

Bylaws for the College of Nursing at Florida State University

These are the bylaws for the College of Nursing at Florida State University. These bylaws were last approved on April 22, 2022, by a majority of the applicable voting members of the college and on June 09, 2022 by the Office of Faculty Development and Advancement.

Preamble

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.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the home college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. 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.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Nursing shall consist of those persons holding full-time appointments at the rank 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), Instructor Specialist III (Associate Instructional Specialist), Instructional Specialist (Senior Instructional Specialist), Assistant Professor, Associate Professor, Professor, part-time tenured faculty appointments.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Nursing (part-time/OPS faculty and Courtesy faculty.)

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

D. Non-faculty Voting Rights. 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.

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

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of *Nursing* shall consist of the voting faculty in the college, defined as all salaried faculty who are employed part-time or more with the exception of II.D.. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.
2. The voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. Faculty Meetings. Meetings shall be held at least once during the fall and spring semesters. Additional meetings, either regular faculty meetings or special meetings, may be called by the Dean or by request of 10% of the voting faculty.

C. Director/Other Administrator Selection. The Dean is appointed by the Provost after consulting with faculty and the University community.

D. College Leadership. 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.

E. College 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. Faculty membership shall include one (1) certified family nurse practitioner, one (1) certified psychiatric/mental health nurse practitioner, one (1) certified acute care nurse practitioner, and one (1) PhD prepared nurse.
 - c. The Assistant Dean for Graduate Programs shall serve as a voting member.
 - d. There shall be one (1) non-voting graduate student member.
 - e. 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 engage in a quality assurance review of the ranked applicants 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 a 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 annually.
 - 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 be 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.
 - d. Coordinate with the Development Director to hold the donor thank you event annually.

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. Collaborate with the leadership team to clarify the position requirements and leadership vision associate with the position being advertised.
 - b. 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 degrees for candidates who are nurses, transcripts for all nursing degrees will be requested.

- c. Review applications and determine suitability for interview by the committee based on fit with the Position Announcement.
- d. Rank the applicants by utilizing the Application Screening Form. (See Appendix J).
- e. Conduct telephone or video interviews with semi-finalists. This will include ranking semi-finalists and making a determination regarding suitability for interview by the full faculty.
- f. In cases where the application is forwarded to the full faculty, disseminate the finalists' curriculum vitae to faculty.
- g. 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. This may take place virtually as circumstances require.
- h. 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.

Section 4 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 each 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 Development, 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.

F. Faculty Senators.

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. The ballot for each vacant seat shall be prepared and include the names of all eligible faculty members.
3. A separate ballot for each vacancy shall be distributed to each voting faculty member.
4. Completed ballots shall be given to the recording secretary, who shall hold them unopened until the specified date of return.
5. The recording secretary shall count the votes and render a written report of the results to the faculty.
6. The candidate receiving the highest number of votes shall be declared elected.
7. 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.
8. The alternate shall be the person with the second highest number of votes.

G. Faculty Recruitment. The Faculty Search Committee as listed in III. E. supervises the search process for faculty.

H. Unit Reorganization. Input will be solicited from the faculty that will be reviewed and taken into consideration, but which is not binding or determinative.

IV. Curriculum and Degree Approval

A. Curriculum Review. Process for curriculum review is described in III.E. in the Graduate Curriculum Committee and the Undergraduate Curriculum Committee guidelines.

B. Degree Approval. This process is described in III.E. under d. of the functions of the Graduate Admissions and Graduation Committee and Undergraduate Admissions and Graduation Committee

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation. Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

Substantially Exceeds FSU's High Expectations

Exceeds FSU's High Expectations

Meets FSU's High Expectations

Official Concern

Does Not Meet FSU's High Expectations

(See Appendix A, Merit Criteria and Distribution; Appendix B, Promotion and Tenure Criteria for Tenured/Tenure Earning Faculty; Appendix C, Promotion Criteria for Specialized Faculty)

B. Criteria for Evaluation of Tenure-track Faculty. (See Appendix B, Promotion and Tenure Criteria for Tenured/Tenure-Earning Faculty)

1) Teaching.

2) Scholarship/Research.

3) Service.

4) Other [*Add categories as needed*]

C. Criteria for Evaluation of Specialized Faculty. (See Appendix C, Promotion Criteria for Specialized Faculty)

1) Teaching.

2) Scholarship/Research.

3) Service.

4) Other

(Note: can, in addition or instead, refer to another section of the bylaws such as an appendix)

VI. Promotion and Tenure

A. Progress Toward Promotion Letter. Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

B. Third Year Review for Tenure-track Faculty. Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the college's expectations for promotion and tenure.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.
Describe college-specific mechanism(s) for faculty involvement in the evaluation process for promotion and tenure of tenure-track faculty (beyond university policy).

Describe college-specific mechanism(s) for faculty involvement in the evaluation process for promotion of specialized faculty (beyond university policy).

D. Criteria for Promotion and Tenure of Tenure-track Faculty. *See Appendix B, Promotion and Tenure Criteria for Tenured/Tenure-Earning Faculty.*

E. Criteria for Promotion of Specialized Faculty. *See Appendix C, Promotion Criteria for Specialized Faculty.*

Appendix A
Policy F-14
FLORIDA STATE UNIVERSITY

COLLEGE OF NURSING

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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 their curriculum vitae and a summary of accomplishments beyond their assignment of responsibilities (appendix A) to the Faculty Evaluation and Performance Committee by February 1. The Faculty Evaluation and Performance Committee will use the attached score sheet (appendix B) to assign points to all meritorious activity. Total scores will be used by the Merit Committee to rank faculty performance and make recommendations to the Dean for merit pay awards.

Attachment A

Faculty Name: _____

Meritorious Activity Report for Year: _____

Faculty member must have evaluations in each of the areas of teaching, research, and service that meets 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. The summary page is to be completed and submitted to the Faculty Evaluation and Performance Committee. The committee members will use the merit score sheet (Appendix B) to score all meritorious activities.

Assignment of Responsibility:

Spring: Teaching ___ Research ___ Service: ___

Fall: Teaching ___ Research ___ Service: ___

Summer: Teaching _____ Research _____

Please list any activities completed BEYOND those included in your AOR with the following detail and include supporting materials. Additional pages may be added to list all accomplishments.

- *For in person the activities excluding professional presentations (teaching, volunteer, student supervision, precepting):* List the activity, the number of occurrences, and the number of hours per occurrence
- *For presentations:* List the organization and presentation title
- *For publications:* List the type of publication, first or other author, first submission or revision, acceptance or rejection, in-press or published. If published, please provide citation.
- *For grant submissions:* Designate if this was an internal or external grant, the amount of funding, revision or submission, funded or not funded.
- *For committees (in addition to your assignment):* List the committee, list your role, denote if this is a College of Nursing, University or external committee
- *For awards:* List the award or nomination, awarding organization and date awarded if applicable.
- *Other activities:* For any activity that does not fit into the above criteria, please submit as much information as possible regarding the commitments undertaken, time involved, your role, and the associated organization. The Faculty Evaluation and Merit Committee will follow up with questions regarding any accomplishments listed.

Faculty Name: _____

Meritorious Activity Report for Year: _____

Please summarize your accomplishments in each area (teaching, research and service) that are IN ADDITION to your AOR. Please include your most recent CV from FEAS when submitting this form.

Attachment B

**Merit Score Sheet: To be completed by the Faculty Evaluation and Merit Committee
This form will be used by the committee members to score meritorious activities.**

Meritorious Activity	Points per Occurrence of Activity	Occurrence of Activity	Total Points	Evidence
Teaching (50 points maximum tenured/tenure earning; 40 points max for specialized teaching faculty)				
Teaches a Directed Individual Study Course	3			Syllabus
Supervises an Undergraduate Honors Thesis	4			Honors Contract
Develops new course syllabus (If not on AOR)	3			Submission to Curriculum Committee
Guest lecture in nursing course(s) (per lecture hour)	1			Memo from faculty
Guest lecture in another college, department or university (per lecture hour)	2			Memo from faculty
Guest lecture for an international professional audience at another university	3			Memo from faculty
Serves as a preceptor for an FSU graduate student (DNP, nurse educator, etc.)	3			Preceptor Letter
Serves as a preceptor for a non-FSU graduate student (unless you were paid), per-student	3			Preceptor Letter
<i>Nominated</i> for FSU Teaching Award or upper 90% in course evaluations for all courses taught.	2			Nomination Letter or Evaluation Report
Received FSU Teaching Award	4			Award Letter
<i>Nominated</i> for Regional Teaching Award	3			Nomination Letter
Received Regional Teaching Award	5			Award Letter
<i>Nominated</i> for National Teaching Award	4			Nomination Letter
Received National Teaching Award	6			Award Letter
Teaching Points Earned				
Research/Clinical Scholarship (50 points maximum for specialized teaching faculty and 40 for tenure/tenure earning faculty. Journal articles are in addition to tenure track or tenured requirements)				
<i>Note: Faculty in tenure line positions have up to 50% research assignment. Refer to bylaws for requirements of each faculty distinction. Meritorious activity is research activity beyond these requirements.</i>				
Submits an article for publication in a professional journal (non-refereed). Attach email confirmation of submission	1			Email Confirmation
First author of an article for publication in a professional journal (non-refereed) in press or published. Attach email confirmation of acceptance.	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 acceptance.	2			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 acceptance	1			Email Confirmation
Submits an editorial to professional journal. Attach email confirmation of submission	1			Email Confirmation
First author of an editorial to professional journal in press or published. Attach email confirmation of acceptance	2			Email Confirmation
Author (other than first) of an editorial to professional journal in press or published. Attach email confirmation of acceptance.	1			Email Confirmation
Submits an article to refereed journal (attach e-mail confirmation of submission) Note: not editorials	3			Email Confirmation
First author of a clinical or theoretical article in press or published in refereed journal (attach article)	6			.pdf of article/link
Author (other than first author) of a clinical or theoretical article in press or published in refereed journal (attach article) _	3			.pdf of article/link
First author of an integrative, narrative, or systematic review article in press or published in refereed journal (attach article)	8			.pdf of article/link
Author (other than first) of an integrative, narrative, or systematic review article in press or published in refereed journal (attach article)	4			.pdf of article/link
First author of a research article in press or published in a refereed journal (under revision does not count; attach article)	10			.pdf of article/link
Author (other than first author) of a research article in press or published in a refereed journal (including meta-analysis; under revision does not count; attach article)	5			.pdf of article/link
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 (attach publication)	3			Email confirmation
Single authors a book that is in press or published (attach publication which will be returned)	10			Attach publication
Shared authorship for a book that is in press or published (attach publication which will be returned)	5			Attach publication

Provides poster presentation at National/International conference (provide conference program and letter of acceptance)	6			Provide conference program and letter of acceptance
Provides podium presentation at national/international conference (provide conference program and letter of acceptance)	8			Provide conference program and letter of acceptance
Provides poster presentation at a state conference (provide conference program and letter of acceptance)	2			Provide conference program and letter of acceptance
Provides podium presentation at a state conference. (Provide conference program or letter of acceptance)	3			Provide conference program and letter of acceptance
Provides poster presentation at a regional conference (provide conference program and letter of acceptance)	3			Provide conference program and letter of acceptance
Provides podium presentation at a regional conference. (Provide conference program or letter of acceptance)	4			Provide conference program and letter of acceptance
Delivers presentation of research to a community organization	1			Provide references and outline of presentation
Submits a program grant				
Submits a program grant	4			Cover Sheet of proposal
Authors or co-authors a program grant that is funded for more than \$50,000	10			Award Letter
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
As PI or Co-PI, is funded for internal research grant of \$50,000 or less	7			Award Letter
As PI or Co-PI, submits external research grant of \$50,000 or less	8			Cover Sheet of proposal
As PI or Co-PI, is funded for external research grant of \$50,000 or less	10			Award Letter

As PI or Co-PI, <i>submits</i> internal research grant for more than \$50,000	7			Cover Sheet of proposal
As PI or Co-PI, is <i>funded</i> for internal research grant for more than \$50,000	8			Award Letter
As PI or Co-PI, <i>submits</i> external research grant for more than \$50,000	9			Cover Sheet of proposal
As PI or Co-PI, is <i>funded</i> for external research grant for more than \$50,000	12			Award Letter
Nominated for an FSU Research Award				
<i>Nominated</i> for an FSU Research Award	2			Nomination Letter
Received an FSU Research Award	4			Award Letter
<i>Nominated</i> for a Regional Research Award	3			Nomination Letter
Received Regional Research Award	5			Award Letter
<i>Nominated</i> for a National Research Award	4			Nomination Letter
Received for National Research Award	6			Award Letter
Contract Research/Scholarship Points Earned				
Service (30 points maximum)				
Serves as a reviewer for an internal grant	3			Email of completion
Serves as a reviewer for an external, non-federal grant	5			Email of completion
Serves as reviewer for a federal grant	7			Email of completion
Reviews article for refereed journal (per article)	2			Email of completion
Serves as a research mentor for an Undergraduate Research Opportunity Program (UROP) Student	3			Preceptor Letter
Directs an undergraduate Garnet and Gold Scholar	3			Contract
Coordinates student volunteer project (per activity)	2			Documentation
Serves as faculty advisor for a registered student organization or sponsor of student service project	2			Documentation
Chairs CON committee (per committee)	5			CON Committee assignment
Serves on more than two (2) CON committees (per committee beyond 2)	2			CON Committee Assignment
Member of University Committee	2			Committee minutes
Chairs University Committee	5			Committee minutes

Serves on Honors Thesis for CON or Thesis/Dissertation committee outside the CON (non-tenured track not eligible)	2			Committee member request
Serves as an officer of a volunteer community board (related to the profession)	2			Committee minutes
Leads/Organizes a community- or state-wide project	3			Documentation
Serves as office/board member of local or state organization related to your profession	3			Committee minutes
Serves as officer/board member of national or international organization related to your profession	5			Committee minutes
<i>Nominated</i> for an FSU Service Award	2			Nomination Letter
Received an FSU Service Award	4			Award Letter
<i>Nominated</i> for a Regional Service Award	3			Nomination Letter
Received Regional Service Award	5			Award Letter
<i>Nominated</i> for a National Service Award	4			Nomination Letter
Received for National Service Award	6			Award Letter
Participation in activities to promote and/or represent FSU programs and FSU CON in service-related activities	3			Per event/day Documentation
Participation in activities to foster collaboration with other FSU colleges that enhances educational/service opportunities for CON students	3			Per event/day Documentation
Facilitate or organize a scholarly research activity (Sigma Theta Tau Research Dinner, CAPN speakers, TMH/CRMC presentations, etc.)	2			Committee minutes
CCNE/NLN Evaluator	5			Documentation
Deliver a presentation to a local group	2			Provide references and outline of presentation
Service Points Earned				
Total Points Earned				
Overall Ranking				
Note below anything you believe is worthy of merit which is not on the merit form				

Signature of evaluator _____ Date _____

Appendix B
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).

D. Serving on an editorial review committee

E. Serving on scientific and grant review panels

F. Professional testimony

G. Development of professional media

1. Research Faculty member's role on the grant.
2. Source of funds (internal vs. external).

H. 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

Appendix C
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 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 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 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

