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I  INTRODUCTION

The Orvis School of Nursing (OSN) Faculty Manual provides an overview of the organizational structure of the OSN, its programs and its committees and includes the policies, forms and other documents that provide the structure and guide the work and functioning of the Orvis School of Nursing.

The organizational structure of the Orvis School of Nursing may change over time as a result of needs of the OSN, personnel changes and growth of the school. The organizational structure will be assessed by the OSN Director on an ongoing basis, and changes will be made by the OSN Director with input from the faculty, the approval of the Vice President for Health Sciences and in accordance with the Division of Health Sciences and UNR bylaws.

Changes to the OSN Faculty Manual

Any faculty member may propose additions, deletions or revisions to the OSN Faculty Manual. To make changes, the following procedure is required:

a. Proposed additions, deletions or revisions to the OSN Faculty Manual are submitted in writing to the Director of OSN or the Chair of the appropriate committee for committee information, discussion and action at least 14 days prior to the next committee/faculty meeting.

b. The Director or respective committee chair brings the proposed additions, deletions or revisions to the next regular faculty meeting for faculty discussion. Faculty will vote on the proposed policy/form change/updates at the next scheduled OSN Faculty Meeting.

A proposed change in the OSN Faculty Manual requires a majority vote of approval of the voting members of Orvis School of Nursing faculty, plus approval of the Director of Orvis School of Nursing.
2. OSN MISSION STATEMENT AND VISION

Orvis School of Nursing Mission

The mission of the Orvis School of Nursing at the University of Nevada, Reno is to prepare individuals for both entry level and advanced nursing roles by providing excellent academic programs integrating recognized educational standards. The curriculum emphasizes nursing care of individuals, families & populations throughout the lifespan; among diverse cultures & beliefs; and across all socioeconomic groups in the context of their environments by providing a strong foundation for evidence-based practice, critical thinking, and leadership. As an essential part of its mission as a land grant institution, Orvis School of Nursing provides service to the state of Nevada and to the professional community at large.

(Approved by OSN faculty 1/14/05)

Orvis School of Nursing Vision

The vision of the Orvis School of Nursing at the University of Nevada, Reno is to be a leader in quality nursing education, research and service in partnership with our community of interest, locally, statewide and worldwide.

(Approved by OSN faculty 12/10/07)
3-a. OSN Organizational Chart

Additional Faculty – 29 full time and an average of 18 LOA per year

06/08/2015
3-b. **OSN Director**

In accordance with the Division of Health Sciences bylaws, the Director of the Orvis School of Nursing (OSN) is the chief academic officer of the school and is also responsible for the efficient and effective administrative functioning of the OSN within the Division. The OSN Director is responsible to the Vice President of Health Sciences for implementing Division policies and procedures and responsible to faculty for advancing the missions of the Orvis School of Nursing. The OSN Director shall serve as an advisor to the Vice President of Health Sciences and as a liaison between the Vice President of Health Sciences and faculty by informing faculty of actions taken by the Vice President of Health Sciences, and by informing the Vice President of Health Sciences of actions taken by the OSN faculty. The OSN Director shall be an ex-officio member of all OSN committees, except those that evaluate the OSN Director in his/her administrative capacity.

The Director chairs the Faculty Committee and serves as an ex-officio member on all OSN committees with the exception of the OSN Faculty Affairs Committee. Specific responsibilities of the OSN Director are listed in the OSN Director position description included in this manual.

3-c. **OSN Program Coordinators**

The program coordinators are responsible to the Director for the planning, development, organization, and coordination of the various components of the undergraduate and graduate programs. See program coordinator position descriptions for detailed responsibilities of these positions.

3-d. **Faculty**

Orvis School of Nursing faculty are appointed as either full-time, part-time (Letter of Appointment faculty with or without benefits) or adjunct faculty according to the provisions related to “faculty” in Nevada System of Higher Education Code (NSHE) Code and the University Bylaws. These positions are either administrative or academic faculty. Definitions for all faculty appointment types and for “faculty ranks” can be found in the NSHE Code and University Bylaws.

Adjunct faculty consist of those faculty qualified to provide service and advice to Orvis School of Nursing on a volunteer basis. (See the OSN policy for appointment of adjunct faculty).
3-d-i. Faculty Governance

The OSN faculty shall govern itself in accordance with OSN policies, the Division of Health Sciences Bylaws, the University of Nevada, Reno Bylaws, the NSHE code, the laws of the state of Nevada and the United States.

3-d-ii. Faculty Voting Rights

Except as provided in “Limitations on Voting Rights” (below), every full-time member of the faculty shall have the right to vote, so long as the faculty member has her/his major assignment (University Bylaws section 19—“Organization of Faculties”) in the Orvis School of Nursing. Part-time faculty of 0.5 FTE or more shall have full voting rights. A faculty member employed by joint appointment between the Orvis School of Nursing and another school within the Division of Health Sciences shall be eligible to vote in the school in which the largest proportion of her/his FTE is assigned.

Limitations on Voting Rights: As provided in University Bylaws, faculty on letters of appointment shall not have voting rights. The Orvis School of Nursing may limit the right to vote on tenure and promotion decisions to those faculty who have already attained the rank or status at issue. No faculty member may vote on his or her own appointment, tenure, or promotion, or in cases when a similarly clear conflict of interest exists. Postdoctoral fellows are not faculty and consequently shall not have voting rights. As provided in UNR Bylaws, persons holding adjunct or clinical titles shall be non-voting members of the faculty.

4. Position Descriptions

4-a. Position Description-OSN Director

Orvis School of Nursing
Director

Administration:

1. Prepares and administers the budget for the School of Nursing.
2. Directs and carries out all duties generally identified by the university as responsibilities of program directors.
3. Is an ex-officio member on all school committees except for the Faculty Affairs Committee.
4. Enlists consultation with the Vice President for Health Sciences as needed and meets with the Vice President on a regular basis.
5. Prepares faculty teaching assignments.
6. Makes recommendations to the Vice President regarding the hiring of faculty and staff.
7. Supervises the work activities of the faculty and support staff.
8. Is responsible for faculty recruitment.
9. Supports faculty in teaching, research development and achievement of promotion and/or tenure.

**Faculty Development:**

1. Guides faculty and staff in a manner that is conducive to efficient and effective functioning of the school.
2. Negotiates responsibilities and tasks with faculty and staff to meet the goals of the school in an equitable manner.
3. Facilitates professional growth of faculty through education, research and/or other creative endeavors.
4. Makes recommendations to the Vice President pertaining to the selection, retention, promotion, and termination of faculty and staff.
5. Evaluates OSN academic and administrative faculty
6. Makes recommendations to the Vice President regarding merit increases.
7. Facilitates the orientation of new faculty.

**Curriculum:**

1. Facilitates careful planning and ongoing evaluation of baccalaureate, master’s and doctoral degree programs.
2. Plans new programs in collaboration with the faculty.

**External Relations:**

1. Maintains professional relationships with the university community directly and through the Vice President as well as with the nursing community and the community at-large. Represents OSN in appropriate professional organizations (e.g. AACN, CCNE, NSBN, WIN) and within NSHE (e.g., NSHE Health Sciences Deans’ Council).
2. Notifies the Nevada State Board of Nursing and the Commission on Collegiate Nursing Education of any substantive changes in the programs or administration.
3. Submits periodic written reports as requested by the Nevada State Board of Nursing, AACN and other organizations.
4. Responsible for Commission on Collegiate Nursing Education (CCNE) accreditation reports.
5. Cultivates ongoing relationships with the members of the community for current and future fundraising for the OSN.

(Approved by the Dean of the College of Health & Human Sciences and the OSN Director, April 2007; Updated to reflect move to Division of Health Sciences, July 2008; Updated by VP for Health Sciences, June 28, 2010; Updated by VP for Health Sciences, April, 2013)
4-b. Position Description—Associate Director for Graduate Programs

Associate Director for Graduate Programs

The Associate Director for Graduate Programs is appointed by the Director of Orvis School of Nursing. The Associate Director for Graduate Programs will have a background in classroom and clinical teaching and curriculum expertise. Additionally, the Associate Director for Graduate Programs is licensed as a registered nurse in the state of Nevada. The Associate Director for Graduate Programs contributes to and fulfills teaching, scholarship and service commitments within the Orvis School of Nursing; works collaboratively with the Associate Director for Undergraduate programs and the Director of the OSN; and assists the Director in conducting day-to-day administrative activities of the Orvis School of Nursing. The Associate Director for Graduate Programs is directly responsible to the Director and consults with the Director on a regular basis regarding matters concerning the Graduate Programs.

The Associate Director for Graduate Programs carries out functions concerning the Graduate Program delegated by and agreed upon with the Director; refers faculty, student, UNR Graduate School and clinical agency concerns to the Director; prepares and submits an annual report to the Director and faculty; chairs the Orvis School of Nursing Graduate Committee; liaisons with the University of Nevada, Reno’s Graduate School and coordinates class schedules for the Graduate Programs.

The Associate Director for Graduate Programs also engages in the following activities:

1. Works with the Associate Director for Undergraduate Programs to facilitate new faculty orientations
2. Develops, facilitates and evaluates faculty development initiatives.
3. Serves as a liaison to external agencies as delegated by the Director of the Orvis School of Nursing.
4. Develops and maintains reports for various professional organizations and licensing and certification boards as designated by the Director of the Orvis School of Nursing.
5. Develops and maintains reports for various professional organizations and licensing and certification boards as designated by the Director of the Orvis School of Nursing.
6. Assumes leadership for accreditation activities as designated by the Director of the Orvis School of Nursing.
7. Coordinates development, implementation and evaluation of the graduate curricula.
8. Assists faculty with graduate advisement and related concerns.
9. Advises faculty of graduation criteria, such as Graduate School deadlines, examinations and defense guidelines and deadlines.
10. Informs the OSN Director and faculty of current national graduate nursing education and credentialing issues.
11. Represents the Orvis School of Nursing and its respective programs at local, state, regional and national programs as delegated by the Director.
12. Works with the OSN Director and Associate Director for Undergraduate Programs for faculty recruitment.
13. Recruits and mentors teaching/research assistants.
14. Assumes the responsibilities of the Director of the Orvis School of Nursing in his/her absence.
15. Performs other duties as assigned by the Director of the Orvis School of Nursing.

(6/13/2012)

4-c. Position Description-DNP Program Coordinator

Orvis School of Nursing
UNR-University of Nevada Doctor of Nursing Practice (UNDNP) Program Coordinator

The UNDNP program is a collaborative educational program with UNLV to educate students for the Doctor of Nursing Practice (DNP) degree. The UNR-UNDNP Coordinator possesses a doctoral degree and a background in classroom and clinical teaching. Experience in curriculum development and evaluation is highly desirable. The UNR-UNDNP Coordinator is licensed as a registered professional nurse in the state of Nevada.

The UNR-UNDNP Coordinator is appointed by the Director of the Orvis School of Nursing and collaborates with the OSN Graduate Program Coordinator for programmatic and curriculum issues related to the DNP Program. In collaboration with faculty, committees and administration, the UNR-UNDNP Coordinator develops long-range plans for the DNP option. The UNR-UNDNP Coordinator consults regularly with the Graduate Program Coordinator of the OSN on matters concerning the DNP program. The time allotted for this position is considered as part of the teaching component for evaluation and does not hold an administrative classification.

The UNR-UNDNP Coordinator collaborates with the faculty and administration of the Orvis School of Nursing to achieve the goals of the Orvis School of Nursing. At the discretion of the Director of the Orvis School of Nursing and in collaboration with the Graduate Program Coordinator, the UNR-UNDNP Coordinator carries out the following functions:

1. Coordinates the Reno campus, UNDNP program in collaboration with the UNLV UNDNP Coordinator.
2. Assumes responsibility for the general administration of the UNDNP option in collaboration with the UNLV UNDNP Coordinator, its students and curriculum.
3. Provides leadership in orientation, advisement and recruitment/retention activities for UNDNP students.
4. Serves as a member of the Orvis School of Nursing, Graduate Program Committee.
5. Assumes leadership for the development, implementation, and evaluation of the UNDNP curriculum in keeping with accepted national guidelines and the UNDNP curriculum design.
6. Reviews and recommends revisions for the UNDNP to the OSN Graduate Program Committee in collaboration with the Coordinator of the UNLV, UNDNP program side.
7. Identifies teaching needs for the UNDNP program in collaboration with the UNLV UNDNP Program Coordinator.
8. Collaborates with healthcare agencies’ personnel in the implementation of the UNDNP students’ residencies and projects.
9. Collaborates with the UNR Graduate Program Coordinator, and the UNLV, UNDNP Program Coordinator, and the OSN Director to answer faculty, student, and clinical agency concerns.
10. In collaboration with the UNLV UNDNP Coordinator, prepares and submits an annual report to the respective Graduate Program Coordinators on each campus.
11. Carries out activities expected of ranked faculty.
12. Ensures that the academic program is of high quality.

(Approved by the Director of the OSN: April 29, 2010; Updated 6/28/2010)

4-d. Position Description-FNP Option/Track Leader

FNP Option Leader

The Family Nurse Practitioner (FNP) Option Leader possesses a minimum of a Master’s Degree in Nursing, recent experience as an Adult or Family Nurse Practitioner, and a background in classroom and clinical teaching. Experience in curriculum development and evaluation is highly desirable. The FNP Option Leader is licensed as a registered professional nurse and holds advanced practice status in the State of Nevada as well as holds current certification as a Family Nurse Practitioner or Adult Nurse Practitioner through the American Academy of Nurse Practitioners or ANCC.

The FNP Option Leader is appointed by the Director of the Orvis School of Nursing and reports to the OSN Graduate Program Coordinator for programmatic and curriculum issues related to the FNP Option. In collaboration with faculty, committees and administration, the FNP Option Coordinator develops long-range plans for the FNP option. The FNP Option Coordinator consults regularly with the Graduate Program Coordinator of the OSN on matters concerning the FNP option. The time allotted for this position is considered as part of the teaching component for evaluation and does not hold an administrative classification.
The FNP Option Leader collaborates with the faculty and administration of the Orvis School of Nursing to achieve the goals of the Orvis School of Nursing. At the discretion of the Director of the Orvis School of Nursing and in collaboration with the Graduate Program Coordinator, the FNP Option Leader carries out the following functions:

1. Assumes responsibility for the general administration of the FNP option, its students and curriculum.
2. Provides leadership in orientation, advisement and recruitment/retention activities for FNP students.
3. Serves as a member of the Graduate Program Committee.
4. Assumes leadership for the development, implementation, and evaluation of the FNP curriculum in keeping with accepted national guidelines and the OSN graduate program curriculum design.
5. Reviews and recommends revisions in the FNP option to the Graduate Program Committee.
6. Identifies teaching needs in the FNP option.
7. Develops clinical sites for students in the FNP option.
8. Enlists the assistance of clinical preceptors for the FNP option.
9. Collaborates with the Graduate Program Coordinator and the OSN Director to answer faculty, student, and clinical agency concerns.
10. Carries out activities expected of ranked faculty.
11. Ensures that the academic program is of high quality.

(Approved by the Director of the OSN: 12/1/2004; Updated 5/12/2010)
4-e. Position Description-Associate Director for Undergraduate Programs

Associate Director for Undergraduate Programs

The Associate Director for Undergraduate Programs is appointed by the Director of Orvis School of Nursing. The Associate Director for Undergraduate Programs will have a background in classroom and clinical teaching and curriculum expertise. Additionally, the Associate Director for Undergraduate Programs is licensed as a registered nurse in the state of Nevada. The Associate Director for Undergraduate Programs contributes to and fulfills teaching, scholarship and service commitments within the Orvis School of Nursing; works collaboratively with the Associate Director for Graduate programs and the Director of the OSN; and assists the Director in conducting day-to-day administrative activities of the Orvis School of Nursing. The Associate Director for Undergraduate Programs is directly responsible to the Director and consults with the Director on a regular basis regarding matters concerning the Undergraduate Programs.

The Associate Director for Undergraduate Programs carries out functions concerning the Undergraduate Programs delegated by and agreed upon with the Director; refers faculty, student, UNR Office of Admissions and clinical agency concerns to the Director; prepares and submits an annual report to the Director and faculty; chairs the Orvis School of Nursing Undergraduate Faculty and Level meetings; liaisons with appropriate University of Nevada, Reno offices related to undergraduate admissions and graduation; and coordinates class schedules for the Undergraduate Programs.

The Associate Director for Undergraduate Programs also engages in the following activities:

1. Works with the Associate Director for Graduate Programs to facilitate new faculty orientations
2. Develops, facilitates and evaluates faculty development initiatives.
3. Serves as a liaison to external agencies as delegated by the Director of the Orvis School of Nursing.
4. Develops and maintains reports for various professional organizations and the Nevada State Board of Nursing as designated by the Director of the Orvis School of Nursing.
5. Assumes leadership for clinical site negotiations for undergraduate students.
6. Assumes leadership for accreditation activities as designated by the Director of the Orvis School of Nursing.
7. Takes a leadership role in dealing with undergraduate student issues, requests, concerns, appeals.
8. Serves on Curriculum Committee, Admissions, Progression/Student Affairs Committee and other committees/task forces as assigned.
9. Coordinates development, implementation and evaluation of the undergraduate curricula.
10. Assists faculty with undergraduate advisement and related concerns.
11. Identifies teaching needs in the undergraduate programs and collaborates with OSN Director to assign courses appropriately.
12. Informs the OSN Director and faculty of current national undergraduate nursing education and licensing issues.
13. Represents the Orvis School of Nursing and its respective programs at local, state, regional and national programs as delegated by the Director.
14. Assumes leadership for identification and recruitment of qualified potential faculty, especially for clinical teaching needs.
15. Oversees documentation of curricular information and policy changes related to the undergraduate programs.
16. Collaborates closely with OSN Administrative Assistant and DHS Office of Recruitment and Retention to assure seamless admissions/progressions in nursing major.
17. Assumes the responsibilities of the Director of the Orvis School of Nursing in his/her absence.
18. Performs other duties as assigned by the Director of the Orvis School of Nursing.

(6/13/2012)

4-f. Position-RN to BSN Program Coordinator

RN to BSN Coordinator

Registered Nurse Bachelors of Science in Nursing Program Coordinator

The RN/BSN Program Coordinator is appointed by the Director of the Orvis School of Nursing. The Coordinator’s position contributes to and fulfills both service and teaching commitments within the Orvis School of Nursing. The time allotted for this position is considered as part of the teaching component for evaluation and does not hold an administrative classification. The RN/BSN program coordinator is directly responsible to the Director and consults with the Director on a regular basis regarding matters concerning the RN/BSN Program.

The RN/BSN Program Coordinator carries out functions concerning the RN/BSN Program delegated by and agreed upon with the Director, refers faculty and student concerns to the Director and submits an annual report to the Director and faculty.

In addition to these functions teaching responsibilities are significant and include course and curriculum development, revision and evaluation.

The RN/BSN Program Coordinator also assists the Director with these activities:

1. Planning and scheduling of RN courses.
2. Maintain records of RN students including informal transcript evaluation.
3. Maintaining cooperative relationships between community colleges, clinical agencies and RN students.
4. Facilitating use of technology in course offerings.
5. Advising prospective and current students.
6. Recruiting students for the program.
7. Marketing the School of Nursing RN/BSN completion program.
8. Represent the RN/BSN program to the faculty-at-large and to appropriate committees.
9. Maintaining professional relationships with the University community, the nursing community and the community-at-large.
10. Ensures that the academic program is of high quality.

(Approved by the Director of the OSN: 8/16/07; Updated 6/28/2010)
4-g. OSN/Renown Health System Research Liaison

The Orvis School of Nursing/ Renown Health System Research Liaison is appointed, with input and support of the Chief Nursing Officer of the Renown Health System, by the Director of the Orvis School of Nursing and holds a faculty rank commensurate with education and experience. The OSN/RHS Research Liaison position is a joint position between the Orvis School of Nursing and the Renown Health System. The OSN/RHS Research Liaison is directly responsible to the Director of the Orvis School of Nursing for activities and functions related to the OSN.

The OSN/RHS Research Liaison carries out the following functions:

1. Communicates with the Director of the OSN and the CNO of the Renown Health System on a regular basis regarding research collaboration and research-related activities.
2. Identifies needs in the OSN for research development and support.
3. Assists OSN administration and faculty in planning activities to support, develop, conduct and disseminate nursing research.
4. Collaborates with OSN administration and faculty for research development and mentorship.
5. Identifies potential collaborative research endeavors between the OSN and RHS.
6. Facilitates research between the OSN and RHS.
7. Serves as a member of the OSN Research Committee.
8. Participates in teaching and student research project/thesis committees as negotiated with the Director of the OSN.

(Approved by OSN Director and Washoe Medical Center Chief Nursing Officer: November 2004; Updated: August 2007)

5. OSN STANDING COMMITTEES

The Orvis School of Nursing determines the need for both standing and ad hoc committees as deemed appropriate. The OSN Director may appoint task forces as needed.

Current OSN Standing Committees include:

- Faculty Committee
- (Undergraduate) Curriculum Committee
- (Undergraduate) Admissions Progressions, and Student Affairs (APSA) Committee
- Graduate Program Committee
- Faculty Affairs Committee
5-a. Faculty Committee

The Faculty Committee is the policy recommending body for the Orvis School of Nursing. It recommends to the Director on matters concerning policies, functions or faculty issues in the Orvis School of Nursing.

The Faculty Committee shall be the recommending body on policy matters which, by University and/or Division of Health Sciences requirements, must be determined above the level of the Orvis School of Nursing.

There shall be at least one Faculty Committee meeting per semester. These meetings will be called by the Director, who chairs the Faculty Committee. If a request is made by a majority of the members of the Faculty Committee, the Director will convene a special meeting of the Faculty Committee within 10 working days of the request.

An agenda shall be prepared by the Director and distributed at least five days prior to the Faculty Committee meeting.

Any member of the Faculty Committee may submit an item to the Director for inclusion on the agenda.

A quorum consists of 50% plus one of the Faculty Committee members.

(Approved by the OSN Faculty and Director, 1999)

5-b. (Undergraduate) Curriculum Committee

The Curriculum Committee consists of:

- five elected faculty members with appointments of 0.5 FTE or above,
- the Undergraduate Coordinator and
- student representatives from Orvis School of Nursing,

The Curriculum Committee has the responsibility for planning, coordinating, evaluating and proposing revisions to the baccalaureate curriculum. Each Level in the curriculum will be represented.

(Approved by the OSN Faculty and Director, 1999)
5-c. (Undergraduate) Admissions Progressions, and Student Affairs (APSA) Committee

This committee (APSA) will have the following voting members:

- Undergraduate Coordinator: ongoing member
- RN to BSN coordinator: ongoing member
- Faculty members: 5 members at large
- Student representatives: one from each level and an RN to BSN student
- Classified staff member: Administrative Assistant III: ongoing member

A quorum will consist of a minimum of five faculty members

These committee members will serve three-year terms and may serve two consecutive terms. This committee will elect a chair who will serve at least one year and may serve up to three years. The business of this committee will include, but will not be limited to, all the following:

- Selection of students for the major from the application which qualify each student to enter;
- Hearing of petitions for substitutions or waiver of acceptable classes for prerequisites;
- The scholarship subcommittee;
- Participation in the Grade appeal and Grievance procedure as outlined;
- Other duties as appropriate

This committee shall have one subcommittee-Scholarship. This committee will consist of three members:

- One member from the graduate faculty
- One member from the APSA Committee
- One member from the faculty at large

Members of this subcommittee will serve for two years, no more than six years. The subcommittee will elect a chair who shall serve for two years. The responsibility of this subcommittee will be to select student recipients of Nursing Scholarships according to set criteria. There will be no student representation on this subcommittee. A report of all awards will go the APSA chair.

(Approved by the OSN Faculty and Director, 3/1/2004)
5-d. **Graduate Program Committee**

Graduate Program Committee is chaired by the Graduate Coordinator and consists of:
- all OSN faculty who have graduate standing and/or who are teaching in the graduate program and
- two graduate student representatives.

Eligible faculty are recommended for graduate standing by the Director to the Graduate School.

The committee:
- examines applications and makes admission recommendations to the Director;
- evaluates the academic needs of admitted students and
- recommends curricular revisions and policies;
- evaluates the graduate program including student evaluations and evaluation of program graduates; and
- examines community needs for current and new programs.

*(Approved by the OSN Faculty and Director, 1999)*

5-e. **Faculty Affairs Committee**

**Philosophy**

The overall philosophy of the Orvis School of Nursing (OSN) Faculty Affairs Committee is to assist all faculty in maximizing their professional development (tenured, tenure track or non-tenure track continuing faculty) so that the faculty, students and programs associated with the OSN reflect the philosophy and mission of the university, division and school. In the context of this philosophy, the Faculty Affairs Committee has a twofold task:

1. To review the quality of work in teaching, research/scholarly/creative activities and service arenas; and
2. To provide input into faculty development and to help faculty enhance their productivity in each of the three evaluative components: teaching, research/scholarly/creative activities and service. Growing out of this philosophy is a strong emphasis on faculty development.

**Structure and Function**

The Faculty Affairs Committee consists of five members. All continuing faculty, 0.5 FTE or above, who have been through two review periods are eligible to serve on the committee.

**Membership will include:**

1. One tenured faculty
2. One tenure track faculty
3. One non-tenure track faculty
4. Two at-large faculty

Three of the five faculty members are doctorally prepared. If committee membership does not include faculty within the same rank or higher as those being reviewed, a faculty within the division, familiar with the Orvis School of Nursing, will be recruited to assist with the review process of faculty outside the rank of those on the committee. Members are elected by secret ballot before the end of the preceding academic year. Membership is limited to two consecutive terms of two years each. Following a two-year term of non-membership on the Faculty Affairs Committee, a faculty member is once again eligible for membership.

The faculty Affairs Committee functions under strict confidentiality. No materials or information regarding reviews will be discussed outside of committee meetings. The committee does no keep, or hold in its possession, individually or in a group, any faculty materials. It reviews original packets submitted by faculty and forwards them to the Director of the Orvis School of Nursing with the inclusion of committee recommendations. The Director provides the faculty member with a copy of the committee’s recommendation prior to the faculty member’s annual evaluation. The Faculty Affairs Committee will provide feedback to each individual who submits a packet by the submission date.

**Faculty Affairs Committee Review of Faculty**

1. **The following documents will be included with each packet that is submitted for review:**
   a. One copy of the role statement and annual goals for the evaluation period, mutually agreed upon by the faculty member and the OSN Director;
   b. An updated UNR Digital Measures Document with tables added to reflect quantitative teaching evaluations and progress toward goals.
   c. Narrative description of relative strengths, innovative teaching methodologies, and identified areas for continued development
   d. Student evaluations of faculty teaching (classroom, lab, clinical) for all courses taught during the contract year;
   e. Internal and external peer evaluation(s) of teaching utilizing Peer Evaluation Teaching forms;
   f. *For the first three years that they are at the University*, non-tenure track faculty must submit at least one letter of evaluation (with their packet) from the agency(s) in which they have supervised students. A Faculty Peer Evaluation of Teaching is also highly recommended;
   g. A copy of current curriculum vita;
   h. Documentation of research/scholarship/creative activity organized in sections following the Digital Measures Document;
   i. Documentation of faculty practice and outreach activities, if applicable, should be included in teaching, research/scholarship/creative activity or service.
2. **Faculty responsibilities are:**
   a. Meet with the OSN Director to set annual professional goals for the following annual evaluation period (January to December). Goals are based on role statements. Percentage of effort should be indicated for each area of evaluation.
   b. Complete necessary forms, collect supporting documentation and submit all required materials and evaluation packet to the Faculty Affairs Committee in a ringed binder with section dividers by the announced due date. The Faculty Affairs Committee is obliged to adhere to specific school, division and university deadlines. Therefore, no faculty review materials will be accepted by the Faculty Affairs Committee after the announced date and time;
   c. Review packet organization should be:
      i. Ringed binder with dividers;
      ii. Role statement and annual goals for the evaluation period;
      iii. Most recent curriculum vita
      iv. Completed Digital Measures form which includes a self-evaluation of roles and goals for the evaluation period. Address each goal specifically, citing whether it has been met, partially met, or not met. Provide rationale and narrative self-reflection of progress toward goal attainment. Include faculty practice and outreach if that is part of the role statement.
      v. Documentation organized according to teaching, research/scholarship/creative activity and service. Documentation supports self evaluation and goals.

3. **Procedure for Faculty Affairs Committee Review of Faculty’s Annual Evaluation Materials**
   a. In the Fall Semester, the Faculty Affairs Committee will notify faculty of the due date for submitting the completed annual review materials after receiving directions from the OSN Director in accordance with the administration calendar. The due date for submission for annual review materials will be announced;
   b. After required materials are submitted, the Faculty Affairs Committee will meet the week that faculty return from winter break to review the data following the approved guidelines and faculty goals. The committee will make recommendations regarding level of performance to the Director;
   c. The Faculty Affairs Committee will rate faculty performance in teaching, research/scholarship/creative activity and service, and overall as: excellent, commendable, satisfactory, or unsatisfactory. This is congruent with division and university ratings;
d. The Faculty Affairs Committee recognizes the effort put forth by faculty members to submit comprehensive materials. In keeping with those efforts, the committee spends a great deal of time in the review of packets and in writing recommendations. The Faculty Affairs Committee necessarily requires several full days to complete review responsibilities. Consequently, members of the Faculty Affairs Committee may be excused from meetings or other service obligations during the first week of Spring Semester, at the discretion of the OSN Director.

Approved by OSN Faculty and Director: December 8, 2010

5-f. Scholarship Committee

The Scholarship Committee consists of three elected members with appointments of 0.5 FTE or above:

- One graduate faculty member
- One faculty member who teaches predominantly in the baccalaureate program
- One member from the faculty at large

These committee members will serve 3-year terms and may serve two consecutive terms. This committee will elect a chair who will serve at least 1 year and may serve up to 3 years. In addition to the elected members, the Baccalaureate Program Coordinator and the Master’s Program Coordinator will serve as ad hoc members to the Scholarship Committee.

The business of this committee will include:

- Selection of undergraduate and graduate students for OSN scholarships, per specific criteria, on a biannual basis for distribution in fall and winter semester
- Assisting in the collection of thank you letters from students for the scholarship donors
- Assist the school in notifying students of external scholarships as made available
- Providing the OSN and Division of Health Sciences with a biannual report on scholarship funds and recipients

(Approved by the OSN Faculty and Director, 11/18/2010)
6. OSN FACULTY POLICIES

6-a. Adjunct Faculty Policy

ADJUNCT FACULTY POLICY

Adjunct faculty are those persons qualified to provide services for the Orvis School of Nursing, but who receive no direct compensation. Adjunct faculty are either recommended by an Orvis faculty member or are self-referred, and are then appointed to the position by the OSN Director. Reappointment occurs each year during the month of April or May. Adjunct faculty are non-voting members of the faculty.

Adjunct faculty are reviewed for reappointment annually based on participation during the previous year. Renewal of appointment requires evidence of interaction with undergraduate and/or graduate students from the Orvis School of Nursing. This evidence is to be provided by the adjunct faculty him/herself (using the form provided) to the Director’s office by April 1st of each year.

PROCEDURE FOR
ADJUNCT FACULTY APPOINTMENTS

1) Recommendations (invitation to submit) for this position shall be made by an OSN faculty member or the potential candidate him/herself to the Director of the School of Nursing. All potential candidates must meet the requirements of Adjunct Faculty. Letters of application from potential candidates should outline their potential contributions to the School of Nursing. If the candidate has been nominated by an OSN faculty member, that faculty member should write a letter of recommendation to the Director. If the candidate is self-nominated, they will need to submit three letters of recommendation along with their own letter to the Director.

2) The Director’s Administrative Assistant will send a letter to the candidate requesting curriculum vitae, unofficial transcripts of graduate academic work (copies accepted), copy of professional license, and, if applicable, copies of applicable certification.

3) If approved, the Director will issue a Terms of Employment for Adjunct Clinical Faculty form to be signed by the appointee and returned to the OSN Director’s administrative assistant. An Adjunct Faculty Contribution form (to be returned the following April), a Personal Data form and the Adjunct Faculty Policy will be sent with the Terms of Employment”.

4) The Director then routes the recommendation and Terms of Employment to the Vice President of the Division of Health Sciences for approval.
5) The adjunct faculty member’s file will be retained with other personnel files in the OSN Director’s Office.

6) The OSN Director will submit an approved list of adjunct appointments to the Personnel office each quarter, as required by the University.

7) Reappointment letters, along with new Terms of Employment for Adjunct Faculty, are sent from the Director’s Office as recommended by the faculty in May. Renewal of appointments require evidence of participation supporting the OSN and are effective July 1 of that year.

8) The following criteria are used in appointing adjunct faculty:

   a) Masters or higher preparation in health related field;
   b) Evidence of sustained professional development as clinician, educator and/or researcher;
   c) Ability to participate effectively in support of the mission of the University of Nevada, Reno and the Orvis School of Nursing;
   d) Proof of Nevada licensure and/or certification specific to area of specialty.

(Approved by OSN Faculty and OSN Director: 12/9/2009)
6-b. Faculty Practice Policy

OSN Faculty Practice

It has been determined by the UNR Department of Human Resources that OSN faculty should follow the UNR Administrative Manual, Section 2690 for any faculty practice during the normal business work week. Following are is the section labeled Academic Faculty in Section 2690 of the UNR Administrative Manual which should be followed:

UNR Administrative Manual, Section 2.690

1. Outside professional or scholarly service by faculty members within their subject matter field and for compensation is recognized as a legitimate activity unless specifically prohibited by the employee’s contract with the institution.

2. Outside professional or scholarly service as contemplated by this section shall not interfere with the performance of the duties of any faculty member. Such service shall occupy no more than one day’s equivalent time per work week (20%). Faculty members on 12-month contracts must take annual leave if providing outside professional or scholarly service during the standard work week.

3. No faculty member may undertake outside professional or scholarly service that would result in a conflict of interest with his or her assigned duties. Conflict of interest means any outside activity or interest that may adversely affect, compromise, or be incompatible with the obligations of an employee to the institution.

4. Faculty members performing compensated outside professional or scholarly service are subject to the code of ethical standards of the State of Nevada (NRS 281.481-281.581), which governs the conduct of public officers and employees.

5. A faculty member may not perform an official act on behalf of the institution that directly benefits a business or other undertaking in which he or she either has a substantial financial interest or is engaged as counsel, consultant, representative, agent, director, or officer. This prohibition is not intended to limit a faculty member’s ability to enter into a contract between a governmental entity, the institution, and a private entity to the extent authorized by and in conformity with NRS 396.255, NRS 281.221(3), NRS 281.230(3), NRS 281.505(3), the Board of Regents Intellectual Property Policy (Title 4, Chapter 12, Sections 1-8), and the Board of Regents Conflict of Interest Policy (Title 4, Chapter 10, Section 1.7).
6. Faculty members engaged in providing compensated outside professional or scholarly service shall provide advance notification in writing to their immediate supervisor about the nature of the work to be performed, the company/organization for which the work will be performed, and the estimated time involved. The request must be approved in advance by the supervisor within 10 working days.

7. When a supervisor believes that a conflict exists with obligations currently incurred or assumed by the institution regarding a faculty member’s consulting activities, the supervisor shall inform the faculty member of these concerns and negotiate a mutually acceptable course of action. If a mutually acceptable course of action cannot be negotiated, the appropriate vice president or vice chancellor, as the case may be, will hear and evaluate the evidence and render a decision, or appoint a review committee if necessary. The vice president or vice chancellor may require the faculty member to cease performance of existing obligations while the faculty member remains a NSHE employee.

8. Faculty members performing compensated outside professional or scholarly service shall inform those who engage them that they are not acting in the name of the institution and that the institution is not a party to the contract nor liable for any actions of such faculty member.

9. In negotiating for a contract for outside compensated professional or scholarly services, faculty members shall not use institutional stationery or forms in any manner.

10. Faculty members may make a general announcement of their availability as consultants but may not solicit consulting assignments.

11. Faculty members working independently on their own time may obtain patents or copyrights on the results of their work.

12. Faculty members performing compensated outside professional or scholarly service are subject to the Board policy on personal use of System property or resources (Title 4, Chapter 1, Section 25). A faculty member working independently on an outside-compensated contract shall not use NSHE facilities, equipment or personnel unless such use is authorized in advance by the supervisor. Reimbursement of any costs to the institution shall be in accordance with Title 4, Chapter 1, Section 25.

13. Records are to be kept annually by the dean or appropriate vice president, or vice chancellor as the case may be, of all approved consulting activities in each department or division.

(Determination made by UNR Department of Human Resources, August 2007)
6-c. Faculty Development Position Statement

Orvis School of Nursing
Faculty Development for the Teaching Role
Position Statement
January 2005

The faculty role in nursing at the University of Nevada Reno is a complex activity that integrates the art and science of nursing. Consistent with the Mission Statement of the Orvis School of Nursing, teaching will require an understanding of curriculum which emphasizes nursing care of individuals, families and populations throughout the lifespan, among diverse cultures and beliefs and across all socioeconomic groups in the context of their environments by providing a strong foundation for evidence-based practice, critical thinking and leadership. Teaching at the University of Nevada Reno also requires recognition of the mission of the University as a land grant institution and as such, faculty provide service to the state of Nevada and to the professional community at large. Finally, the mission of the Orvis School of Nursing also prepares individuals for both entry level and advanced practice nursing by providing excellent academic programs based upon recognized educational standards.

According to Billings and Halstead (2005, p. 13), “……..teaching involves a set of skills or competencies that are essential to facilitating student learning outcomes. These competencies can be developed through educational preparation, faculty orientation programs and faculty development opportunities.” It is this last component, faculty development opportunities, that the task force on faculty development can extend its work in the current environment of OSN and UNR. The following faculty development model is based on two assumptions: 1) all faculty will meet the minimum educational requirements for teaching as prescribed by the Nevada State Board of Nursing and 2) each faculty member will identify a clinical area of expertise that is congruent with the teaching needs of the Orvis School of Nursing. Competence as an educator is twofold: competence as a clinician in a given area of specialization and competence in teaching. For the purpose of this document, teaching competencies are the “knowledge, skills and values that are critical to the fulfillment of the teaching component of the faculty role (Billings and Halstead, 2005, p. 13).

It is recommended that the Orvis School of Nursing adopt the competencies for nurse educators (NLN, 2004) to use as its model for faculty development. Specifically, the competencies are attached, but can also be accessed at http://www.nln.org.
Faculty development is not just the responsibility of the individual and the faculty development task force, but also the faculty search committee, the peer review committee, and the director of the Orvis School of Nursing. Specifically, developing and retaining competent faculty requires investment from the individual faculty member and the school of nursing. The screening and recommendation of faculty applicants for teaching positions is the responsibility of the faculty search committee who will determine competence of the faculty and recommend further faculty development activities for initial success of the applicant. For faculty applicants that are outstanding clinicians with no formal preparation in pedagogy or scholarship, it is incumbent on the faculty search committee to recommend additional investments on the part of the individual seeking employment and the Orvis School of Nursing. Participating in a specific mentoring program with an experienced and effective faculty member will be required of all faculty new to the role or for (continuing) faculty whose effectiveness may be of concern to the individual, the peer review committee, or the director of the Orvis School of Nursing. In this current era of a severe nursing faculty shortage, it is critical to have in place a faculty development program that will not only be attractive to new educators, but to faculty remaining in the educational environment.

There are a variety of experiences that faculty can participate in for their own development. For example, within the University of Nevada there is the Excellence in Teaching Program, which many of the current faculty have completed. It is recommended that for those faculty who have completed the Excellence in Teaching Program or who are recognized as a “Master” teacher or are otherwise effective teachers, that the Director delegate mentoring activities to that cohort. Faculty development can also occur through institutes, continuing education programs and in specific courses in the University and the Orvis School of Nursing related to teaching, scholarship and service. Initially, orientation to the faculty role at the University will be in the form of University orientation activities, College of HCS activities and OSN activities. Early assignment to an effective mentor will be at the discretion of the Director of the OSN. The role of the mentor, ideally a senior effective faculty member, will be to guide the new faculty member in the role acquisition of teaching in the University.

In summary, faculty development begins with the selection and appointment of faculty based on legal, clinical and pedagogical competence. Faculty development is a shared responsibility of the individual and the institution so that the mission of the school of nursing is achieved.

References
7. FORMS

7-a. Faculty Request for Approval of Planned Absence

Any planned absence taken during a regularly scheduled University business day needs to have approval from the Director of the Orvis School of Nursing prior to the planned absence taking place. For planned absences on a scheduled clinical day, faculty must make arrangements for student clinical supervision by other OSN faculty, qualified preceptors or adjunct faculty. For planned absences from a regularly scheduled theory or lab course, faculty must make arrangements for course coverage by another OSN faculty member or, if applicable, an alternative learning experience.

*PLEASE NOTE THAT IF YOU PLAN ON USING THE OSN CREDIT CARD FOR CONFERENCE REGISTRATION OR AIRFARE, **YOUR REQUEST MUST BE APPROVED PRIOR TO USE OF THE CREDIT CARD.**

The Faculty Request for Approval of Planned Absence Form is available from the office of the OSN Director.

7-b. Faculty Request for Approval of Outside Activities for Compensation

**FACULTY REQUEST FOR APPROVAL FOR OUTSIDE ACTIVITIES FOR COMPENSATION**

In accordance with the UNR Administrative Manual, Section 2,690, *faculty engaged in outside activities for compensation,* “shall provide advance notification in writing to their immediate supervisor about the nature of the work to be performed, the company/organization for which the work will be performed and the estimated time involved. The request must be approved in advance by the supervisor.” “Such service shall occupy no more than one day’s equivalent time per work week.” This includes clinical practice done by OSN faculty during the normal “work week.” This policy does not apply to clinical practice on weekends or during University holidays/breaks. Please note that outside activity for compensation cannot interfere with the expectations of your faculty position, including attendance at OSN meetings.

The Faculty Request for Approval of Outside Activities for Compensation Form is available from the office of the OSN Director.