

The University of Texas at El Paso
School of Nursing
Faculty Handbook

TABLE OF CONTENTS

MESSAGE FROM THE DEAN	4
PURPOSE OF HANDBOOK	5
I. UNIVERSITY OF TEXAS (UT) SYSTEM INFORMATION	6
Organization of UT system Higher Education Institutions in Texas/UT System Organizational Chart	6
UT System Institution	6
Rules and Regulations of the Board of Regents of the UT System	6
II. UNIVERSITY OF TEXAS AT EL PASO (UTEP) INFORMATION	7
University Mission	7
University Administrative Structure and Functions	7
University Handbook of Operating Procedures	7
University Faculty Frequently Asked Questions	7
Academic Freedom and Responsibility	7
Annual Compliance Requirements	7
Bookstore	8
Center for Faculty Development and Leadership	8
Copyright Policies/Intellectual Property	8
Criteria for Appointment, Promotion, and Tenure	8
Faculty Success (formerly Digital Measures)	8
Faculty Senate	9
Family Education Rights and Privacy Act (FERPA)	9
Human Resources	9
Library	9
Meal and Entertainment Expense Reimbursement	9
Office Hours	9
Office of Student Conduct and Conflict Resolution	9
Outside Employment	10
Payroll Policies and Procedures	10
Textbooks and Other Teaching Materials and Bookstore	10
Travel Policies and Procedures	10
UTEP Edge	10
UTEP Official Forms	11
III. UTEP SCHOOL OF NURSING (SON) INFORMATION	12
School of Nursing Philosophy, Mission, and Vision	12
Administrative Structure and Function	12
Annual Faculty Evaluation and Merit Process	12
Building Information	13
Skyfactor/Benchworks TM	13
Faculty Assignments	14

Faculty and Student Grievance Policy	14
Faculty Job Descriptions	14
Faculty Organization	14
Faculty Orientation	15
Faculty Promotion	15
Faculty Support Services	16
Faculty Workload/Academic Domains:	18
Teaching, Service, Scholarship	
Social Media Policy	18
Tenure Decisions	19
IV. SCHOOL OF NURSING GRADUATE PROGRAMS	20
Interdisciplinary Health Sciences PhD program	20
Doctor of Nursing Practice (DNP) Program	20
Master of Science in Nursing (MSN) Programs/Post Graduate APRN Certificate (PGAPRNC) Programs	20
Clinical Affiliation Agreements	20
Clinical Clearances/Compliance Requirements	21
Degree Plans	21
End of Program Competency Assessment	21
Graduate Faculty Requirements	21
Graduate Studies Committee	21
Graduate Programs Student Handbooks	21
V. SCHOOL OF NURSING UNDERGRADUATE NURSING PROGRAM	22
Undergraduate Degree Plans	22
Undergraduate Studies Committee	22
Undergraduate Policies and Procedures	22
ATI Policy	22
Cell Phone Policy	22
Compliance/Clinical Clearances Requirements	22
Course Repeat Policy/Progression Policy	22
Dosage Calculation Policy	22
Grading Policy and Structure	22
My Learning Policy	22
Preceptor Policy	22
Professional Attire and Uniform Guidance for Clinical Faculty	22
Professional Attire and Uniform Guidance for Students	22
Remediation Policy	22
Safe and Effective Nursing Practice Policy	22
Student Injury in Clinical Policy	22
Syllabus Template Policy	22
Student Advising Center and Admission Processes	22
Undergraduate Student Handbook	23

MESSAGE FROM THE DEAN

Welcome to the University of Texas at El Paso School of Nursing (SoN). We are pleased to share this Faculty Handbook with you. The Faculty Handbook was compiled to provide you with a road map of helpful information and assist you to transition well into your academic role at the School of Nursing. We are very fortunate to have an outstanding and dedicated faculty as we continue to educate the future generation of nurses. Your expertise is needed as we move forward to achieve our vision. With your continued assistance, the realm of possibilities will be everlasting.

Go Miners!

Leslie K. Robbins, PhD., APRN, PMHCNS-BC, PMHNP-BC (NM Only), FAANP, ANEF

Dean and Professor School of Nursing

The University of Texas at El Paso

School of Nursing

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide direction to faculty on issues related to the faculty role. It is divided by levels, starting with the University of Texas System information followed by UTEP specific information. School of Nursing specific information is similarly categorized, going from general information to program specific information. Wherever possible and appropriate, links to relevant information are provided.

UNIVERSITY OF TEXAS SYSTEM INFORMATION

This section of the handbook refers to the organizational structure and operations of the University of Texas System, of which UTEP is a component.

Organization of UT system Higher Education Institutions in Texas UT System Organizational Chart

The University of Texas at El Paso is part of a larger organizational structure that is the University of Texas System. The UT System is led by the Board of Regents through the Chancellor. There are multiple components to the systems which are identified in the organizational chart that is located at:

<https://www.utsystem.edu/sites/default/files/assets/general-files/ut-system-org-chart-2022-03.pdf>

UT System Institutions

The University of Texas at El Paso is one of eight academic institutions in the UT System. The system also includes six health science centers. A listing of the UT System Institutions, with links to each, is located at:

<https://www.utsystem.edu/institutions>

Rules and Regulations of the Board of Regents of the UT System

The Board of Regents, which governs the UT System, has a comprehensive set of rules and regulations which provide guidance and governance of the various System institutions. These rules and regulations are located at:

<https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations>

THE UNIVERSITY OF TEXAS AT EL PASO INFORMATION

This section of the handbook refers specifically to The University of Texas at El Paso.

University Mission

The mission of The University of Texas at El Paso serves as the overarching guiding principle for the university community. The UTEP mission is located at:

<https://www.utep.edu/about/utep-vision-mission-and-goals.html>

University Administrative Structure and Functions

The University of Texas at El Paso has a well delineated administrative structure with defined functions. An organizational chart for the administrative functions of UTEP is located at:

<https://www.utep.edu/about/divisions/president.html>

University Handbook of Operating Procedures

The University of Texas at El Paso is guided and governed by the UTEP Handbook of Operating Procedures (HOOP). This is a comprehensive set of rules and regulations. The UTEP HOOP is located at:

<https://www.utep.edu/vpba/hoop/>

Academic Freedom and Responsibility

The University of Texas at El Paso values the academic freedom of faculty and concomitant responsibilities that accompany it. The specific HOOP passages related to academic freedom and responsibility is located at:

<https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

Annual University Compliance Requirements

All employees of the University of Texas at El Paso are required to complete compliance training upon hire and annually thereafter (in October of each calendar year). This training is specific to the employee's role at UTEP. The Compliance Training website is located at:

<https://www.utep.edu/compliance/>

Bookstore

Bookstore services for The University of Texas at El Paso are contracted through Follett Bookstore Management. The bookstore offers a wide variety of merchandise and textbooks for students and faculty. The bookstore website includes faculty specific links for online adoption of textbooks. The bookstore website is located at:

<https://www.bkstr.com/texaselpasostore/home>

Center for Faculty Leadership and Development

The Center for Faculty Leadership and Development aims to create a culture in which high value is placed on professional development and lifelong learning, and to provide increased learning opportunities to support that culture. The center serves as the hub that capitalizes on, and fosters, the rich assets, and talents from all ranks of faculty, staff, and students to provide learning, collaboration, and community. The Center for Faculty Leadership and Development website is located at:

<https://www.utep.edu/faculty-development/>

Copyright Policies/ Intellectual Property

The University of Texas at El Paso adheres to Federal and State law as it pertains to copyright and intellectual property. A guide to assist faculty in navigating these laws as they apply to the faculty role is located at:

<http://libguides.utep.edu/copyright>

Criteria for Appointment and Tenure

Processes related to faculty appointments and tenure policies are addressed in the HOOP section 4.4, located at:

<https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

Faculty Success

Formerly Digital Measures

Faculty Success organizes and builds reports on teaching, research, and service activities. It enables faculty to keep track of their activity information just once so that many outputs can be prepared, such as annual activity reports, promotion and tenure documents, accreditation reports, CV, the profile page on university website and more. It also assists University administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables more effective communication about your faculty accomplishments. All faculty are expected to maintain, and regularly update, their profiles. The Faculty Success (formerly Digital Measures) website is located at:

<https://www.utep.edu/digitalmeasures/>

Faculty Senate

The University of Texas at El Paso values faculty governance. To that end, there is a robust Faculty Senate made up of senators elected to represent each academic college/school. The Faculty Senate website is located at:

<http://facultysenate.utep.edu/>

Family Education Rights and Privacy Act (FERPA)

The University of Texas at El Paso adheres to the Family Educational Rights and Privacy Act, which provides students with certain rights concerning their educational records and information.

A guide to FERPA is provided at:

<https://www.utep.edu/vpba/hoop/section-2/educational-records.html>

Human Resources

The University of Texas at El Paso Human Resources Division provides the university with administrative support related to employee and employment processes. The UTEP Human Resources website is located at:

<https://www.utep.edu/human-resources/>

Library

The University of Texas at El Paso provides a robust library containing both traditional, hard copy academic resources and on-line data bases to serve both students and faculty. The UTEP Library website is located at:

<https://www.utep.edu/library/>

Meal and Entertainment Expense Reimbursement

Policies for reimbursement of meal and entertainment expenses incurred by employees in the course of their employment are located at:

<https://www.utep.edu/vpba/business-process-guidelines/budget-and-financial-accounting/entertainment-expense.html>

Office Hours

All faculty are expected to maintain regular office hours. The HOOP addresses the requirements for office hours in section 4.8.2, located at:

<https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

Office of Student Conduct and Conflict Resolution

The Office of Student Conduct and Conflict Resolution (OSCCR) addresses issues related to

- Scholastic Dishonesty: cheating, collusion, and plagiarism
- Student Conduct: alcohol, drug violations, disturbances

- Behavioral Assessment Concerns: students exhibiting distressing or disruptive behavior
- Gender-Based (student-to-student): sexual harassment, and/or sexual violence concerns
- Interpersonal Conflict Resolution: to include student-to-student and/or student-to-faculty/staff

The OSCCR website is located at:

<https://www.utep.edu/student-affairs/osccr/>

Outside Employment

The University of Texas at El Paso has specific policies related to outside employment. These policies are in Section 4.1 of the Handbook of Operating Procedures and are located at:

<https://www.utep.edu/vpba/hoop/section-5/ch-4.html>

Payroll Policies and Procedures

Policies and procedures related to payroll can be located at:

<https://www.utep.edu/vpba/payroll/>

For specific questions related to the School of Nursing, please contact the College Administrative Officer @ 915-747-7216.

Textbooks and Other Teaching Materials

The HOOP, Section 4.13 contains policies related to adoption and provision of textbooks and other teaching materials. The specific passages are located at:

<https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

Travel Policies and Procedures

Faculty may travel outside of El Paso for university and/or school related activities such as professional meetings and conferences. When faculty members wish to travel, they must first seek the approval from the appropriate Associate Dean. Upon receiving approval, faculty are to contact the College Administrative Officer for direction in arranging travel. The forms necessary for arranging travel, as well as important information related to UTEP's travel requirements are located at:

<https://www.utep.edu/travel/>

UTEP Edge

The UTEP Edge initiative focuses attention on high-impact learning experiences which increase student confidence, enhance personal and professional skills, and equip students with a competitive advantage when they graduate and enter the workforce or pursue a graduate degree.

The UTEP Edge website is located at:

<https://www.utep.edu/edge/>

AY 2021/2022

UTEP Official Forms

This website contains a listing of all official forms used by The University of Texas at El Paso:
<https://www.utep.edu/vpba/forms-library/>

SCHOOL OF NURSING INFORMATION

School of Nursing Philosophy, Mission, and Vision

The School of Nursing has a philosophy, vision, and mission, developed, and approved by the faculty, which is consistent with that of the university. They can be located at:

<https://www.utep.edu/nursing/about/philosophy-mission-and-vision.html>

Administrative Structure and Function

The School of Nursing is led by the Dean who is responsible for all operations. Reporting to the Dean are two Associate Deans and one Associate Deans and the College Administrative Officer.

- The Associate Dean for Graduate Education is responsible for all operations of the Graduate Nursing Program. Reporting to the Associate Dean for Graduate Education are the Program Directors and the Graduate Program Manager. Each Program Director is responsible for their respective programs and student admissions, advising, and progression/issues. The Graduate Program Manager is responsible for the Graduate Program administrative staff.
- The Associate Dean for Undergraduate Education is responsible for all operations of the Undergraduate program. Reporting to the Associate Dean for Undergraduate Education are the Directors of the traditional BSN program and the RN to BSN program.
- The Assistant Dean for Student Affairs (Undergraduate) is responsible for the Undergraduate Advising Center, student rankings, admissions, and progression/graduation.
- The College Administrative Officer is responsible for the School of Nursing Business Center and day to day financial operations.

Supporting the School of Nursing are various administrative and secretarial personnel who aid with program support, compliance, clinical placement, etc. For a full organizational chart of the School of Nursing, please see the Policy and Procedure Manual located in the SoNFO Blackboard platform.

Annual Faculty Evaluation

Faculty Evaluation: The purpose of periodic evaluation is to provide guidance for continuing and meaningful faculty development; to assist faculty to enhance professional skills and goals; to refocus academic and professional efforts, when appropriate; and to assure that faculty members are meeting their responsibilities to the university.

Evaluation of Tenured Faculty Members:

- i. Annual Evaluation: Each tenured faculty member will be subject to an annual evaluation. The evaluation will be based on the faculty member's professional responsibilities in teaching, scholarship, research, creative activities, service, and administration with consideration to the time devoted to each.
- ii. Comprehensive Evaluation: Tenured faculty members will undergo a comprehensive periodic evaluation no less than every six (6) years. The evaluation will be based on the faculty

member's professional responsibilities in teaching, scholarship, research, creative activities, service, and administration with consideration to the time devoted to each.

- iii. The Tenure/Tenure Track Faculty Evaluation Committee will initiate the annual evaluation process and will communicate the required timelines and expectations to the tenured and tenure track faculty.

Evaluation of Non – Tenured and Clinical Faculty:

- i. Annual Evaluation: Each faculty member will be subject to an annual evaluation. The evaluation will be based on the faculty member's professional responsibilities in teaching, scholarship, and service with consideration to the time devoted to each.
- ii. The Clinical Track Faculty Evaluation Committee will initiate the annual evaluation process and will communicate the required timelines and expectations to the clinical track faculty.

Building Information

Office Assignment/Equipment: Offices and office equipment/furnishings are managed by the Dean's office. Office assignments are made upon hire for full – time faculty. Part time faculty are assigned to group offices. Requests for office reassignment and office equipment are to be initiated with the appropriate Associate Dean.

Classroom/Meeting room Scheduling: To schedule a room for a meeting or class not already scheduled, contact the administrative assistant for Graduate or Undergraduate program (as appropriate). Note: Priority for classroom schedules is given to scheduled instruction. Other events, even if previously scheduled, will be canceled if the space is assigned for a class.

Mailroom: Individual faculty mailboxes are in Room #315 of the School of Nursing Building. Faculty are expected to check their mail at least weekly.

Emergency Procedures/Environmental Health and Safety: The university has a comprehensive set of policies, procedures, and manuals to address actual and potential emergencies and safety threats on campus. They are located at:

<https://www.utep.edu/ehs/manuals.html>

For specific questions regarding the building and associated policies, please contact the Building Manager through the Dean's office staff.

Skyfactor/Benchworks™

The School of Nursing utilizes Skyfactor/Benchworks™ electronic surveys as one method to evaluate program effectiveness. Exit surveys are administered to all graduating students during their last semester in the Traditional BSN, RN to BSN, Masters, and DNP programs. Alumni and Employer surveys are also administered for the BSN, MSN, and DNP programs every three years.

Skyfactor/Benchworks™ analyzes the data, and a mean rank value is determined per item on each of the surveys and per factor in the survey questionnaires where $I = \text{lowest rank/least}$

satisfied value to 7 = *highest rank/most satisfied* value. Outcomes are evaluated for meeting the mean rank value of 5.5 (75%) as the indicator or goal of achievement as designated by Skyfactor/ Benchworks™. The Skyfactor/Benchworks™ assessments also provide three levels of benchmarking: a comparison to six-selected school peers, to schools in the SoN Carnegie classification, and to all student survey participants from schools of nursing throughout the United States. This analytical process facilitates the ability to calibrate current performance, set goals and identify successes in each educational program. Specifically, the results provide faculty with feedback about a variety of curriculum, instructional, and other program outcomes on baccalaureate, master's, and DNP programs.

Faculty Assignments

Teaching assignments are made based on the needs of SoN programs each semester, including the summer semester. Teaching assignments will be made in collaboration with the Directors and Associate Deans. When planning Faculty teaching assignments, members' requests, area of expertise and previous teaching experience must be considered. All faculty members are expected to fulfill their respective assignments and be actively engaged in the courses to which they are assigned.

Faculty and Student Grievance Process

A formal policy for faculty grievances exists in the School of Nursing Policy and Procedure manual located in the Faculty Organization Blackboard course.

Faculty Job Descriptions

Please contact the appropriate Associate Dean for a copy of your specific job description.

Faculty Organization

The School of Nursing Faculty Organization (SoNFO) is the faculty governance body of the school. All faculty members, including full time, part time, and emeriti, are members. However, only full-time faculty are voting members and can serve as elected officers. The organization meets at the beginning, middle, and end of each semester, to include summers. Full – time faculty are expected to attend meetings unless they have a conflicting class. The meetings generally fall on the second Monday afternoon of the month. Annually, a chair, chair-elect, and secretary are nominated and elected from the full-time faculty. Committee vacancies are also filled annually. All SoN standing committees report their activities to the SoNFO.

To facilitate communications and serve as a repository for SoNFO and SoN committee documents and reports, a Blackboard course is used. The SoNFO bylaws, committee structures, report formats and other important documents are in this course. The course is available to all faculty. The SoNFO President is responsible for updating the member list every semester. Full – time faculty are enrolled in the course in the instructor role, allowing them access to upload documents and reports. Part time and emeriti faculty are enrolled in the student role, giving them access to view all entries.

Faculty Orientation

Generally, a one-day orientation is held for all newly appointed graduate and undergraduate faculty members. The orientation provides a dissemination of vital curriculum, resources, and SoN operational information. The orientation process is a collaborative effort among the leadership team, the Associate Deans and Directors and other department personnel. The orientation agenda provides an overview of the undergraduate curriculum, the graduate curriculum, the SoN policies/bylaws, faculty resources/clerical support services, faculty development opportunities, roles and functions of a faculty member, compliance expectations and relevant forms vital to the role as faculty member are addressed.

All newly appointed full-time faculty are also required to attend the University wide campus orientation, which is arranged by the Human Resource Department.

Faculty Promotion

Clinical Track:

Promotion through clinical faculty ranks is not guaranteed and clinical faculty are advised that promotion is not merely a reflection of time in service. Clinical faculty seeking promotion should carefully review the criteria listed in the Clinical Faculty Promotion Pathway document (located in the SoNFO Blackboard course) to determine their readiness for promotion to the next rank. If promotion is a goal, faculty should begin preparing as soon as their hiring or newest rank is awarded. It is important to maintain meticulous records of one's accomplishments and professional performance at the current rank to be able to fully document the qualifications necessary for promotion.

Clinical faculty seeking promotion to the next rank are advised to prepare a portfolio which describes *and documents* attainment of the listed, and/or other comparable, relevant criteria for the rank being sought. Documentation should be *specific, dated, and detailed* such that attainment of the criteria is clear to the evaluating faculty and administrators. Portfolios should include the following sections:

1. An introductory letter requesting the promotion sought.
2. An executive summary of the contents of the portfolio.
3. The clinical faculty member's Teaching Philosophy.
4. A section documenting the clinical faculty member's teaching activities.
5. A section documenting the clinical faculty member's scholarly activities.
6. A section documenting the clinical faculty member's service activities.
7. The clinical faculty member's current CV.

Tenure Track:

The procedure for Tenure/Tenure Track faculty promotions is defined in the Handbook of Operating Procedures, Section 4.4.1. The information is located at:

<https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

Faculty Support Services

Help Desk: The university provides a comprehensive technology help desk which faculty can access for technical assistance. The contact information is located at: <https://www.utep.edu/technologysupport/>

Please schedule any technology related requests through our Service Desk System. This includes any equipment loans, request for technical assistance, Skype calls, etc. Skype calls need to be scheduled at least 24 hours in advance to allow time for sending meeting request and testing. Please be courteous and be considerate to your colleagues and fellow staff members by filling out a request with ample time (not to exceed 72 hours before your event). Use the following link to submit a Technical Request: <https://servicedesk.utep.edu/WorkOrder.do?reqTemplate=603>

Technology Support/Creative Studios collaborates with UTEP Colleges, Departments, and faculty to provide technology solutions for teaching, learning and research. They specialize in digital, multimedia, and emerging technologies for instructional use. They provide integrative and applied learning frameworks to increase and measure student engagement and achievement in alignment with UTEP's vision and mission of Access and Excellence. More information is located at <https://www.utep.edu/technologysupport/CreativeStudios.html>

Center for Faculty Leadership and Development: The Center for Faculty Leadership and Development provides a platform for faculty collaboration and support in pursuit of UTEP's institutional goals. The center is focused on professional development of UTEP faculty and a culture of lifelong learning. Various initiatives address teaching and learning, the scholarship of mentoring, faculty leadership and engagement, and entrepreneurship and innovation. More information is located at: <https://www.utep.edu/faculty-development/>

Technology Resources: Within the School of Nursing, all faculty, staff, and students have access to and experience with contemporary computer technology. The Health Sciences and Nursing Building has wireless access throughout the building. Student work areas are set up with electrical outlets throughout the building, including private study rooms that allow students to project their work so that the students can work simultaneously on the project.

The Technology Implementation Manager is available during the week from 8:00 am to 5:00 pm, along with at least two staff members. These individuals are available to help faculty with hardware and software issues, as well as maintain the audiovisual resources within the classrooms and simulation labs.

Across the street from the Health Sciences and Nursing Building is the library where there is an open computer area with both PC's and Apple computers. Additional computer technology is in the LACIT (Liberal Arts Center for Instructional Technology) lab in the Liberal Arts Building, and ATLAS (Access to Technology, Learning and Service) lab in the Undergraduate Learning Center which is adjacent to the Health Sciences and Nursing Building. Technological support is

available to all staff, faculty, and students through the HELP line and FIT (Faculty Instructional Technology) lab.

All computers run on Windows 10 Professional or Windows 7. The available software on these computers includes:

- MS Office 2016
- SPSS
- EndNote
- SAS

Audiovisual Equipment

The ILC in conjunction with UTEP Information Technology is responsible for maintaining the multimedia equipment in all the Campbell building classrooms. All the classrooms have the following equipment:

- LCD Projector
- Computer
- Connectors for laptop
- Document Camera

The College of Health Sciences and School of Nursing has access to 3 classrooms, 2 seminar rooms and one boardroom with Video Conference capability at the Health Sciences and Nursing Building.

The following services are available to UTEP faculty & staff

- *OneDrive* is an online storage, collaboration space accessible anywhere Internet connectivity is present. This service allows one to upload, download, manage, and organize files.
- *Blackboard* is the newest version of the online course management system that has been used at UTEP since 2003.
- *Wiki.utep.edu* is a tool for easily creating, editing, and linking webpages. It can be used for group projects, sharing documents and other collaborative work. Students can have one personal space. Faculty and Staff can create multiple spaces.
- *Illuminate Live!* is an online virtual classroom/conference room with multiple features including audio, video, instant messaging, interactive whiteboard, application sharing, file transfer, and session recording/playback with synchronized audio/chat/notes.
- *MyApps* is a web-based system which allows students and faculty to access several software applications from virtually any computer with an Internet connection, on or off campus. Software available: Adobe Acrobat Pro, Adobe Dreamweaver, SPSS, AMOS, Mathematica, Matlab, MS Office 2016, SAS, Adobe CS*, Arc Catalog*, Management Scientist*, MS Project 2016*, MS Visio 2016*, Stata IC* (* = Requires Department Authorization).

Faculty Workload/Academic Domains

The workload policy for the UTEP School of Nursing follows the policy and procedure listed in the Handbook of operating procedures, section 4.3.3. The specific policy is located at: <https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>

All full-time faculty in the school of nursing are expected to function in, and be evaluated on, three professional domains:

Teaching: Unless otherwise specified by the Dean or appropriate Associate Dean, all faculty are expected to teach in accordance with their clinical expertise, professional certifications, and highest education degree. Teaching assignments are dependent on faculty classification (tenure/tenure track vs. clinical track) and the needs of the School of Nursing.

Service: Unless otherwise specified by the Dean or appropriate Associate Dean, all full-time faculty are expected to participate in service activities within the School of Nursing. At minimum, participation in the Undergraduate or Graduate Studies committees (as appropriate) is expected. All full-time faculty are eligible and encouraged to participate in other School of Nursing committees. Opportunities also exist for participation in university wide committees. If interested contact the School of Nursing's Committee on Committees representative. Service in the community is also encouraged. This can take many forms such as community organization board service, clinical practice (volunteer or paid), and community support activities. Service on professional journal editorial boards and peer reviewers is also included. If unsure whether a given activity is considered service, consult with the appropriate Associate Dean.

Scholarship: All faculty are expected to participate in scholarly activities. The definition of scholarship can differ for those in tenure/tenure track positions and those in clinical track positions. Scholarship includes any professional activity designed to improve one's knowledge in a nursing or related field and/or to maintain clinical competence in one's specialty field. These activities can include formal research and grant writing, the production of manuscripts, presentations at professional conferences, pursuit of continuing education, and pursuit/maintenance of professional certifications. If unsure whether a given activity is considered scholarly, consult with the appropriate Associate Dean.

Social Media Policy

The Social Media policy is in the Policy and Procedure Manual located in the SoNFO faculty Blackboard platform.

Tenure Decisions

Tenure decisions are made by the Tenured Faculty review committee and follow the guidelines set forth in the UTEP Handbook of Operating Procedures, section 4.4.1

SCHOOL OF NURSING GRADUATE PROGRAMS

Interdisciplinary Health Sciences PhD Program

The UTEP School of Nursing cooperatively offers a PhD program in Interdisciplinary Health Sciences with the UTEP College of Health Sciences. Information on the program is located at: <https://www.utep.edu/chs/ihs/>

Doctor of Nursing Practice (DNP) Program

The DNP is the terminal academic preparation for clinical nursing practice. The DNP builds on the competencies of the master's degree and adds a highly advanced skill base in informatics and technology, evidence-based practice, continuous quality improvement, and organizational systems and leadership.

Master of Science in Nursing (MSN) Programs/Post-Graduate APRN Certificate (PGAPRNC) Programs

The School of Nursing offers the following MSN degrees/concentrations/ post-graduate APRN certificates:

- Nursing Administration and Management

- Nursing Education

- Nurse Practitioner

 - Adult Gerontology Acute Care Nurse Practitioner

 - Adult Gerontology Acute Care Nurse Practitioner Post Graduate APRN Certificate

 - Family Nurse Practitioner

 - Family Nurse Practitioner Post Graduate APRN Certificate

 - Pediatric Nurse Practitioner Acute Care

 - Pediatric Nurse Practitioner Acute Care Post Graduate APRN Certificate

 - Pediatric Nurse Practitioner Primary Care

 - Pediatric Nurse Practitioner Primary Care Post Graduate APRN Certificate

 - Psychiatric Mental Health Nurse Practitioner (across the Lifespan)

 - Psychiatric Mental Health Nurse Practitioner Post Graduate APRN Certificate

 - Neonatal Nurse Practitioner

 - Neonatal Nurse Practitioner Post Graduate Certificate

Clinical Affiliation Agreements

Clinical affiliation agreements are required for all clinical experiences. Affiliation agreements are initiated and maintained by the clinical coordinator in collaboration with the program directors.

To access the current affiliation agreement database, click on the link below:

<http://orspapps.utep.edu/aa/>

Clinical Clearances/Compliance Requirements

All graduate and DNP students are required to submit clinical clearance information via Verified Credentials™. All MSN students complete a drug screen and criminal background check upon admission to their respective programs. Specific information related to the compliance process is located at:

<https://www.utep.edu/nursing/resources/clinical-compliance.html>

Degree Plans for Graduate Programs

Degree Plans for all nursing degrees are located at:

<https://www.utep.edu/nursing/academic-programs/degree-plans.html>

End of Program Competency Assessment

All MSN and DNP students complete an End of Program Competency Assessment at the end of their program. The policy and forms are in the SoN Policy and Procedure Manual in the SoNFO faculty Blackboard Platform.

Graduate Faculty Requirements

The requirement for graduate faculty status in a terminal degree, either DNP or PhD. In rare situations, faculty might also be prepared at the MSN level, with specialty practice experience in the courses being taught. All full – time clinical track graduate faculty must be approved by the Graduate Studies Committee and the Graduate School.

Graduate Studies Committee

Membership shall include all tenure/tenure track, SoN faculty who are members of the graduate faculty of The University of Texas El Paso and full-time clinical nursing faculty who are approved to teach graduate nursing courses for the current academic year. Other members include at least one graduate student representative who shall be appointed from currently enrolled graduate students for a one-year term. See School of Nursing Faculty Bylaws for complete information. Bylaws are posted on the SoNFO Blackboard platform.

Graduate Programs Student Handbooks

The student handbooks for the MSN and Post Graduate APRN programs, the DNP program, and the general UTEP Graduate Student Handbook can be accessed at:

<https://www.utep.edu/nursing/resources/forms-and-handbooks.html>

SCHOOL OF NURSING UNDERGRADUATE PROGRAM

Undergraduate Degree Plans

Degree plans for the BSN and the RN to BSN programs are located at:

<https://www.utep.edu/nursing/resources/forms-and-handbooks.html>

Undergraduate Studies Committee

Membership shall include all full – time SoN faculty who teach undergraduate nursing courses for the current academic year. Other members include at least one undergraduate student representative who shall be appointed from currently enrolled undergraduate students for a one-year term with an option to renew. See School of Nursing Faculty Bylaws for complete information. Bylaws are posted on the SoNFO Blackboard platform.

Undergraduate Studies Policies and Procedures

The following policies, specific to the Undergraduate Program, are in the Policy and Procedure manual located in the SoNFO Blackboard platform.

- ATI Policy
- Cell Phone Policy
- Compliance/Clinical Clearances Requirements
- Course Repeat Policy/Progression Policy
- Dosage Calculation Policy
- Grading Policy and Structure
- My Learning Policy
- Preceptor Policy
- Professional Attire and Uniform Guidance for Clinical Faculty
- Professional Attire and Uniform Guidance for Students
- Remediation Policy
- Safe and Effective Nursing Practice Policy
- Student Injury in Clinical Policy
- Syllabus Template Policy
- Clinical Practicum Policy
- Textbook Adoption Policy

Student Advising Center and Admission Processes

Information related to the UG student advising center and admission processes are located at:

<https://www.utep.edu/nursing/resources/academic-advising.html>

AY 2021/2022

Undergraduate Student Handbook

The undergraduate student handbook is located at:

<https://www.utep.edu/nursing/resources/forms-and-handbooks.html>