

The University of Texas at El Paso

College of Nursing

Faculty Handbook

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## Message from the Dean

It is my pleasure to welcome you to the College of Nursing at the University of Texas at El Paso. For nearly 50 years, the UTEP College of Nursing has been preparing the best and the brightest nurses in our community and the world. As a member of our faculty, you have the opportunity to share your expertise with future generations of health care providers. I am confident your knowledge and experience in the field will add a tremendous amount of value to the education we provide our students.

We prepared this handbook for you to use as a road map to the College of Nursing and UTEP. The handbook is filled with information that will assist you in transitioning into your academic role at the College of Nursing. Please review it carefully and contact my office if you have any questions.

I look forward to working with you and hope I can be of service to you as we provide quality nursing education at UTEP.

Go Miners!

Dr. Leslie K. Robbins

Leslie K. Robbins, PhD, APRN, PMHCNS-BC, PMHNP-BC, FAANP, ANEF

Dean and Professor

Charles H. and Shirley T. Leavell Endowed Chair in Nursing

Associate Editor, *Research and Theory for Nursing Practice: An International Journal*

## **PURPOSE OF THIS HANDBOOK**

The purpose of this handbook is to provide directions 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. College 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-2025-06.pdf>

### **UT System Institutions**

The University of Texas at El Paso is one of nine academic institutions in the UT System. The system also includes five 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 (HOP). This is a comprehensive set of rules and regulations. The UTEP HOP 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 HOP 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>

### **Institute for Scholarship, Pedagogy, Innovation and Research Excellence (InSPIRE)**

InSPIRE 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 InSPIRE 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 HOP section 4.4, located at:

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

### **Faculty Success**

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 website is located at: <https://www.utep.edu/facultysuccess/>

### **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 databases to serve both students and faculty. The UTEP Library website is located at: <https://www.utep.edu/library/>

### **Office Hours**

All faculty are expected to maintain regular office hours. The HOP 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>

### **The Office of Community Standards**

The Office of Community Standards (OCS) 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 Office of Community Standards (OCS) website is located at: <https://www.utep.edu/student-affairs/standards/>

## **Outside Activity and/or Employment and Board Service**

The University of Texas at El Paso has specific policies related to outside employment. These policies are in Section 4.1 and Section 5, chapter 29 of the Handbook of Operating Procedures and are located at: <https://www.utep.edu/vpba/hoop/section-5/ch-4.html>  
<https://www.utep.edu/hoop/section-5/ch-29.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 College of Nursing, please contact the College Administrative Officer @ 915-747-7216.

## **Textbooks and Other Teaching Materials**

The HOP, 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 college related activities such as professional meetings and conferences. When faculty members wish to travel, they must first seek approval from the appropriate Associate Dean. Upon receiving approval, faculty are to contact the College Administrative Officer for directions 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/>

## **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/>



## COLLEGE OF NURSING INFORMATION

### College of Nursing Mission and Vision

The College of Nursing has a 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/mission-and-vision.html>

### Administrative Structure and Function

The College of Nursing is led by the Dean who is responsible for all operations. Reporting to the Dean is two Associate Deans, Director of Simulation, Director of Research, and the College Administrative Officer. The College Administrative Officer is responsible for the College of Nursing Business Center and day-to-day financial operations.

- 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 Coordinators and Nurse Practitioner Program Coordinator. Each Program Coordinator is responsible for their respective programs and student admissions, advising, and progression/issues.
- 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 Traditional BSN and RN to BSN Program Coordinators and the Director of Student Affairs. The Director of Student Affairs (Undergraduate) is responsible for the Undergraduate Advising Center, student rankings, admissions, and progression/graduation.

The College of Nursing has various administrative and secretarial personnel who provide program, compliance, and clinical placement support. For a full organizational chart of the College of Nursing, please see the Policy and Procedure tab located in the CONFO Blackboard platform (hereafter, referred to as Blackboard).

### Annual Faculty Evaluation

The purpose of periodic faculty 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 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.

Evaluation of Part-time Clinical Faculty (effective January 2024):

- i. End of Semester Evaluation: Each part-time clinical faculty member will be subject to an evaluation at the end of each semester. The evaluation will be based on the faculty member's professional responsibilities in clinical teaching.
- ii. The Course Coordinator will initiate the evaluation process at the end of each semester and will communicate the evaluation process timelines and expectations to the part-time clinical faculty.

Graduate Faculty- Evaluation of Part-time Clinical Faculty (effective Fall 2025):

- i. The new part-time graduate faculty will co-teach with an experienced faculty member in their first semester as part of UTEP CON orientation
- ii. End of Semester Evaluation will occur at the end of the first semester (co-teaching) and again at the end of the first solo taught course. The evaluation will be based on the faculty member's professional responsibilities in clinical teaching.
- iii. In addition to the above, the Course Coordinator will initiate an annual evaluation process and will communicate the evaluation to the part-time clinical 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 and receive approval from the 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 College 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.

### **Benchworks by Elantra™**

The College of Nursing uses Benchworks by Elantra™ 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 at designated times.

Benchworks by Elantra™ 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 1 = *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 Benchworks by Elantra™. The Benchworks by Elantra™ assessments also provide three levels of benchmarking: a comparison to six-selected school peers, to schools in the CON 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 CON programs each semester, including the summer semester. Teaching assignments will be made in collaboration with the Coordinators 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 College of Nursing Policy and Procedure manual located in the Faculty Organization Blackboard course.

### **Faculty Job Descriptions for Appointed Positions**

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

### **Faculty Organization**

The College of Nursing Faculty Organization (CONFO) is the faculty governance body of the college. 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 twice each semester year-round. Full-time faculty are expected to attend meetings unless they have a conflicting class. Annually, a chair, chair-elect, and secretary are nominated and elected from the full-time faculty. Committee vacancies are also filled annually. All CON standing committees report their activities to CONFO.

To facilitate communications and serve as a repository for CONFO and CON committee documents and reports, Blackboard is used. The CONFO bylaws, committee structures, report formats and other important documents are in the CONFO Blackboard. The CONFO Chair is responsible for updating the member list every semester. Full-time, part-time, and emeriti faculty have access to the CONFO Blackboard.

### **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

CON operational information. The orientation process is a collaborative effort among the leadership team, the Dean, Associate Deans, Coordinators, and other department personnel. The orientation agenda provides an overview of the undergraduate curriculum, the graduate curriculum, the CON 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. The Clinical faculty seeking promotion should carefully review the criteria listed below 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 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.

The procedure for Tenure/Tenure Track faculty promotions and tenure decisions is defined in the Handbook of Operating Procedures, Section 4.4.1. The information is located at:  
<https://www.utep.edu/hoop/section-3/academic-policies-and-faculty-personnel-matter/4.4-appointment-promotion-tenure-and-termination.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, and conference calls. Scheduled at least 24 - 72 hours in advance to allow time for processing of request, set up, and testing by the technology staff. Use the following link to submit a Technical Request:  
<https://servicedesk.utep.edu/WorkOrder.do?reqTemplate=603>

Creative Engagement 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/faculty-development/creative\\_engagement.html](https://www.utep.edu/faculty-development/creative_engagement.html)

InSPIRE 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/>

Within the College 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 desk and FIT (Faculty Instructional Technology) lab.

All computers run on the current Windows application. The available software on these computers includes:

- MS Office
- SPSS
- EndNote
- SAS

All the classrooms have the following equipment:

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

The College 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 online course management system that has been used at UTEP since 2003.
- *MyApps* is a web-based system which allows students and faculty to access several software applications (e.g., Adobe Acrobat Pro, SPSS, MS Office) from virtually any computer with an Internet connection, on or off campus.

### **Faculty Workload/Academic Domains**

The workload policy for the UTEP College 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 College 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 College 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 College 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 College of Nursing committees.

Opportunities also exist for participation in university wide committees. If interested contact the College 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 clinical track positions. Scholarships include 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, an 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 within the CONFO Blackboard.

## **COLLEGE OF NURSING GRADUATE PROGRAMS**

### **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 Programs**

The College of Nursing offers the following MSN degrees/concentrations and 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 with Primary Care Focus
  - Family Nurse Practitioner with Primary Care Focus Post Graduate APRN Certificate
  - Pediatric Acute Care Nurse Practitioner
  - Pediatric Acute Care Nurse Practitioner Post Graduate APRN Certificate
  - Pediatric Primary Care Nurse Practitioner
  - Pediatric Primary Care Nurse Practitioner Post Graduate APRN Certificate
  - Psychiatric Mental Health Nurse Practitioner (Across the Lifespan)
  - Psychiatric Mental Health Nurse Practitioner (Across the Lifespan) Post Graduate APRN Certificate
  - Neonatal Nurse Practitioner
  - Neonatal Nurse Practitioner Post Graduate APRN Certificate

### **Clinical Affiliation Agreements**

Clinical affiliation agreements are required for all clinical experiences. Graduate affiliation agreements are initiated and maintained by the Graduate Clinical Coordinator in collaboration with the program coordinators.

### **Clinical Clearances/Compliance Requirements**

All MSN, post graduate MSN, 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 Summative Outcomes Evaluation**

All MSN students complete a Summative Outcomes Evaluation Assessment at the end of their program. The policy and forms are under the CONFO Policy and Procedure tab in the CONFO Blackboard.

## **UTEP Graduate Faculty Requirements**

The requirement for general graduate faculty status is tenure or tenure track status. All full-time clinical track graduate faculty must be approved by the Graduate Studies Committee and the Graduate School. In rare situations, faculty might also be prepared at the MSN level, with specialty practice experience in the courses being taught. Information regarding regular and temporary graduate faculty status is available via the UTEP HOP Chapter 3 at:

<https://www.utep.edu/hoop/section-3/graduate-school-by-laws-of-the-graduate-council.html>

## **Graduate Studies Committee**

All CON tenure/tenure track faculty and full-time clinical faculty with approved graduate faculty status are members of the CON Graduate Studies Committee. At least one currently enrolled CON graduate student representative shall be appointed for a one-year term.

## **Graduate Programs Student Handbooks**

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

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

<http://catalog.utep.edu/grad/>

# **COLLEGE 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 CON faculty who teach undergraduate nursing courses for the current academic year. Other members include at least one currently enrolled CON undergraduate student representative appointed for a one-year term with an option to renew.

## **Undergraduate Studies Policies and Procedures**

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

- ATI Policy
- Cell Phone Policy
- Compliance/Clinical Clearances Requirements
- Course Repeat Policy/Progression Policy
- Dosage Calculation Policy



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- 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>

### **Undergraduate Student Handbook**

The undergraduate student handbook is located at:  
<https://www.utep.edu/nursing/resources/forms-and-handbooks.html>