FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
BYLAWS

BYLAWS OF THE COLLEGE OF NURSING

Faculty members are expected to be familiar with and follow the College of Nursing and Florida State University's mission, policies, and bylaws.

MISSION STATEMENT:

Florida State University, College of Nursing educates clinicians, leaders, scholars, and advanced practitioners who can enhance the quality of life for people of all cultures, economic levels, and geographic locations. The College of Nursing (CON) integrates the liberal arts and sciences with the knowledge, skills, and attitudes essential for lifelong learning, personal responsibility, and sustained achievement in the nursing profession and the communities in which our graduates reside.

POLICIES:

The Florida State University College of Nursing adheres to and is consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, annual Promotion and Tenure letter, and annual Specialized Promotion letter.

ARTICLE I: TITLE

This organization shall be known as the Florida State University College of Nursing, Tallahassee, Florida.

ARTICLE II: ORGANIZATION

The Florida State University College of Nursing is an independent academic unit led by the Dean who reports directly to the Provost and Vice-President for Academic Affairs. The Dean is the chief executive officer of the College and is assisted in this role by the Associate Dean for Academic Affairs, the Associate Dean for Research, the Assistant Dean for Graduate Programs, and the Assistant Dean for Undergraduate Programs. The College of Nursing is not departmentalized.

ARTICLE III: REORGANIZATION

The organization of the College of Nursing may be changed with approval of the Dean and after a positive vote of 80% of the faculty.

ARTICLE IV: ADMINISTRATIVE APPOINTMENTS

The Dean is appointed by the Provost after consulting with faculty and the University community. The Associate Dean for Academic Affairs, the Associate Dean for Research, and the Assistant Deans for Graduate and Undergraduate Programs are appointed by the Dean.

ARTICLE V: FUNCTIONS:

The faculty shall be the basic legislative body of the College of Nursing, subject to the constitution of the University and regulations of the Florida Board of Governors. It shall act upon matters of concern to the College of Nursing.

ARTICLE VI: MEMBERSHIP

Definitions:

- **Tenured/Tenure-Earning Faculty** – Those holding academic ranks on a full-time basis for the academic year, and tenured faculty on part-time appointments.

- **Specialized Faculty** – Those in full-time positions of Teaching Faculty I (Assistant Teaching Faculty), Teaching Faculty II (Associate Teaching Faculty), Teaching Faculty III (Senior Teaching Faculty), Assistant in Research, Associate in Research, Senior Research Associate, Instructional Specialist I (Assistant Instructional Specialist), Instructional Specialist II (Associate Instructional Specialist), and Instructional Specialist III (Senior Instructional Specialist).

- **Administrative Faculty** – The Dean, Associate Deans and Assistant Deans of the College of Nursing.

- **Part-time/Adjunct Faculty** – Those holding part-time or OPS faculty appointments.

- **Courtesy Faculty** – Those appointed to a position utilizing the same criteria as general faculty, but who are not financially compensated.

ARTICLE VII: OFFICERS AND THEIR FUNCTIONS

Section 1      Dean

The Dean shall:

1. Act as faculty representative in relationship with other schools and colleges within the University and organizations external to the University.

2. Evaluate tenured/tenure-earning faculty with input as needed from the Associate Dean, Assistant Deans, student evaluations, and peer evaluations.

3. Provide an annual report on the status of the College of Nursing to the faculty of the College of Nursing and the Provost, including financial and faculty/staff positions.

4. Appoint the Executive Team to include the Associate Dean for Academic Affairs, the Associate Dean for Research, the Assistant Dean for Graduate Programs, and the Assistant Dean for Undergraduate Programs.

Section 2     Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs shall:

1. Act as Dean in his/her absence.

2. Appoint faculty members to committees in the spring semester to be implemented the following academic year. Exception to appointment include the Promotion and Tenure, Specialized Faculty Promotion, and the Faculty Evaluation & Merit committees, whose members are elected.

3. Serve as an ex-officio member for all committees, with the exception of the Promotion and Tenure, Specialized Faculty Promotion, and the Faculty Evaluation & Merit committees.
4. Evaluate specialized faculty with input as needed from the Assistant Deans, student evaluations, and peer evaluations.

5. Manage annual assignment of responsibilities for all faculty (full-time and adjunct).

6. Produce CCNE self-study documents with the assistance of key faculty members.

7. Serve on the Executive teams.

Section 3     Associate Dean for Research

The Associate Dean for Research shall:

1. Assist faculty and the College with grant writing.

2. Mentor faculty with research initiatives.

3. Serve on the Executive team.

Section 4     Assistant Dean for Graduate Programs

The Assistant Dean for Graduate Programs shall:

1. Oversee all graduate curriculum and programs.

2. Report to the Associate Dean for Academic Affairs and the Dean regarding all aspects of the graduate program.

3. Serve on the Executive team.

Section 5        Assistant Dean for Undergraduate Programs

The Assistant Dean for Undergraduate Programs shall:

1. Oversee all undergraduate curriculum and programs.

2. Report to the Associate Dean for Academic Affairs and the Dean regarding all aspects of the undergraduate program.

3. Serve on the Executive team.

Section 6        Graduate Program Coordinators

*Family Nurse Practitioner (FNP) Coordinator*

The Family Nurse Practitioner Coordinator shall:

1. Oversee all FNP program responsibilities.

2. Ensure the FNP program is aligned with the standards regulated by CCNE, NONPF, and AACN.

3. Collaborate with the Clinical Coordinator to facilitate student clinical experiences.

4. Report to the Assistant Dean for Graduate Programs, Associate Dean for Academic Affairs, and the Dean regarding all aspects of graduate major programs.

5. Serve on the Graduate Coordinators committee.

*Adult Gerontology Acute Care Nurse Practitioner (AGACNP) Coordinator*

The Adult Gerontology Acute Care Nurse Practitioner Coordinator shall:

1. Oversee all AGACNP program responsibilities.

2. Ensure the AGACNP program is aligned with the standards regulated by CCNE, NONPF, and AACN.

3. Collaborate with Clinical Coordinator to facilitate student clinical experiences.

4. Report to the Assistant Dean for Graduate Programs, Associate Dean for Academic Affairs, and the Dean regarding all aspects of graduate major programs.

5. Serve on the Graduate Coordinators committee.

*Psychiatric Mental Health Nurse Practitioner (PMHNP) Coordinator*

The Psychiatric Mental Health Nurse Practitioner Coordinator shall:

1. Oversee all PMHNP program responsibilities.

2. Ensure the PMHNP program is aligned with the standards regulated by CCNE, NONPF, and AACN.

3. Collaborate with Clinical Coordinator to facilitate student clinical experiences.

4. Report to the Assistant Dean for Graduate Programs, Associate Dean for Academic Affairs, and the Dean regarding all aspects of graduate major programs.

5. Serve on the Graduate Coordinators committee.

*Clinical Coordinator*

The Clinical Coordinator shall:

1. Collaborate with the major coordinators and clinical affiliates to facilitate student clinical experiences.

2. Responsible for initializing, updating, and maintaining CON Affiliation Agreements.

3. Report to the Assistant Dean for Graduate Programs, Associate Dean for Academic Affairs, and the Dean regarding all aspects of graduate major programs; and

4. Serve on the Graduate Coordinators committee.

## ARTICLE VIII: FACULTY MEETINGS

Section 1        Meeting Schedule

Meetings shall be held at least once during the fall and spring semesters, at a time specified by the Dean.

Section 2        Chairperson

The Dean, Associate Dean for Academic Affairs, or an elected faculty member shall preside over faculty meetings.

Section 3        Additional Meetings

Additional meetings, either regular faculty meetings or special meetings, may be called by the Dean or by request of 10% of the voting faculty.

Section 4        Quorum

1. A quorum shall be 51 % of the voting faculty.

2. In the event of a tie vote, the procedure shall be as follows:

a. Caucus for up to 15 minutes and a re-vote; and

b. If a tie remains after the caucus, the Chairperson shall break the tie.

Section 5       Meeting Agenda

The agenda for all faculty meetings shall include but not limited to:

1. Approval of minutes

2. Dean's report

3. Associate Dean's report(s)

4. Assistant Dean's report(s)

5. University committee reports

6. College of Nursing committee reports

7. Ad Hoc committee reports

8. Unfinished business

9. New business

10. Announcements

Section 6       Guidelines for Meetings and Minutes

Robert's Rules of Order Newly Revised shall serve as a guide for meetings and minutes.

Section 7       Recording Secretary

The Recording Secretary shall be the Administrative Specialist, who shall:

1. Conduct all faculty correspondence not appropriate within the domain of administration or a specific committee.

2. Prepare slates and tabulate ballots of elections.

3. Keep a current roster of the voting faculty membership.

4. Post faculty meeting minutes on the Nursing Communications/Teams site prior to the next meeting.

5. Distribute the agenda and meeting minutes for faculty meetings over the internal website via email three (3) days prior to the meeting.

ARTICLE IX: VOTING

<u>Section 1</u>      Voting Members

All salaried faculty, who are employed part-time or more, are eligible to vote except as noted under Section 2. A majority of faculty voting members must vote in the affirmative for an item to be passed.

<u>Section 2</u>      Voting Exceptions

1. Only tenured/tenure-earning faculty may vote on matters of promotion and tenure for tenured/tenure-earning faculty and the election of the Faculty Senator; and

2. Only specialized faculty may vote on matters of promotion for specialized faculty.

<u>Section 3</u>      Procedure for Election of Faculty Senate Representatives and Alternates

Procedure for the election of Faculty Senate Representative(s) and alternate(s) shall be:

1. The election of the Faculty Senator(s) shall take place upon notification from the Administrative Specialist to the University Faculty Senate, who notifies the College of the number to be elected.
2.
3. The ballot for each vacant seat shall be prepared and include the names of all eligible faculty members.

4. A separate ballot for each vacancy shall be distributed to each voting faculty member.

5. Completed ballots shall be given to the recording secretary, who shall hold them unopened until the specified date of return.

6. The recording secretary shall count the votes and render a written report of the results to the faculty.

7. The candidate receiving the highest number of votes shall be declared elected.

8. In the case of a tie, there shall be a run-off election held between or among the persons having the highest number of votes.

9. The alternate shall be the person with the second highest number of votes.

ARTICLE X: COMMITTEES

<u>Section 1</u>     College of Nursing Committees

There shall be the following committees:

- Graduate Admissions and Graduation

- Undergraduate Admissions and Graduation

- Bylaws

- Graduate Curriculum

- Undergraduate Curriculum

- Program Evaluation

- Student Affairs

- Scholarship

- Faculty Search

- Promotion and Tenure

- Specialized Faculty Promotion

- Faculty Evaluation and Merit

<u>Section2</u>     General Provisions

General provisions for all committees shall include:

1. Committee Membership

   a. The Associate Dean for Academic Affairs shall prepare a slate of committee members based on faculty request.

   b. The Dean or Associate Dean for Academic Affairs may attend any committee meeting with the following exceptions: Promotion and Tenure, Specialized Faculty Promotion, and Faculty Evaluation & Merit, which are by invitation only.

   c. Student members are invited to serve as non-voting members to the following committees: Graduate Admissions and Graduation, Undergraduate Admissions and Graduation, Program Evaluation, Graduate Curriculum, Undergraduate Curriculum, and Student Affairs.

d. The election of student representatives to committees shall follow the procedures outlined in the College of Nursing Student Handbooks.

e. An alternate for each student representative to serve in the absence of the regular representative shall be elected by the same procedures outlined in the College of Nursing Student Handbooks.

2. Voting in Committees

a. A quorum of two-thirds of the voting committee faculty members must be present for a vote to be taken.

b. All actions shall be passed by majority vote.

3. Terms

a. Faculty members shall serve for staggered three-year terms, except for the Promotion and Tenure, and Specialized Faculty Promotion., and Faculty Evaluation and Merit committees.

4. Selection of Chairperson and Vice-Chair

a. The first meeting of the committee will occur at the first fall faculty meeting where committee members will elect the Chairperson and Vice-Chairperson for the academic year for all committees. In order to assume the role of chairperson, a faculty member must have been in a faculty role for a minimum of two (2) years.

b. The first official committee meeting date will be determined at that time.

c. In addition to serving as Chairperson in the Chairperson's absence, the Vice-Chair will assume the Chair role in the second year of serving on the committee.

d. A new Vice-Chair will be elected each second year.

5. Committee Functions and Objectives

a. Committee functions will be reviewed, and objectives will be established at the first meeting of the academic year.

6. Annual Reports and Meeting Minutes

a. The Chairperson of each committee is responsible for the posting of minutes and written Annual Report on the Nursing Communications/Teams site. The Chairperson will submit an annual written report to be posted on the organization's learning management system.

Section 3     Provisions for Specific Committees

*Graduate Admissions and Graduation*

1. The chairperson shall schedule meetings of the total committee at least twice a semester.

2. Membership:

    a. There shall be at least five (5) faculty members on the committee, to include the Assistant Dean for Graduate Programs.

    b. The Assistant Dean for Graduate Programs shall serve as a voting member.

    c. There shall be one (1) non-voting graduate student member.

    d. The Assistant Director of Student Services shall be a non-voting ex-officio member.

3. The functions of the committee shall be to:

    a. Review and present recommendations to faculty about policies for admissions and graduation for all graduate programs.

    b. Evaluate students for admission to the graduate program.

    c. The Assistant Director of Student Services will use the appropriate rubric to rank order the graduate applicants. Once rank ordered, the Assistant Director of Student Services and the Assistant Dean for Graduate Programs will review the applicants, adjust, and present the list to the Committee for final approval. The Committee will inform Student Services of the admission decision. The Student Services Office will notify applicants regarding admissions.

    d. Submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the semester.

*Undergraduate Admissions and Graduation*

1. The chairperson shall schedule meetings of the total committee at least twice a semester.

2. Membership:

    a. There shall be at least five (5) faculty members on the committee, to include the Assistant Dean for Undergraduate Programs.

    b. The Assistant Dean for Undergraduate Programs shall serve as a voting member.

    c. There shall be one (1) non-voting undergraduate student member.

    d. The Assistant Director of Student Services shall be a non-voting ex-officio member.

3. The functions of the committee shall be to:

   a. Review and present recommendations to faculty about policies for admissions and graduation for all undergraduate programs.

   b. Evaluate students for admission into the undergraduate program.

   c. The Assistant Director of Student Services and the Office of Student Services will use the appropriate rubric to rank order the undergraduate applicants. Once rank ordered, the Assistant Director of student Services, the College of Nursing advisor, and the Assistant Dean for Undergraduate Programs will review the applicants, adjust, and present the list to the Committee for final approval. The Committee will inform Student Services of the admission decision. The Student Services Office will notify applicants regarding admissions.

   d. Submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the semester.

*Bylaws*

1. The chairperson shall schedule meetings of the total committee at least once per year.

2. Membership:

   a. There shall be at least three (3) faculty members on the committee.

   b. There shall be at least two (2) tenured/tenure-earning faculty members on the committee.

   c. The Administrative Specialist shall serve as ex-officio, non-voting member.

3. The functions of the committee shall be to:

   a. Review bylaws on an annual .

   b. Present to the faculty recommended revisions.

*Graduate Curriculum*

1. The chairperson shall schedule meetings of the total committee at least twice per year.

2. Membership:

   a. There shall be at least five (5) faculty members on the committee, to include the Assistant Dean for Graduate Programs, all with graduate teaching responsibilities and one (1) non-voting graduate student.

3. The functions of the committee shall be to:

   a. Review and evaluate the graduate curriculum.

b. Review and evaluate student requests for exceptions regarding prerequisites and required courses.

c. Formulate and present to the faculty recommendations for new programs and modifications of the graduate curriculum.

d. Review and present revised or new course syllabi and new or revised programs for faculty consideration.

e. After faculty approval, forward all curriculum changes to the administrative specialist, who will complete the remaining requirements and forward to the University Curriculum Committee for final approval.

*Undergraduate Curriculum*

1. The chairperson shall schedule meetings of the total committee at least twice per year.

2. Membership:

   a. There shall be at least five (5) faculty members on the committee, all with teaching responsibilities in the Undergraduate Program, Assistant Dean for Undergraduate Programs, and one (1) non-voting undergraduate student.

3. The functions of the committee shall be to:

   a. Review and evaluate the undergraduate curriculum.

   b. Review and evaluate student requests for exceptions regarding prerequisites and required courses.

   c. Formulate and present to the faculty recommendations for new programs and modifications of the undergraduate curriculum.

   d. Review and present revised or new course syllabi and new or revised programs for faculty consideration.

   e. After faculty approval, forward all curriculum changes to the administrative specialist, who will complete the remaining requirements and forward to the University Curriculum Committee for final approval.

*Program Evaluation*

1. The chairperson shall schedule meetings of the total committee at least twice per semester.

2. Membership:

   a. There shall be at least five (5) faculty members, two (2) who teach primarily in the graduate program and two (2) who teach primarily in the undergraduate program. The Assistant Dean for Graduate Programs, and the Assistant Dean for

Undergraduate Programs shall be ex- officio; and

    b. There shall be one (1) voting community member, and two (2) non-voting student members, one (1) graduate and one (1) undergraduate.

3. The function of the committee shall me to:

    a. Develop and coordinate an overall plan of evaluation for the College of Nursing in terms of the established mission, goals, standards, and current health care trends.

    b. Report these findings to the faculty for approval.

    c. Collect evaluation data and make recommendations to appropriate committees and/or administration for changes or development of new programs.

*Student Affairs*

1. The chairperson shall schedule a meeting of the committee at least three times a year.

2. Membership:

    a. There shall be three (3) faculty members., Assistant Director of Student Services, Assistant Dean for Graduate Programs, and Assistant Dean for Undergraduate Programs shall be ex-officio. Additionally, faculty advisors of NSNA, Diversity & Inclusion, and Community Outreach liaison shall attend as needed; and

    b. There shall be two (2) non-voting student members; one (1) graduate and one (1) undergraduate.

3. The function of the committee shall be to:

    a. Evaluate and facilitate and monitor the engagement of students in service leadership, personal development, and growth in the Nursing discipline by encouraging student involvement in community activities and organizations.

    b. Promote active participation of students with faculty in undergraduate nursing research activities.

    c. Support and collaborate with students and persons from varying cultural backgrounds to promote self-awareness and respect for all persons, while embracing cultural competence and inclusion as basic tenets of the nursing profession and the University.

*Scholarship*

1. The chairperson shall schedule a meeting of the total committee at least twice per year.

2. Membership:

    a. There shall be four (3) faculty members. The Assistant Director of Student Services, Assistant Dean for Graduate Programs, Assistant Dean for Undergraduate Programs, Director of Development for the College of Nursing, and the Assistant Director of Administrative Services/UBA Nursing shall be ex-officio.

3. The function of the committee shall be to:

    a. Communicate scholarship application information to students.

    b. Oversee the scholarship application process.

    c. Review scholarship applications and select recipients of scholarships awarded by the College of Nursing.

*Faculty Search*

1. The committee elects a chairperson who shall schedule meetings of the total committee as needed.

2. Membership:

    a. There shall be at least five (5) faculty members on the committee; three (3) tenured/tenure-earning and two (2) specialized.

3. The function of the committee shall be to:

    a. Approve position description and vacancy announcement/advertisement which should include the request for three (3) letters of recommendation and the official transcripts of the applicant's highest earned degree in nursing and terminal degree if in a different area of study.

    b. Review applications.

    c. Rank the applicants by utilizing the Application Screening Form. (See Appendix J).

    d. Conduct telephone or video interviews with semi-finalists.

    e. Disseminate the finalists' curriculum vitae to faculty.

    f. Invite the finalists to come to the College of Nursing during which they will meet with the faculty and the faculty search committee. Tenure-earning faculty candidates will also present their area of research; and

g. Distribute evaluation sheets to faculty for feedback on candidates, review faculty feedback and rank order the finalists, and submit recommendation of the top candidate(s) to the Dean.

*Diversity and Inclusion Committee*

1. The chairperson shall schedule meetings of the total committee at least twice a semester.

2. Membership:

   a. The committee shall consist of seven (7) faculty members to include the Community Outreach Liaison, a representative from the Undergraduate Curriculum Committee, Graduate Curriculum Committee, and Student Affairs Committee , two (2) undergraduate students, two (2) community representatives, one (1) graduate student, and a representative from Student Services,.

3. The function of the committee shall be to:

   a. Promote awareness of diversity and inclusion among faculty, staff, and students by increasing awareness of the importance of diversity and inclusion by identifying and scheduling training, workshops, and presentations for the faculty, staff, and students.

   b. Seek opportunities for exposure and collaborations with diverse groups and organizations on campus and in the community for faculty, staff, and students by working with the Community Outreach Liaison to assist in engaging with diverse events and organizations in the community.

   c. Increase efforts for recruitment and retention of diversity faculty, staff, and students within the College of Nursing by collaborating with Student Services and the Search Committees to assist with the recruitment of diverse individuals.

   d. Increase diversity and including across the curriculums by identifying course resources and content for diversity and including, identifying individuals for diversity and inclusion presentations and provide feedback on diversity, and inclusion in courses.

   e. Establish diversity and inclusion resources for faculty, staff, and students by developing an online repository of credible websites, books, journals, and other content for learning and reinforcing principles of diversity and inclusion that is accessible to faculty, staff, and students.

<u>Section 4</u>        Provisions for Specific Elected Committees

*Promotion and Tenure*

1.  The chairperson shall schedule meetings of the total committee at least twice per year.

2.  Membership:

    a.  The committee shall consist of all tenured non-administrative members of the faculty and one non-voting, tenure track, non-tenured faculty member.

    b.  During the initial year of the policy (2021), Chair, Vice Chair and University Representative will be elected. Subsequently, the committee will elect a new Vice Chair annually in the fall. On an annual basis the Vice Chair will rotate into the Chair, and on the following year, will become the University representative. This will result in a three-year term in leadership, with one year dedicated to each of the roles.

        The roles progression is as follows:

        Year 1 – Vice Chair

        Year 2 – Chair

        Year 3 – University Representative

    c.  Annually, the tenure track, non-tenured faculty members will elect, by secret ballot, a representative to the committee. The non-tenured committee member will represent the concerns of the non-tenured faculty in committee interactions and deliberations, as well as participate in promotion and tenure binder reviews and discussion. The non-tenured representative will serve in a non-voting capacity.

3.  The function of the committee shall be to:

    a.  Ensure University policies and procedures for promotion and tenure are followed. (See Appendix A);

    b.  Assist in identifying and participating in activities that provide basis for University promotion and tenure.

    c.  Guide and counsel tenure-earning faculty regarding documentation for the process of review, second, third, or fourth (depending on date of hire) year reviews and promotion and tenure.

    d.  Validate, with the Dean, time in rank of all faculty members to determine eligibility of candidates for University promotion and/or tenure.

    e.  Review promotion and tenure binders each year and submit written documentation to the Dean regarding the faculty members' progress toward promotion and/or tenure.

     f.   Receive and review all e-binders of prospective candidates, vote by secret ballot, and place the results in the e-binder.

     g.   Identify problems, develop tools, and recommend policies for promotion and tenure; and

     f.   Develop and recommend policy and criteria for promotion and tenure for the College of Nursing to be approved by the faculty.

*Specialized Faculty Promotion*

1. The chairperson shall schedule meetings of the total committee at least twice per year.

2. Membership:

     a.   The committee shall consist of five (5) Specialized Faculty members; and

     b.   Members shall be elected by secret ballot at the beginning of the spring semester to serve a three (3) year term, to be implemented the following academic year.

3. The function of the committee shall be to:

     a.   Ensure the University and College of Nursing policies and procedures for promotion are followed. (See Appendix B).

     b.   Review and evaluate each submitted specialized faculty promotion binder annually based on the criteria in Appendix B.

     c.   Communicate these recommendations from the review/evaluation in a letter to the faculty member, copied to the Associate Dean for Academic Affairs for discussion at the faculty member's annual evaluation.

     d.   In the case of applications for promotion, review and evaluate the cumulative evidence of progress toward promotion as documented in the binder and vote by secret ballot to support or not support promotion based on the criteria in Appendix B.

     e.   Communicate the outcome of the committee's vote in a letter to the Associate Dean for Academic Affairs and copied to the faculty member.

*Faculty Evaluation and Merit*

1. The chairperson shall schedule meetings of the total committee at least twice per year.

2. Membership:

a.  There shall be three (3) members, two (2) of which shall be tenured/tenure-earning faculty; and

b.  Members shall be elected by secret ballot at the beginning of the spring semester to serve a three (3) year term, to be implemented the following academic year.

3.  The function of the committee shall be to:

a.  Review and revise merit criteria.

b.  Conduct faculty needs assessment.

c.  Plan faculty development.

d.  Rank faculty for merit and submit to the Dean.

ARTICLE XI: GRADUATION REQUIREMENTS

*Bachelor of Science in Nursing*

The University policy is that a 2.0 or better grade point average is required for graduation. The College of Nursing policies are:

1. A student is granted a Bachelor of Science in Nursing (BSN) degree upon satisfactory completion of liberal studies, prerequisites, elective courses, and the prescribed courses in nursing listed in the College of Nursing Undergraduate Student Handbook.

2. Eligibility for graduation from the nursing program, requires a grade of 75% or better in all nursing courses and a Satisfactory (S) in all clinical courses.

3. A total of 120 credit hours is required for the BSN degree.

4. See the Undergraduate General Bulletin for graduation requirements for a Baccalaureate degree.

*Doctor of Nursing Practice*

The graduate program seeks to maintain its academic integrity and that of its students in accordance with University graduate policies and ensure the quality of each clinical experience. The College of Nursing policies are:

1. A student is granted a Doctorate of Nursing Practice (DNP) degree upon satisfactory completion of prerequisites, elective courses, and the prescribed courses in nursing listed in the College of Nursing Graduate Student Handbook;

2. Eligibility for graduation from the nursing program requires a grade of "B" (3.0) or a Satisfactory (S) in all clinical courses, and a 3.0 grade point average in all nursing coursework each semester.

3. A total of.79 credit hours and 1,035 clinical hours are required for the FNP/DNP degree, 78 credit hours and 1,080 clinical hours are required for the AGACNP/DNP degree, and 42 credit hours and up to 540 clinical hours for the PMHNP Post Master DNP degree.

4. The work for graduate nursing degrees must be completed within seven (7) years from the time the student first registers for graduate credit.

5. Any graduate work transferred from another institution must have commenced no more than seven (7) years prior to the completion of the degree for the credits to be applicable to the graduate nursing degree. (In certain circumstances, exceptions may be allowed.

6. See the Graduate General Bulletin for graduation requirements for a Doctorate degree.

ARTICLE XII: BYLAWS REVISION

The Bylaws of the College of Nursing may be amended by two-thirds (2/3) majority vote of the voting faculty provided the amendment(s) have been circulated to the voting faculty ten (10) working days prior to the voting. The Bylaws will be reviewed at least once annually.

Appendix A    Promotion and Tenure Criteria (Tenured/Tenure-Earning Faculty)

Appendix B    Promotion Criteria (Specialized Faculty)

Appendix C    Criteria for Graduate Faculty Status and Graduate Teaching Status
(CON Policy F-16)

Appendix D    Summer Supplemental Assignments (CON Policy F-15)

Appendix E    2013 Performance Evaluation Criteria (Tenured and Tenure-Earning Faculty) and
2013 Performance Evaluation Criteria (Non-Tenure-Earning Faculty) Faculty
Annual Evaluation and Report (CON Policy F-10)

Appendix F    Merit Criteria and Distribution (CON Policy F-14)

Appendix G    Academic Program Review – Program Evaluation Plan

Appendix H    Course Approval Policies

Appendix I    FSU Substantive Change Policy
(https://sacs.fsu.edu/documents/University-Substantive-Change-Policy.pdf)

Appendix J    College of Nursing Initial Applicant Screening Form

| Approved by Faculty: | 03/25/16 | 09/16/16 | 12/09/16 | 08/23/17 | 03/02/18 | 09/21/18 | 09/18/19 | 12/04/2020 |
|---|---|---|---|---|---|---|---|---|
| Approved by Dean: | 03/26/16 | 09/16/16 | 12/09/16 | 08/30/17 | 03/02/18 | 09/21/18 | 09/18/19 | 12/04/2021 |

Bylaws approved on December 04, 2021 are to become effective for the 2021-2022 academic year.

Approved by the University    09/26/17
Approved by the University    01/17/21

**Florida State University**
**College of Nursing**
**Promotion and Tenure Criteria**
**Tenured/Tenure-Earning Faculty**

PROMOTION AND TENURE

Faculty hired at the rank of Assistant Professor or above may be considered for promotion and tenure each year. By rule, the rank of Assistant Professor is ineligible for tenure until promotion to Associate Professor, which can occur simultaneously with tenure. The period of time in the rank of Assistant Professor is normally five (5) years with the binder submitted in the fall of the sixth year. With sufficient justification, faculty may be considered for tenure and promotion early after four (4) years. In this case, the binder would be submitted in the fall of the fifth year. Demonstrated merit, not years in the rank, is the guiding factor. Faculty may also request a delay in consideration for promotion and tenure until the end of the sixth year. In this case, the binder would be submitted in the fall of the seventh year on the tenure track. It is important to note, however, that faculty must be tenured within seven (7) years from the time of their initial employment. Failure to achieve tenure by year seven will result in contract non-renewal.

The *Florida Statutes,* Section 240.245, the *Florida Administrative Code* (FAC), 6C-5.113 and 6C-5.225, the *FSU Constitution,* Article VI (6C2-1.004(6), FAC) and the *BOR/UFF Collective Bargaining Agreement,* Article 14 and 15, contain provisions which apply to promotion and tenure or both. The *Florida Administrative Code,* 6C-5.221 (BOR policy) and 6C2-4.034 (FSU policy), and Article 10 of the *BOR/UFF Agreement* contain provision on evaluation of faculty. A compilation of these policies is found in the *University Faculty Handbook*, https://facultyhandbook.fsu.edu/handbook-sections.

PROMOTION AND TENURE COMMITTEE

The committee shall consist of all tenured non-administrative members of the faculty and one non-voting, non-tenured, tenure-earning faculty member. One member of the CON Promotion and Tenure Committee will be elected for membership on the University Promotion and Tenure Committee.

WORKSHOP ON PROMOTION AND TENURE

On behalf of the University Promotion and Tenure Committee, the Office of the Vice President for Faculty Development and Advancement will conduct an official workshop on binder preparation for faculty members who are potential candidates for promotion and tenure.

RECOMMENDATIONS FOR PROMOTION AND TENURE

Faculty in tenure earning positions should have assignments in the areas of teaching, research, and service. These assignments should reflect the needed emphasis for each faculty member to successfully meet the University criteria for promotion and/or tenure. Each year, a written evaluation of progress toward promotion and/or tenure will be provided by the CON Promotion and Tenure Committee and forwarded to the Dean by March 20th for inclusion in the progress toward promotion and/or tenure and discussion at the faculty member's annual evaluation.

Assistant Professors hired July 1, 2019 or later shall receive a tenure review in their third year. Assistant Professors hired before July 1, 2019 and who have not yet had a 2nd year review may choose between a 2nd and 4th year set of reviews or a 3rd year review. Assistant Professors hired before July 1, 2019 and who have already had a 2nd year review shall have a 4th year review. These reviews are mentoring opportunities during which the College's Promotion and Tenure Committee shall provide specific feedback and advice reflecting expectations for tenure and how the faculty member is progressing toward meeting those expectations. The faculty member shall meet with the Dean to discuss the report. Tenure Review Report(s) shall be included in the tenure binder. Assistant Professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and his or her supervisor.

In the fall semester, faculty who are eligible to be considered for promotion and/or tenure will assist the Administrative Specialist to prepare their tenure e-binder for submission to the CON Promotion and Tenure Committee. The committee will review the e-binder, convene to discuss the e-binder, and then cast secret ballots "for" or "against" the candidate's promotion and/or tenure. The chairperson will document the results, citing reasons for any negative votes. All tenured faculty members will also review the e-binder and submit secret ballots on the candidate's tenure only. The final votes will be tabulated by the CON Promotion and Tenure Committee and placed in the e-binder, then forwarded to the Dean, and then to the University Promotion and Tenure Committee. This process will be completed in the fall semester in accordance with the deadlines established by the University Promotion and Tenure Committee.

In the spring semester of the second, third, or fourth (depending on date of hire) academic years of employment, tenure-earning faculty will undergo a formal evaluation process in preparation for promotion and/or tenure. The CON Promotion and Tenure Committee and the Dean of the College will evaluate the candidate's progress toward promotion and/or tenure. The process is as follows:

1.  With the assistance of the Administrative Specialist, the faculty member is expected to prepare the second, third, or fourth (depending on date of hire) Year Review binder in the spring semester by March 1st. This binder will contain the materials relevant for the review except for external letters.

2. In March of the review year, the CON Promotion and Tenure Committee will independently review the binder using the same criteria used in the promotion and tenure review process.

3. The committee will formulate and provide evaluative feedback regarding the faculty member's progress toward promotion and/or tenure. If the committee makes the decision that insufficient progress is being made, the committee will provide the faculty member with specific recommendations for improvement. The Chairperson of the Promotion and Tenure Committee is responsible for providing faculty with these recommendations both verbally and in writing.

4. A copy of the written recommendation of the Committee is submitted to the Dean by March 20th for inclusion in the progress toward promotion and/or tenure and discussed as part of the faculty member's annual evaluation.

STANDARDS FOR PROMOTION AND TENURE

I:  Promotion to Associate Professor (For discussion)

Faculty members being considered for promotion to the rank of Associate Professor shall hold a master's degree in Nursing or graduate preparation appropriate to the area of responsibility and an earned Doctorate in Nursing or related field. Promotion to Associate Professor shall be based on the following standards:

*Teaching*

Excellence is an important component of the Promotion and Tenure criteria. A pattern of positive SPCI reports is essential. Any pattern of negative SPCI reports should be followed by completion of a remedial course offered by the University Center for Teaching Excellence. A subsequent improvement in SPCI reports is expected.

Competence in teaching at the Baccalaureate or Graduate level is evidenced by at least one (1) of the following:

1. Depth of knowledge related to teaching assignment. (Example of documentation: peer evaluations).

2. Demonstration of the professional role model with students in the clinical and classroom setting. (Examples of documentation: clinical practice, national and specialty certifications).

3. Leadership or initiative in the preparation and revision of course and curriculum materials related to teaching assignments.

4. Creative and innovative teaching as demonstrated by a variety of strategies (e.g. learning activities, grading rubrics, etc.).

5. Demonstration of skill in managing the learning environment (e.g. syllabus, learning activities, peer evaluation, teaching plan).

6. Invited guest lectures.

*Research and Scholarship*

Presence of an ongoing program of research is necessary to demonstrate specialization in a focused area of nursing. The area of specialization must demonstrate scientific independence from research supervisors at the graduate level. Components of the program of research must be linked in a cogent manner to provide evidence of a sustainable program of research that could extend one's scientific efforts. Evidence of the program of research is evaluated based upon the following criteria:

A. Publications – Research articles that present original scholarly research are the highest form of scholarship, and thus show the highest degree of accomplishment and expertise by the faculty member. An average of two (2) publications per year is expected. Criteria for evaluating publications are:

    1. Authoring or co-authoring of refereed research, clinical or policy-based articles in top tier or specialty journals is a priority. Top tier journals are listed in the Web of Knowledge Journal Citation Reports. Journals are ranked according to their impact factor. Candidates should note the impact factor and the significance of the manuscript after each journal article publication in the curriculum vitae.

    2. Research articles in journals that are unranked, but that represent national or international outlets for scientifically based scholarship.

    3. Books in which the faculty member is listed as sole author of the entire work.

    4. Edited books and book chapters that represent an area of the faculty members' expertise.

    5. Articles based upon research methods or statistical techniques that appear in journals listed in the Web of Knowledge Journal Citation Reports. Similar articles that are not listed in the Citation Reports are weighted less if they are in unranked journals.

    6. Other published reports and/or professional contributions.

B. Presentations – Faculty member is expected to present at least one (1) professional scholarly presentation per year. Criteria for evaluating presentations are:

    1. Refereed podium presentations are ranked in the order of: International, National, Regional, State and Local.

2. Presentations that reflect the faculty member's scientific findings as a component of the program of research.

3. Presentations that reflect statistical research methods, clinical practice or policy issues.

4. Refereed poster presentations.

C. Grants – At the Associate Professor level, the candidate's record should be characterized by sustained attempts to gain external funding. Feedback from unfunded grant submissions should reflect a competitive application. Grant activity will be evaluated based on the following criteria:

1. Extent of funding (funding agency, funding amount, years of funding);

2. Faculty member's role on the grant; and

3. Source of funds (external vs. internal).

D. Serving on an editorial review committee.

E. Serving on scientific and grant review panels.

F. Professional testimony.

G. Development of professional media.

H. Research consultation.

*Service to the College, the University, and the Profession*

A. **University service** activities are ranked as follows:

1. Chairperson of a University committee.

2. Member of a University committee or service as the CON faculty senator.

3. Chairperson of a CON committee.

4. Member of a CON committee.

B. **Professional service** activities are ranked as follows:

1. Leadership in a national professional organization.

2. Leadership on a committee in a national professional organization.

3. Regional and/or state leadership in a professional organization.

4. Active participation as a member of a professional organization.

5. Professional consultation (e.g. CCNE site visitor).

6. Service as an editor or reviewer to a journal. This will be ranked in the order of:- International; National; State; and, Local. Additionally, the impact factor journal and the term and extent of service to the organization will be considered

C. **Community service** activities are not weighted, but include:

1. The provision of clinical or administrative service to an agency within the community.

2. Presentations to the public.

3. Professional consultation to agencies within the community.

II:      Promotion to Professor

Faculty members being considered for promotion to the rank of Professor shall hold a Master's Degree in Nursing or graduate preparation appropriate to the area of responsibility and an earned Doctorate in Nursing or related field. Promotion to Professor shall be based on the following standards:

*Teaching*

Excellence is an important component of the Promotion and Tenure criteria. A pattern of positive SPCI reports is essential and expected.

Competence in teaching at the Baccalaureate or Graduate level is evidenced by at least one (1) of the following:

1. Depth of knowledge related to teaching assignment. (Examples of documentation: SPCI and peer evaluations).

2. Demonstration of the professional role model with students in the clinical and classroom setting. (Examples of documentation: clinical practice and national and specialty certifications).

3. Leadership and creativity in the preparation and revision of course and curriculum materials related to teaching assignments and web development.

4. Creative and innovative teaching methodologies for new course development or revisions to existing courses.

5. Invited guest lecturer.

6. Professional consultant outside the University.

7. Mentoring of junior faculty.

*Research and Scholarship*

Presence of an ongoing program of research that demonstrates national and international recognition in a focused area of nursing science. Components of the program of research should be linked in a cogent manner in order to illustrate expertise in the area of specialization.

Evidence of the program of research is evaluated based upon the following criteria:

A. Publications – Research articles that present original scholarly research are the highest form of scholarship, and thus show the highest degree of accomplishment and expertise by the faculty member. An average of two (2) publications per year in competitive/impact journals is expected. Other publications should reflect work with students and colleagues. Mentoring both students and junior faculty in their research endeavors is expected and highly regarded. Types of publications are ranked below:

1. Authoring or co-authoring of refereed research, clinical or policy-based articles in top tier or specialty journals is a priority. Top tier journals are listed in the Web of Knowledge Journal Citation Reports. Journals are ranked according to their impact factor. Candidates should note the impact factor after each journal article publication in the curriculum vita.

2. Research articles in journals that are unranked, but that represent national or international outlets for scientifically based scholarship.

3. Books in which the faculty is listed as the sole author of the entire work.

4. Edited books and book chapters that represent an area of the faculty member's expertise.

5. Articles based upon research methods or statistical techniques that appear in journals listed in the Web of Knowledge Journal Citation Reports. Similar articles that are not listed in the Citation Reports are weighted less if they are in unranked journals.

6. Other published reports and/or professional contributions.

B. Presentations – Faculty member is expected to present an average of two (2) scholarly presentations per year. Criteria for evaluating presentations are:

   1. Refereed podium presentations are ranked in the order of: International, National, Regional, State and Local.

   2. Presentations that reflect the faculty member's scientific findings as a component of the program of research.

   3. Presentations that reflect statistical research methods, clinical practice or policy issues.

   4. Refereed poster presentations.

C. Grants – At the full professor level, the candidate's record should be characterized by a pattern of success in gaining external funding for their program of research. The candidate is expected to be a PI or Co-PI of a funded program. Grant activity will be evaluated based upon the following criteria:

   1. Extent of funding (funding amount, years of funding).

   2. Faculty member's role on the grant.

   3. Source of funds (internal vs. external).

D. Serving on an editorial review committee

E. Serving on scientific and grant review panels

F. Professional testimony

G. Development of professional media

H. Research consultation

*Service to the College, the University, and the Profession*

A. **University service** activities are ranked as follows:

   1. Chairperson of a University committee.

   2. Member of a University committee or service as the CON faculty senator.

   3. Chairperson of a CON committee.

   4. Member of a CON committee; and

5. Mentoring of junior faculty related to teaching, research, and service.

B. **Professional service** activities are ranked as follows:

1. Leadership in a national professional organization.

2. Leadership on a committee in a national professional organization.

3. Regional and/or state leadership in a professional organization.

4. Active participation as a member of a professional organization.

5. Professional consultation (e.g. CCNE site visitor); and

6. Service as an editor or reviewer to a journal. This will be ranked in the order of: International; National; State; and, Local.  Additionally, the term and extent of service to the organization will be considered.

C. **Community service** activities are not weighted, but include:

1. The provision of clinical or administrative service to an agency within the community

2. Presentations to the public.

3. Professional consultation to agencies within the community.

III:    TENURE

The standards are the same as those for promotion to the rank to which the candidate is being considered (Associate Professor or Professor) or the rank currently held by the candidate if the candidate is not being considered for promotion.

When some credit toward tenure earned at another institution has been agreed upon in writing at the time of hire, faculty hired without tenure will be evaluated for tenure on the basis of the joint records of work at FSU and at the prior institutions.

| Approved by Committee: | 08/21/20 | | |
| Approved by Faculty: | 02/12/16 | 12/09/16 | 12/04/2020 |
| Approved by Dean: | 02/12/16 | 12/09/16 | 12/04/2020 |

**Florida State University**
**College of Nursing**
**Promotion Criteria**
**Specialized Faculty**

PROMOTION

Faculty hired at the rank of Teaching Faculty I (Assistant Teaching Faculty), Instructional Specialist I (Assistant Instructional Specialist) or above may be considered for promotion each year.

The *BOR/UFF Collective Bargaining Agreement*, Article 14, contains provisions which apply to promotion. A compilation of these policies is found in the *University Faculty Handbook*. http://facultyhandbook.fsu.edu/sites/g/files/upcbnu471/files/FacultyHandbook2017.pdf

PROMOTION COMMITTEE

The committee shall consist of five (5) Specialized Faculty members elected by ballot at the beginning of the spring semester to serve a three (3) year term.

RECOMMENDATIONS FOR PROMOTION

Faculty in specialized positions should have assignments in the areas of teaching, research, and service. These assignments should provide opportunities for the faculty member to successfully meet the University and College of Nursing criteria for promotion. Specialized Faculty who have been assigned an administrative code shall be subject to the normal promotion criteria and procedures for the applicable rank. They may not substitute performance of their administrative duties for qualifications in teaching, research, and service.

Decisions regarding promotion are made by evaluating cumulative evidence of sustained effectiveness in teaching, research, and service. Immediately following appointment, the faculty member will be assisted in preparing a specialized faculty promotion binder. This binder will house the cumulative evidence of progress toward promotion. Each year the Specialized Faculty Promotion Committee will review, as peers, the binders of all Specialized Faculty who submit one for review.

Binders are due to the committee chairperson by February 15th. Priority review of binders is given to faculty who wish to be considered for promotion in that year. Using the promotion criteria checklist based on the Vice President for Faculty Development and Advancement annual Specialized Faculty Promotion Process and College of Nursing Bylaws, the committee will identify gaps in progress toward promotion. The committee chairperson will provide a written evaluation of progress toward promotion to the faculty member with a copy to the Associate Dean for Academic Affairs.  This written evaluation will be provided March 30th for discussion at the faculty member's annual evaluation. The committee chairperson will forward all reviewed binders to the Associate Dean for Academic Affairs for review. the binder will then be returned to each respective faculty with the committee's completed checklist.

The Associate Dean for Academic Affairs will provide a written letter of progress toward promotion for each faculty member. These written evaluation letters will be included in the binder from the date of hire at FSU per the *BOR/UFF Collective Bargaining Agreement*, Article 14.

If the faculty member wishes to be considered for promotion, he/she informs the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs may not withhold a faculty member's binder from review should the faculty member wish to be considered. The promotion binder is submitted for consideration to the Specialized Faculty Promotion Committee.  Using the promotion criteria checklist based on the Vice President for Faculty Development and Advancement annual Specialized Faculty Promotion Process and College of Nursing Bylaws, the committee will determine promotion eligibility and/or readiness. The committee reviews the binder and votes by secret ballot to support or not support promotion with a simple majority carrying the decision. The committee chairperson communicates a narrative explanation summarizing the meeting and the vote (providing the number of affirmative, negative, and abstain votes) in a letter to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs reviews the binder and sends a letter of recommendation to the Dean. The Dean reviews the binder and sends a letter of recommendation to the Vice President for Faculty Development and Advancement on or before the date designated in the annual Specialized Faculty Promotion letter from the Vice President for Faculty Development and Advancement. To ensure transparency, the faculty member is copied on the written recommendation letters at each stage of the review.  A candidate may withdraw his or her file from consideration within five (5) working days of being informed of the recommendation at a given stage.

STANDARDS FOR PROMOTION

I-A:    Promotion to Teaching Faculty II (Associate Teaching Faculty)

Faculty members being considered for promotion to the rank of Teaching Faculty II (Associate Teaching Faculty) must have earned a Doctorate in Nursing or related field or a Master's Degree in Nursing from an accredited institution. Although the period of time in the rank of Teaching Faculty I (Assistant Teaching Faculty) is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her philosophy of teaching, scholarship of teaching, and service. Promotion to Teaching Faculty II (Associate Teaching Faculty) shall be based on the following standards:

*Teaching*

The faculty member must show evidence of:

1.   Well-planned, well-delivered courses.

2. SPCI, (Student Perception of Courses and Instructors summaries) that at a minimum, meet the average score of the unit.

3. Having taught multiple courses simultaneously.

4. Acting as lead instructor for a course.

5. Instructional innovation.

6. Having led or assisted with the development of a new or revised course.

*Scholarship of Teaching*

The faculty member must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations.

2. Authorship of research/clinical/policy materials relevant to the profession of nursing and the dissemination of these materials to the appropriate audience via publications and/or presentations.

*Service*

The faculty member must show evidence of:

1. Service to the College of Nursing.

2. Service to the community.

3. Service to the profession.

4. Membership in at least one (1) professional society or organization.

I-B:    Promotion to Instructional Specialist II (Associate Instructional Specialist)

Faculty members being considered for promotion to the rank of Instructional Specialist II (Associate Instructional Specialist) must have an earned a Doctorate in Nursing or related field with a Master's Degree in Nursing from an accredited institution and national certification.
Although the period of time in the rank of Instructional Specialist I (Assistant Instructional Specialist) is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her philosophy of teaching, scholarship of teaching and service. Promotion to Instructional Specialist II (Associate Instructional Specialist) shall be based on the following standards:

*Instructional Support*

The faculty member must show evidence of:

1. Well organized and equipped learning environments for clinical learning.

2. Innovative evidence-based strategies in structuring student clinical learning activities.

3. Effective integration of technology in College of Nursing laboratories.

4. Efficient maintenance and upkeep of the College of Nursing laboratories and associated equipment.

5. Effective collaboration with course faculty assigned to experiences in the College of Nursing laboratories.

6. Effective management of financial, material, and human resources associated with the College of Nursing simulation and laboratory spaces.

7. Participation in course revision and/or development.

*Scholarship of Teaching*

The faculty member must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations.

2. Authorship of materials relevant to the profession of nursing, and the dissemination of these materials to the appropriate audience via publications and/or presentations.

*Service*

The faculty must show evidence of:

1. Service on College of Nursing committees.

2. Service to the community.

3. Service to the profession.

4. Membership in at least one (1) professional society or organization.

I-C: Promotion to Associate in Research (Research Support)

Faculty members being considered for promotion to the rank of Associate in Research must have

an earned PhD from an accredited institution.  Although the period of time in the rank of Assistant in Research is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification.  Demonstrated merit, not years in rank, is the guiding factor.  The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her research support activities.

*Research Support*

The faculty must show evidence of:

At least three examples of research support.  The following list is provided as suggested activities which provide evidence of research support.

1.  Application of statistical theories and methods to solve practical problems at the College of Nursing for faculty and students.

2.  Through design of surveys assist College of Nursing administration in solving admission and curriculum issues which is a data drive decision.

3.  Guide faculty and students in deciding on what data is needed to answer specific research and clinical questions.

4.  Guide faculty and students in determining methods for finding or collecting data.

5.  Guide faculty and students in designing surveys/questionnaires to collect data.

*Teaching*

The faculty must show evidence of:

1.  Well-planned well-delivered courses.

2.  Student Perception of Courses and Instructors (SPCI) summaries that exceed the average score of the unit

3.  Instructional innovation.

II-A:   Promotion to Teaching Faculty III (Senior Teaching Faculty)

Faculty members being considered for promotion to the rank of Teaching Faculty III (Senior Teaching Faculty) must have an earned a Doctorate in Nursing or related field with a master's degree in Nursing from an accredited institution. Although the period in the rank of Teaching Faculty II (Associate Teaching Faculty) is normally five (5) years, promotion is possible after four (4) years where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her philosophy of teaching, scholarship of teaching, and service. Promotion to Teaching Faculty III (Senior Teaching Faculty) shall be based on the following standards:

*Teaching*

The faculty must show evidence of:

1. Evidence of well-planned well-delivered courses.

2. Student Perception of Courses and Instructors (SPCI) summaries that exceed the average score of the unit.

3. Having taught multiple courses simultaneously.

4. Having acted as lead instructor for different courses.

5. Instructional innovation.

6. Mentoring junior faculty in the development of courses, teaching and student evaluation strategies.

7. Having led or assisted with the development of a new or revised course.

*Scholarship of Teaching*

The faculty must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations; and

2. Authorship of materials related to the profession of nursing and the dissemination of these materials to the appropriate audience via publications and/or presentations.

*Service*

The faculty must show evidence of:

1. Service on College of Nursing committees.

2. Service to the community.

3. Service to the profession.

4. Having served as an officer in at least one (1) professional society or organization.

II-B:   Promotion to Instructional Specialist III (Senior Instructional Specialist)

Faculty members being considered for promotion to the rank of Instructional Specialist III (Senior Instructional Specialist) must have an earned a Doctorate in

Nursing or related field with a master's degree in Nursing from an accredited institution. Although the period of time in the rank of Instructional Specialist II (Associate Instructional Specialist) is normally five (5) years, promotion is possible after four (4) years where there is sufficient justification. Demonstrated merit, not years in the rank, is the guiding factor. The faculty member must prepare a statement summarizing their cumulative accomplishments in the rank reflecting upon their philosophy of teaching, scholarship of teaching, and service. Promotion to Instructional Specialist III (Senior Instructional Specialist) shall be based on the following standards:

*Instructional Support*

The faculty member must show evidence of:

1. The development, presentation, evaluation and refining of learning materials utilized for innovative evidence-based strategies for clinical learning activities.

2. The evaluation of the effectiveness of the laboratory and College of Nursing policies in facilitating learning activities in the College of Nursing laboratories.

3. Effective forecasting of ongoing equipment and supply needs in order to ensure the long-term viability of the laboratory.

4. Collaboration with faculty, staff and students for their teaching, operational, and instructional technology needs.

5. Establishing efficient processes designed to ensure the effective management of financial, material, and human resources associated with the laboratory.

6. Collaboration with colleagues across campus and community related to the optimization of learning activities within the College of Nursing, and the integration of interdisciplinary activities where appropriate.

*Scholarship of Teaching*

The faculty member must show evidence of:

1. Authorship of educational materials and the dissemination of these materials to the appropriate audience via publications and/or presentations.

2. Authorship of materials relevant to the profession of nursing and the dissemination of these materials to the appropriate audience via publications and/or presentations.

*Service*

The faculty member must show evidence of:

1. Service on College of Nursing committees.

2. Service to the community.

3. Service to the profession.

4. Having served as an officer in at least one (1) professional society or organization.

II.-C: Promotion to Senior Research Associate (Research Support)

Faculty members being considered for promotion to the rank of Associate in Research must have earned a PhD from an accredited institution. Although the period of time in the rank of Associate in Research is normally five (5) years, early promotion after four (4) years is possible where there is sufficient justification. Demonstrated merit, not years in rank is the guiding factor. The faculty member must prepare a statement summarizing his/her cumulative accomplishments in the rank and reflecting upon his/her research support activities.

*Research Support*

The faculty member must show evidence of:

At least three examples of research support. The following list is provided as suggested Activities which provide evidence of research support.

1. Identifies and acquires additional data sources, both internal and external, that can be used to enhance analyses for College of Nursing faculty and graduate students.

2. Lead the development of analytical models to drive superior research/evident-based practice outcomes.

3. Develop in-depth understanding of drivers for optimization by utilizing statistics and data mining techniques.

4. Evaluate and use Data Mining Tools.

5. Continually monitor database information and future needs of the College of Nursing faculty and graduate students.

6. Explore and acquire data from outside sources.

*Teaching*

The faculty member must show evidence of:

1. Well-planned well-delivered courses.

2. Student Perception of Courses and Instructors (SPCI) summaries that exceed the average score of the unit.

3. Instructional innovation.

Approved by Committee:    08/21/20

Approved by Faculty:      02/12/16        12/09/16        03/02/18        12/04/2020

Approved by Dean:         02/12/16        12/09/16        03/02/18        12/04/2020

**APPENDIX C**

**Policy F – 16**

**FLORIDA STATE UNIVERSITY**
**COLLEGE OF NURSING**

TITLE: **GRADUATE FACULTY STATUS AND GRADUATE TEACHING STATUS**

POLICY: Nursing faculty who meet the following criteria may be awarded Graduate Faculty Status (GFS):

1. Completed a doctoral degree in nursing (PhD, DNP, ND, DNSc) or related field (PhD, EdD, ScD).
2. Shown evidence of research-based scholarship resulting in peer- reviewed publications and presentations.
3. Appointed as a tenured or tenure-earning faculty member.
4. Actively participate in graduate education.
5. Received a two-thirds majority vote in favor of appointment by the College of Nursing faculty who currently have GFS within the College.

Appointment with GFS permits a faculty member to teach graduate courses, sit on graduate student supervisory committees, direct doctoral nursing projects (DNP) and direct masters and doctoral students' thesis, research projects and dissertations. GFS can be awarded to new hires upon their arrival at FSU depending on prior experience.

Nursing faculty who meet the following criteria may be awarded Graduate Teaching Status (GTS):

1. Completed a doctoral degree in nursing (PhD, DNP, ND, DNSc.) or related field (PhD, EdD, ScD)
2. Appointed as a non-tenured faculty member.
3. Demonstrated teaching and clinical expertise.
4. Received a two-thirds majority vote in favor of appointment by the College of Nursing faculty who currently have GFS within the college.

Visiting in Lieu of Adjunct (OPS) appointments who meet the following criteria may be awarded Temporary Graduate Teaching Status (GTS):

1. Completed a doctoral degree in nursing (PhD, DNP, ND, DNSc) or related field (PhD, EdD, ScD) or an MSN with licensure as an APRN with 5 years clinical experience.

2. Appointed as a Visiting in Lieu of Adjunct (OPS) faculty member.
3. Demonstrated teaching and clinical expertise.
4. Received a two-thirds majority vote in favor of appointment by the Collee of Nursing faculty who currently have GFS within the College.

Appointment with GTS permits a faculty member to teach graduate courses, sit on masters supervisory committees, direct doctoral nursing projects (DNP), co-direct master's thesis and research projects, and co- direct doctoral research projects within their defined area of expertise.

RATIONALE: Members of the graduate faculty are expected to actively engage in graduate education through teaching, mentoring and research supervisions. They should show evidence of research-based scholarship and/or creative work resulting in peer-reviewed publications and presentations or equivalent work, such as clinical practice in a certified specialty.

PROCEDURE:

1. New faculty to GFS must be affirmed by a supermajority (2/3) vote of the GFS faculty of the College of Nursing and by approval of the academic Dean and the Dean of the Graduate School.

2. GFS can be awarded to new hires upon their arrival at FSU depending on previous experience. Graduate Teaching Status (GTS) may be awarded for new tenure-earning faculty until they meet the criteria for GFS.

3. The College of Nursing will send to their academic Dean and the Dean of the Graduate School a request for GFS and GTS approval on appropriate form with a current CV appended to the form. For new faculty hires, this package may be combined with the appointment papers.

4. Review of GFS and GTS will take place at a minimum every five years. Revocation of GFS or GTS requires a supermajority (2/3) vote of nursing faculty holding GFS. Faculty who wish to reapply for GFS or GTS lost will submit a letter with supporting documentation to the academic Dean for vote by nursing faculty holding GFS and for approval by the academic Dean and the Dean of Graduate School.

Approved:
    Faculty: 12/8/08; 1/24/2020
    Dean:    12/8/08; 1/24/2020

## Policy F-15 FLORIDA STATE UNIVERSITY
## COLLEGE OF NURSING

TITLE:          **Summer Supplemental Assignments**

POLICY:         Priority for summer teaching assignments is based upon departmental needs, faculty expertise, rank, and years in service for qualified faculty, and faculty request. Priority for summer teaching assignments shall be given to full time faculty who have expertise in the area and have previously taught the course.

RATIONALE:      In accordance with the Collective Bargaining Agreement between the Florida State University Board of Trustees and the United Faculty of Florida, normal nine (9) month (academic year) faculty contracts shall be for thirty-nine (39) consecutive weeks and a supplemental summer contract may be offered for all or part of the remaining year. Supplemental summer assignments shall be offered to qualified faculty members before offering this work to persons outside of the University.

PROCEDURE:

1.  A list of summer course offerings shall be distributed to all faculty members at a minimum of eight weeks prior to end of Spring Semester.

2.  Faculty will designate in writing their preference for teaching identified courses.

3.  Assignments will be made in accordance with:
    a.  Faculty expertise. The number of times faculty has taught the course, formal educational preparation related to course, years in clinical practice, and teaching evaluations will be considered.
    b.  Rank and years in service for qualified faculty. Full-time faculty members have priority over part-time or adjunct positions.
    c.  Faculty requests.

4.  Should there be more faculty requests than available courses; assignments will be rotated yearly among qualified faculty based on the above criteria.

Approved by:    Faculty     12/08/08     12/09/16     12/04/2020
                Dean        12/08/08     12/09/16     12/04/2020

Florida State University
College of Nursing
Appendix E
CON Policy F-10

2013 Performance Evaluation Criteria (Tenured and Non-Tenure-Earning Faculty)

Definitions:

- Meets FSU's High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

- Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

- Substantially Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; and attaining significant national or international achievements, awards, and recognition.

Criteria:

**Meets FSU's High Expectations**

- Teaching – Meets activities listed in annual Assignment of Responsibilities (AOR)
- Research – Meets activities listed in annual assignment of Responsibilities (AOR)
- Service – Meets activities listed in annual Assignment of Responsibilities (AOR)

**Exceeds FSU's High Expectations**

- Teaching – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the

following:

- Teaches a DIS class

- Supervises an undergraduate honors thesis

- Was nominated for a teaching award on campus

- Scores at least a 90% Excellent/Very Good for "overall assessment of instructor" on SPCI (Student Perception of Courses and Instructors)

- Develops a new course syllabus

- Provides at least one (1) lecture in another department on campus

- Research – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

  - Publishes one (1) research article based on author's original research in a refereed journal that is rated on Web of Science

  - Publishes one (1) Integrative Review article in a refereed journal that is rated on Web of Science

  - Provides one (1) national/international speech or presentation based on author's original research

  - Provides two (2) podium or poster presentations based on the author's original research

  - Authors an internal or external grant in the role of PI or Co-PI, excluding FYAP that is approved for funding of at least $5,000

  - Authors an external research grant in the role of PI or Co-PI requesting funding for $50,000 or greater

  - Authors or co-authors one (1) or more book chapters that has been accepted for publication

- Service – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

  - Supervises an undergraduate Garnet and Gold Scholar

  - Serves as a member of a volunteer community board

  - Supervises students in a CON volunteer project

  - Chairs at least one (1) CON committee

o Serves as an officer or board member in a local or state nursing organization

**Substantially Exceeds FSU's High Expectations**

- Teaching – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

    o Teaches two (2) or more DIS students each semester

    o Supervises two (2) or more honors theses

    o Was nominated and won a teaching award on campus

    o Scores at least a 95% Excellent/Very Good for "overall assessment of instructor" on SPCI (Student Perception of Courses and Instructors)

    o Develops a new course syllabus and teaches course

    o Provides at least two (2) lectures in another department on campus

- Research – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

    o Publishes two (2) articles based on the author's original research in a refereed journal that is rated on Web of Science

    o Publishes two (2) Integrative Review articles in a refereed journal that is rated on Web of Science

    o Provides two (2) national/international speeches or presentations based on author's original research

    o Provides two (2) podium or poster presentations based on the author's original research

    o Serves as a reviewer for external or federal grants

    o Authors an external research grant in the role of PI or Co-PI that is funded for $50,000 or greater.

    o Authors or co-authors one (1) or more books that have been accepted for publication

- Service – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

- Serves as an officer of a volunteer community board

- Is involved in at least two (2) student volunteer projects

- Serves as a sponsor for at least one (1) student service project

- Supervises two (2) or more undergraduate Garnet and Gold Scholars

- Chairs at least two (2) CON committees

- Chairs one (1) University committee

- Provides leadership in organizing at least one community-wide project

- Serves as an officer or board member in a national or international nursing organization

- Provides multiple guest lectures in the community

## 2013 Performance Evaluation Criteria (Non-Tenure-Earning Faculty)

### Meets FSU's High Expectations

- Teaching – Meets annual Assignment of Responsibilities (AOR)

- Clinical Scholarship (Research) – Meets annual assignment of Responsibilities (AOR)

- Service – Meets annual Assignment of Responsibilities (AOR)

### Exceeds FSU's High Expectations

- Teaching – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

  - Teaches one (1) or more DIS classes

  - Supervises undergraduate honors thesis

  - Was nominated for a teaching award on campus

  - Scores at least a 90% rating of Excellent/Very Good for "overall assessment of instructor" on SPCI (Student Perception of Courses and Instructors)

  - Develops a new course syllabus

  - Provides at least one (1) lecture in another department on campus

- Clinical Scholarship (Research) – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

- o Publishes one (1) clinical, theoretical or research article in a refereed journal

- o Provides one (1) national/international speech or presentation

- o Provides two (2) podium or poster presentations

- o Authors or co-authors a program grant that is approved for funding

- o Authors or co-authors a book chapter that has been accepted for publication

- ▪ Service – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

  - o Serves as a member of a volunteer community board

  - o Helps students in a CON volunteer project

  - o Supervises a undergraduate Garnet and Gold Scholar

  - o Chairs at least one CON committee

  - o Serves as an officer or board member in a local or state nursing professional organization

## Substantially Exceeds FSU's High Expectations

- ▪ Teaching – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

  - o Teaches two (2) or more DIS students each semester

  - o Was nominated and won a teaching award on campus

  - o Scores at least a 95% Excellent/Very Good for "overall assessment of instructor" on SPCI (Student Perception of Courses and Instructors)

  - o Develops a new course syllabus and teaches course

  - o Provides at least two (2) lectures in another department on campus

- ▪ Clinical Scholarship (Research) – meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:

  - o Publishes two (2) clinical, theoretical or research articles in a refereed journal

  - o Provides two (2) national/international speeches or presentations

  - o Provides two (2) podium or poster presentations

  - o Authors or co-authors an external grant of $5,000 or more

- o Authors or co-authors a book that has been accepted for publication
- o Serves as a reviewer for external or federal grants

- Service – Meets annual Assignment of Responsibilities (AOR) plus 90% of the following:

  - o Serves as an officer on a volunteer community board
  - o Coordinates at least two (2) student volunteer projects
  - o Serves as a sponsor for at least one (1) student service project
  - o Supervises two (2) or more undergraduate Garnet and Gold Scholars
  - o Chairs at least two (2) CON committees
  - o Chairs one (1) University committee
  - o Involved in at least one (1) community-wide projects
  - o Provides multiple guests lectures in the community
  - o Serves as an officer or board member in a national or international professional nursing organization

**Policy F-10**
**FLORIDA STATE UNIVERSITY**
**COLLEGE OF NURSING**

TITLE:           FACULTY ANNUAL EVALUATION AND REPORT

POLICY:        In accordance with University policy, Article 10, Performance Evaluation of 2004-2007 BOT-UFF Collective Bargaining Agreement, each full-time faculty member will be evaluated in the areas of teaching, research, service each academic year. The evaluation method will consist of self-reporting (Faculty Annual Report and Evaluation [Attachment A]), observation of teaching by peers including both theory and clinical (if applicable) (Peer Review of Teaching Effectiveness in Theory and Clinical)[Attachment B], SPOT evaluations, and review of all material by the Dean of the College of Nursing.

All faculty members in the College of Nursing (other than those on a personal leave of absence and those not being reappointed who have received a notice of non-reappointment or are not entitled to receive a notice of non-reappointment) will be evaluated annually during the Spring Semester.

The annual evaluation is completed during each Spring Semester based on the prior Spring, Summer (if employed), and Fall semester assignments of responsibilities, Faculty Annual Report and Evaluation (Attachment A), Peer Review of Teaching Effectiveness in Theory and Clinical (Attachment B), and SPCI evaluations will be used.

Nursing faculty are responsible for maintaining an updated curriculum vita on the FEAS System. Faculty wishing to be considered for merit should complete the Meritorious Activity of Faculty Report found in Faculty Policy F-14.

RATIONALE:   Annual Faculty Report and Evaluation is utilized by the Dean of the College of Nursing and Associate Dean for Academic Affairs to assist in completion of the University evaluation form and by the Promotion and Tenure Committee and the Specialized Promotion Committee to determine recommendation for Promotion and/or Tenure. Failure to submit the annual reports will preclude the committee from recommending for Promotion and/or Tenure.

PROCEDURE (Effective Spring 2021)

PROCEDURE FOR FULL-TIME FACULTY:
1. An electronic copy of the Faculty Annual Report and Evaluation Report (Attachment A), and an updated Curriculum Vita should be submitted to the Administrative Specialist by February 15 of the academic year along with a written summary of faculty accomplishments related to teaching, scholarship, and service.

2. Classroom and clinical observation or visitation will be conducted by the director of teaching excellence in the following manner: (1) a faculty member will be notified at least two weeks in advance of a classroom or clinical visit; (2) a written report of the

observation will be submitted to the faculty member within ten working days of the observation--otherwise, nothing from the visit may be used in the evaluation process; and (3) the final report will be submitted to the Dean and/or the Associate Dean for Academic Affairs for use in the annual evaluation.  The narrative report may suggest corrective action for any shortcoming that is identified.  No corrective action that impinges upon academic freedom may be suggested.  The faculty member may reply to the report and have the reply attached to the form.  For clarification refer to Article 10, BOT-UFF Collective Bargaining Agreement.  Upon request, a faculty member may invite one or more peers to provide an evaluation of their teaching based on direct observation or visitation.

3. Faculty are also required to have students complete SPOT Evaluations during the Spring, Summer (if teaching), and Fall Semester.

4. The Dean's Executive Secretary will schedule an appointment with the faculty member during the Spring Semester for their Annual Evaluation.

5. A copy of the Annual Faculty Evaluation will be provided to each faculty member and placed in their evaluation file.

PROCEDURE FOR PART-TIME FACULTY:

1. Adjunct faculty will be evaluated in teaching.  The evaluation will be completed by the appropriate Assistant Dean.  Upon request, a faculty member may invite one or more peers to provide an evaluation of their teaching based on direct observation or visitation.

2. A copy of the Annual Faculty Evaluation will be provided to each faculty member and placed in their employee file.

Approved:
    Faculty:    1/24/2020; 12/04/2020
    Dean:       1/24/2020; 12/04/2020

**Florida State University College of Nursing**
**Policy F-10**
**Attachment A**

**Faculty Annual Report and Evaluation**

**Name**_____  **Year**_____
**Rank**_____**RN License**_____**State**_____

I wish to be considered for merit.   Yes\_\_\_\_\_   No\_\_\_\_\_

**Memberships in professional organizations and honorary societies.**

F.N.A. 20\_\_  yes\_\_\_\_\_, no\_\_\_\_\_) F.L.N.  20\_\_ (yes\_\_\_\_, no\_\_\_\_\_)

Others (list)

**I.      INSTRUCTION**

**1. Teaching assignment:  Indicate if Lead Faculty.  Indicate % of assignment for each**
                **semester.**

| | Course # | Title of course | # Contact hours | # Enrolled |
|---|---|---|---|---|

**Spring**
_____ %

**Summer**
_____ %

**Fall**
_____ %

**2.** **Guest lectures given:** ( List date, course number, topic, number of hours, department)

**3.** **Thesis/dissertation**: (List chair or member, title of thesis, name of student and department

**4.** **Preceptorship:** (List course number and title, number of students and contact hours)

**5.** **Student advisement:** (list number of graduate/undergraduate advisees)

**6.** **Other instructional development:** (e.g, new courses; special materials)

## II. RESEARCH AND SCHOLARLY ACTIVITY

To be filled out indicating the semester when work was done.

Percentage assigned:   Spring_____%   Fall_____%

1.      **Grant activity** (Proposals submitted, obtained, completed, dates, funding source, amounts if funded; if in progress note, include date for submission)

2.      **Publications** (Use APA format; indicate if refereed, type of publication, authorship, title, date, etc.)

      **A.      Publications in print**

         **-Referred**

         **-Non Referred**

      *B.      PUBLICATIONS IN PRESS*

         **-REFFERRED**

         **-NON REFFERRED**

      **C.      MANUSCRIPTS SUBMITTED**

         **-REFFERED**

         **-NON REFFERRED**

3.      **Scholarly papers and presentations**

4.      **Other participation at professional meetings** (e.g. panels, workshops, discussants)

**5.**     **Research in** progress (describe extent of completion, phase
project is in)

**III.  SERVICE**

Percentage Assign:    Spring____%  Fall___%

1.     **College of Nursing** (indicate chair/member of committees)

2.     **University** (indicate if chair or member)

3.     **Professional Organization Activity** (specify activities, e.g., offices held/special
projects, etc.)

4.     **Public Schools**

5.     **Faculty Practice** (describe nature/scope)

6.     **Community Activities** (presentations/offices in civic        organizations/civic activities)

7.     **Administrative Responsibilities**

8. **Professional Development**

a. Professional meetings attended:

| Date | Title | Sponsor | Location | Contact Hours |
|------|-------|---------|----------|---------------|
|      |       |         |          |               |

Summary of Faculty Accomplishments

Teaching

Scholarship

Service

**Policy F-14**
**FLORIDA STATE UNIVERSITY**
**COLLEGE OF NURSING**

TITLE:                    **MERIT CRITERIA AND DISTRIBUTION**

POLICY:                  The College of Nursing will utilize specific criteria
                         and procedures for distribution of merit-based salary
                         increases. All faculty members will be reviewed for
                         merit. The Faculty Evaluation Committee of the
                         College of Nursing will use criteria provided in the
                         Meritorious Activity Report (Attachment A) to
                         determine merit pay awards.

RATIONALE:               In accordance with UFF-BOT, Article 10, Merit Evaluations,
                         Section 10.4 and Article 23, Merit Salary Increases/Bonuses,
                         Section 23.5, merit-based salary increases are based on the duties
                         assigned pursuant to Article 9 and the faculty evaluation criteria and
                         procedures established pursuant to Article 10.

PROCEDURE:               Faculty will complete and submit a copy of the
                         Faculty Meritorious Activity Report to the Faculty
                         Evaluation Committee by February 1 annually. It
                         will be used by the Faculty Evaluation and Merit
                         Committee to rank faculty performance and make
                         recommendations to the Dean for merit pay
                         awards.

**Faculty Name** _____

**Meritorious Activity Report for Year** _____

Faculty members must have evaluations in each of the areas of teaching, research, scholarship of teaching and service that meet FSU's high expectations before being considered for Merit. In addition, the peer teaching evaluation must be completed with a ranking that **meets, exceeds, or substantially exceeds** FSU's high expectations.

To be considered meritorious, activities must exceed your assigned duties as specified in your College of Nursing Assignment of Responsibility (AOR). This report is to be completed and submitted to the Faculty Evaluation Committee.

**Assignment of Responsibility**:

Teaching:_____%        Research:_____%        Service:_____%

Summer Teaching:_____%

| Meritorious Activity | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| **Teaching (40 points maximum for tenure; 50 points maximum for non-tenure)** | | | | |
| Teaches a Directed Individual Study (DIS) Course | 3 | | | Syllabus |
| Supervises an Undergraduate Honors Thesis | 4 | | | Honors contract |
| Guest lecture per hour in nursing course(s) per hour | 1 | | | Memo from faculty |
| Guest lecture per hour in another college or department | 2 | | | Memo from faculty |
| Serves as a preceptor for a non-FSU Graduate student (unless you were paid) per student | 3 | | | Preceptor letter |
| Serves as a DNP project major professor (if not already included in AOR) | 3 | | | |

| Activity | Points | Occurrence | Total | Evidence |
|---|---|---|---|---|
| Serves as a preceptor for an FSU Graduate student | 3 | | | |
| Serves as a faculty mentor for Undergraduate Research Opportunity Student/BRIDGE | 3 | | | UROP contract |
| Nominated for an FSU Teaching Award or upper 90% in course evaluations for all courses taught | 2 | | | Nomination letter |

| Meritorious Activity | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| Received an FSU Teaching Award | 5 | | | Award letter |
| Received a Guardian of the Flame Faculty Award, DAISY Award, or Graduate Student Mentor Award | 3 | | | Award letter |
| Received a National Nursing Award (Teaching award) | 5 | | | Award letter |
| Develops a new course syllabus (if not already included in AOR) | 3 | | | Syllabus |
| Develops a new course and teaches course first time (if not already included in AOR) | 5 | | | Assignment? |
| Teaching course first time online (must be included in AOR) | 3 | | | AOR |
| Teaching course first time face-to-face (must be included in AOR) | 2 | | | AOR |
| **Teaching Points Earned** | **50** | | | |

## Research/Clinical Scholarship of Teaching

| Activity | Points | Occurrence | Total | Evidence |
|---|---|---|---|---|
| Submits an article for publication in a professional journal (non-refereed). Attach email confirmation of submission | 2 | | | Email confirmation |
| First author of an article for publication in a professional journal (non-refereed) in press or published. Attach email confirmation of submission | 3 | | | Email confirmation |
| Author (other than first) of an article for publication in a professional journal (non-refereed) in press or published. Attach email confirmation of submission | 2 | | | Email confirmation |
| Submits an editorial to professional journal (non-referred). Attach email conformation of submission | 1 | | | Email confirmation |
| First author of an editorial to professional journal in press or published. Attach email confirmation of submission | 2 | | | Email confirmation |

| Activity | Points | | | Evidence |
|---|---|---|---|---|
| Author (other than first) of an editorial to professional journal in press or published. Attach email confirmation of submission | 1 | | | Email confirmation |
| Authors an article for submission with student to professional journal (non-refereed). Attach email confirmation of submission | 1 | | | Email confirmation |
| Article with student to professional journal (non-refereed) in press or published. Attach email confirmation of submission | 1 | | | Email confirmation |

| Meritorious Activity | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| Submits Interprofessional article to professional journal (non-refereed). Attach email confirmation of submission | 2 | | | Email confirmation |
| Interprofessional article to professional journal (non- refereed) in press or published. Attach email confirmation of submission | 3 | | | Email confirmation |
| Delivers presentation to a community organization | 1 | | | Provide references and outline of presentation |
| Delivers presentation to a local group | 2 | | | Provide references and outline of presentation |
| Delivers presentation to a regional group | 3 | | | Provide references and outline of presentation |
| Submits an article to refereed journal. *This does not refer to editorials | 3 | | | Email confirmation |
| First author of a clinical or theoretical article in press or published in refereed journal | 6 | | | .pdf of article/link |
| Author (other than first author) of a clinical or theoretical article in press or published in refereed journal | 3 | | | .pdf of article/link |
| First author of an integrative review article in press or published in refereed journal | 8 | | | .pdf of article/link |
| Author (other than first) of an integrative review article in press or published in refereed journal | 4 | | | .pdf of article/link |
| First author of a research article in press or published in a refereed journal (accepted with revisions does not count) | 10 | | | .pdf of article/link |

| Activity | Points | | | Evidence |
|---|---|---|---|---|
| Submits Interprofessional article for refereed professional journal | 4 | | | Email confirmation |
| Interprofessional article to a refereed professional journal in press or published | 6 | | | Email confirmation |
| First author of a book chapter published or in press (accepted with revisions does not count) | 6 | | | Email confirmation |
| Shared authorship of a book chapter published or in press | 3 | | | Email confirmation |

| Meritorious Activity | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| Single author for a book that is in press or published | 10 | | | Attach publication will be returned |
| Shared authorship for a book that is in press or published | 5 | | | Attach publication will be returned |
| Provides poster presentation at national/international conference | 6 | | | Provide conference pro-gram and letter of acceptance |
| Provides podium presentation at national/international conference | 8 | | | Provide conference pro-gram and letter of acceptance |
| Poster presentation at state conference | 2 | | | Provide conference pro-gram and letter of acceptance |
| Poster presentation at regional conference | 3 | | | Provide conference pro-gram and letter of acceptance |
| Podium presentation at state conference | 3 | | | Provide conference pro-gram and letter of acceptance |
| Podium presentation at regional conference | 4 | | | Provide conference pro-gram and letter of acceptance |
| Authors or co-authors **program** grant that is funded for more than $50,000 | 10 | | | Cover sheet of proposal |
| Authors or co-authors a program grant that is funded for $50,000 or less | 7 | | | Award letter |
| As PI or Co-PI, *submits* **internal** research grant for $50,000 or less | 6 | | | Cover sheet of proposal |

| | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| As PI or Co-PI, *submits* external research grant for $50,000 or less | 8 | | | Cover sheet of proposal |
| As PI or Co-PI, *funded* for **external** research grant for $50,000 or less | 10 | | | Award letter |
| As PI or Co-PI, *submits* internal research grant for more than $50,000 | 7 | | | Cover sheet of proposal |
| As PI or Co-PI, *funded* for **internal** research grant for more than $50,000 | 8 | | | Award letter |
| As PI or Co-PI, submits external research grant for more than $50,000 | 9 | | | Cover sheet of proposal |

| Meritorious Activity | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| As PI or Co-PI, funded for **external** research grant for more than $50,000 | 12 | | | Award letter |
| Serves as reviewer for external or federal grant | 5 | | | Email confirmation |
| Reviews article for nursing journal (per article) | 2 | | | Report or email |
| Reviews article for professional journal (per article) | 2 | | | Report or email |
| **Research/Clinical Scholarship Points Earned** | **216** | | | |

## Service

| | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| Directs undergraduate Garnet and Gold Scholar (per student) | 3 | | | Contract |
| Coordinates student volunteer project (report hours) | 2 | | | Documentation |
| Serves as sponsor of student service project/organization | 5 | | | |
| Chairs CON committee | 4 | | | CON committee assignment |
| Serves on more than two (2) CON committees | 2 | | | CON committee assignment |
| Member of University committee | 2 | | | Committee minute |
| Chairs University committee | 5 | | | Committee minute |

| | Points per Occurrence of Activity | Occurrence of Activity (#/hours) | Total Points | Evidence |
|---|---|---|---|---|
| Serves on Honors Thesis for CON or Thesis/Dissertation committee outside the CON (non-tenured track not eligible) | 2 | | | |
| Serves as an officer of a volunteer community board | 2 | | | Committee minutes |
| Leads/Organizes a community or state-wide project | 3 | | | |
| Serves as office/board member of local or state nursing organization | 3 | | | Committee minute |
| Serves as officer/board member of national or international nursing or professional organization | 5 | | | Committee minute |
| Received National Nursing Award (not teaching) | 3 | | | |
| **Meritorious Activity** | **Points per Occurrence of Activity** | **Occurrence of Activity (#/hours)** | **Total Points** | **Evidence** |
| Participation in activates to promote and/or represent FSU programs and FSUCON in service related activities | 3 | | | Per event/day |
| Participation in activated to foster collaboration with other FSU colleges that enhances educational/service opportunities for CON students | 3 | | | Per event/day |
| Facilitate or organize a scholarly research activity (Sigma Theta Tau Research Dinner, CAPN speakers, TMH/CRMC presentations, etc.) | 2 | | | Committee minute |
| CCNE/NLN Evaluator | 5 | | | |
| **Service Points Earned** | **54** | | | |
| | | | | |
| Teaching Points Earned | | | | |
| Research/ Clinical Scholarship Points Earned | | | | |
| Service Points Earned | | | | |
| Total Points Earned | | | | |

Note below anything you believe is worthy of merit, which is not on the merit form

Florida State University
College of Nursing
Appendix G
Academic Program Review – Program Evaluation Plan

## I: Context Evaluation – Mission and Governance

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| <u>I-A, I-B, I-F</u><br>The **mission, goals, policies, and expected student outcomes are congruent** with those of the University and consistent with relevant professional nursing standards and guidelines for the preparation of nursing professionals | Compare the CON and University mission, goals, policies, and expected student outcomes | • University website<br>• Organizations learning management system<br>• CON Faculty Handbook<br>• SACS Outcomes<br>• CCNE and NONOF Accreditation Standards<br>• CON Strategic Plan<br>• Community Advisory Board | Program Evaluation and Curriculum committees every five (5) years unless there is a change in the University mission (Next review in 2020) |
| | | | |
| <u>I-C</u><br>Expected **faculty outcomes** in teaching, scholarship, service, and practice **are congruent** with the mission, goals, and expected student outcomes | Analyze faculty annual reports | Faculty annual reports | Faculty Evaluation Committee annually in the fall semester |
| | | | |
| <u>I-D</u><br>Faculty and students **participate in program governance** | Document annual committee reports for distribution of faculty and number of students serving on committees | Committee Annual Reports/Membership Lists | Annual committee reports and meeting minutes submitted by the committee chairperson |
| | | | |
| <u>I-E</u><br>Documents and publications related to the program offerings are accurate | Review documents for accuracy | • CON Faculty Handbook<br>• Student Handbook<br>• Marketing materials<br>• Website | Administrative team* and advisors **annually** |

*Administrative Team: The Dean, the Associate Deans, and the Assistant Deans of the College of Nursing

## II: Input Evaluation – Institutional Commitment and Resources

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| **II-A** <br> **Fiscal and physical resources are sufficient** to enable the program to fulfill its mission, goals, and expected outcomes | Review budget reports | Budget reports | Dean, Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, Assistant Dean of Undergraduate Programs, IT Manager, and Financial Specialist (annually) |
| | | | |
| **II-B** <br> **Academic support services (Student Services, Library Services, Computer Lab, Technology, Distance Education, Research Support) are sufficient** to ensure quality and are evaluated on a regular basis to meet program and student needs | Analyze student satisfaction ratings on surveys (Analyze faculty surveys when implemented) | <ul><li>DNP Student Current Annual Survey (Blackboard)</li><li>Undergraduate Student Exit Survey (EBI)</li><li>Graduate Exit Survey</li><li>University COACHE</li></ul> | <ul><li>Assistant Dean of Graduate Program, Assistant Dean of Undergraduate Programs (annually)</li><li>Program Evaluation Committee will review and present student survey data annually to the faculty in the fall semester for the preceding year</li><li>COACHE TBA</li></ul> |
| | | | |
| **II-C, II-D** <br> **100% of faculty (including the Dean, Associate Dean of Academic Affairs, Assistant Dean of Undergraduate Programs, and Assistant Dean of Graduate Programs) have the proper credentials** and experience to teach and/or administer in their particular areas or positions | Review educational, licensure, and certification status of teaching faculty and specialty-track coordinators | <ul><li>Faculty Annual Report and Vitae</li><li>Faculty Expertise and Advancement System (FEAS)</li></ul> | Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, and Assistant Dean of Undergraduate Programs review faculty/preceptor credentials, student/faculty ratios, and evaluate adequacy annually |
| | | | |
| **II-D** <br> **Student/Faculty ratios** across clinical sites and courses are adequate and meet FLBON regulations and professional | Review FLBON professional organizations and CON Standards to compare student/faculty ratios for | Faculty teaching assignments and workload reports | Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, and Assistant Dean of |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| standards | clinical sites and courses | | Undergraduate Programs review faculty/preceptor credentials, student/faculty ratios, and evaluate adequacy annually |
| | | | |
| II-E<br>**100% of preceptors have the appropriate credentials** for their role and are oriented to program expectations | Review educational, licensure, and certification status of preceptors | Preceptor database | Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, and Assistant Dean of Undergraduate Programs review preceptor credentials annually Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, and Assistant Dean of Undergraduate Programs maintain and annually update the preceptor databases to document preceptor credentials |
| | | | |
| II-F<br>**FSU and the CON provide and support an environment that encourages faculty teaching, scholarship, service, and practice** in keeping with the mission, goals, and expected faculty outcomes | Compare faculty ratings on satisfaction indicators to standards set by the CON | COACHE | Program Evaluation Committee |
| | Review Faculty Annual Reports and compiled Faculty Travel/Presentation Report | Faculty Annual Report<br><br>Faculty Travel/Presentations Report | CON Administrators report annually the number of faculty |

## III: Process Component – Curriculum and Teaching-Learning Practices

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| III-A, III-B, III-C, III-F, III-G, III-H<br>The **curriculum** is developed, implemented, and revised to **reflect clear statements of expected student learning outcomes, professional standards and guidelines, and community needs. The curriculum is logically structured with each level building on the underlying level**<br>• 100% of newly developed courses will have a completed Course Approval Form on file<br>• 100% of course syllabi will be reviewed on a five (5) year cycle<br>• 100% of courses will have defined links between professional standards and course and programmatic outcomes<br>• Annual review of course reports | Analysis of Curriculum Cross-Walks of:<br>• Course Objectives<br>• Program Outcomes<br>• AACN Essentials<br>• Criteria for Evaluation of Nurse Practitioner programs | Course reports | Lead instructors and Associate Dean of Academic Affairs |
| | | Course Syllabi | Lead instructors and Curriculum Committee |
| | | Curriculum Cross-Walk | Curriculum Committee |
| | | Conceptual Framework | Curriculum Committee |
| | | | |
| III-D, III-E<br>**Curriculum and Teaching-Learning practices and environments are evaluated** at regularly scheduled intervals and support the achievement of expected individual student learning outcomes<br><br>100% of faculty submit a course report for each course | Analysis of instructional methods, classroom environments, and clinical environments in relation to course objectives | Course Reports | Curriculum Committee |
| | | Student Perception of Courses and Instructors (SPCI) | • Individual faculty and administration (every semester)<br>• Associate Dean of Academic Affairs to review and bring actionable date to the |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| taught each semester that addresses the adequacy of:<br>• Physical environment for teaching and learning<br>• Resources and learning materials<br>• Clinical facilities<br>• Interprofessional learning opportunities | | | Program Evaluation Committee<br>• Assistant Dean of Graduate Programs, Assistant Dean of Undergraduate Programs, and Program Evaluation Committee (annually) |
| | | Student Exit Surveys | Assistant Dean of Graduate Programs and Assistant Dean of Undergraduate Programs (every semester) |
| | | Clinical Agency Report | |
| | | | |
| III-G<br>**Individual student performance is evaluated** by the faculty and reflects achievement of expected individual student learning outcomes<br><br>All students:<br>1. 100% of course syllabi provide policies and procedures for individual student performance<br>2. 90% of students achieve a B or higher in nursing courses<br><br>BSN Students (SACS Indicators):<br>1. Pass rate of BSN graduates will be higher or equal to the national average | Analysis of individual student performance in relation to admissions criteria, course objectives, program outcomes, and evaluation methods used in courses (Classroom, Lab, Clinical) | • Course Grades<br>• Course Syllabi<br>• Clinical Evaluations<br>• Standardized Testing<br>• NCLEX Scores<br>• Grade Roster and Distribution Sheet<br>• Course Report<br>• National Certification Exam | Associate Dean of Academic Affairs reviews syllabi template changes, policy changes, and wording<br>Faculty Senator informs the faculty of communicating policy changes/syllabi wording<br>Curriculum Committee reviews Course Reports and provides faculty with updated templates annually |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| passing rate on the NCLEX-RN examination<br><br>2. 90% of BSN students will demonstrate beginning scholarship and analytical methods for evidence based nursing practices as evidenced by a score of 75% or better on an NUR 4828 assignment (Weekly Analysis Questions)<br><br>3. 90% of BSN students will use Interprofessional communication and collaboration skills to optimize patient health outcomes as evidenced by a satisfactory score on the NUR 4945L Professional Nursing Internship Course Evaluation<br><br>4. 90% of BSN students will provide safe, effective, and compassionate nursing care guided by a scientific base of knowledge as evidenced by a satisfactory score on their NUR 4945L Professional Nursing Internship Course Evaluation<br><br>MSN Students (SACS Indicators):<br>1. 90% of MSN graduates will report that they are employed in an advanced practice or leadership position within one (1) year of graduation as evidenced by department assessment (Alumni | | | |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| Survey) <br> 2. 95% or more of MSN students will demonstrate critical thinking skills and knowledge of nursing theory and research as a basis for specialized advanced practice as evidenced by successful completion of an evidence based paper in the MSN Capstone Course <br> 3. 90% of MSN graduates will report that they are practicing in collaboration with professionals from other disciplines (Alumni Survey) <br><br> DNP Students (SACS Indicators): <br> 1. 90% or more of DNP Family Nurse Practitioner (FNP) students will successfully pass the national certification examinations for Nurse Practitioners <br> 2. 90% or more of DNP students enrolled in NGR 6912C will demonstrate analytical methods to evaluate clinical practice, health outcomes, and health policy affecting programs of clinical prevention and population health as evidenced by a passing score on their DNP Project <br> 3. 90% or more of DNP students enrolled in NGR | | | |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| 6942L will provide leadership in working with Interprofessional teams to meet the health care needs of diverse individuals and populations as evidenced by scoring 80% or better on Clinical Evaluations | | | |
| 4. 90% or more of DNP students enrolled in NGR 6942L will be able to utilize technological information systems to evaluate outcomes of care, health care delivery, and quality improvement as evidenced by scoring 80% or better on Clinical Evaluations | | | |

## IV: Product Component – Assessment and Achievement of Program Outcomes

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| IV-A, IV-B, IV-C, IV-D, IV-E, IV-H <br> **Aggregate student outcome data** provide evidence of the **program's effectiveness** in achieving its mission, goals, and expected outcomes <br> 1. 90% of graduates are employed within 12 months of completing the program for those actively seeking employment (Alumni) 2 <br> 2. 85% of graduate students will complete the DNP Program within seven (7) years of matriculation (Student Matriculation Data) <br> 3. 90% of MSN and DNP graduates responding to an alumni survey will report that they are practicing in collaboration with professionals from other disciplines (SACS) (Alumni) <br> 4. 90% of MSN and DNP graduates responding to an alumni survey will report that they are employed in an advanced practice or leadership position (Alumni) <br> 5. Less than 80% of employers express satisfaction with overall performance of Florida State University CON graduates (Employer) <br> 6. Greater than 80% of | • Analyze results of designated surveys <br> • Analyze results of designated examination <br> • Revise internal survey as needed | Alumni Survey Employer Survey Exit Survey NCLEX and Specialty Certification Data Student Matriculation and Program Completion Data | • The Associate Dean of Academic Affairs will collect data and bring to the Program Evaluation Committee <br> • The Program Evaluation Committee will present data annually to the faculty in the fall semester for the preceding year <br> • CON Office of Student Services provides matriculation and program completion data to the Program Evaluation Committee (time) <br> • Program Evaluation Committee reviews results of all data and submits to the Operations Team <br> • Exit Surveys every fall and spring <br> • Alumni and Employer Surveys every four (4) years <br> • CON Student Matriculation Data every year in the fall (frequency) |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| students are satisfied or very satisfied with the graduate program at Florida State University (Exit) <br> 7. BSN graduates will achieve NCLEX-RN passing rates that is equal to or greater than the national average passing rate (NCLEX) <br> 8. 90% of BSN graduates will complete the BSN Program within 24 months of matriculation (Student Matriculation Data) <br> 9. 85% of graduate students will complete the MSN Program within 24 months of Matriculation (Student Matriculation Data) <br> 10. 85% of DNP graduates will complete the DNP Program within five (5) years <br> 11. 85% of DNP-FNP graduates will achieve a passing score on national certification examinations (Student Matriculation Data) | | | |
| | | | |
| IV-F, IV-H <br> **Aggregate faculty outcomes are consistent with and contribute to achievement of the program's** mission, goals, and expected student outcomes. The mean score for nursing undergraduate, master's, and doctoral courses are at the level or greater than the mean for the University SPCI scores | • Analysis of faculty Student Perception of Courses and Instructors (SPCI) completed for each course taught <br> • Analysis of Annual Faculty Reports | • Student Perception of Courses and Instructors (SPCI) <br> • Annual Faculty Report | • The Associate Dean of Academic Affairs will collect data and bring to the Program Evaluation Committee <br> • The Program Evaluation Committee will present data annually to the faculty in the fall semester for the preceding year |

| Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers) | Assessment Method | Data Source | Assigned Responsibility/Frequency of Assessment |
|---|---|---|---|
| • 80% of faculty in tenure-earning positions publish one (1) or more refereed articles per year<br>• 80% of faculty in tenure-earning positions make one (1) or more peer reviewed presentations at regional or national conference each year<br>• 50% of faculty in tenure-earning positions apply for internal or external grants each year<br>• 100% of faculty licensed and certified as ARNPs are involved in clinical practice | | | |
| | | | |
| IV-G<br>**Information from formal complaints** is used, as appropriate, to foster ongoing program improvement 100% of CON decisions on grade appeals and/or grievances will be supported by the University SARC Committee | Comparative analysis of CON and SARC decisions | Grade Appeals and Grievance Reports | Associate Dean of Academic Affairs will report number of grade appeals and grievances |
| | | | |
| IV-G, IV-H<br>There are established policies for formal complaints and a process for review of these complaints | Review of formal complaints | • CON Faculty Handbook<br>• Student Handbook | Associate Dean of Academic Affairs |

Based on the 2013 CCNE Standards for Accreditation of Baccalaureate and Graduate Nursing Degree Programs, the National Task Force on Quality Nurse Practitioner Education Criterion for Evaluation of Nurse Practitioner Programs (2012), and SACS Outcomes

Florida State University
College of Nursing
Appendix H
Course Approval Policies

The following policies should be followed when developing or revising courses in any of the Graduate or Undergraduate nursing courses associated with the CON:

Policies

**Required Nursing Courses in the Major**

1. Faculty can modify instructional strategies, methods of evaluation, and course schedule without going through the Curriculum Committee.

**Areas of the syllabus that cannot be changed without College of Nursing Curriculum Committee and Faculty and University Curriculum Committee approval include: Course Title, Course Description, Course Objectives, and the removal of some aspect of either the content outline, credit hours, or those areas required by the University**

1. Faculty who wish to develop an elective course may do so and submit it to the chair of the Curriculum Committee.

2. For all course development or revision, the faculty member should use the syllabus templates provided in the Nursing Communication Blackboard site under *course syllabi*.

3. Any course that needs to come before the Curriculum Committee (i.e. proposed elective courses, requested major revision of a course, or new program courses) must be submitted at least one (1 year prior to the semester in which it will be taught. Courses will not be reviewed during the summer semester as neither the Curriculum Committee nor the faculty meet during the summer. Therefore, a course to be taught in the fall semester must be submitted to the Curriculum Committee at the beginning of the fall semester.

Process

1. Curriculum Committee approval

2. Faculty approval

3. Required program courses must also go to University for approval

4. Elective courses can be taught three (3) times as a *special topics* course before being submitted to University

Florida State University
College of Nursing
Appendix I
Substantive Change Policy
https://sacs.fsu.edu/documents/University-Substantive-Change-Policy.pdf

The president of Florida State University is required to notify its accrediting organization of any proposed modification of its essential characteristics as an educational institution. The University's faculty and staff are obliged to assist him in recognizing and reporting such substantive changes.

"Substantive Change", as it is termed by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) includes:

- Initiation of an off-campus site at which a degree or certificate program is made available

- Creation of a program representing a significant departure from others in place

- Establishment of a consortial relationship with another institution to offer a degree program

- Termination of a degree program in which students are enrolled

- Alteration of the institutions declared educational mission

Failure of the President to report these and other planned substantive changes (described in the table below) can result in loss of accreditation of the University's degree and certificate programs. For that reason, and to preclude the possibility of the quality of the University's programs being called into question, the following procedures for recognizing and reporting substantive change are hereby established.

The Administrative heads of both Academic and Non-Academic units are responsible for being attentive to what SACS considers a "significant modification or expansion of the nature and scope of an accredited institution" and for being aware of related information resources concerning accreditation (see http://www.sacscoc.org).

It is the duty of the Provost, Vice-Presidents, Deans, Chairs, Directors, and like administrators to ensure that the University's SACS liaison is notified of planning for a modification that may prove substantive and that the President be informed of the determination of its status as soon as possible. Implementation of a change that clearly is or may be substantive cannot occur until the University notifies SACS of its intention and receives approval.

SACS's specifications of timelines for notification and means of requesting approval appear in the table below. There then follows a list of links for the FSU and SACS procedural directives and the proposal forms designed to ensure appropriate review of compliance with substantive change policy.

This University policy established by the Board of Trustees at its 24 September 2010 meeting shall appear on the Provost's website, and following annual review at the beginnings of each fall semester, be distributed electronically by the University's SACS liaison to all Vice-Presidents, Deans, and Chairs.

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| Initiating coursework or programs at a more advanced level than currently approved | Yes | Yes | Vice-President for Academic Affairs | Application for Level Change 12 months in advance and/or by either April 15th or by October 1st | Department Chair |
| Expanding at current degree level (significant departure from current program, e.g., number of faculty, new courses, learning resources, equipment and facilities, and other funded requirements) | Yes | Yes | Dean of the Faculties | Prospectus six (6) months in advance | Department Chair |
| Initiating a branch campus | Yes | Yes | Provost | Prospectus six (6) months in advance | SACS Liaison |

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| Initiating joint degrees with another institution | Yes | Yes | Vice-President for Academic Affairs | Prospectus six (6) months in advance | Department Chair |
| Initiating a certificate program (typically for workforce development) | | | | | |
| …using existing approved courses | NA | NA | NA | None | NA |
| …at a new off-campus site (previously approved program) | Yes | Yes | Dean of the Faculties | Modified prospectus prior to implementation | Department Chair |
| …that is a significant departure from previously approved programs | Yes | Yes | Dean of the Faculties | Modified prospectus prior to implementation | Department Chair |

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| Initiating off-campus sites (including Early College/High School programs offered at the high school where… | | | | | |
| …Student can obtain 50 percent or more credits toward program | Yes | Yes | Department Chair | Prospectus six (6) months in advance | Department Chair |
| …Student can obtain 25-49 percent of credit | Yes | No | Department Chair | Letter of notification prior to implementation | Department Chair |
| …Student can obtain 24 percent or less | NA | NA | NA | None | NA |
| Expanding program offerings at previously approved off-campus sites | | | | | |

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| …Adding programs that are significantly different from current programs | Yes | No | Department Chair | Letter of notification prior to implementation | SACS Liaison |
| …Adding programs that are NOT significantly different from current programs | NA | NA | NA | NA | NA |
| Altering significantly the educational mission of the institution (see the FSU Mission Statement, p. 7) | Yes | Yes | Vice-President for Academic Affairs | Prospectus six (6) months in advance | SACS Liaison |
| Initiating distance learning… | | | | | |
| …Offering 50 percent or more of a program (Adding subsequent programs requires advance notification only for programs that are significant departures | Yes | Yes | Department Chair | Prospectus six (6) months in advance | Department Chair |

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| from the originally approved programs) | | | | | |
| …Offering 25-49 percent | Yes | No | Department Chair | Letter of notification prior to implementation | Department Chair |
| …Offering 24 percent or less | NA | NA | NA | None | NA |
| Initiating programs/courses offered through contractual agreement or consortium | Yes | No | Vice-President for Academic Affairs | Letter of notification and copy of signed agreement prior to implementation | Department Chair |
| Initiating a merger/consolidation with another institution | Yes | Yes | Provost | Prospectus six (6) months in advance and either by April 15th or by October 1st | SACS Liaison |

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| Relocating a main or branch campus | Yes | Yes | Provost | Prospectus six (6) months in advance | SACS Liaison |
| Relocating an off-campus instructional site | Yes | No | Vice-President for Academic Affairs | Letter of notification prior to implementation | SACS Liaison |
| Changing governance, ownership, control, or legal status of an institution | Yes | Yes | Provost | Prospectus six (6) months in advance | SACS Liaison |
| Changing from clock hours to credit hours | Yes | Yes | Registrar | Prospectus Six (6) months in advance | Department Chair or Program Director and Dean |
| Altering significantly the length of a program (changes in program length with a noticeable impact on completion time) | Yes | Yes | Department Chair | Prospectus six (6) months in advance | Department Chair |

| Type of Change | Notification of SACS Prior to Implementation is Required | Approval by SACS Prior to Implementation is Required | Change is Reported to the University's SACS Liaison by | Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation | Documentation Prepared by |
|---|---|---|---|---|---|
| Initiating degree completion programs | Yes | Yes | Dean of College | Prospectus six (6) months in advance | Department Chair |
| Closing an institution or program: (see Commission policy "Closing a Program or Institution," http://sacscoc.org) | | | | | |
| …closing a program with internal teach-out protocol | Yes | Yes | Vice-President for Academic Affairs | Description of plan prior to implementation | Department Chair |
| …closing a program with a teach-out agreement with another institution | Yes | Yes | Vice-President for Academic Affairs | Copy of teach out agreement prior to implementation | Department Chair or Program Director |
| …closing an institution | Yes | Yes | Provost | Description of plan prior to implementation | SACS Liaison |

**Linked Forms and Instructions** *(PDF downloads)*

***FSU- All Including SACS Liaison Review and Approval Signature Lines***

- Certificate Programs (Graduate)

- Certificate Programs (Undergraduate)

- Online Degree Programs (Graduate)

- Online Degree Programs (Undergraduate)

- New Degree Program

- New Major within Existing Degree

- Major Status Change Request

- Intent to Establish an International Exchange Agreement

***Southern Association of Colleges and Schools (SACS)***

- Substantive Change Letter of Notification

- Substantive Change Policy

- Content of the Substantive Change Prospectus

- Procedure One: Requiring Notification and Approval Prior to Implementation

- Procedure Two: Requiring Only Notification Prior to Implementation

- Off-Campus Sites, Documentation for the Substantive Change Committee

- Accreditation at a More Advanced Degree Level

- Closing an Institution or Program: Teach-Out Arrangement

- Directions for Reports Submitted for Committee or Commission Review

Florida State University
College of Nursing
Appendix J
College of Nursing Initial Applicant Screening Form


Position: _____     Applicant's Name: _____

Evaluators: _____     Date: _____


## REQUIRED QUALIFICATIONS:

| 1. Academic preparation in area specified in position description | YES_____NO _____<br>Comments: |
|---|---|
| 2. Relevant teaching experience in specific area | YES_____NO _____<br>Comments: |


## RESEARCH/SCHOLARSHIP [REQUIRED FOR TENURED/TENURE TRACK POSITIONS]:
### (5=Strong     1=Weak     U=Unknown)

| 3. Evidence of academic productivity | 5 4 3 2 1 U<br>Comments: |
|---|---|
| 4. Evidence of active research program | 5 4 3 2 1 U<br>Comments: |
| 5. Evidence of grant writing experience | 5 4 3 2 1 U<br>Comments: |

## CLINICAL EXPERTISE/EXPERIENCE [REQUIRED FOR SPECIALIZED FACULTY]:

| | |
|---|---|
| 6. Evidence of academic productivity | 5 4 3 2 1 U<br>Comments: |
| 7. Others: | 5 4 3 2 1 U<br>Comments: |

## OVERALL EVALUATION OF APPLICANT:

| | |
|---|---|
| 8. Overall evaluation of candidate | 5 4 3 2 1 U<br>Comments: |
| 9. Recommend for interview | YES_____NO _____<br>Comments: |