research, scholarship, and service for practice. Our graduates will be clinicians, leaders, researchers, and scholars who are highly competent, grounded in a sense of inquiry, and committed to human caring. Students and faculty will collaborate in the discovery, integration, application, and dissemination of knowledge in nursing. Clinical excellence will be enhanced through collaboration and partnerships within the university and community. The College of Nursing will be a resource of knowledge that improves the quality of nursing practice and health care in Rhode Island, the nation, and the world. Philosophical and theoretical insights and research findings will be disseminated to enhance nursing practice nationally and internationally. This vision will be accomplished in an intellectually stimulating and supportive environment that is respectful of diversity and that fosters individual and collective pursuits.

(2005)

MISSION STATEMENT

The College of Nursing is committed to excellence in nursing education, clinical practice, nursing research, and community service. The College prepares nursing students to be effective clinicians and leaders who will work to improve the health and health care of the people of Rhode Island and beyond, and contribute to the nursing profession through professional, scholarly, legal, and political activities.

The baccalaureate program prepares individuals to assume the role of professional nurses who can practice in a variety of health care settings. The master's program prepares nurses to assume leadership roles as advanced practice nurses, educators, and administrators. The doctoral program prepares nursing scholars and researchers who can contribute to the advancement of nursing knowledge and improvement of clinical practice.

The faculty is committed to promoting students' ethical development, critical thinking, responsible practice, an attitude of scholarship, and motivation for life-long learning. Students are sought from diverse cultural, economic and ethnic backgrounds. Close student-faculty interaction is fostered and students are viewed as partners in the educative process. Interdisciplinary partnerships and research involving faculty, students, and clinicians from within and outside the University are strongly encouraged.

The faculty is proactive in both shaping and responding to changing health care needs and changing nursing roles within society through collaboration with health care and government agencies, professional organizations, and other educational institutions. The College strives for excellence in accomplishing its mission through cooperative governance and ongoing evaluation.

(2004)

PHILOSOPHY

Human Life

Each person is a unique being worthy of respect, with a personal history, intrinsic value, and a right to influence her/his destiny. Humans are integrated beings consisting of biological, psychosocial, cognitive, and spiritual aspects. Each individual is a part of the culture of her/his family, other groups, communities, and the larger society. Human beings share certain common characteristics, are interdependent, and have a need for social interaction.

Education

Education is a life-long process, encompassing intellectual and life experiences that affect personal development. This process is best achieved in a milieu that recognizes the world of the individual and fosters mutual inquiry. University education promotes intellectual development, assists the individual in finding a way of life that is consistent with fulfillment of one's own needs, and enhances one's ability to serve society. It provides individuals with a broad knowledge base and skills to think critically, communicate effectively, develop self-understanding, and adapt to and institute change. Professional education builds on this general educational base and provides individuals with a specialized body of knowledge and expertise.

Nursing

Nursing is a systematic, deliberate caring process with individuals, families, and communities in promoting health, reducing risk, preventing disease, managing illness, and supporting clients in all phases of living and dying. This process is based on a unique combination of knowledge, skills, and attitudes that incorporate the professional values of caring, respect, and a commitment to social justice. Inherent in this process are support for the dignity of the individual, advocacy for one's right to self-determine care, and recognition of the uniqueness of each person as an individual, a family member, and a member of society. Nursing is practiced independently and collaboratively in the context of organizations and communities.

(2000)

ADJUNCT FACULTY APPOINTMENT GUIDELINES*

An appointment to adjunct faculty status in the College of Nursing is based on Section 7.11.22 of the University of Rhode Island Faculty Manual (Eleventh Edition 1999-2000 (updated Fall 2005)).

Adjunct Professor shall be a person of established reputation or distinction in his/her field employed to work specifically to work with graduate students, as a member of a special research team, or to offer special instruction in his/her discipline. Adjunct professors shall receive no salary unless it is separately contracted but such appointments shall continue until specifically terminated. Nominations for adjunct professor shall originate in a department and the credentials of such a person shall be examined in the same manner and with the same criteria as are used with regular faculty appointments, before the candidate receives approval.

Rationale for Establishment of Adjunct Faculty Appointments:

The appointment of adjunct faculty will enhance faculty development and enrich the curriculum-teaching-base for both undergraduate and graduate students

A. Criteria for Adjunct Faculty Appointments

1. The appointment should meet a need identified by a faculty member(s). Referred to hereafter as the nominating faculty members(s).
2. The individual nominated must meet qualifications for a faculty position (i.e., academic achievement, publications, research, experience) be recognized in his/her field for specialized skill or expertise and have the potential for fostering the academic goals of the College. The individual may fulfill a need not met through existing faculty. Nominees for adjunct appointments can be from nursing or other professional disciplines (medicine, psychology, etc.). Applications from outside the area will be considered as long as they are accessible and can participate actively in College activities.
3. The level of appointment (instructor, assistant, associate, or full professor) must be delineated and is determined by the credentials and experience of the individual. The nominating faculty should recommend the level of appointment.
4. The specific role of the individual (i.e. research involvement, clinical preceptor, lecturer) must be determined and accepted by both the nominee and the nominating faculty member prior to appointment so that a contribution to the College of Nursing is assured.
5. Individuals with adjunct appointments must be re-evaluated during the third year of appointment. Reappointment is contingent on evaluation and recommendation by faculty knowledgeable of their contribution.
6. Priority of the appointment should be related to the contribution or potential role of the individual to the goals of the College.

B. Procedures for the Appointment of Adjunct Professor

1. A contractual process will be used to assist in the management of the appointments and for renewal of ongoing faculty/adjunct professor relationship.
2. The nominating faculty member desiring consideration of a person for appointment as adjunct faculty shall write a recommendation, which includes the rationale and suggested level of appointment. The nominee's resume should be attached and forwarded to the Chair of the Faculty Affairs Committee.
3. Recommendations for appointment shall be submitted at least one semester prior to the actual appointment. All materials must be submitted to the Chair of the Committee by October 15 for fall review and by March 1 for spring review. A memo will be sent early in each semester to inform faculty of adjunct faculty needing reappointment and to solicit nominations for new appointments.
4. The Faculty Affairs Committee shall review the recommendation(s) of the nominees. Additional letters of professional reference may be required before

committee action is taken. Acceptance of the nominee for recommendation of an adjunct appointment will be based on a majority vote of the committee.

5. The Chair of the Faculty Affairs Committee will send written notification to the entire College of Nursing faculty of the recommended appointees and their credentials. The faculty will have ten (10) workdays to respond in writing to the Committee chair if a nominee is not acceptable.
6. At a regular faculty meeting, after notification of the recommended appointees for an adjunct appointment, the faculty will vote on the recommendations.
7. The Faculty Affairs Committee shall forward the faculty recommendations to the Dean. If the Dean concurs with the faculty recommendation, (s)he will request that the appropriate University authorities approve the appointments. The Dean will notify the Committee in writing of the decision concerning the appointments and send a letter to each adjunct faculty member confirming the appointment.
8. The Faculty Affairs Committee shall inform the faculty of the University decision regarding the approval or non-approval of their appointment proposals.
9. An annual report will be prepared and distributed to faculty each year listing current adjunct faculty appointments and newly appointed individuals including the dates of appointment.

C. Responsibilities and Privileges.

1. Adjunct Faculty Appointment

- a. ID card issued which permits access to specific University services
- b. Library use
- c. Computer Center use
- d. Adjusted costs to University social/cultural events
- e. Mailing to general faculty, College faculty
- f. Parking privileges – permit application
- g. Committee membership
- h. Graduate/undergraduate student advisement for independent projects
- i. Graduate student committees (not as major professor)
- j. Academic or clinical activities contracted with nominating faculty or group
- k. Names are listed in University Bulletins, either Undergraduate or Graduate, depending on the focus of the appointment

Note: Adjunct faculty do not have voting privileges in the College or University.

D. Visiting and Affiliated Staff

Individuals who do not meet the criteria for an adjunct faculty appointment, but who support the College of Nursing in the various clinical agencies, may have their names listed in the University Catalog.

*Adopted 2/8/85.
Revised 2/92