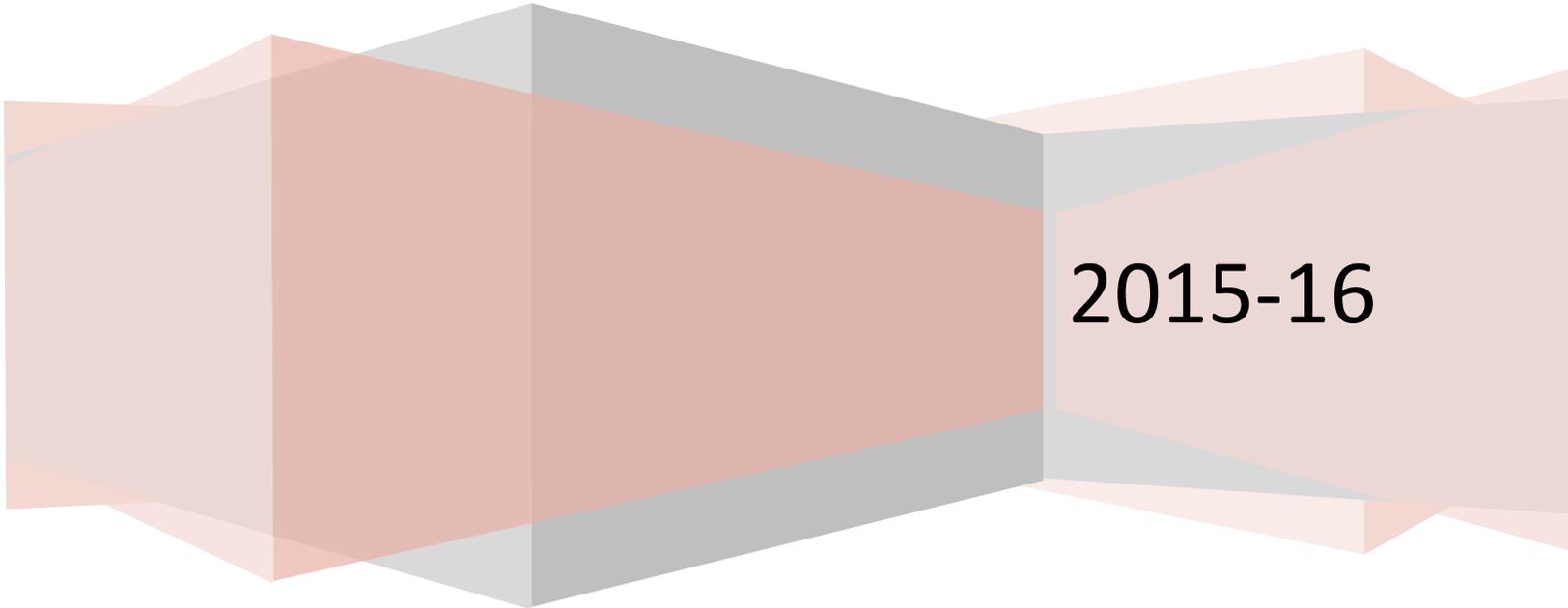


New Mexico State University

School of Nursing
Faculty Handbook

Edited by Faculty Affairs Committee May 2015



2015-16

Table of Contents

TABLE OF CONTENTS.....	2
HISTORY AND DESCRIPTION OF THE SCHOOL OF NURSING.....	7
SCHOOL OF NURSING PHILOSOPHY.....	7
MISSION STATEMENT.....	9
SCHOOL OF NURSING GOALS.....	10
ACADEMIC PROGRAM OUTCOME COMPETENCIES.....	11
B.S. N. Program Outcome Competencies.....	11
M. S. N. Program Outcome Competencies.....	12
P.H. D. Program Outcome Competencies.....	13
D.N.P Program Outcome Competencies.....	14
ORGANIZATIONAL CHART, FACULTY/STAFF, AND STRATEGIC PLAN.....	15
NMSU SCHOOL OF NURSING FACULTY ORGANIZATION BYLAWS.....	16
FACULTY AND FACULTY MATTERS.....	25
Rights and Responsibilities.....	25
Office Hours.....	26
Absences.....	26
Cancellation of Classes.....	26
Faculty Appointment.....	26
Faculty Promotion.....	26
Tenure.....	27
Faculty Assignments.....	27
Evaluation.....	27
Student Evaluation.....	28
Self and Peer Evaluation.....	28
Administrative Evaluation.....	28
Personnel Folders and Records.....	29
Curriculum Vitae.....	29
Educational Opportunities.....	29
Leaves, Retirement.....	29
Travel Policy and Procedures.....	29

Illness and Other Emergencies	30
Campus Health Center.....	30
Licensure	32
Professional Liability Insurance	32
Schedules	32
Faculty Members	32
Classrooms.....	33
Clinical Agencies.....	33
Background Checks and Clinical Clearance	33
Affiliation Agreements	33
Faculty Development.....	33
Communications.....	34
Mail.....	34
Messages for Students or Faculty	34
Telephone.....	34
Telephone Billing.....	34
Bulletin Boards	35
SON Faculty Website – Canvas	35
Faculty Computers.....	35
Office Supplies	36
Photocopy Work and Secretarial Support	36
ACADEMIC MATTERS	36
Curriculum	36
Advising.....	36
Attendance	36
Grading Policy	36
Use of Preceptors	37
Grade Reports	37
Counseling of Students	37
Grade Appeals.....	37
Disclosure of Student Records.....	37

Maintenance of Records	37
Final Exams	39
Students with Disabilities	39
ADA Statement on Class Syllabus	39
Religious Holy Days	40
Code of Ethics and Standards of Conduct	40
Uniforms	40
Independent Study Courses in Nursing.....	40
Student Requests for Faculty Recommendations	40
ACADEMIC SUPPORT SERVICES.....	41
Computer and Support Services	41
The Teaching Academy.....	41
Library Services	41
Research Activities Support	42
Audio Visual Materials	42
Computer Lab CHSS Rm 219	42
Center for Nursing Skills, Simulation, and Tutoring	42
Student Success Centers	43
Graduate/Research Assistants	43
SAFETY AND SECURITY	43
CH&SS Evacuation and Specific Safety Plan	44
School of Nursing Exposure Control Plan.....	44
Center for Nursing Skills, Simulation, and Tutoring Guidelines.....	44
College of Health and Social Services Safety Plan.....	44
School of Nursing Exposure Control Plan.....	44

APPENDIX

SCHOOL OF NURSING ORGANIZATIONAL CHART.....	45
SCHOOL OF NURSING FACULTY AND STAFF CONTACT LIST	46
FACULTY ORIENTATION PLAN.....	61
ANNUAL FACULTY GOALS STATEMENT.....	62
CURRICULUM VITAE FORMAT.....	63
TENURE AND TENURE TRACK FACULTY ANNUAL PERFORMANCE EVALUATION FORM.....	64
COLLEGE FACULTY ANNUAL PERFORMANCE EVALUATION FORM.....	65
FACULTY MEMBER’S SCHEDULE FORM.....	66
INNER OFFICE JOB REQUEST FORM.....	67
INDEPENDENT STUDY FORM.....	67
TRAVEL REQUEST FORM.....	68
OUT OF TOWN NOTIFICATION FORM.....	69
REQUEST FOR LABORATORY ASSISTANCE FORM.....	70

HISTORY AND DESCRIPTION OF THE SCHOOL OF NURSING

New Mexico State University is a dynamic institution serving the needs of the community as well as the needs of a diverse student population, numbering approximately 16,000. The establishment of a nursing education program on this campus was in response to community and student need. Our geographical location along the United States Mexico Border and our diverse student population provides all students with outstanding clinical experiences-acute care and community based. Find more information concerning the NMSU School of Nursing History and School in the appendix and at <http://schoolofnursing.nmsu.edu/>

NEW MEXICO STATE UNIVERSITY SCHOOL OF NURSING PHILOSOPHY

The following statements represent the philosophical beliefs of New Mexico State University's School of Nursing faculty about the person, the environment, health, nursing, and the educational process.

Person: The person is a holistic being with inherent worth and dignity. A person is dynamic and complex, and is the unique product of genetic endowment, culture, environment, and life experiences. As an integrated whole, the person is greater than and different from the sum of the parts. Each person presents diversity in life style, values, goals, self-care practices, and role expectations. The person is in the process of becoming through a developmental spiral toward harmony and self-actualization.

Environment: The environment is the collective of all conditions, circumstances, and internal and external forces. The environment is affected by physical, psychological, social, cultural, ethnic, spiritual, economic, political, and ecological factors. It is diverse and ever changing, constantly influencing and responding to dynamic forces including technology, education, values, and economic, geopolitical and population characteristics. Individuals, families, groups, and communities together share responsibility to foster optimal environmental conditions that are conducive to health and well-being.

Health: Health is a dynamic process of interactions among forces in the internal and the external forces. The scope of health is pandimensional and fluctuates in response to internal and external environmental factors. A person in optimal health is in a state of physical, psychological, spiritual, and sociocultural harmony. Health promotion and maintenance, illness prevention and care, and rehabilitation are personal and societal obligations. Judicious use of human, environmental, and economic resources by each individual, family group, and community influences health. Each person has the right to health care and the responsibility to participate in health-related decisions and activities to the best of his or her capability.

Nursing: Nursing is a science and an art based on knowledge derived from a body of nursing science, the physical and social sciences, and the humanities. The practice of professional nursing is the direct and indirect service to individuals, families, groups, and communities in order to meet the patient's/client/s health needs. The goal of nursing is to help the patient/client develop to their maximum potential for health within a given context. Through the application of knowledge, critical thinking, clinical judgment, therapeutic interventions, and effective communication, the professional nurse functions in a variety of roles including--but not limited to -- care provider,

educator, advocate, manager, collaborator, leader, and researcher. The nurse demonstrates responsibility and accountability to the patient/client, to the profession of nursing, and to society.

Educational Process: Education includes both teaching and learning. Learning involves the intellectual, emotional, and psychological self. Learning is a process, which broadens one's appreciation and understanding. The outcome of the learning process may be change. The learner is an active inquirer; the teacher serves as a facilitator in the learning process. Learning involves the intellectual, emotional, and psychological self. Learning is a process, which broadens one's appreciation and understanding. The outcome of the learning process may be change. The learner is an active inquirer; the teacher serves as a facilitator in the learning process. The teaching-learning process takes place in an environment that is conducive to learning and is characterized by mutual trust, respect, and understanding. Both teacher and learner share accountability for learning and the responsibility for facilitating the process. The evaluation of student learning is collaborative between teacher and student and is conducted in an environment, which promotes understanding and growth.

Education: Education focuses upon human experiences and the ever-changing environment. Necessarily, learning is viewed as a life-long process. Individuals' talents, styles of learning, and cultural backgrounds influence the educational process.

Nursing Education: Nursing education takes place within the mainstream of collegiate education and focuses on the knowledge and practice of nursing. The faculty provide sequences of instruction and experiential activities to enhance critical thinking, communication, and development of abilities in therapeutic nursing interventions. Activities are designed to direct learning from simple to complex, from concrete to abstract, from direction following to problem solving to creative synthesis. The faculty is committed to creating an educational climate, which encourages the students to attain their maximum potential and fosters competence, creativity, and intellectual inquiry. Nurses prepared at the baccalaureate level use the nursing process to provide care to individuals, families, groups, and communities. They demonstrate leadership and management skills and the ability to work collaboratively with patients/clients and colleagues. Through the systematic evaluation of current nursing practice and thoughtful application of research findings, the nurse fosters quality improvements in nursing care. As a health care professional, the nurse has direct impact on health care delivery. Nursing practice must be legal and ethical and reflect existing standards of the nursing profession. Nurses prepared at the graduate level build upon their undergraduate education and are able to expand the application of the nursing process in order to function in advanced practice roles. Graduate level responsibilities include leadership, administration, advanced clinical practice, teaching, and research. These responsibilities are directed toward influencing nursing practice as well as health care policy.

Reaffirmed 3/07/11; 01/09/14; 11/06/14

SCHOOL OF NURSING MISSION STATEMENT

The mission of NMSU School of Nursing is to promote health and improve the quality of life in the people of New Mexico through nursing education, research, practice, and public service recognizing the state's multicultural heritage and dynamic border environment. The mission of the School of Nursing reflects a commitment to the mission of the university and the standards of professional nursing practice by demonstrating excellence in nursing education, research, practice, and public service.

The primary responsibility of the School of Nursing is to provide the highest quality professional nursing education including preparation for practice at the undergraduate BSN, and graduate MSN and doctoral levels. The intent reflects a commitment to the attainment of excellence in practice by designing innovative and challenging educational experiences valuing diversity, providing evidence based nursing care, and fostering lifelong learning for the professional nurse in a multicultural society. The faculty provides instructional strategies responsive to student needs for greater delivery of multimedia methods and distance education.

Mission Statement Revision Date 2/6/06, Reaffirmed 3/07/11; 01/09/1; 11/06/14

SCHOOL OF NURSING GOALS

The Faculty in the School of Nursing at New Mexico State University supports the following goals:

1. Provide a rigorous education to support a comprehensive core of knowledge and professional skills for students at baccalaureate and graduate levels that prepares them for professional practice roles.
2. Offer students educational opportunities that enable them to function in emerging nursing roles in health care including those in practice, leadership, management, and health promotion.
3. Recruit and retain students and faculty from diverse racial, ethnic, and cultural backgrounds.
4. Provide educational experiences that acknowledge, support and advance health care for vulnerable and disparate populations.
5. Promote, participate, and collaborate in scientific inquiry, clinical reasoning and judgment, research utilization, and evidence-based practice related to issues in health and nursing care.
6. Demonstrate leadership in identifying and addressing a range of health care issues in the local, regional, national, and global community.
7. Demonstrate and promote responsibility, safety, and accountability in nursing education, research, outreach, and practice.
8. Achieve competence in the use of technological and communication resources related to health care and the professional role.
9. Promote the highest ethical standards at all levels of nursing education, research, outreach, and practice.

SON Goals Revised: 4/8/2010, Reaffirmed 3/07/11; 01/09/14; 11/06/14

ACADEMIC PROGRAM OUTCOME COMPETENCIES

BSN Outcome Competencies

Upon completion of the program, the baccalaureate graduate is expected to:

1. Synthesize knowledge from nursing and liberal education in the application of nursing practice as a generalist.
2. Demonstrate responsibility and accountability in the practice of professional nursing through the application of nursing standards, quality of care, and patient safety.
3. Apply the results of scholarly research through research utilization and evidence based nursing practice to provide quality nursing care.
4. Demonstrate knowledge and basic competence in the use of resources related to health care, information management, and application of patient care technology.
5. Critique current issues and trends in health care policy, finance, and regulatory environments.
6. Demonstrate effective written, oral, non-verbal, and electronic communication in the practice of professional nursing including collaboration with other health care professionals.
7. Facilitate patients' optimal adaptation through health promotion and disease prevention at the individual, family, group, community, and population levels.
8. Apply professionalism and professional values of altruism, autonomy, human dignity, integrity, and social justice in the nursing care of patients.
9. Utilize the nursing process as a unifying framework for the delivery of nursing care to patient across the lifespan and the continuum of health care environments.
10. Analyze and apply holistic concepts to the nursing care of patients in the local, national, and international communities.

Initial Approval 11/30/92; Revised, 9/13/93; Approved 9/27/93; Revised/Approved 10/11/93; Revised/Approved 5/13/96; Revised/Approved 10/26/98; Revised/Approved 5/16/2000; Revised/Approved 11/02/2009, reaffirmed: 01/09/14; 11/06/14

MSN Program Outcome Competencies

Upon completion of the MSN program in Nursing, the graduate is prepared to:

1. Incorporate advanced knowledge and theoretical frameworks from the biophysical, psychosocial, and nursing sciences to promote and maintain human health through advanced specialty practice, education, or administration.
2. Demonstrate competence and critical thinking in the advanced-practice roles of clinical nurse specialist, nurse practitioner, or nurse administrator.
3. Identify researchable problems, participate in basic and applied research, and direct colleagues in the development of research-based practice and research utilization.
4. Collaborate in the use of therapeutic nursing strategies and interventions in health promotion, disease prevention, and illness care of individuals, families, groups, and communities in multi cultural settings.
5. Assume leadership positions and develop collaborative relationships to identify policy issues addressing access to economically responsible, quality health care.
6. Demonstrate cultural, ethical, legal, and professional competence in advanced-practice nursing roles.
7. Demonstrate communication competence using effective written, verbal, nonverbal, and electronic modalities in advanced-practice nursing roles.
8. Demonstrate knowledge and competence in the use of technological resources related to health care, which includes, but is not limited to, electronic communication, computer use, and web research skills.

Approved 11/13/95
Revised: 11/13/97; 2/15/99; 2/28/00
Reaffirmed: 01/09/14; 11/06/14

PhD Program Outcome Competencies

The intent of the doctoral program is to prepare individuals who can assume leadership roles in academia, including the scholarship of teaching, research, and professional service. The focus of the program is on nursing scholarship. It is expected that graduates will facilitate the development of new knowledge and nursing education that is directed at improving nursing care outcomes for individuals, families, communities, and systems in populations with health care disparities. An empowerment/social justice framework guides our distinctive emphasis given the proximity of NMSU to the US/Mexico border.

Upon completion of the PhD in Nursing, the graduate is prepared to:

1. Pursue intellectual inquiry and conduct independent research for the purpose of extending knowledge.
2. Examine leadership skills for dealing with social, ethical, cultural, economic and political issues related to nursing, health care, research and education.
3. Evaluate the historical, theoretical and philosophical foundations in the development of nursing knowledge.
4. Utilize models for empowerment and social justice in the exploration of opportunities for scholarly development in the nursing profession.
5. Integrate knowledge from nursing and other disciplines to address problems in health disparities.

2006; reaffirmed: 01/09/14; 11/06/14

DNP Outcome Competencies

1. Integrate, synthesize, design, and translate theory & research based nursing and interdisciplinary knowledge to develop and evolve advanced practice nursing.
2. Develop and evaluate care delivery ensuring quality health care and patient safety within an ethical framework.
3. Design, deliver, direct, and disseminate evidence-based practices.
4. Use information systems/technology to select, use, and evaluate programs of care, outcomes of care, and care systems.
5. Advocate for health care practice/system changes through policy development, implementation, and evaluation.
6. Employ effective communication, collaboration, consultative, and leadership skills to promote positive client and health organization outcomes.
7. Integrate principles of clinical prevention, biostatistics, population health, and cultural competence into their advanced practice-nursing role.
8. Implement the advanced practice-nursing role in accordance with national standards.

Approved 3/20/08, 5/08, 12/21/2010, 01/09/14

ORGANIZATIONAL CHART, FACULTY/STAFF, AND STRATEGIC PLAN

Under the direction of the Enriquez Professor, Associate Dean & Director, School of Nursing, the Associate Professor, Assistant Dean & Associate Director SON, Associate Directors, Nursing Faculty, and School of Nursing Staff work together to provide a wide variety of options for the beginning, degree completion, and advanced nursing student. Our geographical location along the United States Mexico Border and excellent programs allow nursing students unique opportunities to advance their nursing skills and nursing education facilitated by dedicated expert faculty clinicians. Our programs and student enrollment have grown in answer to continuing community and state needs through the efforts of these dedicated professionals. The organizational chart, faculty staff list, and strategic plan are found in the Appendix.

**NEW MEXICO STATE UNIVERSITY
COLLEGE OF HEALTH AND SOCIAL SERVICES
SCHOOL OF NURSING
NURSING FACULTY ORGANIZATION BYLAWS**

Article I

NAME

Section 1. The name of this organization is Nursing Faculty Organization.

Article II

PURPOSE

Section 1. The purpose of the Nursing Faculty Organization is to provide for planning, communication, coordination, and evaluation of policies pertaining to the nursing faculty and students and the organization's interaction with the College of Health and Social Services and New Mexico State University (NMSU).

Article III

MEMBERSHIP

Section 1. All full-time faculty in the School of Nursing are voting members of this organization. Part time faculty who teach 6 or more credit hours during a semester are also voting members during that semester. Part time faculty members who are teaching less than 6 hours are encouraged to attend meetings, but have no vote.

Article IV

OFFICERS AND THEIR DUTIES

Section 1. The Associate Dean and Director of the School of Nursing, NMSU convenes the Nursing Faculty Organization Meeting. The Associate Dean and Director is an ex-officio member of all standing committees. The Associate Directors of the School of Nursing convene the graduate and undergraduate program meetings. Standing committees elect a chairperson. The parliamentarian is appointed and approved by a majority of the faculty members on the committee.

Section 2. The duties of the chairperson or convener are but not limited to:

- 2.1. Calls and facilitates the meetings
- 2.2. Sets the agenda
- 2.3. Regularly reports activities to faculty
- 2.4. Votes only in case of a tie vote

Section 3. The School of Nursing Administrative Secretary will record and distribute minutes for the Nursing Faculty Organization Meeting.

- 3.1. The secretary will record the minutes.
- 3.2. The secretary distributes the minutes to all members-within ten working days after a scheduled or called meeting.

- 3.3. The secretary will send an electronic copy of the minutes and handouts to the Faculty Affairs Chairman to be posted on the School of Nursing Faculty Group Website.
- 3.4. The School of Nursing Secretary will distribute the agenda 3 days prior to regular meetings.

Article V

MEETINGS

Section 1. Meetings are scheduled monthly. Additional meetings may be called by the chairperson as the need arises.

Section 2. Agenda and Minutes:

- 2.1. Faculty members may contribute items to the agenda by submitting them to the chairperson one week prior to the meeting. Faculty members may also add agenda items at the beginning of each meeting at the discretion of the chairperson/convener or by a majority faculty vote.
- 2.2. The agenda is distributed to all organization members at least 3 days before each meeting.
- 2.3. The original agenda and all organization minutes will be kept in a master file in the School of Nursing and available on the School of Nursing Faculty Group Website.

Section 3. A quorum is the majority (50% plus 1 member) of the-eligible voting organization membership.

Article VI

STANDING COMMITTEES

Section 1. The standing committees are of two types: Program Committees and School of Nursing committees. The Graduate Programs and Bachelor of Science in Nursing (B.S.N.) Programs shall have a Program Committee. The other School of Nursing standing committees shall be the Faculty Affairs Committee, the Student Affairs Committee, the Promotion and Tenure Committee, and the Evaluation Committee.

Section 2. General guidelines for all standing committees:

- 2.1. Eligibility for membership to standing committees will be determined by the Faculty Affairs Committee in consultation with the Associate Dean and Director of the School of Nursing. Faculty members of standing committees shall be approved at the final meeting of the Nursing Faculty Organization for the academic year from a slate prepared by the Faculty Affairs Committee. The Faculty Affairs Committee will fill any faculty vacancy on any committee in consultation with the School of Nursing Associate Dean and Director.
- 2.2. The Associate Director of Undergraduate Programs will convene the BSN committee. The Associate Director for Graduate Programs will convene the Graduate Committee. All other committee chairs will be elected by committee members at the first committee meeting of the academic year. The committee chair from the previous academic year will convene the first meeting of the new academic year.

2.2.1. Full time faculty are eligible to serve as chairperson or secretary of a standing committee.

2.3. The chairperson shall:

- Prepare the agenda
- Call and convene the meetings
- Present recommendations and reports to the Nursing Faculty Organization.
- Approve committee minutes prior to distribution to members
- Prepare a written annual report of committee activities and recommendations for continued work.
- Present an annual committee report at the last meeting at end of the academic year to the Faculty Organization
- Ensure the recording and preparation of minutes of committee meetings.
- Minutes will be kept in a master file in the administrative office of the School of Nursing and are available to faculty and staff on the School of Nursing Faculty Group Website.
- Student members of committees must be in good academic standing and must have passed all nursing courses with a C or better. Student members of committees may vote but may not serve as chairperson or secretary.

2.4. The functions of all standing committees include, but are not limited to, those delineated.

2.5. The Faculty Affairs Committee assumes responsibility for filling vacancies in unexpired committee members terms in consultation with the Associate Dean and Director of the School of Nursing.

Section 3. PROGRAM COMMITTEES:

3.1. B.S.N. Program Committee

3.1.1. Purpose: The B.S.N. Program Committee shall be responsible for the B.S.N. curriculum and defining policies regarding admission to and progression within the B.S.N. program.

3.1.2. Functions:

- Make decisions about student requests for exemptions from admission and progression policies, and act upon admission applications to the B.S.N. program.
- Review, revise, and evaluate the program curriculum and the program admission and progression policies in a systematic manner.
- Recommend policies regarding admission to and progression within the B.S.N. program options.

- Recommend policies for probation and disciplinary actions within the B.S.N. program.
- Review-applicants for admission and select new student candidates from pools of applicants.
- Prepare, review, and revise the advising guidelines for students in the B.S.N. program.
- Review recommendations from faculty and determine probationary status of students.
- Participate in an annual faculty-wide B.S.N. curriculum review.
- Review and recommend updates to the BSN program.
- Review scholarship applications and make recommendations to the Associate Dean and Director.

3.1.3. Membership:

The B.S.N. Program Committee shall be comprised of the SON Associate Director of Undergraduate Studies, a representative from all BSN specialty options, and a minimum of three additional eligible faculty.

- Student representation shall include one student from each BSN program option.
- Student members will not attend or participate when admission applications are acted upon or when deliberations related to individual student progression take place.
- The Associate Director of Undergraduate Studies shall convene and set the agenda for meetings.

3.2. Graduate Programs Committee

3.2.1. Purposes:

The Graduate Committee shall be responsible for graduate curricula and defining policies regarding admission to and progression within the graduate programs.

3.2.2. Functions:

- Make decisions about student requests for exemptions from admission and progression policies.
- Act upon admission applications to graduate programs.
- Review, revise, and evaluate the program curriculum and the program admission and progression policies in a systematic manner.
- Recommend policies to program faculty for admission to and

progression within the Graduate programs.

- Recommend policies to program faculty for probation and disciplinary actions within the Graduate programs.
- Review applications for admission and select new graduate candidates from the pool of applicants.
- Prepare, review, and revise the graduate programs manual used by faculty to advise students in graduate program.
- Review recommendations from faculty and determine probationary status of students.
- Review graduate scholarship applications and make recommendations to the Associate Dean and Director.

3.2.3. Membership:

- The Graduate Programs Committee shall be composed of the Graduate Program Associate Director, a minimum of three faculty with NMSU graduate faculty status, and representatives from all graduate program levels.
- Student representation shall include one student from each graduate level.
- Student members will not attend or participate when admission applications are acted upon or when deliberations related to individual student progression take place.
- The Associate Director for Graduate Studies shall convene and set the agenda for graduate committee meetings.

3.3 Doctorate of Nurse Practice Committee

3.3.1 Purpose:

The D.N.P. Practice Committee shall be responsible for the D.N.P curriculum and defining policies regarding admission to and progression within the D.N.P program. In addition to current practice nurse, competencies that are intended to be used in conjunction with and build upon the graduate and APRN core competencies outlined in the AACN (2006) Essentials of Doctoral Education for Advanced Nursing Practice or the AACN (1996) Essentials of Master's Education for Advanced Practice Nursing.

3.3.2 Function:

- Ensure clinical practicing nurse and practitioner has demonstrated their skills in providing high quality care to their patients regardless of gender, age or socio-economic status.

- Ensure Skilled clinical practice is maintained as the foundation of all DNP educational programs
- Ensure accreditation standards need to be maintained to confirm the preparation of safe, highly qualified clinicians who can be certified and recognized in the regulatory area

3.3.3 Membership

- The DNP committee shall be composed of the Graduate Assistant Director, DNP Coordinator a minimum of three faculty members with NMSU graduate faculty and practice status.
- The DNP Coordinator for DNP program shall convene and set the agenda for the DNP committee meetings

Section 4. SCHOOL OF NURSING COMMITTEES:

4.1. Faculty Affairs Committee

4.1.1. Purpose:

To promote faculty scholarly and professional development, communication, and welfare.

4.1.2. Functions:

- Facilitate current communication of committee minutes, committee reports, orientation resources, and research resources, and faculty development resources via the web-based faculty group website.
- Prepare a slate of eligible faculty nominees in consultation with the Associate Dean and Director of the School of Nursing for each of the standing committees.
- Preside over approval of committee membership at the first meeting of the Faculty Organization Committee in the beginning of the new academic year.
- Distribute committee membership lists to all Nursing Faculty Organization members via a web-based faculty group website.
- Fill any faculty vacancy on any committee in consultation with the School of Nursing Associate Dean and Director.
- Recommend policies to the Nursing Faculty Organization and develop guidelines to support faculty scholarly and professional development and welfare.
- Assess the need, recommend, and oversee implementation of educational programs and social functions for faculty.
- Oversee the faculty orientation process and evaluation via the web-based faculty group website and report the results to the chair of the evaluation committee.

- Review and recommend revisions of the School of Nursing Faculty Handbook annually.
- Review the Nursing Faculty Organization Bylaws annually. Solicit, accept, and propose revisions and amendments to the Bylaws.
- Distribute proposed Nursing Faculty Organization Bylaws changes to Nursing Faculty Organization membership.
- Review faculty evaluation processes and present recommended changes to the P&T committee and Associate Dean and Director of the School of Nursing.

4.1.3. Membership:

The committee shall be comprised of a minimum of three eligible faculty members.

4.2. Student Affairs Committee

4.2.1. Purposes:

To promote student services, student recognition, academic standards, and students' rights and responsibilities.

To serve as a liaison between students, the Student Nurses Association, and faculty.

4.2.2. Functions:

- Promote student services, academic standards, and students' rights and responsibilities.
- Coordinate with program directors and faculty in planning the student recognition ceremony.
- Recommend policies to the Nursing Faculty Organization regarding general student welfare.
- Recommends a faculty advisor for and provides technical assistance to the Student Nurses Association at NMSU.

4.2.3. Membership:

The committee shall be comprised of a minimum of three eligible faculty members, one student enrolled in each graduate program option and one student enrolled in the each of the undergraduate program options.

- The Student Nurses Association Faculty Advisor shall be a member of the Student Affairs Committee.

4.3. Evaluation Committee

4.3.1. Purpose:

To develop, review, and assure implementation of the total program evaluation plan.

4.3.2. Functions:

- Review and recommend to Program Directors and Nursing Faculty Organization the School of Nursing evaluation plan and its revision to be presented in the Fall semester of each year.
- Develop evaluation tools and processes for **School of Nursing** evaluation activities.
- Oversee collection and use of evaluation data.
- Maintain a calendar of evaluation activities and direct implementation of these activities.

4.3.3. Membership:

The committee shall be comprised of at least three eligible faculty members and shall include both graduate and undergraduate faculty

4.4. Promotion and Tenure Committee

4.4.1. The purposes and functions of this committee are prescribed by the New Mexico State University Policy Manual.
<http://www.nmsu.edu/manual/policies-and-procedures.html/policies-and-procedures.html>

4.4.2. Membership:

The committee shall be comprised of all tenured faculty and representative from college faculty.

Article VII

AD HOC COMMITTEES

Section 1. Ad Hoc committees may be called into existence by the chairperson of the organization, by an organization standing committee, or by a two-thirds vote of the organization members, to deal with a specific issue, problem or concern. The members are appointed by the body establishing the committee. After attending to the issue, the committee makes a report and a recommendation to the originator of the committee. The committee dissolves upon completion of the assigned task.

Section 2. Membership on Ad Hoc committees will be determined by the needs of the committee.

Section 3. Officers and their duties shall be as prescribed for all standing committees of the organization.

Article VIII

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order (Simplified version), shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article IX

AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any regular or called meeting of the Nursing Faculty Organization provided the proposed amendments have been distributed to all members five working days prior to the meeting. A quorum must be present for a vote. See Article V Section 3.

Original Faculty Organization Bylaws Adopted: 1976, Revised: April, 1980, Revised: April 25, 1983, Revised: March 17, 1986, Proposed Draft (Complete bylaws revision): September 5, 1986, Adopted: September 22, 1986, Revisions Proposed: April 20, 1987, Adopted: May 4, 1987, Revisions Proposed: March 21, 1988, Adopted: March 28, 1988, Revisions Proposed: April 25, 1988, Adopted: May 9, 1988, Revisions Proposed: March 19, 1990 Adopted: April 16, 1990, Revisions Proposed: March 18, 1991, Adopted: April 15, 1991 Revisions Proposed: March 16, 1992, Adopted: April 20, 1992, Editorial Revisions: April 7, 1993, Revisions Proposed: April 26, 1993, Adopted: August 30, 1993, Revisions Proposed: April 28, 1995, Adopted: May 9, 1995. Revisions Proposed: August 21, 1995, Adopted: August 28, 1995. Revisions Proposed: August 28, 1995, Adopted: September 11, 1995, Revisions Proposed: November 8, 1995, Adopted: November 20, 1995, Revisions Proposed: September 8, 1996, Adopted: September 30, 1996, Revisions Proposed: April 14, 1997, Adopted: May 12, 1997, Revisions Proposed: May 12, 1997, Adopted: August 19, 1997, Revisions Proposed: October 8, 1998, Adopted: November 23, 1998, Revisions Proposed: September 14, 1999, Adopted: September 27, 1999, Revisions Proposed: November 24, 2002, Adopted: December, 2002, Revisions Proposed: February 10, 2003 Adopted: February 24, 2003, Revisions Proposed: April 2005, Adopted: May 10, 2005 Revisions Proposed: April 2006, Adopted: May 15, 2006. Revisions Proposed: February 2009, Adopted: February 2, 2009. Revisions Proposed: November 2010. Adopted: December 6, 2010. Reaffirmed: 01/11/14; 11/06/14

FACULTY AND FACULTY MATTERS

Policies and information related to faculty and faculty/student matters are located in the following:

1. *New Mexico State University Policy Manual* (Available online at <http://www.nmsu.edu/manual/policies-and-procedures.html>)
2. College of Health and Social Services **Statement of Tenure and Promotion** (Incorporated into NMSU Policy manual online at <http://www.nmsu.edu/manual/policies-and-procedures.html>, Chapter 5); CH&SS <http://chss.nmsu.edu/faculty-and-staff/faculty/> and School of Nursing P&T documents available at <http://learn.nmsu.edu>, School of Nursing Faculty Group online site
3. *School of Nursing Faculty Handbook*; <http://learn.nmsu.edu>, School of Nursing Faculty Group online site and in main nursing office.
4. *NMSU Undergraduate Catalog*; <http://nmsu.smartcatalogiq.com/en/2014-2015/Undergraduate-Catalog>
5. *NMSU Graduate Catalog*; <http://nmsu.smartcatalogiq.com/en/2014-2015/Graduate-Catalog>
6. *NMSU Student Handbook*; <http://deanofstudents.nmsu.edu/student-handbook/>
7. School of Nursing *Student Handbook for the Baccalaureate Program*; MSN Program, DNP Program and PhD Program: <http://schoolofnursing.nmsu.edu/advising-in-the-son/>. Handbooks are located at the bottom of the screen on the right corner.
8. The *NMSU Policy Manual* is available on the NMSU homepage: <http://manual.nmsu.edu/> Each faculty member is furnished with a copy of the NMSU Undergraduate Catalog and NMSU Graduate Catalog. The NMSU Student Handbook is available online through the NMSU home page.

Faculty Rights and Responsibilities

In line with the mission statement of New Mexico State University, a high quality of instruction, research, and service consisting of university, professional and community activities is expected of faculty members. During these activities faculty are granted academic freedom. However, the profession and the university have the most to lose from the withdrawal of public trust if the concept of academic freedom is abused. Therefore it is best to balance the issues surrounding academic freedom with responsibility (*NMSU Policy Manual*, Academic Freedom, Section 5.05).

Responsibilities

1. Office Hours

Each faculty member is responsible to have office hours clearly posted and to be present during these times (*NMSU Policy Handbook* (<http://www.nmsu.edu/manual/policies-and-procedures.html>); Office Hours-Section 5.84)).

- Faculty may use both open office hours (when faculty member is expected to be in office) and by appointment hours. Both full time and part time faculty are required to post office hours that consider students' need to have faculty available for consultation.
- Faculty with distance education courses must establish open office hours as well, which may include using technology for student access.

- The number of hours and location/mechanism for open office hours is a function of the number of credit hours taught and the context of the courses.

2. **Absences**

Each faculty member is expected to meet classes or clinical as scheduled or to notify the appropriate supervisor if unable to meet these or other School of Nursing responsibilities. For additional information faculty members are referred to sections on travel and illness.

3. **Cancellation of Classes/Movement of Class Location**

Cancellation or movement of classes or clinical must be approved by the School of Nursing director according to university policy (*NMSU Policy Manual* <http://www.nmsu.edu/manual/policies-and-procedures.html> section 6.20).

Faculty Appointment

The faculty is composed of individuals classified as tenured, tenure-track and college faculty. College faculty can be full or part-time. Faculty in the School of Nursing may hold the following titles:

Tenured	Tenured Track Faculty	Non-Tenured Full Time College Faculty	Appointed Faculty
Professor	Professor	College Professor	Adjunct Professor
Associate Professor	Associate Professor	College Associate Professor	Adjunct Associate Professor
Assistant Professor	Assistant Professor	College Assistant Professor	Adjunct Assistant Professor
Instructor	Instructor	College Instructor	Adjunct Instructor

The academic title is determined by University established criteria for that rank. The complete guidelines are available in the *NMSU Policy Manual* <http://www.nmsu.edu/manual/policies-and-procedures.html> under appointments (Section 5.15).

Promotion

Eligibility for promotion to the next academic rank is based upon established criteria for that rank. University promotion guidelines are stated in the *NMSU Policy Manual* <http://www.nmsu.edu/manual/policies-and-procedures.html> (Section 5.90). Specific guidelines for tenure and tenure-track positions have been developed by tenured college and Son of Nursing faculty and are available in Appendix F. IAW university policy (source) restricts the employment of part time (non-regular faculty) at .5 FTE or higher to two academic years. Beyond that point, such faculty can only be hired at less than .5 FTC. An option for those individuals is to apply for a regular college position, when such are advertised.

Tenure & Promotion

Guidelines for granting of tenure (continuous contract) or for termination of employment are outlined in the *NMSU Policy Manual* <http://www.nmsu.edu/manual/policies-and-procedures.html> (Chapter 5) under contracts. The College of Health and Social Services Promotion and Tenures Guidelines can be found on the college website: <http://chss.nmsu.edu/faculty-and-staff/faculty/>

Ongoing assistance will be provided to faculty members by the School of Nursing Promotion and Tenure Committee to ensure that faculty members are progressing in their academic career. The School of Nursing Promotion and Tenure guidelines are found in this School of Nursing Faculty Handbook Appendix and on the School of Nursing Faculty Group Website at: <http://learn.nmsu.edu>

Faculty Assignments

Faculty workloads are determined in accordance with policy at New Mexico State University (*NMSU Policy Manual* <http://www.nmsu.edu/manual/policies-and-procedures.html> Chapter 5). Faculty members will meet individually with the School of Nursing Director to determine individual workloads and assignments. Faculty assignment is based on teaching, non-credit teaching, research and creative endeavors, professional and public service, and internal university activities such as counseling, committees and administrative duties. The teaching loads may vary depending upon School of Nursing needs; however, normal teaching loads for full time faculty without external funding are 12 credit hours/semester for college faculty and, with School of Nursing Director approval of submitted scholarly activity plan, 9 credit hours/semester for tenure/tenure-track faculty. Assignments for new tenure track faculty and college faculty will be adjusted individually and based on their past teaching experience. Committee assignment will be made as appropriate. For more complete information see *NMSU Policy Manual* (<http://www.nmsu.edu/manual/policies-and-procedures.html>, Chapter 5), Faculty Assignment Policy.

Evaluation

The faculty is committed to the continuous monitoring and upgrading of the quality of the nursing curriculum and instruction. A comprehensive School of Nursing evaluation plan has been developed and is available to all faculty online at the Canvas School of Nursing Faculty Group Site. Individual faculty participates in this process by conducting course, clinical, and classroom evaluations in courses for which they are responsible. Annual self evaluations are conducted within the School of Nursing, and there is an administrative evaluation. A periodic peer evaluation is recommended.

Evaluation forms used in all aspects of program evaluation are available through the School of Nursing office. Copies of the Evaluation Statements can be found on the Faculty Group Web-site and in the Faculty Handbook appendix.

1. Student Evaluation of Nursing Courses, Classroom Teaching, and Clinical Teaching and Experience

Students are asked to evaluate all nursing courses and faculty classroom and clinical teaching each semester. The evaluation forms are administered online by a staff member of the School of Nursing. The results are compiled by administrative staff and sent to individual faculty members via NMSU email. Faculty members will complete a course evaluation for each

course they are teaching. The evaluation forms are located in Appendix and on the online at Faculty Group site.

2. **Peer Evaluation**

Peer review is a means of encouraging accountability, improving standards of practice and the quality of instruction. The peer review process includes a critical appraisal by one faculty member of another faculty member's teaching effectiveness. The process should be viewed as a skillful, objective judgment of the merit and integrity of one's teaching and as a collaborative process to offer suggestions for the improvement of teaching. See Peer Evaluation at <http://learn.nmsu.edu> on the SON Faculty Group website.

The suggested plan for carrying out this process is as follows:

- a. Each faculty member shall be reviewed by a peer periodically.
- b. The faculty member chooses one other faculty member to review and critique the course outline and syllabus used in the course of the member being reviewed.
- c. The reviewed and the reviewer will agree on the particular class(es) to be visited.
- d. The reviewer should be familiar with the peer review tool on line and in appendix. Any questions regarding the course objectives and syllabus should be asked of the reviewed instructor prior to the actual review.
- e. The reviewer completes the "Peer Review of Classroom Teaching" form and discusses the evaluation with the reviewed faculty member. Suggestions for change and positive plans are the focus of this discussion.
- f. The document can be included with the faculty member's "Faculty Annual Performance Report."

3. **Self-Evaluation**

Self-evaluation is required annually by the University of every faculty member. A factual format is provided and is called the "Faculty Annual Performance Report." The self evaluation forms for tenure, tenure-track, and college faculty are located online at the SON Faculty Group site at <http://learn.nmsu.edu>. This report is based on the calendar year and is submitted to the School of Nursing Director annually.

4. **Administrative Evaluation**

Faculty Evaluation of the Director of Nursing and Dean of CH&SS is determined by according to University Policy (<http://www.nmsu.edu/manual/policies-and-procedures.html>).

Personnel Folders

Faculty Personnel folders should contain the following items:

1. Current curriculum vitae is to be sent to the School of Nursing administrative secretary.
2. Official transcript validating highest degree earned and highest nursing degree (if highest degree is not in nursing).
3. Documentation of current New Mexico or Texas nursing license or license from other compact state if instructor's residence is not in New Mexico or Texas. Advanced Practice Nursing License as appropriate.
4. Copy of national certification(s).
5. Current evidence of laboratory tests and/or immunizations required by specific clinical agencies and background check
6. Current contract or copy of continuous contract
7. Faculty Annual Performance Report
8. Copy of current CPR Certificate
9. Goals for the year
10. Administrative Evaluation.

Curriculum Vitae

Faculty members are responsible for maintaining and updating their curriculum vitae yearly. The approved format for Curriculum Vitae of nursing faculty members is found online at the School of Nursing Faculty Group Site or <http://digitalmeasures.nmsu.edu/> under School of nursing forms and in the appendix.

Educational Opportunities for Employee and Family

Refer to *NMSU Policy Manual* (<http://www.nmsu.edu/manual/policies-and-procedures.html>, Chapter 7)

Leaves, Retirement

Information regarding sick time, leaves, vacation and retirement may be found in the *NMSU Policy Manual* (<http://www.nmsu.edu/manual/policies-and-procedures.html>, Chapter 7). Faculty on academic year appointments (9 months) do not earn annual or sick leave.

Travel Policy and Procedure

All plans for in-state and out-of-state travel must be approved by the School of Nursing Director as far in advance as possible. A travel form must be completed and submitted to the School of Nursing Director.

Travel funds fall into several categories:

1. **Official travel related to clinical assignments.** No per diem is provided for this category. Reimbursement mileage requests for this category of travel are due the 10th of each month for the month prior.

- a. Faculty members may usually be paid for traveling between sites on clinical days (such as community-based courses where students may be at several sites simultaneously).
- b. Las Cruces faculty traveling to site outside of Las Cruces (e.g. El Paso or Deming).

2. Travel for School of Nursing Business

- a. Reimbursement requires prior approval of the department chair.
- b. Faculty member must use economic transportation.
- c. Meetings as far away as Albuquerque that are less than or equal to 4 hours will not include any reimbursement for overnight stay.

3. Conference Travel (with or without presentation)

- a. Reimbursement is dependent on prior approval of the School of Nursing Director.
- b. Priority will be given for those doing presentations at a conference.
- c. Conference travel funds are limited; acceptance of an abstract for a presentation does not automatically qualify conference travel for funding from the department.
- d. Reimbursement of costs are limited to established rates as set by the university, regardless of the actual cost, of such expenses as hotel.
- e. Faculty may be asked to present conference proceedings to other members of the School of Nursing.
- f. If funding is requested for travel, the faculty member must also submit the "Professional Travel Request" available under School of Nursing Forms on online Faculty Group School of Nursing Site at <http://learn.nmsu.edu>.
- g. For assistance in determining the costs of travel and per diem, contact the School of Nursing Administrative Secretary.

Illness, Other Emergencies, and Campus Health Center

1. Refer to *NMSU Policy Manual* (<http://www.nmsu.edu/manual/policies-and-procedures.html>, Chapter 7) for description of leaves.
2. If unable to meet class or clinical obligations due to illness or other emergency, the faculty member must notify the Program Coordinator and the clinical agency. If the nature of the illness or emergency does not allow notification of the clinical agency and any other relevant parties, the Program Coordinator will be responsible for these notifications.
3. Report all injuries that occur during working hours to the School of Nursing Secretary. Many clinical and community agencies also require a written report of all injuries and incidents that occur while students and faculty are on the premises. Supervising faculty are responsible for coordinating with agencies in the case of injuries occurring on premises outside of NMSU campus and for reporting to School of Nursing. Complete the Unusual Occurrence, Injury

or Incident Form located on the School of Nursing Faculty Group site under School of Nursing Forms.

4. **The Campus Health Center** provides outpatient, on campus medical support for NMSU employees, dependents (enrolled in health insurance), and retirees. See services available at: <http://wellness.nmsu.edu/>

Licensure

Faculty in the Department of Nursing are expected to meet professional licensure requirements in accordance with the New Mexico Nurse Practice Act and Rules and Regulations of the New Mexico Board of Nursing. A copy of the Nurse Practice Act and Rules and Regulations may be found at the New Mexico Board of Nursing website: <http://www.bon.state.nm.us/rules.php>.

The address and telephone number of the New Mexico Board of Nursing is:
<http://www.bon.state.nm.us/>

New Mexico Board of Nursing
6301 Indian School NE, Suite 710
Albuquerque, New Mexico 87110
Phone: (505) 841-8340
Fax: (505) 841-8347

Faculty whose primary residence is in Texas or other licensure compact state must also meet licensure requirements for their home state in accordance with that state. If a faculty member's primary residence is not in New Mexico and he/she is not a resident of a licensure compact state, a New Mexico nursing license is required.

Contact information for Texas: <http://www.bne.state.tx.us/>

Board of Nurse Examiners for the State of Texas
333 Guadalupe #3-460
Austin, TX 78708
Phone: (512) 305-7400

Professional Liability Insurance

Each faculty member is covered under a comprehensive general liability program provided by the State of New Mexico at no cost. The maximum liability per claim in New Mexico is limited by state law, and faculty members are covered up to this amount when they are in their normal scope of duties. Normal scope of duties is defined as anything requested, required, or authorized by the institution, and includes research, education and service activities performed in the nursing faculty member role.

It is recommended that faculty members explore obtaining their own private liability insurance. Faculty members who engage in nursing practice apart from the faculty role are not covered by state comprehensive general liability and liability coverage is an individual responsibility.

Schedules

1. Faculty Members

- a. A semester schedule must be submitted by each faculty member to the secretarial staff within ten working days of the beginning of each semester. See form online at School of Nursing Faculty Group site and in appendix.
- b. Name and telephone number of clinical agency as well as classroom location must be specified.

- c. Office hours must be specified and maintained according to university policy. See University Policies 5.84, 3.70; 7.10, and 8.75. <http://www.nmsu.edu/manual/policies-and-procedures.html>

2. Classrooms

- a. University and College Classrooms: University classrooms must be scheduled through the School of Nursing Staff.
- b. Classrooms: Before the beginning of each semester the secretarial staff will post all classes scheduled for the nursing classes calendars sent by email and posted on Web sites. Faculty members wishing to schedule extra classes will contact School of Nursing Office Staff.

3. Clinical Agencies

- a. Affiliation agreements: The School of Nursing negotiates with various agencies which require formal affiliation letters of agreement. Without a current affiliation agreement, a clinical site or preceptor cannot be used for clinical experiences or practicum. Check with the administrative secretary for information needed to start agreement process. Faculty should plan clinical site usage at least 3 months in advance.
- b. Clinical Clearances: Faculty members are required to complete background check procedures and may need to complete a drug screen. Also, faculty members are required to supply and update items at the School of Nursing to fulfill the clinical clearance requirements for the assigned clinical agencies. These items need to be provided before the semester begins and be valid through the entire semester. Current information about requirements may be obtained in the School of Nursing Office or from the Clinical Coordinator.
- c. Faculty Supervision: Faculty will supervise students according to their program type and course expectations (see Faculty Supervision for BSN Students).

Faculty Development

New Mexico State University, the College of Health and Social Services, and the School of Nursing offer many opportunities for faculty development. New Mexico State University offers new faculty orientation events. Faculty are encouraged to improve their teaching skills through classes offered at the Professional Development and Training for faculty site at <http://teaching.nmsu.edu/>.

NMSU and the College of Health and Social Services offer workshops for researchers. The School of Nursing offers a formal orientation for new faculty. The process and evaluation are found online the School of Nursing Faculty Group website under Faculty orientation and Development <http://learn.nmsu.edu>.

The School of Nursing offers an Annual Simulation Workshop for School of Nursing Faculty and Community nurses to develop expertise in simulation technology. School of Nursing Faculty attend curriculum and development sessions each semester to discuss successful approaches to teaching, trouble shoot potential problems, and address other issues. Workshops and mentoring in online technologies is available through the School of Nursing and University. Continuing

education offerings are sent to faculty and links are listed online under Faculty Development on the School of Nursing Faculty Group Website at <http://learn.nmsu.edu>.

Communications

1. Mail

- a. Outgoing mail should be placed in the basket on the reception counter. Only mail related to official business as a faculty member may be charged to the departmental mailing accounts. A large-volume mailing must be financed by the individual faculty member unless the use of School of Nursing funds has been approved by the School of Nursing Director. Personal mail may not be left for pickup. Campus mail should be placed in interdepartmental envelopes and labeled with name and campus box number. Off-campus mail should have the School of Nursing fund number (available from secretaries) on the upper right corner of the envelope.
- b. Any mailing that pertains to the faculty and students the secretaries will place mail into faculty mailboxes. Packages and large items will be left on the table under the mailboxes.
- c. School of Nursing communications may be distributed into faculty mailboxes by faculty members or given to the secretary for distribution through mail or faculty/staff email lists.
- d. Every faculty member is required establish a universal login ID and an electronic mail (e-mail) account, free of charge while employed by NMSU.
- e. Students are not allowed into the area of faculty mailboxes. Students must request one of the School of Nursing secretaries to place any mail items for a faculty member. Homework or student assignments cannot be delivered to faculty mailboxes.

2. Messages or Materials for Students or faculty.

Except in genuine emergencies, the School of Nursing office staff does not handle messages for students or faculty. Email and voice messaging systems will be used. The collection of or distribution of class-related assignments/materials is not done by the School of Nursing office.

3. Telephone

- a. Telephone calls received in the School of Nursing office for individual faculty members will be forwarded to the office telephone and, as a general rule; secretaries will not make written telephone message notes. Faculty and staff should clear voice message storage regularly to allow for new messages.
- b. Private voice-mail services are available on faculty office phones.
- c. For instructions for telephone functions, such as greetings, message checking, call forwarding, and conference calling, check with School of Nursing front office staff.
- d. Out-going calls:
 1. Calls within New Mexico (including local calls): 8 + number.

2. Calls outside New Mexico: 8 (area code) + number. Long-distance calling made from School of Nursing phones should be limited to University business. Faculty members will be asked to review telephone billing records monthly to identify telephone calls that can be appropriately assigned to a specific fund (such as grant activities) and will reimburse the university for all calls that do not qualify as University business.

e. Telephone Billing

Each faculty member will receive a copy of the monthly billing for his/her telephone number. These bills are reviewed by the user and long distance call charges that are personal or should be charged to a special account (such as a grant) are marked as such. The faculty member remits the amount of personal calls to the secretary in the office who manages the billing.

4. Bulletin Boards

Two bulletin boards, near the nursing office CHSS 110 on the first floor of CHSS, are available for the posting of official notices and items of professional interest. Nothing may be posted without permission from the Dean's office and School of Nursing Director.

Contact the Skills Laboratory Coordinator to post on the two bulletin boards near the School of Nursing Laboratories H&SS Room 118.

To post on the bulletin board in the faculty break room, contact the School of Nursing Administrative Secretary.

5. **School of Nursing Faculty Group Website** is found at <http://learn.nmsu.edu>. Committee minutes, web-link, handbooks, reports, calendars, practice, research resources and other communications and material for faculty. Restricted to School of Nursing Faculty and Staff. See appendix.

Faculty Computers: Each nursing faculty member is provided with an office computer which is connected to the university network and the "World Wide Web." If you have problems with your office computer, contact the School of Nursing administrative staff. For internet or networking problems, contact the "help-desk" phone # is 6-1840. Faculty requiring computer services for which there is a charge should contact the School of Nursing administrative secretary for assistance.

Faculty members are cautioned to back up important work regularly, update virus protection software daily, and maintain protective devices, such as surge protectors.

- Each faculty member must request an email account, using instructions at <http://my.nmsu.edu>.

When a faculty member is assigned a lap top computer or other NMSU tagged inventory item that may be taken off campus in the course of their assigned duties, an "Approval for Home/Off-Campus Use of University Equipment" must be completed and filed with the administrative secretary. Contact administrative secretary to obtain form and instructions.

Office Supplies

At the end of each semester faculty members are asked to anticipate needed general office supplies and place supply requests through the administrative staff in the School of Nursing.

Photocopy Work and Typing

All requests for work given to secretarial staff should be accompanied by a request form. See appendix and School of Nursing Form at online site. <http://learn.nmsu.edu>. Special requests for typing or other work must be approved by the School of Nursing Director.

ACADEMIC MATTERS

Curriculum

The design, implementation, and evaluation of curricular offerings are a faculty responsibility. Faculty members are expected to participate in curriculum review and other sub-committee meetings which contribute to this process.

Advising

Pre-nursing advisement and official degree checks are done by the pre-nursing advisor in the School of Nursing. Advisement offices for the School of Nursing are found in Suite 132 of the Health & Social Services Building. Information about nursing and advising can be found at <http://schoolofnursing.nmsu.edu/advising-in-the-son/> phone: 646-7311 or 646-2164.

Attendance

Policies pertaining to student attendance in classroom, clinical and laboratory are identified in the respective *New Mexico State University School of Nursing Student Handbooks*. These policies are governed by those outlined in the *New Mexico State University Undergraduate and Graduate Catalogs*. Faculty are advised to review attendance stipulations in these university bulletins.

Grading Policy

Nursing Grading Scale in the old curriculum BSN Program is:

- A -- Excellent = 92 - 100
- B -- Above Average = 84 - 91
- C -- Average = 76 - 83
- D -- Failing (Below Average) = 68 - 75
- F -- Failing = below 68

Nursing Grading Scale in the NMNEC curriculum BSN Program is:

- A -- Excellent = 92 - 100
- B -- Above Average = 84 - 91
- C -- Average = 77 - 83
- D -- Failing (Below Average) = 67 - 76
- F -- Failing = below 67

The passing standard for all nursing classes is 77.

Plus signs (+) may be assigned to the two highest numerical grades, while minus signs (-) may be assigned to the two lowest numerical grades (i.e., 99 & 100 = A+, 92 & 93 = A-). Pluses and minuses are not reflected in the grade point average (GPA).

Computation of grades is a faculty prerogative and each course syllabus contains specific information about how course grades are computed. There will be no individual extra credit assignments to improve any grade and the practice of “curving” is not used for determining grades in nursing courses. Final course grades are the only grades that are rounded up.

The student must earn a grade of "C" or higher in all course work leading to the BSN degree

Graduate Grading Policy

A = 90 – 100
B = 89 – 80
C = 79 – 70

See Specific Graduate Handbooks for details at <http://schoolofnursing.nmsu.edu/advising-in-the-son/>

Use of Preceptors

Some courses in the SON may use clinical preceptors. Preceptor qualifications are determined by program and/or course leads. Designated preceptors provide input regarding student progress, but the final grade is determined by the SON faculty member responsible for the student. Specific guidelines may be found in course syllabi/clinical materials or student handbooks.

Grade Reports

“At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.” Review grading policies in undergraduate and graduate catalogs at <http://academics.nmsu.edu/>.

University policy is followed in reporting grades to the registrar for students enrolled in university courses through the Banner System according to University Policy (*NMSU Policy Manual* ; Chapter 6, section 6.7: Grade Reports).

Student grades may not be posted in public areas. Faculty members should use Canvas for grade reports to students. Student social security numbers may not be used in any way that could compromise the privacy of students.

Academic Counseling of Students

Students who encounter performance or attendance problems in didactic or clinical courses will be counseled according to the guidelines established by the undergraduate and graduate committees as detailed in the graduate and undergraduate student handbooks. Documentation of Academic counseling and other records, such as improvement plans or conditions of clinical probation are placed in the student files in the school of nursing office.

Grade Appeals

Students may appeal grades following the procedures found within undergraduate and graduate catalogs.

Disclosure of Student Records

All educational records of students enrolled in any college or department of New Mexico State University are private as stipulated by U.S. Federal Government Guidelines. Disclosure of information from educational records can be made to only those persons specifically designated by Federal regulations. Faculty should contact the School of Nursing Director before disclosing any student information.

Maintenance of Records

Student records and examinations are to be retained in the faculty member's office according to University policy. All records shall be discarded in a manner which ensures test security and student confidentiality. All papers with identifiable or private information must be cross-shredded. Student exams are kept for either one year after date created or one year after end of term for which created. See School of Nursing Records Management and Retention Document under School of Nursing Forms on the on the online School of Nursing Faculty Group Website at: <http://learn.nmsu.edu>

Records management and retention policies can be found at <http://rmr.nmsu.edu/>

Steps for disposal is located at http://rmr.nmsu.edu/disposition_destruction.html

All records shall be discarded in a manner which ensures test security and student confidentiality. Any questions about record disposal in the School of Nursing should be referred to the School of Nursing administrative secretary.

Final Exams

The nursing program curriculum requires that BSN didactic courses have a final exam and that all courses must meet during the scheduled final examination period. A student cannot be required to take more than three exams in one day. Nursing course final examination schedules are established by the School of Nursing. http://www.nmsu.edu/~registra/final_examination.html

It is recommended that clinical evaluation conferences be scheduled prior to the course final examination.

Students with Disabilities

NMSU and the School of Nursing strive to comply with the Americans With Disabilities Act of 1990, which states in part: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services. The current text of the ADA includes changes made by the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009. The ADA was originally enacted in public law format and later rearranged and published in the United States Code

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken, Director
Student Accessibility Services (SAS) - Corbett Center, Rm. 244
Phone: (575) 646-6840 E-mail: sas@nmsu.edu
Website: <http://sas.nmsu.edu/>

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on discrimination issues, Title IX, Campus SaVE Act, NMSU Policy Chapter 3.25, NMSU's complaint process, or to file a complaint contact:

Gerard Nevarez, Title IX Coordinator
Agustin Diaz, Title IX Deputy Coordinator
Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue
Phone: (575) 646-3635 E-mail: equity@nmsu.edu
Website: <http://eoe.nmsu.edu>

Religious Holy Days

Students may be excused from class and clinical assignments for religious reasons provided the instructor has been notified in advance and arrangements have been made for any missed work.

Faculty members may be excused from assignments for religious reasons provided the appropriate Program Coordinator and School of Nursing Director have been notified in advance and arrangements have been made for alternative learning experiences for the students.

Code of Ethics and Standards of Conduct

Faculty and student conduct is governed by the policies and procedures of the University. See appropriate handbook.

The American Nurses Association Code of Ethics -- will serve as a guide for ethical principles that govern each student and faculty member in nursing practice, professional conduct and relationships.

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/2110Provisions.aspx>

Students are expected to complete examinations and assignments without unauthorized assistance. Faculty members who detect violations of academic standards of conduct should consult the program directors and adhere to the guidelines in the student handbooks and university policy for disciplinary actions.

Uniforms

Policies related to uniform requirements for undergraduate students are stated in the *Student Handbook for the Baccalaureate Program*. Faculty members are responsible for implementing and maintaining these policies.

Faculty members are expected to dress appropriately in their roles as representatives of the NMSU School of Nursing, the nursing profession, and as role models for students.

A name pin identifying faculty members as representing NMSU is available to be worn with the uniform or lab coat. Agencies providing clinical experiences may require faculty and students to wear badges from that agency in addition to NMSU identification. All aspects of clinical attire must meet the standards of the hosting agency if that standard has additional requirements beyond those of the School of Nursing. Faculty members should contact the School of Nursing administrative secretary for ordering patches and name tags.

Independent Study Courses in Nursing

See college requirements and form and consult with School of Nursing Director. The Special Studies Permit (see appendix) can be obtained from the Dean's office. It must be completed and signed by SON Director and the Dean

Requests for Faculty Recommendations

Students frequently request faculty recommendations for such opportunities as student scholarships, Sigma Theta Tau applications, internship or externship programs, or employment

applications. Faculty should accommodate students, as appropriate, in these requests and produce recommendations using School of Nursing letterhead or form.

ACADEMIC SUPPORT SERVICES

Computer Support and Services

The University Computer Center is available to faculty, staff and students for support of the educational, research and administrative processes which involve computing. Policies and procedures for using services at the Computer Center and how to obtain information and assistance are detailed at the Information and Computer Technologies web site at <http://ict.nmsu.edu/>

Classes are offered periodically to instruct faculty in the use of personal computers and in updating of latest technology at a minimal cost, and discount prices are available for software. The ICT Customer Service Center can be reached at 6-1840 or at <http://ict.nmsu.edu>

The CHSS computer lab in CH&SS Room 219 is available for scheduling for class and faculty use through the Dean's Office.

Calls for computer services that require a technician to respond to a PC or laptop must be requested through the School of Nursing Secretary or designated grant specialist because of budget considerations.

The Teaching Academy

The Teaching Academy provides on-campus assistance for faculty in regard to course development and techniques of effective teaching. Facilities are available for utilization of instructional television and other media services. Access information about The Teaching Academy is located at <http://teaching.nmsu.edu>

NMSU Library <http://lib.nmsu.edu>

The University libraries are maintained primarily for the use of students, faculty, and staff members in accomplishing the mission of the university. In general, materials on the Humanities and Social Sciences are located at the Zuhl Library (call letters A - H and HM – P). Materials on Business, Science and Engineering are located at Branson Hall (call letters HA – HJ, Q – Z). Most materials related to Nursing can be found under the call letters RT. General information about the libraries may be accessed at <http://lib.nmsu.edu/aboutus.shtml> In order to check out books, faculty must have an updated faculty ID card.

General information regarding some of the services available:

1. Reserves: For information regarding placing items on reserve, go the main library website, under *Services*, click on *Reserves*.
2. Information Delivery Services: IDS is located on 1st floor of the Zuhl Library. This includes Interlibrary Loan and Delivery Services. To access this information online, go to the main library website, under *Services*, click on *Request it!*.
3. Reference Assistance: You may email questions, make an appointment to meet with a subject specialist, or use the online chat "Ask Us". From the main library website, under the *Research* heading, click on *Subject Specialists*.

4. Library Orientation and Special Instruction: A variety of services is available, including training tools and tutorials, or request an instruction session for your class. From the main library website, under *Services*, click *more*, and then click on *Library Instruction* for the services available for students and instructors.

The library makes an annual book purchase allocation from library funds to each teaching department. Nursing faculty members should submit requests for books and periodicals through the School of Nursing Library Liaison.

Research Activities Support

Special trainings are offered for faculty research support at NMSU and in the School of Nursing. The Office of the Vice President for research maintains an extensive web site at <http://research.nmsu.edu/ord/>. Website for IRB <http://research.nmsu.edu/compliance/IRB/IRB.html>

The College of Health and Social Services Research Center (CHSSRC) employs expert resources to assist with the writing of grants and other research documents. Before applying for any grant, faculty members must discuss plans with the School of Nursing Director and follow procedures within the College of Health and Social Services.

Site includes instructions for a pre-application process that allows college experts to review RFP's and provide faculty with budgetary planning and other resources for grant writing. For more information and assistance with budgetary planning, contact the Dean's office.

CHSS staff includes statisticians to assist in research activities. During the initial phases of grant writing, the staff at CHSSRC can assist faculty in accessing a statistician and in planning for statistic consultation.

Audio-Visual Materials

The School of Nursing has accumulated a library of audio-visual hardware and software for faculty and student use. AV materials are managed by the Laboratory Manager in CH&SS Room 118. Access Requests for purchase of A-V materials should be made through the School of Nursing Administrative Secretary. The request should be accompanied by the title, description, publisher's information and price of the A-V material. All requests must be coordinated with the Laboratory manager and Director of the School of Nursing.

CHSS Computer Lab

A computer lab/classroom has been opened in Room 219 of the CHSS building. These computers, which are connected to the NMSU network, are available for student use at hours posted each semester (reserving for times when classes are meeting in the lab. Faculty may reserve class sessions for use of Room 219 through the Dean's office.

The Center for Nursing Skills, Simulation, and Tutoring

The School of Nursing maintains a practice laboratory for students to practice their nursing skills on their own or with assistance from a qualified instructor. It is open at specific times, to be announced each semester. Primarily, the lab serves as a resource center for practicing skills already learned in nursing classes. Students may also be referred to the lab by School of Nursing faculty when certain skills need to be enhanced or when a student needs to repeat or make up a specific skill return demonstration. Labs are located in Rooms 118, 120, and 126 in the CHSS

building. These rooms may be scheduled for other activities when not in use for announced laboratory times by contacting Skills Laboratory Coordinator.

All laboratory practice is simulated using manikins and simulation equipment. No invasive procedures are done to students or faculty. Instructor's Request for Laboratory Assistance forms are available on the School of Nursing Forms on the online School of Nursing Faculty Group Site.

Student Success Center

The Student Success Centers are located in Hardman Hall and in the Zuhl Library. These centers provide assistance to learners to maximize their learning potential. Learning assistance is provided through individual and group programs. Students experiencing difficulties should be advised of this academic support program early. A brochure and calendar of programs is circulated each semester. Access information about the center can be found at <http://www.nmsu.edu/~cla/>.

The Student Success Center-Hardman at New Mexico State University is a centralized, university-wide academic support service for students from all disciplines, and at all levels of academic standing. Student Success Center-Hardman can help students develop the skills needed to excel in college. The Center offers UNIV Courses & Mid-Semester courses, the Freshman Year Experience (FYE) course, TRiO Programs, and more. Through Center programs, based on educational psychology and learning theory, students will increase their academic self-awareness and develop the most current learning and study strategies necessary for success in the university environment. Such strategies will also help students achieve their full potential as empowered, life-long learners. <http://cas.nmsu.edu/hardman/index.html>

Staff at the Student Success Center-Zuhl are committed to providing direct assistance to students, from all disciplines and all levels of academic standing, in order to enhance their academic achievement. The Student Success Center-Zuhl offers Cross Campus Advising, Campus Tutoring Service, and the QuickConnect-Early Alert and Intervention Program. <http://cas.nmsu.edu/zuhl/index.html>

Graduate and Research Assistants

Graduate and Research Assistants may be employed as funds and program requirements allow. All requests for hiring must be coordinated with the School of Nursing Director.

SAFETY AND SECURITY

The College of Health and Human Services Building is open from approximately 7:30 a.m. to 6:00 p.m. on class days. Full time faculty members have a key to the outside door for after-hours access. Individual faculty offices are easily accessible to anyone in the building, so safety precautions should be taken at all times. Video cameras are present in the hallways for surveillance. Doors to individual faculty offices should be locked whenever the faculty member will not be in the office. Purses and other valuables should be kept out of sight.

Faculty members must retain strict control of NMSU issued keys. Keys must be returned in a timely fashion and as specified by the MRC or lending source. Lost keys must be reported immediately to the issuing entity. Faculty not returning to work the next semester must return all keys.

The School of Nursing Office is open from 8:00 a.m. to 5:00 p.m. weekdays. Faculty members entering or leaving the office or classroom outside these hours should assure that the main doors are locked. The work room, Computer lab, skills lab, and storage rooms, are kept locked when staff are not present. Faculty using the work room or computer lab either before or after office hours should lock these doors when finishing their work. The skills lab and lab storage rooms should be kept locked when they are not in use.

Students are not allowed free access to secured areas. The campus police can be reached at 646 - 3311, 24 hours a day to report any problems or to request assistance. Cell phone: 575-646-3311.

For access to campus-wide information regarding environmental health and safety see:

<http://www.nmsu.edu/~safety/>

College of Health and Social Services Safety Plan

The specific safety plan for the CHSS building is available in the Dean's office. If individuals become threatening or violent, call 911. Refer to the NMSU Security & Safety website at <http://www.nmsu.edu/~safety/> for procedures specific to Bomb Threats, Suspicious People, Building Safety, Laboratory Security, and Suspect Mail.

School of Nursing Exposure Control Plan

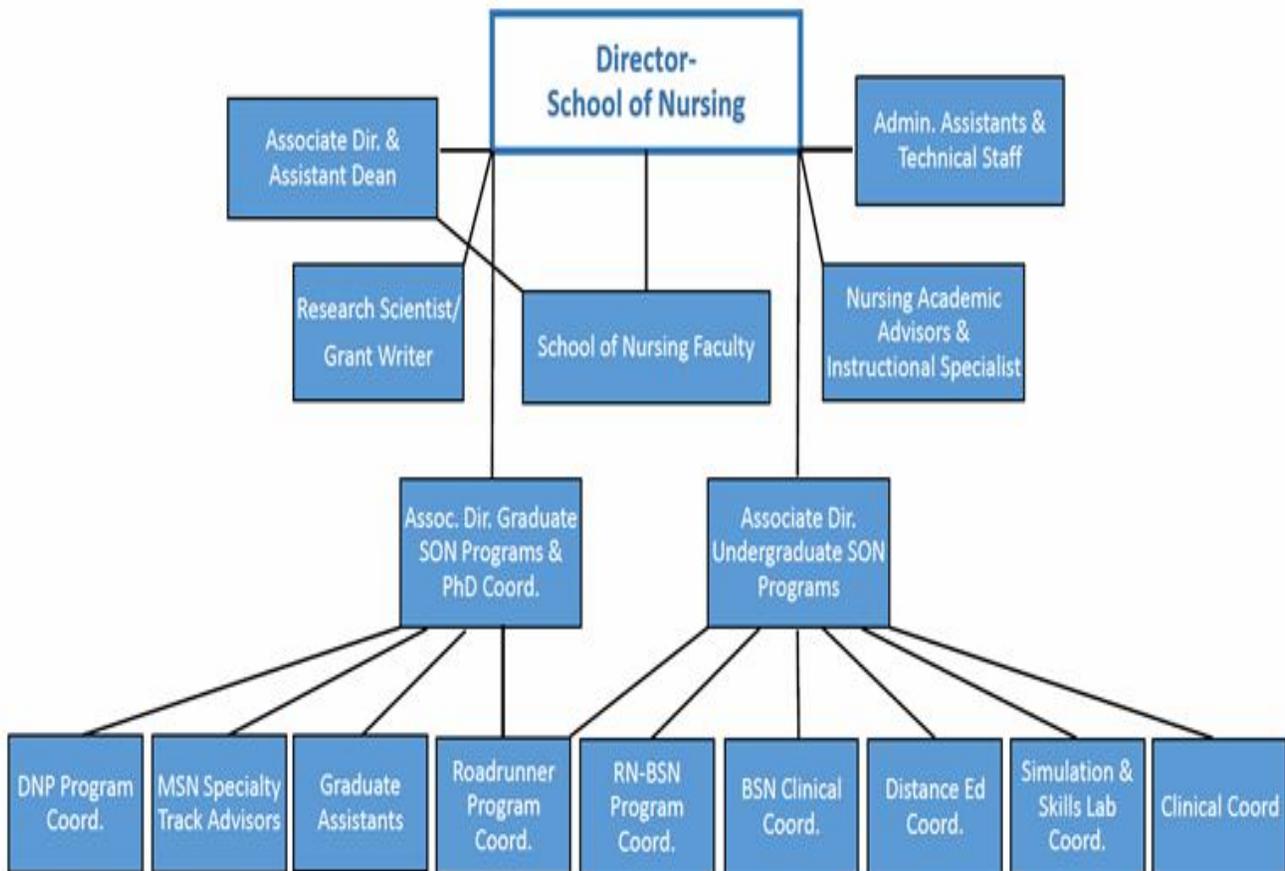
The Exposure Control Plan for the School of Nursing complies with the requirements of OSHA Standard 29 CFR 1910.1030, *Bloodborne Pathogens*. Faculty, staff, and students in the School of Nursing shall adhere to the Universal Precautions. Sharps are collected in special containers and picked up on a periodic basis by Environmental Services. The **Center for Nursing Skills Simulation and Tutoring Manual** is located in the Skill's Laboratory Coordinator's office in the CH&SS Building Room 118. The School of Nursing Unusual Occurrence Incident or Injury form is located under School of Nursing forms on the online SON Faculty Group site at <http://learn.nmsu.edu/>.

The School of Nursing Exposure Control Plan is congruent with NMSU policies and is available in Simulation and Skills Coordinator's office H&SS 118, phone 646-3699. Faculty should be familiar with the NMSU safety policies. A link to blood borne pathogen training can be found at the NMSU Environmental and Safety website:

http://www.nmsu.edu/safety/training/description/class_desc_bbp.htm#Bloodborne%20Pathogen%20Training

APPENDIX

School of Nursing Organizational Chart

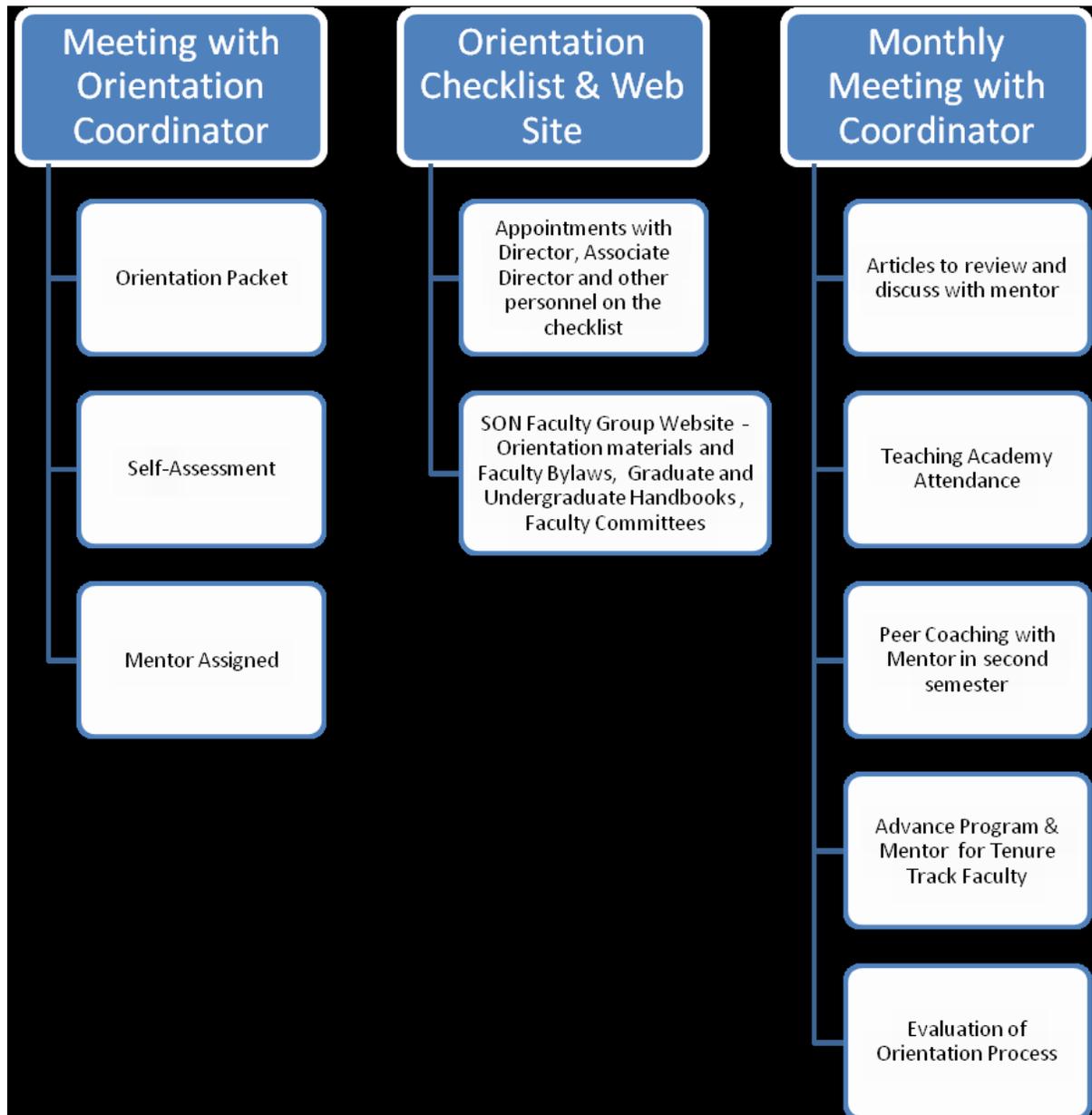


11/10/2014

New Mexico State School of Nursing Faculty and Staff Contact List

Is updated bi-annually and will be distributed via internet by staff.

NEW FACULTY ORIENTATION PROCESS TO SCHOOL OF NURSING



NEW MEXICO STATE UNIVERSITY
SCHOOL OF NURSING
ANNUAL FACULTY GOALS STATEMENT

Faculty are to complete this form early each calendar year to identify their preferred percentage contributions to be assigned to each of the three faculty evaluation categories.

NAME:

From January 20__ to December 20__.

I. **TEACHING** (50 - 60% of total effort unless otherwise negotiated)

My percentage effort for teaching during the above period will be _____%.

II. **RESEARCH AND SCHOLARLY ACTIVITY** (20 - 40% of total effort unless otherwise negotiated)

My percentage effort for research and scholarly activity during the above period will be _____%.

III. **SERVICE** (10 - 20% of total effort unless otherwise negotiated)

My percentage effort for service during the above period will be _____%.

Faculty Member's Signature

Date

School of Nursing Director's Signature

Date

NEW MEXICO STATE UNIVERSITY

CURRICULUM VITAE

Changed to [Digital Measures](#) please click the link to complete your CV.

TENURE AND TENURE TRACK FACULTY ANNUAL PERFORMANCE EVALUATION FORM

Changed with [Digital Measures](#)

SCHOOL OF NURSING PROMOTION AND TENURE GUIDE LINES

NOTE: The following Promotion and Tenure Guidelines apply to faculty in tenure and tenure-track positions. Policies and procedures related to college faculty are in the process of being developed at both the SON and CHSS levels. Please refer to the memo sent by the CHSS Dean on May 17, 2011, and the College of Business : POLICIES AND PROCEDURES: RETENTION, PROMOTION AND TENURE which may be accessed on the School of Nursing Faculty Group Canvas website in the Course Content area under the headings: NMSU School of Nursing Policies, Templates and Forms; NMSU & HSS College & SON Policies, P&T Guidelines & HR Forms; May Memo College Faculty Promotion Dean Adera and NMSU College of Business Approved by College faculty 8.

NMSU SCHOOL OF NURSING
COLLEGE FACULTY ANNUAL EVALUATIONS

Changed with [Digital Measures](#)

Hard copy and current with three to five year's worth of material. After this year hard copy CV and next year into [Digital Measures](#). Do not fill this form out go to [Digital Measures](#) and complete. This is a sample from Digital Measures.

Faculty evaluations will be submitted by January 7th annually to the Director. Until a formal process and permanent policy is made, the following will be required to address college faculty annual evaluations.

Required documents:

A. Current curriculum vitae

B. Teaching

1. List of courses taught by semester and number of students in each course
2. Classroom techniques used
3. Evaluation techniques used
4. Teaching Academy events attended
5. Other teaching continuing education

C. Service

1. Participation in committee work for the School of Nursing, College, or University
2. Service to the community

D. Scholarly Activity: participation in school, college, university and/or community projects

1. Participation in school, college, university projects
2. Participation in community projects
3. Participation in research
4. Attendance and/or participation at professional conferences

E. Other

2009

NEW MEXICO STATE UNIVERSITY
SCHOOL OF NURSING
INNER OFFICE JOB REQUESTS

TO: _____

FROM: _____

TODAY'S DATE: _____

DATE NEEDED: _____

NAME OF ITEM: _____

- _____ TYPE ROUGH COPY
- _____ TYPE FINAL COPY
- _____ TYPE MEMO, LETTER
- _____ DESK COPY ORDERS
- _____ PREPARE ENVELOPES
- _____ MISCELLANEOUS JOBS

- _____ MAKE COPIES
- _____ DOUBLE SIDED
- _____ STAPLED
- _____ GRADE EXAMS
- _____ HOW MANY VERSIONS
- _____ MULTIPLE ANSWERS: AND or OR

SPECIAL INSTRUCTIONS: _____

INDEPENDENT STUDY/SPECIAL STUDIES FORM

SPECIAL STUDIES PERMIT:

SEMESTER _____

This card must be completed prior to registration in any courses in the categories noted.

F0834 (RO 7/89)

LAST NAME FIRST MIDDLE SOCIAL SECURITY NUMBER

COLLEGE MAJOR CUMULATIVE G.P.A. GRADED N.M.S.U. CREDITS

COURSE: Department Number Section Credit - Authorized or Set

- _____ * DIRECTED READING _____ INTERNSHIP _____ * SPECIAL TOPICS (NOT SUBTITLED)
- _____ * INDEPENDENT STUDIES _____ RESEARCH _____ VARIABLE CREDIT COURSE

Student's Signature / Date Course Department Head's Signature / Date

Instructor's Signature / Date Student's Academic Dean / Date

* Requirement: Undergraduate students must have 28 traditionally graded credits at NMSU and at least a 2.5 GPA.

INFOCORE © Speed/Ises® MCP® Patented 407

**COLLEGE OF HEALTH AND SOCIAL SERVICES
SCHOOL OF NURSING
INFORMATION REQUIRED FOR TRAVEL REQUEST**

Traveler's Name: Date/Time Departure: _____

Destination: Date/Time Return: _____

Purpose of Trip: _____

PER DIEM: No. of Days _____ @ \$ _____ per day ACTUAL LODGING: No. of Days _____ @ \$ _____ per day MEAL ALLOWANCE: No. of Days _____ @ \$ _____ per day	DEPARTMENT/SCHOOL	COLLEGE	SOURCE OF SUPPORT SELF/OUTSIDE SOURCE
AIRFARE			
RENTAL CAR			
SHUTTLE/TAXI			
PRIVATE VEHICLE			
REGISTRATION			
OTHER			
TOTALS			
INDEX CODE			

Traveler's Signature/Date _____

Director Approval: _____
Dr. Pamela Schultz, Director/Associate Dean, School of Nursing

Principal Investigator/ Signature/Date (if applicable) _____

Source of Funding (Index#) _____

Fiscal Specialist Review Signature/Date _____

Requirements:

- Justification Documentation attached (if appropriate)
- Filed no less than (5) working days prior to departure
- Approved plan attached for coverage of duties while on travel
 - o No coverage required, no class time missed
- Leave request form has been submitted

**New Mexico State University-School of Nursing
Out of Town Notification and Coverage**

Employee Name:	Date:
Contact Number:	

Date of Departure:		Date of Return:	
Reason for Travel:		Explanation:	
<input type="checkbox"/> Personal:			
<input type="checkbox"/> Professional Meeting:			
<input type="checkbox"/> Formal Presenter:			
<input type="checkbox"/> Conference attendee/Non-contributor:			
<input type="checkbox"/> Other:			
Destination: City, State			
Name of Event:			
Estimate Budget			
Requesting Funding	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Required documentation applies when requesting department funding including ALL original receipts, agenda from conference and explanation of conference relating to your field of work.			
	Full	Partial	None
Per Diem for Meals OR			
Actual Meal Receipts			
Transportation: Airfare			
Transportation: Private vehicle			
Transportation: Shuttle/taxi			
Transportation: Rental car			
Lodging			
Registration			
Misc.			
Total:			Index #
By my signature below, I certify			
<input type="checkbox"/> The period of my requested absence does not conflict with any class sessions.			
<input type="checkbox"/> I have made satisfactory arrangements for my responsibilities and duties during the period of my requested absence			
Course	Coverage		
Course	Coverage		
Course	Coverage		
Employee Signature:			
SON Director Signature:			Date:
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**NEW MEXICO STATE UNIVERSITY
SCHOOL OF NURSING
REQUEST FOR OPEN LABORATORY ASSISTANCE**

Student's Name _____ Date of Request: _____

Deadline for Completion _____

Instructor Making Request _____

Description of Skill(s) to Practiced:

Amount of Time Practiced: _____ Performance Satisfactory: Yes___ No___

More Practice Required: Yes___ No___

Open Lab Instructor's Comments:

Student's Signature

Open Lab Instructor's Signature