

USC College of Nursing Communication Guide 2009-2010



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**Communication Guide is updated each summer by the Administrative Assistant to the Assistant Dean for Graduate Studies. Edits may be submitted throughout the semester via email and will be reflected at the beginning of the next academic year. The Communication Guide is located on the College of Nursing Website and on the “K” drive in the Office of Academic Affairs –Communication Guide folder.*

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GENERAL INFORMATION

A. USC College of Nursing (CON) Orientation Checklist:

See **Appendix A** for a checklist of key people and resources that will help your orientation to our facility be as smooth a transition as possible. Please seek out these people for an orientation to their area of expertise.

B. Map of USC Campus Featuring College of Nursing:

See **Appendix B** for a detailed map of the College of Nursing (Williams Brice Building) as well as the surrounding buildings on campus.

C. Organizational Charts:

See **Appendix C** for CON Organizational Chart.

D. Strategic Plan/Mission & Vision:

See **Appendix D** for the College of Nursing Strategic Plan/Mission & Vision.

E. CON Core Values:

The CON's Core Values represent key concepts that guide the students, faculty, and administration of the College of Nursing. See **Appendix E** for the list of CON's Core Values.

F. Accreditation:

The USC College of Nursing holds CCNE-accreditation for the BSN, MSN, and DNP programs.

G. Professional Publications Utilized by CON:

The CON BSN, MSN, and DNP seek to maintain compliance with national and regional professional standards and guidelines. See **Appendix F** for a list of professional standards and guidelines.

H. CON Website:

Please visit the College of Nursing website at <http://www.sc.edu/nursing> for prospective students, current students, and faculty/staff forms and information.

I. Faculty Directory:

See **Appendix G** for an up-to-date listing of faculty contact numbers (office and/or cell phone) as well as office locations. This listing is updated regularly and we depend on faculty to provide us with correct and up-to-date numbers. When dialing an office within the university system that has a 777 prefix, you only need to dial 7, and then the last 4 numbers.

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J. Staff Directory:

See **Appendix H** for an up-to-date listing of staff contact numbers (office and/or cell phone) as well as office locations. This listing is updated regularly and we depend on staff to provide us with correct and up-to-date numbers.

K. Faculty Support:

See **Appendix I** for administrative support for faculty.

L. Important Contacts:

See **Appendix J** for a list of important contacts.

M. Faculty & Staff Software Expertise:

See **Appendix K** for a list of both faculty and staff who can be contacted for support with a particular type of software application. If you have an expertise that can be added to this list, please contact the Contracts Manager, 7-9505.

N. Emergency Plans for CON:

See **Appendix L** for detailed instructions on what you need to do in the event of a fire, explosion, bomb threat and/or any other threat that would cause you to evacuate the building.

****Please note that you should have posted in your office the emergency evacuation route/plan.**

Anyone who sees any suspicious behavior or is feeling threatened or intimidated in any way is to immediately call campus security, 7-4215. Once appropriate assistance has been called; please notify the Office of the Dean, 7-3862.

O. Student Information:

Student Handbooks:

Undergraduate information can be accessed at:

<http://www.sc.edu/nursing/student/student.html>

Graduate information can be accessed at:

<http://www.sc.edu/nursing/student/student.html>

Student Nurses Association:

The Student Nurses' Association at USC is an organization whose focus is the professional development of its members, as well as instilling a strong sense of community service. Please visit our website at:

http://web.sa.sc.edu/garnetsna/home_announcements.htm. All current events and announcements can be found here, as well as contact information for current officers and advisors. The SNA normally schedules a Back-to-School Bash in

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August as well as a blood drive in association with the American Red Cross. A bulletin board with posted activities is located on the 1st floor.

Chi Eta Phi:

Chi Eta Phi Sorority is an organization open to registered nurses and nursing students. This service-oriented organization focuses on a broad range of special projects and educational programs. Information about these organizations may be obtained in the Office of Graduate Studies.

P. CON Communication:

The major mode of communication between the College of Nursing and undergraduate and graduate students is through Blackboard and the university-issued email address.

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CON OPERATIONS

A. Communication Systems:

Telephone System

Each office has a phone and an individual telephone number. Each phone is equipped with the Enabled Voice Mail system. Your department Administrative Assistant or the Director of Information Systems can provide information on the operation of the voice mail system (see Technology Support "Cheat Sheet", **Appendix M**). If you know you will be absent from your office, please update your answering system and inform your administrative assistant.

According to University Policy, **NO PERSONAL PHONE CALLS CAN BE MADE FROM A UNIVERSITY PHONE**. Please contact IRC Helpdesk for all telephone and IT requests and problems (7-1213).

Directory Assistance

Directory assistance charges on University phones is \$ 1.25 per call. Please use the links for directory assistance: [whitepages.com](http://www.whitepages.com), [yellowpages.com](http://www.yellowpages.com), <http://www.sc.edu/phonebook/index.view>.

Long Distance Calls

Your telephone is programmed with the capability of making long distance calls, in-state as well as out-of-state. Dial 9, and then area code and number.

Telephone, Computer, Communication and Photocopy Equipment Use by Employees

The personal use of telephones, facsimile machines, photocopy equipment, computers, and other communicating devices is strongly discouraged except in emergency situations and on a limited time basis. It is the responsibility of an employee's supervisor to monitor and regulate the use of these University resources (<http://www.sc.edu/policies/ppm/it201.html>).

Faculty Weekly Teaching Schedule

Each faculty member is requested to post their teaching schedule at the beginning of each semester on their office door and should include a telephone number and beeper/cell number if applicable where the faculty member may be reached during clinical practicum hours. An electronic version is available from the Administrative Assistant. Please submit a copy to the Administrative Assistant.

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Emergency Information

Each faculty/staff member is requested to leave the name and number of a relative or friend to contact in the event of an emergency. This information is kept in the employee records.

Pagers

Faculty needing a pager should submit the request to the Administrative Assistant, and will be forwarded to the Business Director, College of Nursing, 777-5296.

B. Policy and Procedure for Facsimile Machine:

College of Nursing Facsimile ("Fax") machines are located in the offices of the Administrative Assistants to the CON Faculty (Rooms 401 & 501). Facsimile cover sheets are available beside the machines.

Incoming Fax

When a fax is received the Administrative Assistant will send an email to that faculty member to advise them of the fax. Please contact your Administrative Assistant for further information.

C. Administrative Support Procedures:

1. See Appendix I for assigned Administrative Assistant.
2. See Administrative Assistant to receive New Faculty Notebook that provides detailed administrative support procedures.
3. Adequate time - Sufficient time should be allowed for the assigned tasks. Each Administrative Assistant has several faculty for whom they are responsible. There are slips that **MUST** be attached to a work request indicating date needed by, number of copies, etc. Work must be assigned a specific due date. (ASAP is not sufficient).
4. Proofing Work - The Administrative Assistant is expected to proof their work for typographical errors, but the final approval and responsibility rests with the faculty member submitting the material. Material must be read for content.
5. All memos, letters, and minutes of meetings will be returned to faculty for their signature.
6. Course Syllabi:
 - A. Syllabi revisions must be submitted to the Administrative Assistant with easy to follow instructions. If the Administrative Assistant has difficulty following the revisions as submitted, the syllabus will be returned to the faculty member to be redone.
 - B. An electronic copy of the syllabi for each semester **MUST** be submitted to the Administrative Assistant to archive on the "K-drive".

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C. Electronic templates for syllabi is located on the “K-drive”.

7. Tests: A completed test with written instructions must be submitted to the assigned Administrative Assistant 1 week prior to the date in which the test is to be given in order to allow for copying as well as scantron attachment.

A. An electronic copy of exams must be submitted to the Administrative Assistant for archive purposes.

D. Mail:

The outgoing mailbox is located in the Mail Room (Room 210). Mail is received and picked up from the mailroom daily at approximately 10:00am & 2:00pm. All outgoing business mail should bear the initials of the sender on the return address of the envelope. Returned mail then can be returned to the individual without having to be opened.

Faculty/Staff mailboxes are located in the Mail Room and all faculty/staff are assigned a mailbox and furnished with a combination lock number.

Course Products - Return by mail

If students desire to have course products returned to them by mail, it is their responsibility to provide the course instructor with a self-addressed stamped envelope.

Student Mail

All student mail will be in electronic format as hard copy mailboxes are not provided.

E. Bulletin Boards:

General Information Bulletin Boards

Various bulletin boards located on the first floor of the College of Nursing building provide information of interest to students, scholarships, jobs, and student organizations. Information that is to be posted must be approved by the Office of the Dean.

SNA

The Student Nurses Association maintains a bulletin board for sharing information with students and is located on the first floor by the snack machines.

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F. Copy Machine:

The College of Nursing has copier machines located in room 141, 201, 301 and a larger copier machine located in room 520 for faculty usage.

Students are not allowed to use this copy machine.

If a faculty member requires copies from a student, the faculty member should run the copies. Student assistants under the supervision of the Administrative Assistants to the faculty are available to make copies. A copy request form is to be completed with each copy job. Student copy machines are located in the IRC.

G. General Office Supplies:

The majority of office supplies may be obtained from the Administrative Assistants to the faculty. Unusual items should be requested from the Administrative Assistants to the faculty to obtain from the supply vendor under state contract.

H. CON Forms:

Faculty/Staff forms may be obtained in a variety of locations to include the CON Intranet on the Web page, as well as folders located on special drives. Check with your Administrative Assistant for specific form location.

I. Office Guidelines:

Office Assignments-Office assignments are made by the Dean. Requests for office changes should be made, in writing, to the Dean.

Furniture- Each office is equipped with a desk, chairs, filing cabinet and bookcase. Furniture should not be moved from one office to another as all furniture is inventoried. Requests for additional furniture should be made through the Assistant Deans for Academics (Assistant Dean for Graduate and Undergraduate Studies). Offices may be decorated by the occupant; however, tape should NOT be used on walls and doors.

Keys -Office and desk keys will be issued by the Dean's Office. New appointment packages include office door, desk, filing cabinets, exterior door and work room keys. Request for keys in addition to the package received upon initial appointment must be submitted in writing on the Request for Additional Key form to be approved (**Appendix N**). Staff will also receive a mail room key. There will be a \$5.00 charge for all replacement keys. All keys signed out must be turned in no later than the last day of employment.

Security-Each individual is ultimately responsible for locking their offices and securing their contents. Watch for any individuals in the area you do not recognize;

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acknowledge their presence and ask if you can help. If you are not sure about the person, call security at 7-4215 and the Dean's Office at 7-3861.

If you lock yourself out of your office, you will need to go to either the Administrative Assistant and/or the Dean's office to obtain a key to open your office.

Maintenance -Any requests for office maintenance should be directed to the Administrative Assistant. A request will then be submitted through the Dean's office for assistance.

Space Heaters, Electrical Appliances & Other Hazards: Faculty is advised to visit this website (<http://ehs.sc.edu/firesafety.htm>) as it addresses environmental health and safety issues that exist in the office environment

J. Lounge:

The faculty/staff lounge is located in room 213. The lounge is equipped with tables, chairs, refrigerator, microwave oven and ice machine. It is each person's responsibility to help keep the lounge and the appliances clean. Refrigerated items will be thrown out at the end of each week.

K. Lost and Found:

Lost and found articles should be turned in to the Administrative Assistants to the faculty.

L. Parking and Automobile Registration:

- All faculty, students, and staff of USC who park on campus at anytime are required to register their vehicles and display a USC parking decal. Parking permits are requested at the Parking Service Office (www.sc.edu/vmps).
- Employees are encouraged to apply for a parking permit on-line using the VIP website link at www.sc.edu/vmps/to_vip.html. The VIP site does require a PIN number to access the application. It is imperative that all fields of the application are completed. Anyone who does not have access to the Internet or a personal computer may come by the Parking Services Office (1501 Pendleton Street, 7-5160) and utilize the computers in the office.
- Parking Services is located on the ground floor of the Pendleton Street Garage.
- Office hours are 8am - 5pm, Monday - Friday.

Everyone is encouraged to use the VIP registration process. This will enable us to inform you of temporary lot closings and other traffic information that may affect your normal parking areas on campus.

Employees wishing to retain their reserved or garage parking space should NOT apply for a Faculty/Staff permit on this site. Those employees with 25+ years of service with USC will automatically be assigned an H permit regardless of the choices made on the application. Individuals needing a Handicap permit should

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email the Parking Services office at parking@mailbox.sc.edu. Parking permits give holders (officially registered permit owners) the privilege of parking on campus but do not guarantee a parking space unless so specified. Sharing or lending of permits is strictly prohibited.

- If you have any questions, you may contact Parking Services at parking@gwm.sc.edu or 777-5160. You may also visit their website at www.sc.edu/vmps.
- Carolina Shuttle: The Carolina Shuttle is a free service that operates Monday - Friday, 7:30 am to 5:30 pm. The Evening Shuttle operates from 6pm to 12:30am. The system operates during the Fall and Spring semesters, with limited operation during the summer, reading days, and holidays. Service is free to all USC students, faculty and staff. Shuttle/Parking maps are available at Parking Services, the Askus information desk at the Russell House, and at Vehicle Management. More information can be found at: <http://www.sc.edu/vmps/shuttle.html>

M. Inclement Weather Policy

(CON Faculty Practice Plan): All College of Nursing practice sites remain open during inclement weather unless travel to and from them poses a danger or if the external contractual organization closes the facility. Faculty responsible for these practice sites remain on call and available for patient calls until 5pm when the on-call designated provider assumes the call duty.

(USC Policy): FAQ are found at: <http://hr.sc.edu/policies/hr118.pdf>

N. Pay checks:

FAQ are found at: <http://busfinance.admin.sc.edu/payroll/faq.asp>

O. Holidays

FAQ <http://hr.sc.edu/benefits/holidayschedule.html>

P. Vacation Policy:

FAQ are found at: <http://hr.sc.edu/benefits/emplyfaq.html>

Q. Sick Leave Policy:

FAQ are found at: <http://hr.sc.edu/benefits/emplyfaq.html>

Policy HR 1.06 located at: <http://hr.sc.edu/policies/hr106.pdf>

R. Leave of Absence Without Pay:

FAQ are found at: <http://hr.sc.edu/benefits/emplyfaq.html>

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Policy HR 1.12 located at: <http://hr.sc.edu/policies/hr112.pdf>

S. Personal Leave Policy:

FAQ are found at: <http://hr.sc.edu/benefits/emplyfaq.html>

Policy HR 1.12 located at: <http://hr.sc.edu/policies/hr112.pdf>

Note: Temporary faculty as well as 9 month & 11 month hires do not accrue annual leave.

T. Retirement:

FAQ can be found at: <http://hr.sc.edu/benefits.html>

U. Tuition Benefits:

FAQ are located at: <http://hr.sc.edu/benefits/tuition.html>

V. Credit Union:

FAQ are located at: <http://busfinance.admin.sc.edu/payroll/faq.asp>

Credit union site: <http://www.carolina.org/>

W. Business Practices:

Purchases – ALL purchases must be approved by the Dean’s Office. All purchases regarding Start up and grant funding must be approved by the Office of Research and Evaluation prior to the Dean’s Office approval. If you have questions concerning business practices, please contact the Business Director, College of Nursing, 7-5296. The University Policies and Procedures are listed on the website, <http://www.sc.edu/policies/>.

Cash Advances – When requesting cash advances for a Grant, if there are outstanding cash advances these should be explained with an attached memo. A cash advance that was approved for a designated individual and purpose **CANNOT** be used for another purpose or individual. If there are monies left over, the money should be deposited at the Bursar’s Office, Petigru. After monies have been deposited, another cash advance may be requested for the next purpose. All grant paperwork must be approved by the Office of Research and Evaluation and the Dean’s Office.

Meal Reimbursements - Meals are **NOT** reimbursable through State “A” monies unless Provost approval has been received on the Provost “A” fund letter for the CON. Any meal reimbursements must be approved in advance by the Dean. In order to be reimbursed by the University Foundation Office, the original detailed receipt must be attached to the authorization form, not only the total credit card receipt showing proof of payment. The Foundations Policies and Procedures are listed on the website <http://www.sc.edu/foundations/>

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Memberships – All memberships to be paid by the College of Nursing must be approved by the Dean. Regardless if memberships are being paid with a University purchasing card, the Dean must approve all memberships in advance.

Supplies – All supplies must be ordered from an office supplier holding a state contract, and should be submitted and approved through the Dean’s Office. If the item is not available through an approved supplier, there are additional options for credit card purchases. Please see Business Director, 7-5296.

Signature Authority - Signature authority is required for procurement transactions by the authorized department head. If you have signature authority on a grant, such as the PI, this does not mean you have signature authority for procurements against the Grant. The authorized signature approval for the departmental account must approve any procurement along with the Dean’s office.

Travel - When traveling for University business an internal CON Travel form must be approved in advance by the Assistant Deans for Academics and forwarded to the Business Director. A University Travel Authorization (TA) form also needs to be completed in advance for all travel. The airline, if approved Travel Agency is used, registration expenses can be paid in advance against the TA. Miscellaneous expenses for hotels, meals, mileage, and parking will be paid upon the return of the traveler using a TRV form with the attached original receipts. For detailed travel information, please refer to the University Travel Policies and Procedures, <http://www.sc.edu/policies/busf100.html>.

X. Parking Passes for Guests:

Contact Administrative Assistant with name of guest, date, and what class guest will be visiting. Passes can be mailed to guests and should be done with a map of the campus detailing location of appropriate parking lots. Parking Passes are good for that date only.

Y. Honorariums:

BUSF Policy 2.13 can be located at: <http://www.sc.edu/policies/busf213.html>

Z. Clinical Experiences for Graduate Students:

The Office of Graduate Studies has created a CON Clinical Faculty Clinical Experience Information Packet that orients graduate clinical faculty to CON’s graduate clinical procedures and policies. Please see Contracts Manager (Rm 404, 7-9505) to receive a packet.

***All Graduate Clinical Faculty must contact the Contract Manager for orientation to CON’s graduate clinical process.**

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***Health agencies utilized by CON for student clinical experiences MUST be approved by the Contract Manager (7-9505).**

AA. Clinical Experiences for Undergraduate Students:

Clinical faculty for undergraduate students may contact their course coordinator for policies and procedures for undergraduate student experiences or contact the Office of Undergraduate Studies (7-7412).

***Health agencies utilized by CON for student clinical experiences MUST be approved by the Contract Manager (7-9505).**

BB. CON Usage of Electronic, Computer, and Internet Resources (IRC):

The College of Nursing Information Resource Center (IRC), located in Room 306, is available to all nursing students, faculty, and staff. The IRC encompasses a computer laboratory with approximately 18 PC work stations using Microsoft Windows and MS Office Professional XP. The computers are equipped with a wide range of software packages including computer-assisted instructional and testing programs. Additional resources include laptops that can be checked out on a limited basis (students are charged for late returns), a coin-operated copier, and laser printing (for a nominal fee). There is a videotape viewing room and course-required videotapes can be checked out at the helpdesk and taken to the viewing room for viewing. Certain audio-visual and medical equipment can be reserved and checked out by nursing students in compliance with IRC policies.

IRC hours are posted outside the entrance to the lab. Occasionally the IRC will be closed to general student usage due to computer testing sessions, primarily at the end of semesters. Efforts are made to notify students in advance when these testing sessions are needed. The IRC director and helpdesk staff are available to answer questions and assist student and faculty with the use of resources.

CC. CON Faculty Drug Screen Policy & Procedure Statement/CON Faculty Background Check Policy & Procedure Statement

See **Appendix O** for details.

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CON EDUCATION

A. BSN Curriculum Plan:

See **Appendix P** for sample BSN curriculum.

B. Nursing Course Descriptions:

Visit www.sc.edu/bulletin for Undergraduate and Graduate nursing course descriptions.

C. Program Bulletins:

Please visit <http://www.sc.edu/nursing/student/student.html> to see program bulletins.

D. Guidelines for Accessing Course Syllabi & Other College Documents:

Faculty/staff should be able to access electronic copies of course syllabi, committee minutes, etc. stored on the “K” drive. If you cannot access the “K” drive, please contact CON’s Systems Support Technician, 7-2028.

The following directory path should be used:

My Computer

K drive

Dept

Nursing

College Minutes-Reports-Syllabi: In this folder, there are six options, they are:

1. Committee Minutes
2. Committee Reports
3. Faculty Senate Reports (Mostly those that have included actions on Nursing Proposals)
4. Graduate and Undergraduate Chapters (these are documents from STT and Chi Eta Phi)
5. Graduate Council Reports (Mostly those that have included actions from Nursing Proposals)
6. Syllabi: These include syllabi in read-only pdf files for all courses, every semester they have been taught, for which OAA has received electronic files; also the most recently revised versions of syllabus templates are in this folder.

If you have additional syllabi to add to this file, please send to Administrative Assistant in room 401 and 501.

E. Guidelines for Course Syllabi Development:

See Administrative Assistant and Course Coordinator. Syllabi templates are located on the “K” drive.

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F. Submitting Final Grades:

Each semester final grade rolls will be produced and will appear on VIP for faculty to assign grades after classes have ended. Below are instructions for submitting final grades on VIP.

1. Access VIP at <http://vip.sc.edu> Click "LOGIN".
2. Enter your USC identification number and your employee PIN.
Contact Human Resources at 7-3111 to receive your PIN.
3. Click the "LOGIN" button.
4. Select "ACADEMICS".
5. Select "SHOW ME" Course Information.
6. Select "ENTER GRADES" for each course displayed.
7. Assign grades for each student and complete any Grade Roll Discrepancy and Assignment of Incomplete forms.

Note: Once final grades are submitted on VIP and final grade report production has occurred, any correction must be made on the appropriate grade forms and forwarded to the Registrar's Office for processing through CON's Graduate Program, Student Services Coordinator, 7-3754, Rm 406.

Note: Please be advised that teaching faculty should not post any grades or any portion of student identification / social security number in public view, on a wall or on the web. Students should view their final grades on VIP or Blackboard.

Note: Exam files need to be saved throughout the semester to be added to the department files for electronic archiving purposes. Send an electronic word-format copy of exams to your Administrative Assistant who will archive exam on the CON's "K" drive.

G. Textbook Selection:

The College textbook orders are sent online to the University Bookstore twice yearly (in March and October) by the course coordinator to the bookstore website www.sc.bncollege.com. An e-mail confirmation is sent by the bookstore upon receipt of the book order.

H. Outcome Evaluations:

Outcome evaluations are done according to the AACN credentialing criteria. Prior evaluation information can be located at:

<http://kudzu.ipr.sc.edu/effectiveness/assessment/IEReports/cola2000/Nursccne.htm>.

Please see Administrative Assistant to the Assistant Dean for Graduate Studies (Room 404) for a copy of AACN's *Essentials of Baccalaureate Education for Professional Nursing Practice* and *The Essentials of Master's Education for Advanced Practice Nursing*.

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I. Course Examinations:

- Examinations can be done through use of hard copy tests which need to be accompanied by scantrons. See Administrative Assistant for exam support.
- Examinations can also be done through use of Blackboard. See Blackboard support (<http://blackboard.sc.edu/>) and/or contact faculty for assistance.
- Scantrons and tests need to be sent to the IT Department. Allow for at least 1-2 days for results of test. An evaluation of the test will be sent electronically to the professor in accordance with instructions completed on scantron request page.
- Final Exams: The Final Exam schedule is prepared by the Office of Undergraduate Studies. In any course which meets once a week, no quiz, test or examination may be given during the last class meeting prior to the regular final examination period (see USC Undergraduate Bulletin). No final examination may be held outside of the published final examination dates and times without authorization from the Assistant Deans. Graduating seniors are exempted from this policy. Final exams for graduating seniors are given during the last week of class to facilitate the NCLEX review course.

Please submit an electronic copy of tests and final exams to the Administrative Assistants in 401 and 501.

J. Policy for Drug Calculation Tests (Undergraduate Clinical Courses):

Math tests are given, and need to be passed, prior to entry into clinical setting.

K. Attendance Policy:

The College of Nursing adheres to the University's attendance policy which states: absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to extract a grade penalty for such absences.

Clinical Nursing Activities: Students are expected to attend all clinical nursing activities with absences permitted up to 10 percent only if certified as unavoidable because of sickness or other cause. Make-up time for missed clinical nursing experiences will be determined at the discretion of the faculty and availability of clinical facilities. Faculty may require withdrawal of a student who has missed sufficient practice to prevent completion of clinical objectives.

Online Courses: Attendance for online courses is calculated by the student's presence on the website. Students are expected to log in as specified by course syllabus. Unsatisfactory class participation may be considered adequate reason for the instructor to request the student to withdraw from a course.

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L. Retaining Student Exams and Papers Policy:

See **Appendix Q** for a listing of what needs to be retained, and for what length of time.

M. End-Of-Course Report/Clinical Site Evaluation:

College of Nursing Course and Teacher Evaluations (CEQ/TEQ) are administered three times per year, at the end of each semester. Evaluations of courses are done by students with paper and pencil questionnaires and comment sheets. Faculty must allow 15 minutes for evaluations to be done and need to leave the classroom while this is done. Afterwards, a student needs to be designated to deliver evaluations to the Office of Research and Evaluation. Courses offered via distance education are evaluated electronically using "Central", the College of Nursing database. Evaluations are made available approximately one month before the end of classes. Data is returned and processed in the Office of Research and Evaluation. Approximately one month after evaluations have closed, instructors receive reports and written comments. These reports & comments are attached to the instructors' yearly self evaluations.

N. Library Services:

Information can be found at: <http://www.sc.edu/library/tcl.html>

Using the Cooper Library web page <http://www.sc.edu/library/science/st-scien.html> from off campus, you will see the gray box asking for USC ID and Last name, before being able to access the databases such as ScienceDirect, PubMed, or OVID Medline (leads to Cochrane database).

On the USC School of Medicine web page <http://uscm.med.sc.edu/ebm.htm> click on E-Journals (left column). It shows the combined journal list for USC - Columbia and the School of Medicine.

O. Ordering Classroom and Audio-Visual Equipment:

Ordering equipment can be done through the IRC (videocams, laptops, overheads, digital cameras, slide projectors, multimedia projectors, etc.). A "Faculty Check-Out Form" needs to be completed for taking equipment out of the IRC for more than a day. If taking items out of IRC for one day, name and item needs to be indicated on a separate form located at the desk.

P. Scheduling Conference/Classrooms:

Contact the Administrative Assistant for the Dean's Office to check for conference room availability for a meeting, and Graduate Programs, Student Service Coordinator in the Office of Graduate Studies for classroom availability. Classroom availability can be verified by accessing the following site: <http://registrar.sc.edu/html/reports/roomUse/r25.asp>.

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Q. CON Student Bloodborne Pathogens Exposure Protocol:

See **Appendix R** for USC Bloodborne Pathogens Exposure Protocol.

R. Drug Free Workplace Policy:

Information can be found at: <http://hr.sc.edu/policies/drugfree.pdf>

S. Substance Abuse Policy:

Information can be found at:

<http://www.sa.sc.edu/carolinacommunity/a&d.htm#University%20Policy>

T. Center for Teaching Excellence:

Information can be found at: <http://www.sc.edu/cte/>

U. Student Advisement: Baccalaureate and Graduate

Academic advisement is coordinated by the Assistant Deans for Academics.

V. Messages for Students:

If there is an urgent need to contact a student due to a family emergency, the student will be tracked to academic or clinical setting according to schedule, and the message delivered in as timely a manner possible by the Office of the Dean.

W. Withdrawal from a Course/School:

Dropping a Course:

Dropping refers to a student terminating registration in a particular section of a course while retaining enrollment in the University for the term. A graduate student may drop a course via VIP. For example, Columbia campus courses (usually session C002) dropping during the second through the sixth week of a fall or spring semester will be recorded with a non-penalty grade of *W*. After six weeks most courses dropped will appear on the permanent record with a *WF* grade. A *WF* is treated as an *F* in the evaluation of the student's eligibility to continue and in computing grade point averages. In summer sessions and other shortened terms, the period for withdrawal with a grade of *W* happens almost immediately. It is the student's responsibility to consult the session calendar for each course to know applicable dates. Session deadlines may also be found on the Web by going to the Registrar's web site and clicking on Refund and Withdrawal Calendar.

Withdrawal from the University:

Students wishing to withdraw from the University must get an Application for Withdrawal form from the Department of Student Development in Room 108 of the Russell House. Students in the upper division must also sign a Leave of Absence form.

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X. Grade Policies:

FAQ on grades can be found at:

http://registrar.sc.edu/html/Grades/grades_faq.stm

Y. Policy on Students Administration of Blood Products:

Refer to specific hospital policies.

Z. Faculty Co-Signing Student Documents on Patient Records:

All student entries into patient records need to be co-signed by faculty. If electronic charting is being utilized, see hospital specific policy for methods for including signature and/or notation. If student is in an advanced practicum, the clinical preceptor will co-sign entries into the patient record.

AA. Student Health Services:

Information can be found at: <http://www.sa.sc.edu/shs>

BB. Policy on Special Testing Accommodations:

Information can be found at: <http://www.sa.sc.edu/sds/facultysupplement.htm>

CC. Reporting Scholarly Achievements of Students and Graduates:

All reports of achievements of both undergraduates and graduates should be sent to the Assistant Deans for Academics as this information is placed in annual reports.

DD. College of Nursing Faculty Policies and Procedures:

Located at: <http://www.sc.edu/nursing/personnel/personnel.html>

EE. Faculty Practice Plan Policies & Procedures:

Located at: <http://www.sc.edu/nursing/practice>

FF. Tenure Track Promotion Criteria:

Guidelines can be located at:

<http://www.sc.edu/nursing/personnel/tp/tenureandpromotioncriteria.pdf>

GG. Clinical Track Promotion Criteria:

Guidelines can be located at:

<http://www.sc.edu/nursing/personnel/tp/clinfacguide.2006.pdf>

HH. Dean's List:

Each semester academic achievement is recognized by the USC President's Honor List (GPA of 4.0) or the Dean's List (GPA of 3.5 or higher). Alpha Xi is the

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College's Chapter of the Sigma Theta Tau International Honor Society in Nursing. Upper division nursing students and graduate students who achieve academic excellence in the nursing program are considered for membership in Alpha Xi.

II. Procedure for Disposition of Formal Complaints:

Students are encouraged to meet with their course faculty if they have academic work problems. Further procedures for resolution of differences are outlined in the Student Grievance Policy-Academic of the current Carolina Community and this handbook. For assistance with the USC Student Grievance Policy-Academic and/or the College of Nursing Student Grievance Policy-Academic or the USC Grievance Policy-Non-Academic, students are urged to contact the Director of Student Affairs, 7-0937.

Petitions Process:

Students who feel they are entitled to relief from or deviation in the academic regulations of the University or the College of Nursing should apply through the petition process of the Student Affairs Committee of the College. Petition forms and information are available from the Director of Student Affairs who is prepared to assist the student with completion of this form. Petitions are reviewed at specified times throughout the year. Completed petitions are due in the Office of Undergraduate Studies two weeks prior to the meeting at which the petition is to be considered.

Student Grievances:

NOTE: For nonacademic issues, see the current Carolina Community policy. For academic issues refer to both the current Carolina Community policy and the current College of Nursing Student Handbooks.

The undergraduate student academic grievance policy describes the channel of resolution used in the College of Nursing to resolve students' academic problems or complaints. The channel requires that the student seek resolution with the faculty member alleged to have caused the problem and, if not resolved, the student should initiate resolution through a defined set of procedures.

Privacy of Student Records:

Beginning July 16, 2007, each USC faculty member will be asked to review some basic information about the Family Educational Rights and Privacy Act (FERPA) and to take a quick quiz before she/he can access his/her class or grade rolls on VIP. Those who complete the quiz this year will not be asked to do so again until 2010. The 4-minute process, which may be bypassed, takes less time than a formal training program and is a comprehensive way to reach all instructors. FERPA training and certification for access is part of an ongoing effort to protect confidential student information at the University and the initiative has received considerable input from faculty leaders. The quiz is also posted to the VIP demo page <https://vip.sc.edu/demo/ferpa.html>.

Questions? Contact your campus registrar or the Office of the University Registrar at 777-5555.

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JJ. Blackboard Instructional System

Most nursing courses, regardless of distance learning or on-campus only class options, use the Blackboard Instructional System which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. In courses that use Blackboard, the course syllabus will provide basic information about accessing Blackboard (<https://blackboard.sc.edu>). More information about Blackboard is available at <http://www.uts.sc.edu/tts/blackboard.shtml>.

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CON RESEARCH AND EVALUATION

A. Overview of the College of Nursing Research Mission:

The College of Nursing research mission is dedicated to the discovery of new knowledge and its dissemination. Research-intensive faculty carry-out the mission through sponsored research and scholarship activities that contribute to the advancement of science. The Research and Scholarship Council provides the primary venue for faculty participation in the research governance of the College of Nursing. Council recommendations regarding administrative support for the research mission are submitted to the Associate Dean for Research and Evaluation who is a non-voting member of the Council.

B. Overview of the Office of Research:

The Office of Research and Evaluation is the College of Nursing research administrative arm that provides structure and process support for all sponsored award activities, and the College's evaluation program. The Associate Dean for Research and Evaluation is accountable for all office activities, and serves as the primary College contact point for campus and external research communities. The Office works closely with faculty and staff to provide efficient, effective, compliant, and high quality services to ensure successful accomplishment of the College's research mission. Key services provided by the Office include: 1) pre-award submission support; 2) post award monitoring and support; 3) compliance oversight for sponsored award policies and procedures; 4) ongoing development of faculty and staff sponsored award knowledge and skills; 5) management of internal competitive seed funds to support pilot projects; and 6) oversight and monitoring of sponsored award and comparable internal funds, e.g., dissemination-related travel funds, etc.

C. Office of Research and Evaluation Contacts:

Dr. Rita Snyder
Professor and Associate Dean for Research and Evaluation
CoEE Endowed Chair in Health Informatics Quality and Safety Evaluation
Phone: (803) 777-2868

Lauren Garner
Administrative Assistant
Phone: (803) 777-7413

Gene Medding
Program Coordinator for Faculty Development
Phone: (803) 777-6488

Lisa Spruill
Program Coordinator for Sponsored Awards

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Phone: (803) 777-6510

Abbas Tavakoli, DrPH, MPH, ME
Professor of Statistics and Director of Statistics Laboratory
Phone: (803) 777-2978

D. Faculty Research Interest Guide:

Faculty research interests can be found in the *Faculty Research Interest Guide* in **Appendix S**.

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CON CENTER FOR NURSING LEADERSHIP

Director: Lydia Zager, MSN, RN, NEA-BC
Associate Director: Ellen Synovec, MN, MBA, RN, NEA-BC
Program Coordinator I: Taelor Shackelford
Program Assistant: Diane Scott

The Center for Nursing Leadership was established in October, 2004 and quickly grew from 2 ½ FTE's to a staff of four to help support the growth and demand of its programs. The focus of the Center is leadership development, enhancing collaboration and serving as a forum for leaders to engage in shaping the future of health care. The Center began with established programs such as the Amy V. Cockcroft Nursing Leadership Development, Viana McCown Lectureship, and the Annual Nursing Summit. Within a year, the Leading from the Middle Certificate program was added. The success of these programs has garnered attention throughout South Carolina, regionally and nationally.

What the Center Offers:

- Amy V. Cockcroft Nursing Leadership Development Program for Nurse Executive
- Leadership Certificate Program for Mid-level Leaders: "Leading from the Middle"
- Advanced Leadership Development post certificate program
- Custom designed continuing educational programs and seminars to include: All levels of leadership development current and future trends in healthcare; strategic plannings; and faculty development
- Annual Nursing Summit on current and emerging healthcare issues
- Annual Viana McCown Lecturship on emerging health policy issues
- Annual Mary Ann Parsons Conference held jointly with Alpha Xi Chapter of Sigma Theta Tau
- Consultation for Magnet Designation, Strategic Planning, Conflict Resolution and other Leadership issues.

The Center is an approved provider of continuing nursing education by the South Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. For more information regarding any of the programs, and to check out upcoming events and classes, please visit:

Website: [http:// www.sc.edu/nursing/CNL/CNLindex.html](http://www.sc.edu/nursing/CNL/CNLindex.html)

Main Phone: (803) 777-3468

Email: advancingleadership@sc.edu

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CON NURSING OFFICE OF HEALTHCARE WORKFORCE RESEARCH

Phone: 803-777-7468

Fax: 803-777-6097

The Office of Healthcare Workforce Research for Nursing (OHWRN), established in 2008, in collaboration with the South Carolina Area Health Education Consortium (AHEC), the South Carolina Center for Nursing Leadership, and other partner organizations, provides a neutral entity for coordinating the development and publication of workforce policy research in Nursing.

The OHWRN is committed to working closely with healthcare workforce policy makers across the range of users with workforce policy and planning.

Please visit OHWRN website for more information and upcoming events at <http://sc.edu/nursing/workforce/workforce.html>

Staff

Mary Cox, PhD, RN,

Ragina Dicks, MSM,

Mary Tyrell, PhD,

Kim Hoover, PhD, RN,

Peggy Hewlett, PhD, RN, FAAN,

Abbas Tavakoli, DMH,

Principal Investigator

Program Coordinator

Research Professor

Nursing Workforce Data Consultant

Dean of Nursing/Senior Nursing Workforce
Consultant

Senior Statistician

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CON FACULTY

A. University Semester/Academic Calendar (Fall, Spring and Summer)

See **Appendix T** for the USC semester/academic calendar which lists start and beginning dates, dates to change a course schedule and/or drop a class, dates to apply for graduation, as well as holidays.

B. USC CON Bylaws:

See **Appendix U** for an overview of the College of Nursing program bylaws.

C. Clinical Faculty Appointment, Evaluation & Promotion Guidelines:

Information can be found at:<http://www.sc.edu/personnel/tp/clinfacguide2006.pdf>

D. Tenure Faculty Promotion Criteria:

Information found at:

<http://www.sc.edu/nursing/personnel/tp/tenureandpromotioncriteria.pdf>

E. Faculty Calendar/Meetings:

The Office of the Dean provides a schedule of faculty meeting times and locations.

F. CON Archive Storage and Retrieval Plan:

See **Appendix V** for the CON archive storage and retrieval plan specific to course syllabi, committee minutes, etc.

G. Clinical Simulation Laboratory (CSL)

The mission of the University of South Carolina College of Nursing Client Simulation Lab is to provide simulated patient care scenarios and tasks to:

- Promote patient safety
- Enhance critical thinking
- Improve the quality of delivered care
- Increase participant's awareness of proper risk management
- Participate in innovative educational and clinical research on site and through the state wide consortium with a focus on patient safety, risk management and evidenced based practice.

See link on College of Nursing Home page

(<http://www.sc.edu/nursing/csl/csl.html>) and **Appendix W** for more detail.

H Online CV:

All members of the faculty now have access to the online system.

Please use your USC Network username and password to Login.

To access the site, go to: <https://tenure.provost.sc.edu/application/login.asp>

The online system will be required for the 2008 school year.

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Please refer to your clinical or tenure track guidelines regarding dates for completion and submission.

I. Health Requirements for Clinical Agencies:

See **Appendix X** for the list of health requirements for the clinical site. Clinical Requirements Information Form can be obtained and returned to the Graduate Programs Student Services Coordinator (Rm 406, 7-3754).

J. Course Coordinators:

See **Appendix Y** for list of Course Coordinators.

K. Convocation Process:

Faculty are required to attend all CON Convocation Ceremonies and at least one USC Graduation Ceremony per year (May or December).

L. Injuries (Incident Reports/BBP exposure/Injury – Workers Comp):

Contact the Director of Human Resources, 7-6198 should you have a workers compensation claim.

M. Description of University Affiliate and Clinical Faculty Appointment:

Faculty appointment is offered to qualified individuals with relevant education and experience. Appointment to the College is consistent with the academic rank policies of the University described in the 2000 Faculty Manual and in the procedures on Tenure and Promotions of the College of Nursing (www.sc.edu/nursing).

N. Faculty Assignments:

Faculty assignments are made by the Assistant Deans for Academics. Assignments are based upon faculty request, expertise and program needs. All assignments are contingent upon final approval by the Dean of the College.

O. Summer School Teaching:

Faculty members communicate their requests regarding summer session appointments to the Dean through the Assistant Deans for Academics.

1. Summer teaching load is a maximum of 2 courses at 15 % of salary from the previous academic year, or 1 course at 7.5%.

2. Summer employment is not guaranteed. Teaching assignments are based on availability of funds and/or size of enrollment (2000 Faculty Manual). A small portion of the summer school budget is available for duties other than teaching. These appointments are based on College and University needs.

P. Malpractice Insurance

Faculty members are covered under the university's policy for those activities related to the teaching role in the clinical setting. If faculty are engaged in clinical

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work outside of their role as faculty, they should obtain individual malpractice insurance.

Q. Licensure and Organizations

All faculty are to provide evidence of current licensure and memberships in professional organizations annually in preparation for review. A current copy of nursing licensure needs to be on file with the CON Human Resources Director. Submit renewed licenses ASAP upon receipt to the appropriate office.

R. Outside Employment:

The College policy on outside professional activities is available in the Office of the Dean.

S. Process for Curriculum Revision

Faculty are encouraged to submit identified revisions of individual courses to the following committee and council:

Graduate Council: Any revisions of graduate curriculum must be submitted to the staff member for the Graduate Council to be added as an agenda item for Graduate Council vote. After revision request has been approved by CON Graduate Council, the request will be passed to the USC Graduate Council for approval.

Undergraduate Curriculum Committee: Any revisions of undergraduate courses must be submitted to the staff member for the Undergraduate Curriculum Committee as an agenda item for the Committee's approval. After Undergraduate Curriculum has approved revisions, the request for revision will be passed to the Faculty Council for Council approval.

T. Faculty Awards:

Outstanding Graduate Teaching Award:

This award is given to a faculty member who currently serves as full-time nursing faculty at USC. Criteria include: The nominee has not received this award during the previous five years, has taught the students at least one course during the current program, and has made a significant contribution to the students' educational experience. Students are asked to consider: contributions that are beyond expectations, contributions that are unique and innovative, qualities such as availability, supportiveness of students, enthusiasm, role modeling, etc., and teaching that reflects the nominee's research and service activities.

Outstanding Undergraduate Teaching Award:

This award is given to a faculty member who currently serves as full-time nursing faculty at USC. Criteria include: The nominee has not received this award during the previous five years, has taught the students at least one course during the current program, and has made a significant contribution to the students' educational experience. Students are asked to consider: contributions that are

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beyond expectations, contributions that are unique and innovative, qualities such as availability, supportiveness of students, enthusiasm, role modeling, etc., and teaching that reflects the nominee's research and service activities.

U. Faculty Workload Policy:

The mission of the University, the goals of the College of Nursing, the T&P guidelines, and the clinical faculty guidelines provide the basis for faculty responsibilities. Faculty are expected to teach courses, mentor students, engage in scholarship, participate in committee/departmental work, and be involved in community service. Components of faculty workload are negotiated on a per annum basis. "The work schedules of full-time faculty are necessarily flexible but, as a guide, the normal teaching assignment will be twelve hours or its equivalent."

1. Teaching and Instruction (25-90%)

- a. Tenure Track Faculty: The usual teaching assignment is 5 courses or their equivalent per academic year. Provide graduate student research supervision as appropriate.
- b. Clinical Track Teaching Faculty: The usual teaching assignment is 6-8 courses or their equivalent per academic year.
- c. Clinical Track Practice Faculty: The usual teaching assignment is clinical precepting/mentoring of students in practice sites.
- d. Office hours: Tenure track and clinical teaching faculty will post and hold a minimum of 2 open hours per week; other office hours by appointment. Faculty are encouraged to hold at least 4 office hours per week.
- e. Mentor responsibilities: Each tenure track and clinical teaching faculty member will be assigned 10-15 students to mentor per year.

2. Scholarship Research

- a. (10-75%) Tenure track faculty should demonstrate research and scholarship as described by the T&P criteria appropriate to rank.
- b. (5-15%) Clinical track (teaching or practice) faculty should demonstrate scholarship as described by the Clinical Track Faculty criteria appropriate to rank

3. Service (5-25%) College, University, Professional and Community

- a. Tenure track and clinical track (teaching or practice) faculty should demonstrate internal and external service. Internal service consists of committees, practice plan activities, and other duties with the College and University; external service consists of professional and community work outside the University.
- b. Faculty should refer to the faculty practice guidelines for "fee for service" policies.

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V. Faculty Manual:

The 2006 Faculty Manual can be found at:
<http://www.sc.edu/policies/facman/fmhome.html>

According to the 2006 Faculty Manual, the dates for faculty reporting to work are: “For the fall and spring semesters, all faculty members shall be available from the fourth calendar day before the first day of classes through commencement.”

W. Medication Protocol:

Please review CON’s Medication Protocol in **Appendix Z**.

X. CON Practice Plan:

In keeping with the mission of the College of Nursing to create and develop both competent, caring nurses and leaders to advance the practice of nursing through the integration of teaching, research, and service in order to improve the health and welfare of people, the University Specialty Clinics College of Nursing Faculty Practice Plan exists to foster faculty practice and the clinical education of nursing students. The Faculty Practice Plan can be accessed at http://www.sc.edu/nursing/practice/faculty_practice_Plan_2007.

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CON STAFF

A. Staff Operational Guidelines:

See **Appendix AA** for details.

B. CON Staff Meetings:

Staff Meetings are held the third Wednesday of each month at 10:00 a.m. in room 402. All staff is encouraged to participate.

C. CON Staff Award:

Outstanding Staff Award: This award is given to a current full-time staff member with at least one-year experience in the College of Nursing. The recipient has shown these characteristics: develops innovative method to improve work quality or efficiency; possesses exceptional knowledge and/or skills, which the nominee successfully uses to meet the mission of the College of Nursing; displays an attitude, which positively affects the College of Nursing; accepts responsibility for work performance; initiates appropriate action if errors are made; and contributes to the College of Nursing beyond the scope of his/her job responsibility. (See **Appendix BB**).

D. Personal Development:

CON supports faculty and staff personal development. To learn more about professional development opportunities offered through USC please refer to USC Professional Development Website: <http://hr.sc.edu/profdevp/calendar.html>

E. CON Dress Code:

See **Appendix CC**.