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 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, and annual Promotion and Tenure 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 is appointed by the Dean after consulting
with faculty and the College of Nursing Search Committee. Faculty consultation regarding this appointment includes a candidate presentation with written faculty feedback. The Search Committee reviews the written faculty feedback and forwards their recommendation to the Dean. The Associate Dean for Research and the Assistant Deans are appointed by the Dean after consulting with faculty at the monthly faculty meeting.

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), 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 Deans, 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; and

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 standing committees in the fall semester with the exception of the Promotion and Tenure, Specialized Faculty Promotion, and the Faculty Performance committees, whose members are elected;

3. Serve as an ex-officio member for all standing 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; and

7. Serve on the Operations and 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; and


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; and

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; and


Section 6  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 membership;

4. Post faculty meeting minutes on the organizations learning management system prior to the next meeting; and

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

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 tenured 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 still 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; and
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.
ARTICLE IX: VOTING

Section 1  Voting Members

All salaried faculty, who are employed part-time or more, are eligible to vote except as noted under Section 2.

Section 2  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.

Section 3  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. 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; and

8. Election of alternates shall be conducted separately according to the same procedure.
ARTICLE X: STANDING COMMITTEES

Section 1  College of Nursing Standing Committees

There shall be the following standing committees:

- Graduate Admissions and Graduation;
- Undergraduate Admissions and Graduation;
- Bylaws;
- Curriculum;
- Promotion and Tenure (Tenured/Tenure-Earning Faculty);
- Specialized Faculty Promotion;
- Faculty Evaluation;
- Program Evaluation;
- Student Affairs;
- Scholarship; and
- Faculty Search.

Section 2  General Provisions

General provisions for all standing 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, 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 standing committee shall follow the mechanism 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 mechanism outlined in the College of Nursing Student Handbooks.

2. Voting in Committees

a. A quorum of voting committee faculty members must be present in order for a vote to be taken.

b. All actions shall be by majority vote.

3. Terms

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

4. Selection of Chairperson

a. The first meeting of the committee will occur in the beginning of the fall term where committee members will elect the Chairperson and Vice-Chairperson for the academic year for all committees

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

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 standing committee is responsible for the posting of minutes on the organizations learning management system. A written copy of the minutes will be submitted to the Administrative Specialist in the College of Nursing. The Chairperson will submit an annual written report to be posted on the organizations learning management system.

Section 3 Provisions for Specific Standing 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;
   b. There shall be one (1) non-voting graduate student member;
   c. The Assistant Dean for Graduate Programs shall serve as a voting member; and
   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 and graduate advisor 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 all applicants, make adjustments, and present the list to the committee; and
   d. With the assistance of the Assistant Director of Student services, 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;
   b. There shall be one (1) non-voting undergraduate student member;
   c. The Assistant Dean for Undergraduate Programs shall serve as a voting member; and
   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 undergraduate advisor will use the appropriate rubric to rank order the undergraduate applicants. Once rank ordered, the Assistant Director of Student Services and the Assistant Dean for Undergraduate Programs will review the applicants, make adjustments, and present the list to the committee; and

d. With the assistance of the Director of Student Services, 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; and
   b. There shall be at least two (2) tenured/tenure-earning faculty members on the committee

3. The functions of the committee shall be to:
   a. Review bylaws on an annual basis; and
   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, all with graduate teaching responsibilities plus the Associate Dean for Academic Affairs 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 if the graduate curriculum;

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

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 plus the Associate Dean for Academic Affairs 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; and

   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.

**Promotion and Tenure (Tenured/Tenure-Earning Track)**

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) elected tenured/tenure-earning faculty members with the majority being tenured.

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 promotion and tenure;
   c. Guide and counsel prospective candidates regarding documentation for the process of second and fourth year reviews and promotion and tenure;
   d. Validate, with the Dean, time in rank of all faculty members to determine eligibility of candidates for promotion and tenure;
   e. Review promotion and tenure folders each year and make recommendations;
   f. Review promotion and tenure folders prior to formal submission to the committee and make recommendations;
   g. Receive and review all folders of prospective candidates, vote by secret ballot, and report results to the Dean;
   h. Review folders for faculty eligible for sustained performance and make recommendations to the Dean;
   i. Identify problems, develop tools, and recommend policies for promotion and tenure; and
   j. 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 once per year.

2. Membership:
   a. The committee shall consist of five (5) Specialized Faculty members elected by ballot at the beginning of the fall semester to serve a one (1) year term.
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 Specialized Faculty Promotion Binder and vote by secret ballot to support or not support promotion based on the criteria in Appendix B; and

   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

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 one (1) year term.

3. The function of the committee shall be to:

   a. Review and revise merit criteria;

   b. Conduct faculty needs assessment;

   c. Plan faculty development; and

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

Program Evaluation

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, two (2) who teach primarily in the graduate program and two (2) who teach primarily in the undergraduate program. The Associate Dean for Academic Affairs, Assistant Dean for Graduate Programs, and Assistant Dean for Undergraduate Programs shall be ex-officio; and
   b. There shall be two (2) non-voting student members, one (1) graduate and one (1) undergraduate plus one (1) voting community member.

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; and
   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 twice a year.

2. Membership:
   a. There shall be three (3) faculty members, Director of Student Services, Assistant Dean for Graduate Programs, and Assistant Dean for Undergraduate Programs; and
   b. There shall be two (2) non-voting student members; one (1) graduate and one (1) undergraduate.

1. The function of the committee shall be to:
   a. Facilitate and monitor the engagement of students in service leadership, personal development, and growth in the Nursing discipline by encouraging student involvement in community outreach activities and student organizations;
   b. Promote active participation of students with faculty in undergraduate nursing research activities; and
   c. Monitor ServScript documentation for service/volunteer hours of nursing students.
Scholarship

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

2. Membership:
   a. There shall be four (4) members; 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.

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; and
   d. Submit the list of recommended scholarship recipients to the Dean for final approval.

Faculty Search

1. The committee elects a chairperson who shall schedule meeting 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. Identify the finalists to bring to campus for interviews;

f. Disseminate the finalist’ curriculum vitae to faculty;

g. Invite the finalists to come to the College of Nursing during which they will present their program of research and meet with the faculty and the faculty search committee;

h. Distribute evaluation sheets to faculty for feedback on candidates; Interview the finalists; Review the faculty feedback and rank order the finalists;

i. Interview the finalists;

j. Review the faculty feedback and rank order the finalists; and

k. Submit the names of the top candidates to the Dean of the College of Nursing for the final decision regarding an offer of employment.

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; and

4. See the Undergraduate General Bulletin for graduation requirements for a Baccalaureate degree.
Master’s of Science in Nursing

The graduate program seeks to maintain its academic integrity and that of the 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 Master’s of Science in Nursing (MSN) degree upon the 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 grade point average) 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 35 credit hours are required for the MAN Nurse Educator track and a total of 32 credit hours are required for the MSN Nurse Leader track;

4. The work of 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 which these to be applicable to other graduate nursing degrees. (In certain circumstances, exceptions may be allowed); and

6. See the Graduate General Bulletin for graduation requirements for a Master’s 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 82 credit hours and 1,035 clinical hours are required for the 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); and

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-17)
Appendix D  Summer Supplemental Assignments (CON Policy F-16)
Appendix E  2013 Performance Evaluation Criteria (Tenured and Tenure-Earning Faculty) and 2013 Performance Evaluation Criteria (Non Tenure-Earning Faculty) (CON Policy F-11)
Appendix F  Merit Criteria and Distribution (CON Policy F-15)
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](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
Dean  03/26/16  09/16/16  12/09/16  08/30/17  03/02/18
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, http://facultyhandbook.fsu.edu/sites/g/files/upcbnu471/files/FacHandbook2017.pdf

The College of Nursing (CON) Promotion and Tenure Standards are attached.

PROMOTION AND TENURE COMMITTEE

The CON Promotion and Tenure Committee is made up of five (5) faculty members, with the majority being tenured, and elected by the general faculty of the CON. 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 tenure. Each year, a written evaluation of progress toward promotion and tenure will be provided by the CON Promotion and Tenure Committee and forwarded to the Dean by March 20th for discussion at the faculty member’s annual evaluation.

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 binder for submission to the CON Promotion and Tenure Committee. The committee will review the binder, convene to discuss the 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 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 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 and fourth 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 and Fourth Year Review binder in the spring semester by March 1st. This binder will contain the materials relevant for the review with the exception of 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 to be discussed as part of the faculty member’s annual evaluation.
STANDARDS FOR PROMOTION AND TENURE

I: Promotion to Associate Professor

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 demonstrating 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; and

6. Other published reports and 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; and

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; and

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; and

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

6. Service as an editor or reviewer to a journal. This will be ranked as follows: 1-International; 2-National; 3-State; and, 4-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

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; and

6. Other published reports and 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; and

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; and

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 as follows: 1-International; 2-National; 3-State; and, 4-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; and

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: Faculty 02/12/16 12/09/16
Dean 02/12/16 12/09/16
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](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 fall semester to serve a one (1) 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 the fifth day of classes of spring semester. 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 by February 15th for discussion at the faculty member’s annual evaluation. The committee chairperson will forward all reviewed binders to the Associate Dean for Academic Affairs.
Affairs and from there, the binder will 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 March 31st. 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; and

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; and

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; and

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; and
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; and
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; and
4. Membership in at least one (1) professional society or organization.
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 of time 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; and
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.
Appendix B  3/5/2018

Service

The faculty must show evidence of:

1. Service on College of Nursing committees;
2. Service to the community;
3. Service to the profession; and
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; and
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; and

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; and

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

Approved by: Faculty 02/12/16 12/09/16 03/02/18
Dean 02/12/16 12/09/16 03/02/18
TITLE: Criteria for Graduate Faculty Status and Graduate Teaching Status

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

- Completed a doctoral degree in nursing (Ph.D., D.N.P, N.D., D.N.Sc.) or related field (Ph.D., Ed.D., Sc.D.); and
- Shown evidence of research-based scholarship resulting in peer-reviewed publications and presentations; and
- Appointed as a tenured or tenure-earning faculty member; and
- Actively participate in graduate education; and
- Received a two-thirds majority vote in favor of appointment by the College of Nursing faculty who currently has GFS within the college.

Appointment with GFS permits a faculty member to teach graduate courses, sit on graduate student supervisory committees, 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):

- Completed a doctoral degree in nursing (Ph.D., D.N.P., N.D., D.N Sc.) or related field (Ph.D., Ed.D., Sc.D.); and
- Appointed as a non-tenure earning faculty member; and
- Demonstrated teaching and clinical expertise; and
- Received a two-thirds majority vote in favor of appointment by the College of Nursing faculty who currently has GFS within the college.

Appointment with GTS permits a faculty member to teach graduate courses, sit on masters supervisory committees, 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 (2/3) vote of the GFS faculty of the College of Nursing and then approved by 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 Form AA 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 (5) years. Revocation of GFS or GTS requires a (2/3) vote of nursing faculty holding GFS. Faculty who wish to reapply for GFS or GTS will submit a letter with supporting documentation for vote by nursing faculty holding GFS and for approval by the academic Dean and the Dean of Graduate School.

Approved by:  
Faculty 12/08/08 12/09/16  
Dean 12/08/08 12/09/16
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 Article 8 of 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. Written criteria and a rotation policy for offering supplemental summer appointments in a fair and equitable manner shall be developed by faculty and posted in the College.

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 12/8/08 12/9/16
               Dean 12/8/08 12/9/16
Florida State University
College of Nursing
Appendix E

2013 Performance Evaluation Criteria (Tenured and Non Tenure-Earning Faculty)
2013 Performance Evaluation Criteria (Non Tenure-Earning Faculty)
CON Policy F-11

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:
  
a. Teaches a DIS class
b. Supervises an undergraduate honors thesis
c. Was nominated for a teaching award on campus
d. Scores at least a 90% Excellent/Very Good for “overall assessment of instructor” on SPCI (Student Perception of Courses and Instructors)
e. Develops a new course syllabus
f. Provides at least one (1) lecture in another department on campus

• Research – Meets annual Assignment of Responsibilities (AOR) plus two (2) of the following:
  
a. Publishes one (1) research article based on author’s original research in a refereed journal that is rated on Web of Science
b. Publishes one (1) Integrative Review article in a refereed journal that is rated on Web of Science
c. Provides one (1) national/international speech or presentation based on author’s original research
d. Provides two (2) podium or poster presentations based on the author’s original research
e. 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
f. Authors an external research grant in the role of PI or Co-PI requesting funding for $50,000 or greater
g. 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:
  
a. Supervises an undergraduate Garnet and Gold Scholar
b. Serves as a member of a volunteer community board
c. Supervises students in a CON volunteer project

d. Chairs at least one (1) CON committee

e. 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:
  
  a. Teaches two (2) or more DIS students each semester
  
  b. Supervises two (2) or more honors theses
  
  c. Was nominated and won a teaching award on campus
  
  d. Scores at least a 95% *Excellent/Very Good* for “overall assessment of instructor” on SPCI (Student Perception of Courses and Instructors)
  
  e. Develops a new course syllabus and teaches course
  
  f. Provides at least two (2) lectures in another department on campus

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

  a. Publishes two (2) articles based on the author’s original research in a refereed journal that is rated on Web of Science
  
  b. Publishes two (2) Integrative Review articles in a refereed journal that is rated on Web of Science
  
  c. Provides two (2) national/international speeches or presentations based on author’s original research
  
  d. Provides two (2) podium or poster presentations based on the author’s original research
  
  e. Serves as a reviewer for external or federal grants
  
  f. Authors an external research grant in the role of PI or Co-PI that is funded for $50,000 or greater.
g. 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:
  a. Serves as an officer of a volunteer community board
  b. Is involved in at least two (2) student volunteer projects
  c. Serves as a sponsor for at least one (1) student service project
  d. Supervises two (2) or more undergraduate Garnet and Gold Scholars
  e. Chairs at least two (2) CON committees
  f. Chairs one (1) University committee
  g. Provides leadership in organizing at least one community-wide project
  h. Serves as an officer or board member in a national or international nursing organization
  i. 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:
  a. Teaches one (1) or more DIS classes
  b. Supervises undergraduate honors thesis
  c. Was nominated for a teaching award on campus
d. Scores at least a 90% rating of Excellent/Very Good for “overall assessment of instructor” on SPCI (Student Perception of Courses and Instructors)

e. Develops a new course syllabus

f. 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:
  a. Publishes one (1) clinical, theoretical or research article in a refereed journal
  b. Provides one (1) national/international speech or presentation
  c. Provides two (2) podium or poster presentations
  d. Authors or co-authors a program grant that is approved for funding
  e. 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:
  a. Serves as a member of a volunteer community board
  b. Helps students in a CON volunteer project
  c. Supervises a undergraduate Garnet and Gold Scholar
  d. Chairs at least one CON committee
  e. 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:
  a. Teaches two (2) or more DIS students each semester
  b. Was nominated and won a teaching award on campus
  c. Scores at least a 95% Excellent/Very Good for “overall assessment of instructor” on SPCI (Student Perception of Courses and Instructors)
d. Develops a new course syllabus and teaches course

e. 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:
  a. Publishes two (2) clinical, theoretical or research articles in a refereed journal
  b. Provides two (2) national/international speeches or presentations
  c. Provides two (2) podium or poster presentations
  d. Authors or co-authors an external grant of $5,000 or more
  e. Authors or co-authors a book that has been accepted for publication
  f. Serves as a reviewer for external or federal grants

- Service – Meets annual Assignment of Responsibilities (AOR) plus 90% of the following:
  a. Serves as an officer on a volunteer community board
  b. Coordinates at least two (2) student volunteer projects
  c. Serves as a sponsor for at least one (1) student service project
  d. Supervises two (2) or more undergraduate Garnet and Gold Scholars
  e. Chairs at least two (2) CON committees
  f. Chairs one (1) University committee
  g. Involved in at least one (1) community-wide projects
  h. Provides multiple guests lectures in the community
  i. Serves as an officer or board member in a national or international professional nursing organization
TITLE: Faculty Annual Evaluation and Report

POLICY: In accordance with University policy, Article 10, Performance Evaluation of 2010-2013 BOT-UFF Collective Bargaining Agreement, each full time faculty member will be evaluated in the areas of teaching, research, and service each academic year. The evaluation method will consist of self-reporting (Faculty Annual Performance Report [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]), SPCI evaluations, and review of all material by the Dean of the College of Nursing.

All faculty members in the College of Nursing will be evaluated annually during the Spring semester except those on a personal leave of absence and those not being reappointed who have received a notice of non-reappointment. (See BOT-UFF Article 10 for details)

The annual evaluation is completed during each Spring semester based on the prior Spring, Summer (if employed), and Fall semester Assignments of Responsibilities, evidence of Performance Summary Report including accomplishments in Teaching, Research, and Service (Appendix A), computer generated CV with accomplishments highlighted (the CV must be generated from the Faculty CV Database), Peer Reviews of Teaching Effectiveness in Theory and Clinical (Attachment B), and Student Perception of Courses and Instructors (SPCI) evaluations will be used for the annual evaluation.

Nursing faculty are responsible for maintaining an updated curriculum vita in the Faculty CV Database. Faculty wishing to be considered for merit should complete the Meritorious Activity Report found in Faculty Policy F-15.

RATIONALE: The above Annual Faculty Evaluation documents are utilized by the Dean of the College of Nursing to assist in completion of the University evaluation form and by the Promotion and Tenure Committee to determine recommendation for Promotion and/or Tenure.
PROCEDURE:

*For Full-Time Faculty (Effective Spring 2014)*

1. One copy off the required documents, as outlines above, must be submitted to the Dean’s Office by February 1st.

2. Peer Review Process: Classroom and clinical observation or visitation will be conducted by the Dean or Designee prior to the Annual Evaluation.
   
   a. A faculty member will be notified at least two (2) weeks in advance of a classroom or clinical visit.
   
   b. A 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.
   
   c. The final report will be submitted to the Dean for use in the annual evaluation. The Peer Review of Teaching Effectiveness Theory and Clinical form will 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. See Attachment B for the Peer Review of Teaching Effectiveness form. Upon request, a faculty member may invite one or more peers to provide additional evaluations of their teaching based on direct observation or visitation.

3. SPCI Evaluations are required during the Spring, Summer (if teaching), and Fall semesters.

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

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

*For Part-Time Faculty*

1. Adjunct faculty will be evaluated in the area of teaching by the Dean or Designee. 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.
Policy F-11  
Attachment A  
Faculty Annual Performance Report

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:** Attach SPCI and E_SUSSAI results for this year. Indicate if Lead Faculty. Indicate % of assignment for each semester.

<table>
<thead>
<tr>
<th></th>
<th>Course #</th>
<th>Title of Course</th>
<th># Contact Hours</th>
<th># Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>________ %</td>
<td></td>
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<tr>
<td>Summer</td>
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<tr>
<td>________ %</td>
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<tr>
<td>Fall</td>
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<td></td>
</tr>
<tr>
<td>________ %</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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, 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:

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

   A. Publications in Print
      ▪ Refereed
      ▪ Non Refereed

   B. Publications in Press
      ▪ Refereed
      ▪ Non Refereed

   C. Manuscripts Submitted
      ▪ Refereed
      ▪ Non Refereed

3. Scholarly Papers and Presentations

4. Other Participation at Professional Meetings: (e.g. panels, workshops, discussants)

5. Research in Progress: (Describe extend of completion/phase project is in)
III.  SERVICE

Percentage Assigned: Spring _____ %  Fall _____ %

1. College of Nursing: (Indicate if 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)

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7. **Administrative Responsibilities:**

---

8. **Professional Development:** Professional Meetings Attended

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Sponsor</th>
<th>Location</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. SUMMARY OF FACULTY ACCOMPLISHMENTS

Teaching

Scholarship

Service
Faculty Member Evaluated ________________________________
Evaluator ___________________________________________
Date __________________________
Course __________________________

**Teaching**

**Scholarship** (Please include all articles/abstracts that have been submitted but not yet accepted)

**Service**

**Professional Development/Continuing Education**
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 Committee to rank faculty performance and make recommendations to the Dean for merit pay awards.
Appendix F

Attachment A

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: _____%

<table>
<thead>
<tr>
<th>Meritorious Activity</th>
<th>Points per Occurrence of Activity</th>
<th>Occurrence of Activity (#/hours)</th>
<th>Total Points</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching (40 points maximum for tenure; 50 points maximum for non-tenure)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaches a Directed Individual Study (DIS) Course</td>
<td>3</td>
<td></td>
<td>Syllabus</td>
<td></td>
</tr>
<tr>
<td>Supervises an Undergraduate Honors Thesis</td>
<td>4</td>
<td></td>
<td>Honors contract</td>
<td></td>
</tr>
<tr>
<td>Guest lecture per hour in nursing course(s) per hour</td>
<td>1</td>
<td></td>
<td>Memo from faculty</td>
<td></td>
</tr>
<tr>
<td>Guest lecture per hour in another college or department</td>
<td>2</td>
<td></td>
<td>Memo from faculty</td>
<td></td>
</tr>
<tr>
<td>Serves as a preceptor for a non-FSU Graduate student (unless you were paid) per student</td>
<td>3</td>
<td></td>
<td>Preceptor letter</td>
<td></td>
</tr>
<tr>
<td>Serves as a DNP project major professor (if not already included in AOR)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serves as a preceptor for an FSU Graduate student</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serves as a faculty mentor for Undergraduate Research Opportunity Student/BRIDGE</td>
<td>3</td>
<td></td>
<td>UROP contract</td>
<td></td>
</tr>
<tr>
<td>Nominated for an FSU Teaching Award or upper 90% in course evaluations for all courses taught</td>
<td>2</td>
<td></td>
<td>Nomination letter</td>
<td></td>
</tr>
<tr>
<td>Meritorious Activity</td>
<td>Points per Occurrence of Activity</td>
<td>Occurrence of Activity (#/hours)</td>
<td>Total Points</td>
<td>Evidence</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>-------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Received an FSU Teaching Award</td>
<td>5</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>Received a Guardian of the Flame Faculty Award, DAISY Award, or Graduate Student Mentor Award</td>
<td>3</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>Received a National Nursing Award (Teaching award)</td>
<td>5</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>Develops a new course syllabus (if not already included in AOR)</td>
<td>3</td>
<td></td>
<td></td>
<td>Syllabus</td>
</tr>
<tr>
<td>Develops a new course and teaches course first time (if not already included in AOR)</td>
<td>5</td>
<td></td>
<td></td>
<td>Assignment?</td>
</tr>
<tr>
<td>Teaching course first time online (must be included in AOR)</td>
<td>3</td>
<td></td>
<td></td>
<td>AOR</td>
</tr>
<tr>
<td>Teaching course first time face-to-face (must be included in AOR)</td>
<td>2</td>
<td></td>
<td></td>
<td>AOR</td>
</tr>
<tr>
<td><strong>Teaching Points Earned</strong></td>
<td><strong>50</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Research/Clinical Scholarship of Teaching**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Occurrence of Activity (#/hours)</th>
<th>Total Points</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submits an article for publication in a professional journal (non-refereed). Attach email confirmation of submission</td>
<td>2</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>First author of an article for publication in a professional journal (non-refereed) in press or published. Attach email confirmation of submission</td>
<td>3</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Author (other than first) of an article for publication in a professional journal (non-refereed) in press or published. Attach email confirmation of submission</td>
<td>2</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Submits an editorial to professional journal (non-refereed). Attach email confirmation of submission</td>
<td>1</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>First author of an editorial to professional journal in press or published. Attach email confirmation of submission</td>
<td>2</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Author (other than first) of an editorial to professional journal in press or published. Attach email confirmation of submission</td>
<td>1</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Authors an article for submission with student to professional journal (non-refereed). Attach email confirmation of submission</td>
<td>1</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Article with student to professional journal (non-refereed) in press or published. Attach email confirmation of submission</td>
<td>1</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Meritorious Activity</td>
<td>Points per Occurrence of Activity</td>
<td>Occurrence of Activity (#/hours)</td>
<td>Total Points</td>
<td>Evidence</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
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<td>-------------------------------</td>
</tr>
<tr>
<td>Submits Interprofessional article to professional journal (non-refereed). Attach email confirmation of submission</td>
<td>2</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Interprofessional article to professional journal (non-refereed) in press or published. Attach email confirmation of submission</td>
<td>3</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Delivers presentation to a community organization</td>
<td>1</td>
<td></td>
<td></td>
<td>Provide references and outline of presentation</td>
</tr>
<tr>
<td>Delivers presentation to a local group</td>
<td>2</td>
<td></td>
<td></td>
<td>Provide references and outline of presentation</td>
</tr>
<tr>
<td>Delivers presentation to a regional group</td>
<td>3</td>
<td></td>
<td></td>
<td>Provide references and outline of presentation</td>
</tr>
<tr>
<td>Submits an article to refereed journal. *This does not refer to editorials</td>
<td>3</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>First author of a clinical or theoretical article in press or published in refereed journal</td>
<td>6</td>
<td></td>
<td></td>
<td>.pdf of article/link</td>
</tr>
<tr>
<td>Author (other than first author) of a clinical or theoretical article in press or published in refereed journal</td>
<td>3</td>
<td></td>
<td></td>
<td>.pdf of article/link</td>
</tr>
<tr>
<td>First author of an integrative review article in press or published in refereed journal</td>
<td>8</td>
<td></td>
<td></td>
<td>.pdf of article/link</td>
</tr>
<tr>
<td>Author (other than first) of an integrative review article in press or published in refereed journal</td>
<td>4</td>
<td></td>
<td></td>
<td>.pdf of article/link</td>
</tr>
<tr>
<td>First author of a research article in press or published in a refereed journal (accepted with revisions does not count)</td>
<td>10</td>
<td></td>
<td></td>
<td>.pdf of article/link</td>
</tr>
<tr>
<td>Author (other than first author) of a research article in press or published in a refereed journal (accepted with revisions does not count)</td>
<td>5</td>
<td></td>
<td></td>
<td>.pdf of article/link</td>
</tr>
<tr>
<td>Submits Interprofessional article for refereed professional journal</td>
<td>4</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Interprofessional article to a refereed professional journal in press or published</td>
<td>6</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>First author of a book chapter published or in press (accepted with revisions does not count)</td>
<td>6</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Shared authorship of a book chapter published or in press</td>
<td>3</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td><strong>Meritorious Activity</strong></td>
<td><strong>Points per Occurrence of Activity</strong></td>
<td><strong>Occurrence of Activity (#/hours)</strong></td>
<td><strong>Total Points</strong></td>
<td><strong>Evidence</strong></td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
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<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Single author for a book that is in press or published</td>
<td>10</td>
<td></td>
<td></td>
<td>Attach publication; will be returned</td>
</tr>
<tr>
<td>Shared authorship for a book that is in press or published</td>
<td>5</td>
<td></td>
<td></td>
<td>Attach publication; will be returned</td>
</tr>
<tr>
<td>Provides poster presentation at national/international conference</td>
<td>6</td>
<td></td>
<td></td>
<td>Provide conference program and letter of acceptance</td>
</tr>
<tr>
<td>Provides podium presentation at national/international conference</td>
<td>8</td>
<td></td>
<td></td>
<td>Provide conference program and letter of acceptance</td>
</tr>
<tr>
<td>Poster presentation at state conference</td>
<td>2</td>
<td></td>
<td></td>
<td>Provide conference program and letter of acceptance</td>
</tr>
<tr>
<td>Poster presentation at regional conference</td>
<td>3</td>
<td></td>
<td></td>
<td>Provide conference program and letter of acceptance</td>
</tr>
<tr>
<td>Podium presentation at state conference</td>
<td>3</td>
<td></td>
<td></td>
<td>Provide conference program and letter of acceptance</td>
</tr>
<tr>
<td>Podium presentation at regional conference</td>
<td>4</td>
<td></td>
<td></td>
<td>Provide conference program and letter of acceptance</td>
</tr>
<tr>
<td>Authors or co-authors <strong>program</strong> grant that is funded for more than $50,000</td>
<td>10</td>
<td></td>
<td></td>
<td>Cover sheet of proposal</td>
</tr>
<tr>
<td>Authors or co-authors a program grant that is funded for $50,000 or less</td>
<td>7</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>As PI or Co-PI, submits <strong>internal</strong> research grant for $50,000 or less</td>
<td>6</td>
<td></td>
<td></td>
<td>Cover sheet of proposal</td>
</tr>
<tr>
<td>As PI or Co-PI, <strong>funded</strong> for <strong>internal</strong> research grant for $50,000 or less</td>
<td>7</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>As PI or Co-PI, submits external research grant for $50,000 or less</td>
<td>8</td>
<td></td>
<td></td>
<td>Cover sheet of proposal</td>
</tr>
<tr>
<td>As PI or Co-PI, <strong>funded</strong> for <strong>external</strong> research grant for $50,000 or less</td>
<td>10</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>As PI or Co-PI, submits internal research grant for more than $50,000</td>
<td>7</td>
<td></td>
<td></td>
<td>Cover sheet of proposal</td>
</tr>
<tr>
<td>As PI or Co-PI, <strong>funded</strong> for <strong>internal</strong> research grant for more than $50,000</td>
<td>8</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>As PI or Co-PI, submits external research grant for more than $50,000</td>
<td>9</td>
<td></td>
<td></td>
<td>Cover sheet of proposal</td>
</tr>
<tr>
<td>Meritorious Activity</td>
<td>Points per Occurrence of Activity</td>
<td>Occurrence of Activity (#/hours)</td>
<td>Total Points</td>
<td>Evidence</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
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<td>----------------------------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>As PI or Co-PI, funded for <strong>external</strong> research grant for more than $50,000</td>
<td>12</td>
<td></td>
<td></td>
<td>Award letter</td>
</tr>
<tr>
<td>Serves as reviewer for external or federal grant</td>
<td>5</td>
<td></td>
<td></td>
<td>Email confirmation</td>
</tr>
<tr>
<td>Reviews article for nursing journal (per article)</td>
<td>2</td>
<td></td>
<td></td>
<td>Report or email</td>
</tr>
<tr>
<td>Reviews article for professional journal (per article)</td>
<td>2</td>
<td></td>
<td></td>
<td>Report or email</td>
</tr>
<tr>
<td><strong>Research/Clinical Scholarship Points Earned</strong></td>
<td></td>
<td>216</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directs undergraduate Garnet and Gold Scholar (per student)</td>
<td>3</td>
<td></td>
<td></td>
<td>Contract</td>
</tr>
<tr>
<td>Coordinates student volunteer project (report hours)</td>
<td>2</td>
<td></td>
<td></td>
<td>Documentation</td>
</tr>
<tr>
<td>Serves as sponsor of student service project/organization</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs CON committee</td>
<td>4</td>
<td></td>
<td></td>
<td>CON committee assignment</td>
</tr>
<tr>
<td>Serves on more than two (2) CON committees</td>
<td>2</td>
<td></td>
<td></td>
<td>CON committee assignment</td>
</tr>
<tr>
<td>Member of University committee</td>
<td>2</td>
<td></td>
<td></td>
<td>Committee minutes</td>
</tr>
<tr>
<td>Chairs University committee</td>
<td>5</td>
<td></td>
<td></td>
<td>Committee minutes</td>
</tr>
<tr>
<td>Serves on Honors Thesis for CON or Thesis/Dissertation committee outside the CON (non-tenured track not eligible)</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serves as an officer of a volunteer community board</td>
<td>2</td>
<td></td>
<td></td>
<td>Committee minutes</td>
</tr>
<tr>
<td>Leads/Organizes a community or state-wide project</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Serves as office/board member of local or state nursing organization</td>
<td>3</td>
<td></td>
<td></td>
<td>Committee minutes</td>
</tr>
<tr>
<td>Serves as officer/board member of national or international nursing or professional organization</td>
<td>5</td>
<td></td>
<td></td>
<td>Committee minutes</td>
</tr>
<tr>
<td>Received National Nursing Award (not teaching)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meritorious Activity</td>
<td>Points per Occurrence of Activity</td>
<td>Occurrence of Activity (#/hours)</td>
<td>Total Points</td>
<td>Evidence</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>--------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Participation in activates to promote and/or represent FSU programs and FSUCON in service related activities</td>
<td>3</td>
<td></td>
<td></td>
<td>Per event/day</td>
</tr>
<tr>
<td>Participation in activated to foster collaboration with other FSU colleges that enhances educational/service opportunities for CON students</td>
<td>3</td>
<td></td>
<td></td>
<td>Per event/day</td>
</tr>
<tr>
<td>Facilitate or organize a scholarly research activity (Sigma Theta Tau Research Dinner, CAPN speakers, TMH/CRMC presentations, etc.)</td>
<td>2</td>
<td></td>
<td></td>
<td>Committee minutes</td>
</tr>
<tr>
<td>CCNE/NLN Evaluator</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Service Points Earned</strong></td>
<td><strong>54</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Teaching Points Earned**
- **Research/ Clinical Scholarship Points Earned**
- **Service Points Earned**
- **Total Points Earned**
- **Overall Ranking**

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

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page Number</th>
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<td>II: Input Evaluation: Institutional Commitment and Resources</td>
<td>61</td>
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<tr>
<td>IV: Product Component: Assessment and Achievement of Program Outcomes</td>
<td>68</td>
</tr>
</tbody>
</table>
## I: Context Evaluation – Mission and Governance

<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
</table>
| I-A, I-B, I-F | Compare the CON and University mission, goals, policies, and expected student outcomes | - University website  
- Organizations learning management system  
- CON Faculty Handbook  
- SACS Outcomes  
- CCNE and NONOF Accreditation Standards  
- CON Strategic Plan  
- 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) |
| I-C | Analyze faculty annual reports | Faculty annual reports | Faculty Evaluation Committee annually in the fall semester |
| I-D | 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 |
| I-E | Review documents for accuracy | - CON Faculty Handbook  
- Student Handbook  
- Marketing materials  
- 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

<table>
<thead>
<tr>
<th>Level of Achievement</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>II-A</strong> Fiscal and physical resources are sufficient to enable the program to fulfill its mission, goals, and expected outcomes</td>
<td>Review budget reports</td>
<td>Budget reports</td>
<td>Dean, Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, Assistant Dean of Undergraduate Programs, IT Manager, and Financial Specialist (annually)</td>
</tr>
<tr>
<td><strong>II-B</strong> 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</td>
<td>Analyze student satisfaction ratings on surveys (Analyze faculty surveys when implemented)</td>
<td>• DNP Student Current Annual Survey (Blackboard) • Undergraduate Student Exit Survey (EBI) • Graduate Exit Survey • University COACHE</td>
<td>• Assistant Dean of Graduate Program, Assistant Dean of Undergraduate Programs (annually) • Program Evaluation Committee will review and present student survey data annually to the faculty in the fall semester for the preceding year • COACHE TBA</td>
</tr>
<tr>
<td><strong>II-C, II-D</strong> 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</td>
<td>Review educational, licensure, and certification status of teaching faculty and specialty-track coordinators</td>
<td>• Faculty Annual Report and Vitae • Faculty Expertise and Advancement System (FEAS)</td>
<td>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</td>
</tr>
<tr>
<td><strong>II-D</strong> Student/Faculty ratios across clinical sites and courses are adequate and meet FLBON regulations and professional</td>
<td>Review FLBON professional organizations and CON Standards to compare student/faculty ratios for</td>
<td>Faculty teaching assignments and workload reports</td>
<td>Associate Dean of Academic Affairs, Assistant Dean of Graduate Programs, and Assistant Dean of</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>standards</td>
<td>clinical sites and courses</td>
<td>Undergraduate Programs review faculty/preceptor credentials, student/faculty ratios, and evaluate adequacy annually</td>
<td></td>
</tr>
<tr>
<td>II-E 100% of preceptors have the appropriate credentials for their role and are oriented to program expectations</td>
<td>Review educational, licensure, and certification status of preceptors</td>
<td>Preceptor database</td>
<td>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</td>
</tr>
<tr>
<td>II-F 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</td>
<td>Compare faculty ratings on satisfaction indicators to standards set by the CON</td>
<td>COACHE</td>
<td>Program Evaluation Committee</td>
</tr>
<tr>
<td></td>
<td>Review Faculty Annual Reports and compiled Faculty Travel/Presentation Report</td>
<td>Faculty Annual Report Faculty Travel/Presentations Report</td>
<td>CON Administrators report annually the number of faculty</td>
</tr>
</tbody>
</table>
### III: Process Component – Curriculum and Teaching-Learning Practices

<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>III-A, III-B, III-C, III-F, III-G, III-H</td>
<td>Analysis of Curriculum Cross-Walks of:</td>
<td>Course reports</td>
<td>Lead instructors and Associate Dean of Academic Affairs</td>
</tr>
<tr>
<td></td>
<td>• Course Objectives</td>
<td></td>
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<td></td>
<td>• Program Outcomes</td>
<td></td>
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<tr>
<td></td>
<td>• AACN Essentials</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Criteria for Evaluation of Nurse Practitioner programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Syllabi</td>
<td>Lead instructors and Curriculum Committee</td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Curriculum Cross-Walk</td>
<td>Curriculum Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conceptual Framework</td>
<td>Curriculum Committee</td>
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</tr>
<tr>
<td></td>
<td>III-D, III-E</td>
<td>Analysis of instructional methods, classroom environments, and clinical environments in relation to course objectives</td>
<td>Course Reports</td>
</tr>
<tr>
<td></td>
<td><strong>Curriculum and Teaching-Learning practices and environments are evaluated</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>at regularly scheduled intervals and support the achievement of expected individual student learning outcomes</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>100% of faculty submit a course report for each course</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Perception of Courses and Instructors (SPCI)</td>
<td></td>
<td>• Individual faculty and administration (every semester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Associate Dean of Academic Affairs to review and bring actionable date to the</td>
</tr>
<tr>
<td>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</td>
<td>Assessment Method</td>
<td>Data Source</td>
<td>Assigned Responsibility/Frequency of Assessment</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| taught each semester that addresses the adequacy of:  
• Physical environment for teaching and learning  
• Resources and learning materials  
• Clinical facilities  
• Interprofessional learning opportunities | Analysis of individual student performance in relation to admissions criteria, course objectives, program outcomes, and evaluation methods used in courses (Classroom, Lab, Clinical) | Program Evaluation Committee  
• Assistant Dean of Graduate Programs, Assistant Dean of Undergraduate Programs, and Program Evaluation Committee (annually) | |
| III-G  
**Individual student performance is evaluated** by the faculty and reflects achievement of expected individual student learning outcomes | | | |
| All students:  
1. 100% of course syllabi provide policies and procedures for individual student performance  
2. 90% of students achieve a B or higher in nursing courses | | | |
| BSN Students (SACS Indicators):  
1. Pass rate of BSN graduates will be higher or equal to the national average | | | |
| | | Student Exit Surveys  
Assistant Dean of Graduate Programs and Assistant Dean of Undergraduate Programs (every semester) | |
| | | Clinical Agency Report | |
| | | | |
| | | | Associate Dean of Academic Affairs reviews syllabi template changes, policy changes, and wording  
Faculty Senator informs the faculty of communicating policy changes/syllabi wording  
Curriculum Committee reviews Course Reports and provides faculty with updated templates annually |
<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>passing rate on the NCLEX-RN examination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSN Students (SACS Indicators):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</td>
<td>Assessment Method</td>
<td>Data Source</td>
<td>Assigned Responsibility/Frequency of Assessment</td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 90% of MSN graduates will report that they are practicing in collaboration with professionals from other disciplines (Alumni Survey)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DNP Students (SACS Indicators):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 90% or more of DNP Family Nurse Practitioner (FNP) students will successfully pass the national certification examinations for Nurse Practitioners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 90% or more of DNP students enrolled in NGR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</td>
<td>Assessment Method</td>
<td>Data Source</td>
<td>Assigned Responsibility/Frequency of Assessment</td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>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.</td>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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</tr>
</tbody>
</table>
## IV: Product Component – Assessment and Achievement of Program Outcomes

<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
</table>
| IV-A, IV-B, IV-C, IV-D, IV-E, IV-H | - Analyze results of designated surveys  
- Analyze results of designated examination  
- 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  
• The Program Evaluation Committee will present data annually to the faculty in the fall semester for the preceding year  
• CON Office of Student Services provides matriculation and program completion data to the Program Evaluation Committee (time)  
• Program Evaluation Committee reviews results of all data and submits to the Operations Team  
• Exit Surveys every fall and spring  
• Alumni and Employer Surveys every four (4) years  
• CON Student Matriculation Data every year in the fall (frequency) |

Aggregated student outcome data provide evidence of the program’s effectiveness in achieving its mission, goals, and expected outcomes:

1. 90% of graduates are employed within 12 months of completing the program for those actively seeking employment (Alumni)
2. 85% of graduate students will complete the DNP Program within seven (7) years of matriculation (Student Matriculation Data)
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)
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)
5. Less than 80% of employers express satisfaction with overall performance of Florida State University CON graduates (Employer)
6. Greater than 80% of
<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>students are satisfied or very satisfied with the graduate program at Florida State University (Exit)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. BSN graduates will achieve NCLEX-RN passing rates that is equal to or greater than the national average passing rate (NCLEX)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. 90% of BSN graduates will complete the BSN Program within 24 months of matriculation (Student Matriculation Data)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9. 85% of graduate students will complete the MSN Program within 24 months of Matriculation (Student Matriculation Data)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. 85% of DNP graduates will complete the DNP Program within five (5) years</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11. 85% of DNP-FNP graduates will achieve a passing score on national certification examinations (Student Matriculation Data)</td>
<td></td>
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</tbody>
</table>

IV-F, IV-H
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
- Analysis of Annual Faculty Reports
- Student Perception of Courses and Instructors (SPCI)
- Annual Faculty Report
- The Associate Dean of Academic Affairs will collect data and bring to the Program Evaluation Committee
- The Program Evaluation Committee will present data annually to the faculty in the fall semester for the preceding year
<table>
<thead>
<tr>
<th>Level of Achievement (Goals and Objectives with Corresponding CCNE Element Numbers)</th>
<th>Assessment Method</th>
<th>Data Source</th>
<th>Assigned Responsibility/Frequency of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 80% of faculty in tenure-earning positions publish one (1) or more refereed articles per year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 80% of faculty in tenure-earning positions make one (1) or more peer reviewed presentations at regional or national conference each year</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• 50% of faculty in tenure-earning positions apply for internal or external grants each year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• 100% of faculty licensed and certified as ARNPs are involved in clinical practice</td>
<td></td>
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</tbody>
</table>

**IV-G**

**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**

There are established policies for formal complaints and a process for review of these complaints.

- Review of formal complaints
- CON Faculty Handbook
- 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
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 Curriculum Committee and Faculty 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) full semester 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 previous spring 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
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 time lines 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.
<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Notification of SACS Prior to Implementation is Required</th>
<th>Approval by SACS Prior to Implementation is Required</th>
<th>Change is Reported to the University’s SACS Liaison by</th>
<th>Mode of Notification of SACS and Timeline for Submission of Notification Prior to Planned Implementation</th>
<th>Documentation Prepared by</th>
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<tbody>
<tr>
<td>Initiating coursework or programs at a more advanced level than currently approved</td>
<td>Yes</td>
<td>Yes</td>
<td>Vice-President for Academic Affairs</td>
<td>Application for Level Change 12 months in advance and/or by either April 15th or by October 1st</td>
<td>Department Chair</td>
</tr>
<tr>
<td>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)</td>
<td>Yes</td>
<td>Yes</td>
<td>Dean of the Faculties</td>
<td>Prospectus six (6) months in advance</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Initiating a branch campus</td>
<td>Yes</td>
<td>Yes</td>
<td>Provost</td>
<td>Prospectus six (6) months in advance</td>
<td>SACS Liaison</td>
</tr>
<tr>
<td>Initiating joint degrees with another institution</td>
<td>Yes</td>
<td>Yes</td>
<td>Vice-President for Academic Affairs</td>
<td>Prospectus six (6) months in advance</td>
<td>Department Chair</td>
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<tr>
<td>Initiating a certificate program (typically for workforce development)</td>
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<tr>
<td>…using existing approved courses</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
<td>NA</td>
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<tr>
<td>…at a new off-campus site (previously approved program)</td>
<td>Yes</td>
<td>Yes</td>
<td>Dean of the Faculties</td>
<td>Modified prospectus prior to implementation</td>
<td>Department Chair</td>
</tr>
<tr>
<td>…that is a significant departure from previously approved programs</td>
<td>Yes</td>
<td>Yes</td>
<td>Dean of the Faculties</td>
<td>Modified prospectus prior to implementation</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Initiating off-campus sites (including Early College/High School programs offered at the high school where…</td>
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<tr>
<td>…Student can obtain 50 percent or more credits toward program</td>
<td>Yes</td>
<td>Yes</td>
<td>Department Chair</td>
<td>Prospectus six (6) months in advance</td>
<td>Department Chair</td>
</tr>
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<tr>
<td>…Student can obtain 25-49 percent of credit</td>
<td>Yes</td>
<td>No</td>
<td>Department Chair</td>
<td>Letter of notification prior to implementation</td>
<td>Department Chair</td>
</tr>
<tr>
<td>…Student can obtain 24 percent or less</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
<td>NA</td>
</tr>
<tr>
<td>Expanding program offerings at previously approved off-campus sites</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>…Adding programs that are significantly different from current programs</td>
<td>Yes</td>
<td>No</td>
<td>Department Chair</td>
<td>Letter of notification prior to implementation</td>
<td>SACS Liaison</td>
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<tr>
<td>…Adding programs that are NOT significantly different from current programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Altering significantly the educational mission of the institution (see the FSU Mission Statement, p. 7)</td>
<td>Yes</td>
<td>Yes</td>
<td>Vice-President for Academic Affairs</td>
<td>Prospectus six (6) months in advance</td>
<td>SACS Liaison</td>
</tr>
<tr>
<td>Initiating distance learning…</td>
<td></td>
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<tr>
<td>…Offering 50 percent or more of a program (Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs)</td>
<td>Yes</td>
<td>Yes</td>
<td>Department Chair</td>
<td>Prospectus six (6) months in advance</td>
<td>Department Chair</td>
</tr>
<tr>
<td>…Offering 25-49 percent</td>
<td>Yes</td>
<td>No</td>
<td>Department Chair</td>
<td>Letter of notification prior to implementation</td>
<td>Department Chair</td>
</tr>
<tr>
<td>…Offering 24 percent or less</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
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<tr>
<td>Initiating programs/courses offered through contractual agreement or consortium</td>
<td>Yes</td>
<td>No</td>
<td>Vice-President for Academic Affairs</td>
<td>Letter of notification and copy of signed agreement prior to implementation</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Initiating a merger/consolidation with another institution</td>
<td>Yes</td>
<td>Yes</td>
<td>Provost</td>
<td>Prospectus six (6) months in advance and either by April 15&lt;sup&gt;th&lt;/sup&gt; or by October 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>SACS Liaison</td>
</tr>
<tr>
<td>Relocating a main or branch campus</td>
<td>Yes</td>
<td>Yes</td>
<td>Provost</td>
<td>Prospectus six (6) months in advance</td>
<td>SACS Liaison</td>
</tr>
<tr>
<td>Relocating an off-campus instructional site</td>
<td>Yes</td>
<td>No</td>
<td>Vice-President for Academic Affairs</td>
<td>Letter of notification prior to implementation</td>
<td>SACS Liaison</td>
</tr>
<tr>
<td>Changing governance, ownership, control, or legal status of an institution</td>
<td>Yes</td>
<td>Yes</td>
<td>Provost</td>
<td>Prospectus six (6) months in advance</td>
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<tr>
<td>Changing from clock hours to credit hours</td>
<td>Yes</td>
<td>Yes</td>
<td>Registrar</td>
<td>Prospectus Six (6) months in advance</td>
<td>Department Chair or Program Director and Dean</td>
</tr>
<tr>
<td>Altering significantly the length of a program (changes in program length with a noticeable impact on completion time)</td>
<td>Yes</td>
<td>Yes</td>
<td>Department Chair</td>
<td>Prospectus six (6) months in advance</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Initiating degree completion programs</td>
<td>Yes</td>
<td>Yes</td>
<td>Dean of College</td>
<td>Prospectus six (6) months in advance</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Closing an institution or program: (see Commission policy &quot;Closing a Program or Institution,&quot; <a href="http://sacscoc.org">http://sacscoc.org</a>)</td>
<td>Yes</td>
<td>Yes</td>
<td>Vice-President for Academic Affairs</td>
<td>Description of plan prior to implementation</td>
<td>Department Chair</td>
</tr>
<tr>
<td>…closing a program with internal teach-out protocol</td>
<td>Yes</td>
<td>Yes</td>
<td>Vice-President for Academic Affairs</td>
<td>Description of plan prior to implementation</td>
<td>Department Chair</td>
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</tr>
<tr>
<td>…closing a program with a teach-out agreement with another institution</td>
<td>Yes</td>
<td>Yes</td>
<td>Vice-President for Academic Affairs</td>
<td>Copy of teach out agreement prior to implementation</td>
<td>Department Chair or Program Director</td>
</tr>
<tr>
<td>…closing an institution</td>
<td>Yes</td>
<td>Yes</td>
<td>Provost</td>
<td>Description of plan prior to implementation</td>
<td>SACS Liaison</td>
</tr>
</tbody>
</table>

**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:

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<tbody>
<tr>
<td>1. Academic preparation in area specified in position description</td>
<td>YES _____  NO _____  Comments:</td>
</tr>
<tr>
<td>2. Relevant teaching experience in specific area</td>
<td>YES _____  NO _____  Comments:</td>
</tr>
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</table>

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

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<tbody>
<tr>
<td>3. Evidence of academic productivity</td>
<td>5 4 3 2 1  U  Comments:</td>
</tr>
<tr>
<td>4. Evidence of active research program</td>
<td>5 4 3 2 1  U  Comments:</td>
</tr>
<tr>
<td>5. Evidence of grant writing experience</td>
<td>5 4 3 2 1  U  Comments:</td>
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## CLINICAL EXPERTISE/EXPERIENCE [REQUIRED FOR SPECIALIZED FACULTY]:

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<tr>
<td>6. Evidence of academic productivity</td>
<td>5 4 3 2 1 U</td>
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<td>Comments:</td>
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<td>7. Others:</td>
<td>5 4 3 2 1 U</td>
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<td>Comments:</td>
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## OVERALL EVALUATION OF APPLICANT:

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<tr>
<td>8. Overall evaluation of candidate</td>
<td>5 4 3 2 1 U</td>
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<td></td>
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<td>Comments:</td>
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<tbody>
<tr>
<td>9. Recommend for interview</td>
<td>YES _____ NO _____</td>
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<td></td>
<td></td>
<td>Comments:</td>
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