Indiana State University College of Nursing, Health and Human Services Nursing Faculty Orientation Manual

Indiana State University
College of Nursing, Health and Human Services
Nursing Faculty Orientation Manual

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Welcome to Indiana State University

The nursing program has been part of the University since 1963. Since that time we have grown into three nursing departments with over 1200 undergraduate and graduate students.

As we emphasize in our philosophy, the nursing faculty is committed to excellence in teaching, scholarship, and service. We view the educational process as transformational resulting in the individual becoming a competent, caring, nursing professional.

However, professional nurses in today's world need to be more, they need to be advocates, leaders, and coordinators of interprofessional health care. Nurses also need to be scientists and change agents to improve health care for everyone.

At Indiana State, we are here to support you from the baccalaureate degree to the Doctor of Nursing Practice. We also realize that learning is life-long and strive to provide high quality continuing nursing education locally and online.

We are very excited that you will be joining us and will be part of what makes nursing great at Indiana State University. Welcome to Indiana State University!

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Mission, Philosophy and Structure

Indiana State University

http://www.indstate.edu/academicaffairs/mission.htm

College of Nursing, Health and Human Services

http://cms.indstate.edu/health/values

Department of Baccalaureate Nursing

http://cms.indstate.edu/health/department/bn/about-menu/mission-vision

Department of Baccalaureate Nursing Completion

http://cms.indstate.edu/health/department/bnc/about-menu/mission-vision

Department of Advanced Practice Nursing

http://cms.indstate.edu/health/department/apn/about-menu/mission-vision

Faculty Governance

1. **NHHS Organizational Governance Structure and Organizational Chart**

http://cms.indstate.edu/health/department/faculty-governance

http://health-cms.indstate.edu/sites/health.indstate.edu/files/nhhs-org-chart.pdf

2. **NHHS Faculty Council**

http://cms.indstate.edu/health/department/faculty-governance/faculty-council

3. **NHHS Executive Committee**: The purpose of the committee is to exercise the powers and authority of the Faculty Council. The Executive Committee members are the officers of the Faculty Council.

http://cms.indstate.edu/health/department/faculty-governance/executive-committee

4. **NHHS Assessment Committee:** The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to program and activity assessment.

http://cms.indstate.edu/health/department/faculty-governance/assessment-committee

5. **NHHS Curriculum and Academic Affairs Committee:** The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to College courses, curricula activities, and resources which are primarily academic in nature.

http://cms.indstate.edu/health/department/faculty-governance/curriculum-and-academic-affairs-committee

6. **NHHS Faculty Affairs Committee:** The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the faculty of the College.

http://cms.indstate.edu/health/department/faculty-governance/faculty-affairs-committee

7. **NHHS Student Affairs Committee:** The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the students in the College.

http://cms.indstate.edu/health/department/faculty-governance/student-affairs-committee

8. **University Faculty Senate**

http://www.indstate.edu/facsenate/index.htm

University Handbook

The first Indiana State University handbook was published in 1961 under the title Administration – Organization, Policies and Procedures. The University Handbook describes the history, administrative organization, and the policies and procedures that govern operation of the University. The policies stated in this Handbook are subject to change at the sole discretion of the Indiana State University Board of Trustees. This handbook supersedes all prior handbooks or written policies of Indiana State University that are inconsistent with its current provisions.

The Indiana State University Handbook is available in electronic format by policy index or a complete printable handbook here:

http://www.indstate.edu/adminaff/policyindex.htm

http://www.indstate.edu/adminaff/docs/Dec%2018%202012%20Printable%20Handbook.pdf

Faculty Resources

**Indiana State University
College of Nursing, Health, and Human Services**

Nursing New Mentor Role and Responsibilities

ISU nursing promotes the use of faculty mentoring, in addition to university specific new faculty orientation, as a means to foster the career development of new faculty, enhance the recruitment and retention of nurse educators, and establish healthful academic work environments. Upon appointment to a nursing department, the chairperson will assign a faculty mentor to a new faculty member. The faculty mentor:

- Participates in mentorship activities, such as new faculty orientation, training programs and evaluation feedback.
- Reaches out to mentees to insure the development and maintenance of relationships throughout the semester.
- Makes time for and initiates regular meetings with the assigned mentee at least twice per semester.
- Reviews departmental new faculty orientation manual with the mentee.
- Provides opportunities for discussion and reflection on professional development and the mentor/mentee relationship.
- Reviews specific short- and long-term goals with the mentee and monitors progress toward these goals regarding university standards of tenure track including service, scholarship and teaching.
- Provides guidance, information, and feedback relative to research productivity, clinical responsibilities, publication progress, teaching effectiveness, and the nursing's mission and strategic plan as well as significant policies and procedures, particularly those for reappointment and promotion. The mentor will help with developing professional and organizational leadership skills, goal setting, access to resources, advising students and personal career issues.
- Acts as an advocate for the mentee by connecting him/her with an appropriate local colleagues and resources through the college and university at large.
- Helps mentee to set priorities, manage time, and make wise choices among options and opportunities.
- Provides counsel and strategies for working within a team framework.
- Works closely with Department Chair by noting mentor-mentee contacts and at the end-of-year, addressing issues as they arise, and changing the mentor/mentee meeting arrangements if appropriate.
- Acts as a cheerleader when needed.
- Maintains strict confidentiality yet provides a nurturing relationship with the mentee to help the new faculty member succeed throughout their first year and continued progression within Indiana State University.

Faculty Appraisal

Newly appointed faculty members are expected to attend new faculty professional development sessions. Eligible faculty members are required to participate in any mandatory benefits as described in the University Handbook, Section IV, "Compensation and Benefits." Members of the faculty of Indiana State University are expected to abide by established policies for the operation of the University and the conduct of its instructional programs, to participate in and contribute to the development and improvement of educational services within the scope of the mission of the University, to perform assigned duties to the best of their ability, and to be concerned about the educational welfare and achievement of students. Each faculty member should continuously endeavor to improve scholarly attainments, to participate in appropriate organized professional activities and, through research and teaching, to contribute to the expansion of knowledge and the advancement of learning. Personal conduct and relationships with students and colleagues should conform to accepted ethics. The benchmarks of any great university are directly related to high standards of academic endeavor by both teachers and students. Truth and honesty are recognized as fundamental to a university community. The University expects both students and faculty to adhere to and foster the ideals for which the University was founded. Indiana State University subscribes to AAUP guidelines for academic freedom and faculty duties and responsibilities. Faculty members are expected to conduct themselves in accordance with these guidelines.

1. University Appointment, Promotion and Tenure Policies

http://www.indstate.edu/adminaff/docs/305%20FacultyApptPromotionandTenurePolicies.pdf

2. NHHS Promotion and Tenure Guidelines

3. Nursing Promotion and Tenure Guidelines

Department of Advanced Practice Nursing

http://cms.indstate.edu/health/sites/health.indstate.edu/files/apn-standards-for-retention-tenure-promotion.pdf

Department of Baccalaureate Nursing

http://cms.indstate.edu/health/sites/health.indstate.edu/files/bn-standards-for-retention-tenure-and-promotion.pdf

Department of Baccalaureate Nursing Completion

http://cms.indstate.edu/health/sites/health.indstate.edu/files/bnc-standards-for-retention-tenure-and-promotion.pdf

Workload

The Faculty Workload Policy applies to tenure/tenure track faculty in the Nursing Departments. The faculty supports the mission of the University and the College of Nursing, Health, and Human Services which defines the main activities of faculty as teaching, scholarly activities and service. Recognized activities include classroom and clinical teaching, scheduled office hours, student advising, course and curriculum development, supervision of graduate student research, assistance in academic administration, research, publication and other academic commitments that contribute to the overall enrichment of the faculty members, students and university community. Professional responsibilities may also include committee service, continuing education and other service to the University and to the profession of nursing.

The full workload policy for nursing can be found at:

http://cms.indstate.edu/health/sites/health.indstate.edu/files/nursing-faculty-workload.pdf

Accreditation

The **nursing programs** are accredited by

- The Accreditation Commission for Education in Nursing, Inc. (ACEN)
  3343 Peachtree Road NE, Suite 850
  Atlanta, Georgia 30326
  Phone: 404.975.5000
  Fax: 404.975.5020
  Email: info@acenursing.org

The **baccalaureate nursing program** is accredited by

- The Indiana State Board of Nursing
  402 W. Washington Street, Room W066
  Indianapolis, Indiana 46204

The **nursing program is a member** of the

- National League for Nursing
- American Association of Colleges of Nursing
- Indiana Center for Nursing

For additional information, including accreditation status of each program please visit:

http://cms.indstate.edu/health/department/executive-director-nursing/accreditation

Curriculum

Assessment

The purpose of assessment in the Nursing Programs at Indiana State University is to measure achievement of student learning and program outcomes. Assessment occurs through a variety of methods such as standardized testing, clinical evaluation of student performance, course assignments and presentations, and surveys. Aggregate information is used for program improvement and is required for continued program accreditation. The aggregate data may also be utilized in educational research.

Each department has their own set of unique student learning outcomes and graduate outcomes that are collected on an ongoing basis. Your responsibility as a faculty member is to be actively engaged in all activities surrounding assessment including but not limited to:

1. Providing course information to the assessment committee

2. Providing feedback regarding current assessment methods and areas for improvement.

3. Demonstrating an understanding of SLO's and graduate outcomes.

Student participation in assessment meetings is also encouraged. Each department invites a student to participate in assessment meetings typically each semester or academic year.

Assessment Technologies Institute

ATI stands for Assessment Technologies Institute (ATI). ATI offers an Assessment Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition. The ATI comprehensive program is utilized from the sophomore to the senior year in the undergraduate nursing program.

ATI tools can help students prepare more efficiently, as well as increase confidence and familiarity with content and computerized NCLEX-RN testing. The ATI program includes books, DVD's, and online practice and proctored testing over the major content areas in nursing.

All undergraduate tracks utilize the same standardized policy and can be found on the nursing website.

1. **ATI Policy and Procedures**
http://cms.indstate.edu/health/sites/health.indstate.edu/files/nursing-ati-policy-and-procedures.pdf

2. **ATI Frequently Asked Questions**

http://cms.indstate.edu/health/sites/health.indstate.edu/files/nursing-ati-faq.pdf

3. In addition, ISU Nursing has a **Testing Assistant** who can meet individually with all faculty to accommodate ATI Testing needs and training.

http://cms.indstate.edu/health/department/testing

http://cms.indstate.edu/health/department/executive-director-nursing/testing-program/ati-exams

Course Responsibilities

Academic Integrity

Academic integrity is a cornerstone of the University's commitment to the principles of free inquiry. Students are responsible for learning and upholding ethical, professional standards in research, writing, and assessment. Faculty must clearly outline expectations for ethical behavior with students & provide supportive measures. Academic departments and colleges should uniformly follow current guidelines and procedures, from reporting & documenting violations up to and including due process. At the request of the University, and in collaboration with other areas, the Indiana State University Library has created this web site to provide a resource clearinghouse for both students and educators. Teaching faculty and others are urged to contribute materials and links to this site.

ISU Academic Integrity Website

http://www.indstate.edu/academicintegrity/

1. A Faculty Guide to Academic Integrity:
http://www.indstate.edu/academicintegrity/docs/2012-FacultyGuide-AcademicIntegrity.pdf

2. Code of Student Conduct

http://www.indstate.edu/sci/docs/CodeConduct.pdf

3. How to Report an Academic Integrity Violation

http://www.indstate.edu/academicintegrity/afterViolation.htm

4. Additional Faculty Resources Regarding Academic Integrity

http://www.indstate.edu/academicintegrity/moreFacultyInfo.htm

Student Clinical Policies

Each department maintains specific requirements for student clinical policies. Below you will find active links to student handbooks and specific clinical policies such as uniform requirements, compliance, safe practice and much more.

Department of Advanced Practice Nursing

Student Handbook Link:

http://cms.indstate.edu/health/sites/health.indstate.edu/files/apn-student-handbook.pdf

Department of Baccalaureate Nursing

Student Handbook Link:

http://cms.indstate.edu/health/sites/health.indstate.edu/files/bn-student-handbook.pdf

Department of Baccalaureate Nursing Completion

Student Handbook Link:

http://cms.indstate.edu/health/sites/health.indstate.edu/files/bnc-student-handbook.pdf

Other Orientation Resources

1. Faculty Travel Authorization http://www.indstate.edu/controller/finance/trav-bud/travelAuthorization.htm