

COLLEGE OF NURSING

CLINICAL FACULTY

**APPOINTMENT, EVALUATION
&
PROMOTION GUIDELINES**

2011

Clinical Faculty Evaluation and Promotions Committee

Purpose

To evaluate academic performance of clinical faculty in areas of teaching, scholarship, and service and make recommendations to the Dean regarding appointment, annual reappointment and promotion; and to the Graduate Director regarding term membership on Graduate Faculty.

To collaborate with the Dean, administrative officers and faculty to recruit, develop and retain clinical faculty needed to accomplish the strategic plan and goals of the College of Nursing.

Composition

The Clinical Faculty Evaluation and Promotions Committee shall be composed of Clinical Faculty who have full-time status of at least five (5) years and who have the rank of Assistant Professor or above.

Functions

To establish, disseminate and implement specific criteria, policies, and procedures for appointment, evaluation, and promotion of clinical faculty established by the College of Nursing.

Recommend clinical faculty to the Associate Deans and Dean for annual reappointment and for promotion in accordance with the College of Nursing Clinical Faculty criteria.

Recommend clinical faculty to the Graduate Director for Graduate Faculty Term Membership.

Screen clinical faculty applicants and make recommendations on appointment and rank to the Associate Deans and Dean.

Designate Chairperson of the Clinical Faculty Evaluation and Promotions Committee.

Develop and implement procedures for annual evaluation of Clinical Faculty in accordance with College of Nursing Clinical Faculty criteria.

UNIVERSITY OF SOUTH CAROLINA
College of Nursing
Guidelines for Clinical Faculty Performance Review

I. Definition of Clinical Faculty

Clinical Faculty are members of the College of Nursing Faculty whose major emphasis is on provision of clinical instruction, clinical scholarship, and direct nursing care. Clinical Faculty are University employees on annual appointments and are not tenure track faculty. Annual appointments are made based on the needs of the College and reappointment is at the discretion of the Dean.

The performance of all clinical faculty is reviewed annually in the spring by both the Clinical Faculty Evaluation and Promotion Committee and by the Associate Deans, using the procedures specified below. The Associate Deans forward a recommendation to the Dean, who makes the final decision regarding reappointment.

There are two categories of Clinical Faculty.

Teaching/Practice Clinical Faculty: These are faculty whose primary responsibility is teaching courses for the College of Nursing.

Practice/Teaching Clinical Faculty: These are faculty whose primary responsibility is practice. These Faculty are assigned and work in the College of Nursing Healthcare Centers (Example: CFHC, PCP, WFHC) and the Center for Nursing Leadership.

II. Materials to Submit for Annual and Reappointment Review

The faculty should retain copies for their personal files of all materials submitted.

1. **Curriculum vitae.**

Submit a complete CV., using the College format for faculty vitae. Highlight all activity for the current year. Do not attach documentary materials.

2. **Form A: Faculty Self-Review.**

Using the current Clinical Evaluation & Promotion Criteria, state as concisely as possible, achievements for the rank criteria. (Form A)

3. **Form B: Teaching History Chart.**

For Teaching/Practice Faculty: Complete the teaching history for courses taught during the spring, summer and fall of the previous year. Courses should be those for which you have primary responsibility, not guest lectures. If you are co-teaching, indicate this; if you are teaching a portion of the class (as a clinical section) indicate the numbers of students, courses, credits, etc.. (Form B).

For Practice/Teaching Faculty: Complete the teaching history for courses that you precepted/mentored students or provided clinical check-offs during the spring, summer and fall of the previous year. (Form B).

4. **Form C: Student Evaluations.**

All Teaching/Practice Faculty are required to use the TEQ for student evaluations. TEQ data should be obtained for all courses each time the faculty member teaches the course for the spring, summer, and fall of the previous calendar year.

Guidelines and procedures for administration of the computerized Teacher Evaluation Questionnaire (TEQ) are located in the Office of Research. The Office of Research administers the TEQs on line during the last four weeks of regularly scheduled classes. Approximately six to eight weeks after the last day of classes, the faculty member will receive a computer printout reporting summary results of the TEQ administration. In addition, faculty should retain computer printouts of course TEQ responses and comments received from the Office of Research for future use.

Summary of Student Evaluations. For each course with TEQ data, attach a completed Summary of the Student Evaluations form. Do not attach computer print out, however your comments may be added at your discretion. (Form C Teaching/Practice)

All Practice/Teaching Faculty are required to use the Clinical Evaluation for student evaluations. These evaluations should be obtained by students or attendees in courses each time the faculty member teaches the course or precepts the student for the spring, summer, and fall of the previous calendar year (Form C Practice/Teaching).

5. **Form D: Teaching Observation Report.**

Peer evaluation of classroom teaching is expected of all clinical faculty. All clinical faculty obtain a minimum of one peer evaluation of classroom teaching from the previous academic year. A peer of equal or higher rank must be selected to evaluate a clinical faculty. (Form D)

6. **Form E: Clinical Faculty Evaluation and Promotion Review Panel Response to Faculty Self-Review.**

Faculty self-review materials will be evaluated by a panel of the Clinical Faculty Evaluation and Promotion Committee. Reviewers will present their assessments of assigned faculty self-review materials for discussion, interpretations, and recommendations. The reviewers will have access to previous self-reviews and Clinical Faculty Evaluation and Promotion Committee responses for their assigned faculty.

The reviewers will complete a draft of the current Clinical Faculty Evaluation and Promotion Committee Response Form, which is revised as needed and signed by the panel members. On the Form, the reviewers will write a descriptive summary of the annual review. The review will be attached to the faculty member's self-review materials and filed in the Clinical Faculty Evaluation and Promotion Committee file.

A summary of the responses will be forwarded to the faculty member and to the Associate Deans. Faculty needing clarification of any comments on their Clinical Faculty Evaluation and Promotion Committee Response should contact the Clinical Faculty Evaluation and Promotion Committee Chair. Clinical Faculty Evaluation and Promotion Committee Chair responds to individual faculty concerns in writing.

Faculty responses and the Clinical Faculty Evaluation and Promotion Committee Chair response to the faculty member, if any, will be attached to the Clinical Faculty Evaluation and

Promotion Committee Response Form and forwarded as indicated to the Associate Deans and Dean. (Form E) (Refer to Clinical Faculty Evaluation and Promotion Procedures)

9. **Form F. Outside Professional Activities.** Each faculty member must complete an Outside Professional Activities Report and submit as part of the review packet. (Form F). current academic year and goals for the next academic year.
10. **Form G: Goals and CON Strategic Plan.** Faculty goals should reflect progression toward the criteria for the next rank. Indicate plans to attain the next year's goals. If proposed goals or plans require administrative support, the faculty member may want to confer with the Associate Deans/Dean. Goals must be measurable and congruent with the College of Nursing Strategic Plan.

III. Clinical Faculty Annual Review Dates

1. Submit annual faculty self-assessment for annual review by the January 15 to the Chair of the Clinical Faculty Evaluation and Promotion Committee. (See guidelines). If requesting review for term membership on Graduate Faculty, the request for review and nomination, accompanied by documentation as outlined in Procedures and Criteria for Reviewing Faculty for Term Membership on the Graduate School Faculty should accompany the faculty self-assessment for annual review.
2. File to be reviewed by Clinical Faculty Evaluation and Promotion Committee at the regularly scheduled or called committee meeting in February or March.
3. Chair of the Clinical Faculty Evaluation and Promotion Committee will forward to the Associate Deans and the clinical faculty member by the date as requested by the Dean's Office or by April 1 regarding the committee's recommendation of the annual review. The Associate Deans meet with the Clinical Faculty Member for the annual review. Recommendations are forwarded to the Dean or the designee.
4. The Associate Deans forward recommendation to the Dean or the Designee by April 30. The Dean may or may not accept the recommendation of the Clinical Faculty Evaluation and Promotion Committee and/or Associate Deans. The Dean makes the final decision regarding reappointment by May 1 of each year.

Graduate Faculty Term Review Dates

1. Submit annual faculty self-assessment for annual review by the fourth Friday of February to the Chair of the Clinical Faculty Evaluation and Promotion Committee. (See guidelines). If requesting review for term membership on Graduate Faculty, the request for review and nomination, accompanied by documentation as outlined in Procedures and Criteria for Reviewing Faculty for Term Membership on the Graduate School Faculty should accompany the faculty self-assessment for annual review.
2. File to be reviewed by Clinical Faculty Evaluation and Promotion Committee at the regularly scheduled or called committee meeting in March.

3. Chair of the Clinical Faculty Evaluation and Promotion Committee will forward the Committee's recommendation and file to the Associate Deans and the clinical faculty member by April 1 regarding the committee's recommendation of the annual review. The Associate Deans will send a letter of recommendation to the Graduate Director regarding the committee's recommendation for Graduate Faculty term membership.
4. The Associate Deans forward recommendation to the Dean by April 30. The Dean may or may not accept the recommendation of the Clinical Faculty Evaluation and Promotion Committee and/or Associate Deans. The Dean makes the final decision regarding reappointment by May 1 of each year.

Process for Annual Evaluation by the Associate Deans and Dean

1. Clinical Faculty submits copies of all self-review materials to the Clinical faculty Evaluation and Promotion Committee who then submits findings with the self-review to the Associate Deans for their review.
2. The Associate Deans hold an evaluation conference with each clinical faculty member to discuss the evaluation of the clinical faculty member, the clinical faculty member's self-review, and the recommendations from the Clinical Faculty Evaluation and Promotion Committee Response Form. The Associate Deans forward the file with a recommendation to the Dean. All Associate Deans and faculty member sign the recommendation.

"The faculty member will sign the evaluation indicating that the document has been read. This act does not imply agreement with the evaluation on the part of the faculty member. The faculty member may respond in writing to the evaluation and that response will be retained with the written evaluation." (Faculty Manual, 1995, p. 41). The written evaluation and any written response submitted will be forwarded to the Dean along with a copy of the faculty member's self-review materials and Clinical Faculty Evaluation and Promotion Committee Response. These evaluation materials become a permanent part of the faculty member's file.

3. The Dean reviews the file and recommendation. The Dean makes any final decision regarding re-appointment or promotion. Clinical Faculty are annual appointments. All full-time clinical faculty members are on annual appointments and must meet the promotion criteria in effect at the time of their request for promotion.

**Procedures and Criteria for Reviewing Faculty for
Term Membership
on the Graduate School Faculty
(Approved by CON 10/24/03; approved by Graduate School 4/04)**

According to the USC Faculty Manual, a term appointment is available to faculty members and scholars not otherwise eligible for regular membership on the Graduate School faculty. Term appointments are granted upon nomination by an academic unit to the Dean of the Graduate School for a period not to exceed 3 years. Term appointments confer the rights to teach graduate courses and to serve on graduate students' committees. Term appointments are appropriate for emeriti USC professors, clinical faculty, research professors, and faculty members at other institutions.

Procedure:

Upon recommendation of the Dean, Faculty Chair or the Graduate Director or upon individual requests, emeriti, research, and clinical faculty in the rank of assistant professor or higher will be reviewed periodically for term appointments and appointment renewals to the Graduate School Faculty. Faculty in any of these categories are eligible for term membership on the Graduate Faculty if they meet at least one of the criteria recommended by the Graduate School (page 2). The faculty member must demonstrate the designated performance standards for the same criteria as do tenure track faculty.

Clinical Faculty

It is the responsibility of the faculty member to maintain and assemble relevant documents for the review file (which may be the same file used for promotion review). After reviewing the file, a panel of at least five faculty members of the College of Nursing Clinical Faculty Evaluation and Promotion Committee (CFEPC) who are graduate faculty term members¹ shall meet to discuss the faculty member's accomplishments relative to the criteria for initial and/or renewal term membership on the Graduate Faculty. A paper ballot is distributed and counted; a two-thirds majority vote of yes is necessary to recommend term graduate faculty status.

The CPEPC recommendation is conveyed to the Graduate Director who makes the determinative recommendation. The Graduate Director sends a memo to the Graduate School and to the faculty member indicating the decision to recommend term membership on the Graduate Faculty. The final decision to accept or deny a request for a term appointment on the Graduate School Faculty rests with the Graduate Dean in consultation with the Graduate Council. Appeals of decisions of the Graduate Dean to deny membership on the Graduate Faculty may be made to the Membership Committee of the Graduate Council.

A clinical faculty member receiving a negative recommendation may request that the CFEPC (or the Graduate Director as appropriate) reconsider the recommendation and has an opportunity to provide additional documentary evidence. Persons who have been denied membership on the Graduate School faculty by the Graduate Dean may reapply annually through the normal procedures of the College of Nursing.

¹ If in the event there are not five members of the CPEPC who are term members of the Graduate School Faculty to conduct the review, members of the Tenured Faculty who are Graduate School Faculty may be appointed by the Tenure and Promotion Committee Chair to serve in that capacity.

Criteria:

As recommended by the Graduate School, three criteria are considered in the decision to retain regular membership on the Graduate Faculty: The criteria, listed below, are consistent with College of Nursing criteria for promotion to Associate Professor or above. For term membership, one of these must be met.

- Graduate Teaching: The faculty member must have a documented record of satisfactory teaching in graduate courses, either at USC or another institution. For new appointments without prior teaching experience but with appropriate clinical experience to support teaching assignment, this criterion may be waived for one membership term.
The candidate must consistently receive satisfactory peer and student teaching ratings on graduate as well as undergraduate courses. The candidate is expected to demonstrate leadership in planning, implementing and evaluating/revising graduate courses and/or curricula. (Use Forms C and D of Self-Assessment Packet, and letters of support from appropriate faculty who can speak to leadership skills in graduate courses/curricular activities.)
- Mentoring Graduate Students: The faculty member must have a documented record of involvement in graduate student research. Service on dissertation, thesis, research projects, independent studies and examination committees is expected of the candidate. The candidate is expected to assist students in publishing and presenting their work.
- Scholarship and/or Creative Activity: The faculty member must have a documented record of scholarship and/or creative activity judged by his or her colleagues to be satisfactory.
The candidate demonstrates a commitment to continued scholarship as evidenced by an ongoing research program generating two or more publications per year. The candidate is expected to have obtained extramural funding to support his/her research program. The candidate's scholarly work is published in refereed scientific journals and is presented at regional and national meetings.

University of South Carolina
College of Nursing
Guidelines for Clinical Faculty Promotion

Clinical Faculty

Clinical Faculty are members of the College of Nursing Faculty whose major emphasis is on provision of clinical instruction, clinical scholarship, and direct nursing care. Clinical Faculty are University employees on annual appointments and are not tenure track faculty. Annual appointments are made based on the needs of the College and reappointment is at the discretion of the Dean. Clinical Promotion is based on meeting on an ongoing basis, especially ongoing in the last three years.

The promotion of full time (37.5 hours) clinical faculty is reviewed in the spring by both the guidelines specified below.

There are two categories of Clinical Faculty.

Teaching/Practice Clinical Faculty: These are faculty whose primary responsibility is teaching courses for the College of Nursing.

Practice/Teaching Clinical Faculty: These are faculty whose primary responsibility is practice. These Faculty are assigned and work in the CFHC, PCP, and Center for Nursing Leadership.

Clinical File Preparation for Promotion with Deadlines

1. Submit letter of intent to Chair of the Clinical Faculty Evaluation and Promotion Committee and the Chair of the Faculty by January 15.
2. Submit File for promotion by the fourth Friday in January to the Chair of the Clinical Faculty Evaluation and Promotion Committee.
3. Files are reviewed by Clinical Faculty Evaluation and Promotion Committee at the regularly scheduled committee meeting in March or a called meeting as appropriate.
4. The Chair of the Committee sends a letter to the Associate Deans and the clinical faculty member by the date requested by the Dean's office or by April 1 regarding the committee's recommendation.
5. The Associate Deans meet with the faculty member for annual review and promotion review at the same meeting.
6. The Associate Deans forward recommendations to Dean by April 30. The Dean makes the final decision regarding promotion by May 1.

Promotion File (Refer to Form A for specific criteria for Promotion to next rank.)

The faculty should retain copies for their personal files of all materials submitted.

1. Teaching
Teaching/Practice Faculty
 - a. TEQs (last three years)

- b. CEQs (last three years)
- c. Sample of course syllabi for which you served as course leader, adjunct faculty, or preceptor (last three years)
- d. Sample of guest lectures given (last three years).
- e. Name and address of clinical practice sites (last three years).
- f. Number of hours per week for clinical practice (last three years).
- g. Number of students precepted per semester in the clinical area (last three years).
- h. Courses taught by semester by grid (see faculty self-assess sheet) (last three years).

Practice/Teaching Faculty

- a. Course evaluations or clinical student evaluations (last three years)
- b. Sample of course syllabi for which you served as course leader, adjunct faculty, or clinical preceptor (last three years)
- c. Sample of guest lectures given or presentations (last three years).
- d. Name and address of clinical practice sites (last three years).
- e. Number of hours per week for clinical practice (last three years).
- f. Number of students precepted per semester in the clinical area (last three years).
- g. Courses where faculty member precepted students or conducted clinical evaluations in the clinical area by semester by grid (last three years).

2. Service

- a. Outside University committees, boards, professional organizations served on including leadership positions (last three years).
- b. Community service volunteer activities (last three years).
- c. CON/University committees, boards, organizations served on including leadership positions (last three years).
- d.

3. Scholarship

- a. Include any poster presentations, papers, or peer-reviewed publications (especially the last three years).
- b. Include any grants submitted (especially the last three years).
- c. Include any patient teaching materials (especially the last three years).
- d.

4. Awards or Special Recognition.

Clinical Faculty Annual Evaluation and Promotion Procedures

Promotion and Annual Review Criteria

The Clinical Evaluation and Promotion Committee of the College of Nursing operates as a committee of the whole for the purposes of annual evaluations and promotion recommendations. All clinical faculty who are least at the assistant professor level and who have been full-time faculty for five years with the College of Nursing are members. The Chair is elected annually at the April meeting of the committee.

A quorum consists of two-thirds of the total membership. A quorum must be present for all evaluation and promotion issues.

1. In the matter of promotion, only those with higher rank are eligible voting members. Of all the members eligible to vote, three-fourths must vote “yes” to send a positive recommendation for promotion to the Associate Deans and Dean.
2. In the matter of recommending term membership on Graduate Faculty, only those with term membership are eligible to vote; if less than five members are term members of Graduate Faculty, members of the Tenured Faculty who are Graduate School Faculty may be appointed by the Tenure and Promotion Committee Chair to serve in that capacity. A two-thirds majority vote of yes is necessary to recommend term graduate faculty status.
3. In the matter of annual evaluations, only those with equal or higher rank are eligible voting members. Of all the members eligible to vote, three-fourths must vote “yes” to send a positive recommendation to the Associate Deans and Dean.
4. A simple majority of the members eligible to vote and voting “yes” or “no” is necessary to approve other action (non-promotion) such as revision of criteria.

Discussion by the committee as a whole takes place relative to each candidate under consideration. All such discussion is highly confidential, as is the report of the vote. Violation of confidentiality is grounds for removal from the committee. Concerns of the committee (other than those that relate to specific candidates and general information about policy and procedures) may be freely discussed with the Clinical Faculty Evaluation and Promotion Committee and other clinical faculty.

The College of Nursing Clinical Faculty Evaluation and Promotion Criteria are reviewed and revised every five years or as needed by the Clinical Evaluation and Promotion Committee.

Annual and Reappointment Review

1. New and continuing faculty are reviewed by the Clinical Faculty Evaluation and Promotion Committee each spring in relationship to the most recently approved evaluation and promotion criteria. After the review by the Committee, the Chair forwards the recommendation to the Faculty Member and Associate Deans for the review. The Faculty member will schedule a meeting to discuss the evaluation with the Associate Deans.
2. Clinical faculty receiving an unfavorable vote on evaluation from the Clinical Faculty Evaluation and Promotion Committee have the right to appeal the Clinical Faculty Evaluation and Promotion Committee decision. A clinical faculty member appealing an unfavorable recommendation notifies the Clinical Faculty Evaluation and Promotion Chair and the Associate Deans. The Faculty member will schedule a meeting to discuss the evaluation with the Associate Deans and the Chair of the Clinical Faculty Evaluation and Promotion Committee.
3. The Associate Deans forward their recommendation to the Dean.

Review for Promotion

1. The Faculty Member notifies in writing to the Chair of the Committee of intent to apply for promotion.
2. The Chair of the Committee notifies candidates of an orientation for faculty who plan to prepare a file for promotion in the upcoming year.
3. The Clinical Faculty Evaluation and Promotion Committee Chair requests from the candidate the promotion file. The file is submitted to the Chair of the Clinical Evaluation and Promotion Committee.
4. The Clinical Faculty Evaluation and Promotion Committee Chair schedules meetings for the purpose of discussing the candidate's qualifications for promotion. Committee members may take up to two working days following the discussion to cast their vote with justifications.
5. A record of the committee vote and written justifications of votes are forwarded to the Associate Deans who forwards the recommendation to the Dean.
6. The Clinical Faculty Evaluation and Promotion Committee Chair notifies the candidate of the committee's recommendation.
7. Clinical Faculty receiving an unfavorable recommendation from the Dean on promotion does not have the right to appeal the recommendation at any level since all clinical faculty have annual appointments.

All full-time clinical faculty members are on annual appointments and must meet the promotion criteria in effect at the time of their request for promotion.

Summary

In summary, teaching, service and scholarship are all considered at the time of promotion and/or annual review. As a clinical profession, the Clinical Faculty Evaluation and Promotion Committee is concerned with evidence of appropriate clinical practice activities. Teaching is the basic mission of the College of Nursing, and therefore, all clinical faculty are expected to demonstrate and maintain competence as teachers. Teaching/Practice Faculty who are weak in teaching are unlikely to be recommended for promotion or receive a satisfactory recommendation. Practice/Teaching Faculty who are weak in practice are unlikely to be recommended for promotion or receive a satisfactory recommendation.

FORM A – Clinical Instructor

Name: _____

Present Rank:: Clinical Instructor

Date Appointed at Present Rank: _____

Date First Appointed at USC: _____

Academic Year _____ - _____

Clinical Instructor Criteria	Faculty Member gives Evidence of Meeting Criteria Be specific	Committee's findings: Scale 0 Not Met 1 Below 2 Met Criteria 3 Above Criteria Range of Points = 0 to 21
<p>1. Maintains current national certification status or achieves national certification within one or two years of appointment in an area that reflects the major focus of clinical practice and teaching on annual basis. Examples of a major focus of clinical practice and teaching certification are faculty educator, geriatrics, pediatrics, or medical-surgical nursing. A limited, prescribed, and specific area of certification would not meet these criteria. Examples of a limited, prescribed or specific area of certification are CPR, PALS, or childbirth educator. Cite name of certification area, dates including expiration, & name of credentialing organization.</p>		
<p>2. Demonstrates competence as a clinician/teacher on annual basis.</p> <p><u>For Teaching/Practice Faculty:</u></p> <p>a. Practice as RN or APRN 8 hours on a monthly basis (give name of practice setting) and/or;</p> <p>b. Mentors students: evaluates and teaches students each semester. (Give name of course that faculty member mentored , taught, or evaluated students, give dates). For UG courses, TEQs and CEQs \geq must be 2.75 or better and for Graduate Courses TEQ and CEQs must be 3.0 or better. Student</p>		

<p>evaluations and written comments reflect that student's perceive faculty member in the teaching/clinical area as competent (Cite TEQ, CEQ and Course numbers) and;</p> <p>c. Active current Licensure as RN or APRN, with prescriptive authority license, DEA registration and (give dates of expiration); and</p> <p>d. CPR (or ACLS) up to date (give dates of expiration); and</p> <p>e. Adheres to evidence-based guidelines in practice area with documentation on syllabi/course materials. (Cite Course Number).</p> <p><u>For Practice/Teaching Faculty</u></p> <p>a. Practice as RN or APRN full time practice (give name of practice setting).</p> <p>b. Mentors students: Evaluates and teaches students each semester. (Faculty member cites name of course that faculty member mentored , taught, or evaluated students. Cite dates). Student evaluations and written comments reflect that student's perceive faculty member as competent in the clinical or practice area and;</p> <p>c. Active current Licensure as RN or APRN (with prescriptive authority license, DEA registration and (give dates of expiration); and</p> <p>d. CPR (or ACLS) up to date (give dates of expiration).</p> <p>e. Adheres to evidence-based guidelines in practice area. Requires students to adhere to EBP. Cite documentation on syllabi/course materials. (Cite Course Number).</p>		
<p>3. Participates in professional organizations.</p> <p>Participation is defined as serving one professional organizational committee (Legislative, Conference Planning Committee, etc).</p> <p><u>For Teaching/Practice Faculty:</u> Participates actively in a</p>		

<p>professional organization on an annual basis.</p> <p><u>For Practice/Teaching Faculty</u> Participates actively in a professional organization on an annual basis.</p>		
<p>4. Demonstrates commitment to research/clinical scholarship.</p> <p><u>For Teaching/Practice Faculty:</u> Demonstrates commitment to clinical scholarship by participating in a poster presentation, book chapter, paper presentation, or manuscript publication on an annual basis. (Cite APA source for poster, presentation, book chapter, or publication)</p> <p><u>For Practice/teaching Faculty:</u> Demonstrates commitment to clinical scholarship by participating in a poster presentation, book chapter, paper presentation, or manuscript publication on an annual basis. (Cite APA source for poster, presentation, book chapter, or publication)</p>		
<p>5. Participates in professional growth.</p> <p><u>For Teaching/Practice Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 4 Contact Hours or its equivalent (Give name, date, and place of conference).</p> <p><u>For Practice/Teaching Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 4 Contact Hours or its equivalent (Give name, date, and place of conference).</p>		
<p>6. Demonstrates service to College of Nursing.</p>		

<p><u>For Teaching/Practice Faculty:</u> Serves on one College of Nursing Councils on an annual basis (Faculty, Practice, Graduate, Research). Attends meetings and gives input. (Give name of Council and attendance dates).</p> <p><u>For Practice/Teaching Faculty:</u> Serves on one College of Nursing Council on an annual basis (Faculty, Practice, Graduate, Research). Attends meetings and gives input. (Give name of Council and attendance dates).</p>		
<p>7. Demonstrates service to the Community</p> <p><u>For Teaching/Practice Faculty:</u> Participates or serves as a liaison/CON expert with one outside agency for College of Nursing. (Give name of outside agency etc)</p> <p><u>For Practice/Teaching Faculty:</u> Participates or serves as a liaison with one outside agency for marketing, soliciting of FPP business, or coordination of community patient care (Give name of outside agency etc)</p>		

Range of Points = 0 to 21
Score below 14 = Not Met
Score of 14 = Met
Score 15-21 = Above

FORM A – Clinical Assistant Professor

Name: _____

Present Rank:: Clinical Assistant Professor

Date Appointed at Present Rank: _____

Date First Appointed at USC: _____

Academic Year _____ - _____

Clinical Assistant Professor Criteria	Faculty Member Gives Evidence of Meeting Criteria Be specific	Committee's findings Scale 0 Not Met 1 Below 2 Met Criteria 3 Above Criteria Range of Total Points = 0 to 21
<p>1. Maintains current national certification status or achieves national certification within one or two years of appointment in an area that reflects the major focus of clinical practice and teaching on annual basis. Examples of a major focus of clinical practice and teaching certification are faculty educator, geriatrics, pediatrics, or medical-surgical nursing. A limited, prescribed, and specific area of certification would not meet these criteria. Examples of a limited, prescribed or specific area of certification are CPR, PALS, or childbirth educator. (Cite name of certification area, dates, & credentialing organization).</p>		
<p>2. Demonstrates competence as a clinician/teacher on annual basis.</p> <p><u>For Teaching/Practice Faculty:</u></p> <p>a. Practice as RN or APRN 8 hours on a monthly basis (give name of practice setting) and/or;</p> <p>b. Mentors students: evaluates and teaches students each semester. (Give name of course that faculty member mentored, taught, or evaluated students, give dates). For UG courses, TEQs and CEQs \geq must be 2.75 or better and for Graduate Courses TEQ and CEQs must be 3.0 or better. Student evaluations and written comments reflect that student's perceive faculty member in the</p>		

<p>teaching/clinical area as competent (Cite TEQ, CEQ and Course numbers) and;</p> <p>c. Active current Licensure as RN or APRN, with prescriptive authority license, DEA registration and (give dates of expiration); and</p> <p>d. CPR (ACLS) up to date (give dates of expiration) and;</p> <p>e. Implements evidence-based guidelines in clinical area with documentation on syllabi. (Cite Course Number).</p> <p>f. Serves as course leader or co-leader, as appropriate (ongoing course offerings, Independent study, Web based courses, New offering) on annual basis. (Give name of course(s) and TEQ, CEQ scores)</p> <p><u>For Practice/Teaching Faculty</u></p> <p>a. Practice as RN or APRN 100% full time practice (give name of practice setting).</p> <p>b. Mentors students in clinical practice: evaluates and teaches/mentors students in the clinical setting each semester. (Give name of course that faculty member mentored , taught, or evaluated students in the clinical setting, give dates). Student evaluations and written comments reflect that student's perceive faculty member as competent in the practice area and;</p> <p>c. Active current Licensure as RN or APRN (with prescriptive authority license, DEA registration and (give dates of expiration); and</p> <p>d. CPR (or ACLS) up to date (give dates of expiration).</p> <p>e. Implements evidence-based guidelines in clinical area with documentation on syllabi. (Cite Course Number).</p> <p>f. Coordinates student experiences in the practice area.</p>		
<p>3. Participates in professional organizations.</p>		

<p>At this level provides leadership or serves in a leadership role in at least one local or state professional organization on an annual basis. (Cite name of Professional organization, role, and dates).</p> <p><u>For Teaching/Practice Faculty:</u> Provides leadership in at least one professional organization on an annual basis. (Cite name of Professional organization, role, and dates).</p> <p><u>For Practice/Teaching Faculty</u> Provides leadership in at least one professional organization on an annual basis. (Cite name of Professional organization, role, and dates).</p>		
<p>4. Demonstrates commitment to research/clinical scholarship.</p> <p>Commitment to research/clinical scholarship at this level is defined by doing one of the following:: by development of a new course or total revamp of an existing course, authoring or co-authoring scholarship presentations (poster or papers), authoring or co-authoring publications, or active participation in research/grant, or serving on DNP project with at least one of the above on annual basis. (Cite APA reference for new course, existing course, poster, oral presentation, or publication, or grant/research name, or DNP project name).</p> <p><u>For Teaching/Practice Faculty:</u> a. Develops a new course, or total revamp of an existing course, or authors or co-authors either poster presentations, paper presentations, or manuscript publications, or active in research/grant, or serving on DNP project with at least one of</p>		

<p>the above on annual basis. (Cite APA reference for new course or total revamp of existing course, poster, oral presentation, publication, grant, or research name, or DNP project name).</p> <p><u>For Practice/Teaching Faculty:</u> a. Develops a new practice evidence based protocol, or authors or co-authors either poster presentations, paper presentations, or manuscript publications, or active in research/grant, or serving on DNP project with at least one of the above on annual basis. (Cite APA reference for evidence based practice protocol, poster, oral presentation, publication, grant, or research name, or DNP project name).</p>		
<p>5. Participates in professional growth.</p> <p><u>For Teaching/Practice Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 8 contact hours or its equivalent on an annual basis. (Give name, date, and place of conference/course).</p> <p><u>For Practice/Teaching Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 8 contact hours or its equivalent on an annual basis. (Give name, date, and place of conference)</p>		
<p>6. Demonstrates service to the College of Nursing</p> <p>At this level the faculty would demonstrate leadership on at least one College of Nursing Committees/Task Force/Council on an annual basis.</p> <p><u>For Teaching/Practice Faculty:</u></p>		

<p>Serves as Chair or in a leadership role of at least one CON Committee/Task Force/Council on an annual basis. (Give name of Committee/Task Force/Council with attendance dates and faculty role)</p> <p><u>For Practice/Teaching Faculty:</u> Supervises and manages staff, including EPMS, with in Center for daily operations.</p>		
<p>7. Demonstrates service to the Community</p> <p><u>For Teaching/Practice Faculty:</u> a. Demonstrates competence in developing and maintaining linkages between the College and the clinical agency/community on annual basis. Meets with preceptors, clinical agencies on an annual basis or more often. Trouble shoots problems as they arise. Orients students to clinical settings. (Cite agencies and methods used to link with organizations). b. Participates in a community group on annual basis. (Give name of group and faculty role).</p> <p><u>For Practice/Teaching Faculty:</u> a. Meets with community agencies on an annual basis or more often. Provides health promotion or other professional activities to the community. (Give name of group and faculty role) b. Participates in a community group on annual basis. (Give name of group and faculty role)</p>		

Range of Points = 0 to 21
Score below 14 = Not Met
Score of 14 = Met
Score 15-21 = Above

FORM A – Clinical Associate Professor

Name: _____

Present Rank:: Clinical Associate Professor

Date Appointed at Present Rank: _____

Date First Appointed at USC: _____

Academic Year _____ - _____

Clinical Associate Professor Criteria	Faculty Member Gives Evidence of Meeting Criteria Be specific	Committee's findings Scale 0 Not Met 1 Below 2 Met Criteria 3 Above Criteria Range of Total Points = 0 - 21
<p>1. Maintains current national certification status or achieves national certification within one or two years of appointment in an area that reflects the major focus of clinical practice and teaching on annual basis. Examples of a major focus of clinical practice and teaching certification are faculty educator, geriatrics, pediatrics, or medical-surgical nursing. A limited, prescribed, and specific area of certification would not meet these criteria. Examples of a limited, prescribed or specific area of certification are CPR, PALS, or childbirth educator. (Cite name of certification area, dates, & credentialing organization).</p>		
<p>2. Demonstrates competence as a clinician/teacher on annual basis.</p> <p><u>For Teaching/Practice Faculty:</u></p> <p>a. Practice as RN or APRN 8 hours on a monthly basis (give name of practice setting) and/or;</p> <p>b. Mentors students: evaluates and teaches students each semester. (Give name of course that faculty member mentored, taught, or evaluated students; give dates). For UG courses, TEQs and CEQs \geq must be 2.75 or better and for Graduate Courses TEQ and CEQs must be 3.0 or better. Student evaluations and written comments</p>		

reflect that student's perceive faculty member in the teaching/clinical area as competent (Cite TEQ, CEQ and Course numbers) and;

- c. Active current Licensure as RN or APRN, with prescriptive authority license, DEA registration and (give dates of expiration); and
- d. CPR (or ACLS) up to date (give dates of expiration) and;
- e. Implements evidence-based guidelines in clinical area with documentation on syllabi. (Cite Course Number).
- f. Develops at least one elective or new clinical courses or serves as course leader for at least one course, as appropriate (ongoing course offerings, Independent study, Web based courses) on annual basis. (Give name of course(s) and TEQ, CEQ scores)

For Practice/Teaching Faculty

- a. Practice as RN or APRN 100% full time practice (give name of practice setting).
- b. Mentors students in clinical practice: Evaluates and teaches students in the clinical setting each semester. (Give name of course that faculty member mentored , taught, or evaluated students in the clinical setting, give dates). Student evaluations and written comments reflect that student's perceive faculty member as competent in the practice area and;
- c. Active current Licensure as RN or APRN (with prescriptive authority license, DEA registration and (give dates of expiration); and
- d. CPR (or ACLS) up to date (give dates of expiration).
- e. Implements evidence-based guidelines in practice area with documentation on syllabi or continuing education courses or course materials. (Cite Course Number or Name of Approved CE offering).
- f. Manager of Center Operations

<p>on a daily basis. Manages staff, operation flow, and policy and procedures.</p>		
<p>3. Participates in professional organizations.</p> <p>At this level , provides leadership in one professional organization. Leadership is defined as serving as an Officer for a Professional Organization (President, Vice-President, Treasurer, Secretary, Board of Director, etc) or in a leadership capacity of a professional organizational Committee/TF (Legislative, Conference Planning Committee, etc).</p> <p><u>For Teaching/Practice Faculty:</u> Provides leadership in one state and/or national professional organization on an annual basis (Cite name of Professional organization, role, and dates).</p> <p><u>For Practice/Teaching Faculty</u> Provides leadership in one state and/or national professional organization on an annual basis. (Cite name of Professional organization, role, and dates).</p>		
<p>4. Demonstrates commitment to research/clinical scholarship.</p> <p>At this level, two of the following must be met on an annual basis: Development of new course or total revamp of an existing course, authoring or co-authoring scholarship presentations (papers), authoring or co-authoring publications, authoring or co-authoring book chapter, or Chairs/serving on DNP project , or serves on a grant (Cite APA reference for course development or revamp of existing course, oral presentation, book chapter, or publication, or DNP project name).</p>		

<p><u>For Teaching/Practice Faculty:</u> Development of new course or total revamp of an existing course, authoring or co-authoring scholarship presentations (papers), authoring or co-authoring publications, authoring or co-authoring book chapter, or Chairs/serving on DNP project., or serves on a grant. (Cite APA reference for course development or total revamp of existing course, oral presentation, book chapter, or publication, or DNP project name, or grant name).</p> <p><u>For Practice/Teaching Faculty:</u> Development of practice evidence based protocol, authors or co-authors either a paper presentations, or manuscript publications, book chapter, or Chairs/serves on DNP project. (Cite APA reference for EBP development, oral presentation, book chapter, or publication, or DNP project name, or grant name).</p>		
<p>5 Participates in professional growth.</p> <p>At this level, professional growth is defined as either continuing education and/or formal education on an annual basis.</p> <p><u>For Teaching/Practice Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 12 contact hours or its equivalent per year. (Give name, date, and place of conference/course).</p> <p><u>For Practice/Teaching Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 12 contact hours or its equivalent per year. (Give name, date, and place of</p>		

<p>conference/course).</p> <p>6. Demonstrates service to the College of Nursing .</p> <p>At this level, the faculty member would serve in a leadership role. This means to serve as Chair, NP Manager, or Director.</p> <p><u>For Teaching/Practice Faculty:</u> Serves as Chair of at least one CON Committee/Task Force/Council on an annual basis. (Give name of Committee/Task Force/Council with attendance dates and faculty role).</p> <p><u>For Practice/Teaching Faculty:</u> Serves as the NP Manager or Center Director of the Operations. Supervises and manages staff including the EPMS evaluations. Responsible for implementing the CON strategic plan for the practice.</p>		
<p>7. Demonstrates service to the Community.</p> <p>At this level, service is defined as serving in a leadership role in an advisory/consultative/officer/task force leader in one community groups on annual basis.</p> <p><u>For Teaching/Practice Faculty:</u></p> <p>a. Demonstrates competence in developing and maintaining linkages between the College and the clinical agency/community on annual basis. Meets with preceptors, clinical agencies on an annual basis or more often. Trouble shoots problems as they arise. Orients students to clinical settings. (Cite agencies and methods used to link with organizations).</p> <p>b. Assumes advisory/consultative leadership role in one or participates in two community groups on annual basis. (Give name of group and faculty role).</p>		

<p><u>For Practice/Teaching Faculty:</u> a. Meets with community agencies on an annual basis or more often. Provides health promotion or other professional activities to the community. (Give name of group and faculty role) b. Assumes advisory/consultative leadership roles in one or participates in two community groups on annual basis. (Give name of group and faculty role)</p>		
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Range of Points = 0 to 21
Score below 14 = Not Met
Score of 14 = Met
Score 15-21 = Above

FORM A – Clinical Professor

Name: _____

Present Rank:: Clinical Professor

Date Appointed at Present Rank: _____

Date First Appointed at USC: _____

Academic Year _____ - _____

Clinical Associate Professor Criteria	Faculty Member Gives Evidence of Meeting Criteria Be specific	Committee's findings Scale 0 Not Met 1 Below 2 Met Criteria 3 Above Criteria Range of Total Points = 0-21
<p>1. Maintains current national certification status or achieves national certification within one or two years of appointment in an area that reflects the major focus of clinical practice and teaching on annual basis. Examples of a major focus of clinical practice and teaching certification are faculty educator, geriatrics, pediatrics, or medical-surgical nursing. A limited, prescribed, and specific area of certification would not meet these criteria. Examples of a limited, prescribed or specific area of certification are CPR, PALS, or childbirth educator. (Cite name of certification area, dates, & credentialing organization).</p>		
<p>2. Demonstrates competence as a clinician/teacher on annual basis.</p> <p><u>For Teaching/Practice Faculty:</u></p> <p>a. Practice as RN or APRN 8 hours on a monthly basis (give name of practice setting) and/or;</p> <p>b. Mentors students: evaluates and teaches students each semester. (Give name of course that faculty member mentored, taught, or evaluated students, give dates). For UG courses, TEQs and CEQs \geq must be 2.75 or better and for Graduate Courses TEQ and CEQs must be 3.0 or better. Student evaluations and written comments reflect that student's perceive faculty member in the</p>		

teaching/clinical area as competent (Cite TEQ, CEQ and Course numbers) and;

- c. Active current Licensure as RN or APRN, with prescriptive authority license, DEA registration and (give dates of expiration); and
- d. CPR (or ACLS) up to date (give dates of expiration) and;
- e. Implements evidence-based guidelines in clinical area with documentation on syllabi. (Cite Course Number).
- f. Develops at least one elective or new clinical courses or serves as course leader for at least two courses, as appropriate (ongoing course offerings, Independent study, Web based courses) on annual basis. (Give name of course(s) and TEQ, CEQ scores)

For Practice/Teaching Faculty

- a. Practice as RN or APRN 100% full time practice (give name of practice setting).
- b. Mentors students in clinical practice on annual basis. Readily evaluates and teaches students in the clinical setting. (Give name of course that faculty member mentored , taught, or evaluated students in the clinical setting, give dates). Student evaluations and written comments reflect that student's perceive faculty member as competent in the practice area and;
- c. Active current Licensure as RN or APRN (with prescriptive authority license, DEA registration and (give dates of expiration); and
- d. CPR (or ACLS) up to date (give dates of expiration).
- e. Implements evidence-based guidelines in clinical area with documentation on syllabi or continuing education courses. (Cite Course Number or Name of Approved CE offering).
- f. Coordinates student experiences in the practice area. Trouble shoots

<p>problems as they arise.</p>		
<p>3. Participates in professional organizations.</p> <p>At this level, provides leadership in an at least two professional organization at the state, national level, or international on an annual basis.</p> <p>This is defined as serving as in a leadership capacity such as Officer for a Professional Organization (President, Vice-President, Treasurer, Secretary, Board of Director, etc) or Chair/Vice-Chair of a professional organizational Committee/TF (Legislative, Conference Planning Committee, etc).</p> <p><u>For Teaching/Practice Faculty:</u> Provides leadership in at least two state, national, or international professional organization on an annual basis. (Cite name of Professional organization, role, and dates).</p> <p><u>For Practice/Teaching Faculty</u> Provides leadership in at least two state, national, international professional organization on an annual basis. (Cite name of Professional organization, role, and dates).</p>		
<p>4. Demonstrates commitment to research/clinical scholarship.</p> <p>At this level, commitment is defined by</p> <p>a. authors or co-authors scholarship presentations (papers), authoring or co-authoring publications, authoring or co-authoring book chapters, or Chairs DNP projects with at least two of the above on annual basis (Cite APA reference for oral presentation, or publication, or DNP project name) and/</p>		

b. Conducts at least one clinical research, grant project, or research utilization project either independently or in collaboration with professional colleagues on annual basis. (Give name of project. Cite in APA format.)

For Teaching/Practice Faculty:

a. Develops a new course or total revamp of an existing course, authors or co-authors scholarship presentations (papers), authoring or co-authoring publications, authoring or co-authors book chapters, or serves as PI or Co-PI on a grant, or Chairs DNP project with at least two of the above on annual basis (Cite APA reference for new course or existing course, oral presentation, or publication, or DNP project name, Grant name) and/

b. Conducts at least one clinical research, grant project, or research utilization project either independently or in collaboration with professional colleagues on annual basis. (Give name of project. Cite in APA format.)

For Practice/Teaching Faculty:

a. Develops a new practice evidence based practice protocol, authors or co-authors scholarship presentations (papers), authoring or co-authoring publications, authoring or co-authors book chapters, serves as PI or Co-PI on a grant, or Chairs DNP project with at least two of the above on annual basis (Cite APA reference for oral presentation, or publication, or DNP project name, Grant name). and/

b. Conducts at least one clinical research, grant project, or research utilization project either independently or in collaboration with professional colleagues on annual basis. (Give name of project. Cite in APA format.)

<p>5. Participates in professional growth.</p> <p>At this level, this is defined as participating in at least one continuing education and/or formal education activities on an annual basis in order to obtain 15 contact hours or its equivalent.</p> <p><u>For Teaching/Practice Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 15 contact hours or its equivalent per year. (Give name, date, and place of conference/course).</p> <p><u>For Practice/Teaching Faculty:</u> Participates in professional growth (continuing education and/or formal education) on an annual basis. Obtains 15 contact hours or its equivalent per year. (Give name, date, and place of conference/course)</p>		
<p>6. Demonstrates service to the College of Nursing.</p> <p>At this level, service is defined as leadership. Leadership is defined as serving as Chair of at least one University/College of Nursing Councils/Committees/Task Forces on an annual basis. Must also be a member of another. Attends meetings and gives input. Leadership is also defined as serving as NP manager or Director of Operations.</p> <p><u>For Teaching/Practice Faculty:</u> Serves as Chair of at least one CON Councils/Committee/Task Forces/on an annual basis. (Give name of Committee/Task Force/Council with attendance dates and faculty role). Must also serve as a member on at least one different Committee, Task Force, Council. (Give name of University</p>		

<p>or CON Council/Committee/Task Force, attendance dates, and faculty role)</p> <p><u>For Practice/Teaching Faculty:</u> Serves as the NP Manager or Director of the Operations. Supervises and manages staff including the EPMS evaluations. Responsible for the implementation of the Strategic Plan congruent with the CON. Ensures that daily patient census is at least 12 to 15 per provider.</p>		
<p>7. Demonstrates service to the Community.</p> <p>At this level, service is defined as serving in advisory/consultative leadership role in at least two community groups on annual basis. Leadership is defined as serving on the Board of Directors in some capacity as either an Officer or Member of the Board of Directors. Leadership is also defined serving as an Officer of a Standing Committee in that Group.</p> <p><u>For Teaching/Practice Faculty:</u> a. Demonstrates competence in developing and maintaining linkages between the College and the clinical agency/community on annual basis. Meets with preceptors, clinical agencies on an annual basis or more often. Trouble shoots problems as they arise. Orients students to clinical settings. (Cite agencies and methods used to link with organizations). b. Assumes advisory/consultative leadership roles in at least two community groups on annual basis. (Give name of group and faculty role).</p>		

<p><u>For Practice/Teaching Faculty:</u> a. Meets with community agencies on an annual basis or more often. Provides health promotion or other professional activities to the community. (Give name of group and faculty role) b. Assumes advisory/consultative leadership roles in at least two community groups on annual basis. (Give name of group and faculty role)</p>		
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Range of Points = 0 to 21
Score below 14 = Not Met
Score of 14 = Met
Score 15-21 = Above

FORM B – Teaching/Practice Faculty

TEACHING HISTORY
Courses Taught and Enrollment by Semester

Spring 20__ , Summer 20__ , Fall 20__

Enrollment by Semester

Course Number	Credit Hours	Contact Hrs/Wk	Course Title	Summer Enrollment	Fall Enrollment	Spring Enrollment

**List each course only once with enrollments under the appropriate semester.

Adopted from USC T&P Form.

FORM B – Practice/Teaching Faculty

PRECEPTING/MENTORING HISTORY
Courses Precepting/Mentoring and Enrollment by Semester

Spring 20__ , Summer 20__ , Fall 20__

of Student Contact Hours by Semester

Course Number	Credit Hours	# of Students Precepted	Course Title	Summer Contact hours	Fall Contact hours	Spring Contact hours

FORM C - Teaching/Practice Faculty

USC College of Nursing
Summary of Student Evaluations and DEIS Evaluations
(Attach copy of Computer Printout to this Form)

Clinical Faculty Member Evaluated: _____ Semester: _____
 Course: _____ Year: _____
 Total Number of Students Enrolled: _____
 Total Number of Students Evaluating: _____

Type of Course (Check all that apply)
 Clinical Seminar Didactic DEIS

Course/Teaching History
 ___ 1. New course, not previously offered
 ___ 2. Continuing course, first time taught by this clinical faculty member
 ___ 3. Continuing course, taught 2-3 times by this clinical faculty member
 ___ 4. Clinical faculty member has taught this course more than three times

College Teaching Evaluation

Type of Evaluation Data: Computer Printout

Overall Rating ___ Overall rating is based on questions 1-6 and 14-21. (Scale range: 1) strongly disagree, 2) disagree, 3) agree, 4) strongly agree. [Cite mean rating and SD and compare to College mean and program mean (undergraduate or graduate)].

Mean Overall Rating	Faculty Range	Faculty Mean	Faculty SD	College Mean	Program Mean

Score for General Teaching Ability _____ (Range: 1) very dissatisfied, 2) dissatisfied, 3) average, 4) satisfied, 5) very satisfied) (General teaching ability item (see ** 2nd page of Teacher Evaluation Printout)

Score for Item 7 (Availability) _____ (Range: 1) very dissatisfied, 2) dissatisfied, 3) satisfied, 4) very satisfied)

Score for Item 8 (blackboard or Internet resources) _____ (Range: 1) Greatly distracted; 2) detracted, 3) neither enhanced nor detracted, 4) somewhat enhanced, 5) greatly enhanced)

Summary of Student Satisfaction with DEIS Offerings (complete if applicable)

Description of responses to DEIS items 9-13. (Range: 1) very dissatisfied, 2) dissatisfied, 3) satisfied, 4) very satisfied)

Items 9-13	Class Mean	Class SD	College Mean

Interpretation of evaluation data (critically assess evaluation results; additional page may be added)

 Signature of Person Summarizing Rank Date

FORM C: For Practice/Teaching Faculty
Student Evaluation of Clinical Faculty Preceptor

University of South Carolina
College of Nursing

Preceptor's Name: _____
 Agency : _____
 Semester: _____ Year: _____

Course Number: _____

Directions: Circle the number that best describes your preceptorship.

	Not Applicable	Strongly Disagree	Disagree	Agree	Strongly Agree
Your clinical faculty preceptor...					
1. Provided clinical learning experiences appropriate to the course objectives	0	1	2	3	4
2. Available and allocated sufficient time for instruction/consultation as appropriate in clinical setting	0	1	2	3	4
3. Provided one-on-one contact and direct observation during the clinical experience	0	1	2	3	4
4. Evaluated your performance and shared results with you and the faculty member.	0	1	2	3	4
5. Clinical teaching style facilitated learning.	0	1	2	3	4
6. Allowed you to learn independently with preceptor validation	0	1	2	3	4
7. Demonstrated expertise in clinical or practice setting	0	1	2	3	4
8. Demonstrated professional behavior in interactions with health care team members	0	1	2	3	4

Dissatisfied
Satisfied

Rate overall level of satisfaction with your experience: 1 2 3 4 5

Would you recommend this preceptor to another student? YES NO

Comments: _____

FORM C: For Practice/Teaching Faculty

Faculty Summary
Student Evaluations of Faculty as a Mentor/Preceptor

Please review student preceptor evaluations. Complete the following information. Please retain the student raw data for any future use, particularly self-study. A Draft of Guidelines is attached.

1. Date: _____
 Semester Year

 2. List Course Number

 3. Total Number of Students. _____

 4. Percentage of student ratings of 4 or greater for overall satisfaction:

Satisfaction Item:	Dissatisfied			Satisfied	
	1	2	3	4	5

 6. Student evaluation of clinical preceptorship/mentorship.
 - a. Availability _____%Yes

 - b. Met Course Objectives _____%Yes

 - c. Effective Preceptor/Site _____%Yes
-

FORM D
ALL FULL TIME CLINICAL FACULTY
Year ____ - ____
Teaching Observation: Classroom/Clinical

Clinical Faculty Member Observed: _____ Rank: _____

Observer: _____ Rank: _____

Course Number: _____ Date of Observation: _____

Course Title: _____ Time of Arrival: _____

Class Topic: _____ Time of Departure: _____

Type of Course:

Didactic Classroom ____ Didactic TV ____ Seminar ____ Clinical ____

Other ____ (Explain) _____

Number of Students: _____

Type of Student Group: BSN ____ RN/BSN ____ MSN ____ ND ____ PhD ____

If Clinical Course:

Week of Clinical Experience: _____

Clinical Setting: _____

Any Special Conditions: _____

Observer was:

1. Selected by Faculty Member Being Observed
2. Assigned by T&P Committee
3. Arranged by Chair of Faculty

Observation was:

1. Arranged with Faculty Member
2. Unannounced

Teaching History with this Course:

1. New course not previously offered.
2. Continuing course, first time taught by this faculty member.
3. Continuing course, taught at least once previously by this faculty member.
4. Other (explain) _____

APT Approved 5/12/86
Revised February 2002

A. Circle the number which most accurately reflects the observer's opinion for each of the following statements.

5 = strongly agree

4 = agree
3 = both agree and disagree
2 = disagree
1 = strongly disagree
0 = not observed

- | | | |
|-----|--|-----------|
| 1. | Class/Clinical content reflected course objectives. | 5 4 3 2 1 |
| 2. | Material was presented clearly. | 5 4 3 2 1 |
| 3. | Instructional methods were appropriate to the situation. | 5 4 3 2 1 |
| 4. | Encouraged relevant student participation. | 5 4 3 2 1 |
| 5. | Class/clinical time used effectively. | 5 4 3 2 1 |
| 6. | Demonstrated enthusiasm for the subject. | 5 4 3 2 1 |
| 7. | Explained important ideas clearly and at student's level of understanding. | 5 4 3 2 1 |
| 8. | Demonstrated command of the subject matter. | 5 4 3 2 1 |
| 9. | Demonstrated clinical expertise directly or indirectly. | 5 4 3 2 1 |
| 10. | Communicated clearly. | 5 4 3 2 1 |
| 11. | Encouraged critical thinking and analysis. | 5 4 3 2 1 |
| 12. | Created an environment, which was conducive to learning. | 5 4 3 2 1 |
| 13. | Responded appropriately to students' questions and concerns. | 5 4 3 2 1 |

B. Comments and suggestions:

C. Overall rating of teacher performance on the day observed is:
Satisfactory _____ Unsatisfactory _____
(This rating requires detailed documentation and completion of sections B and C.)

D. Observer's Signature: _____ Date: _____

E. Faculty Members Signature: _____ Date: _____

F. Faculty Member's Comments (optional):

All Full Time Clinical Faculty
Clinical Faculty Evaluation and Promotion Committee Response Form

Clinical Faculty Member under Review_____

Faculty Reviewing File_____

Signature of Chair of Clinical Faculty Evaluation and Promotion Committee_____

Date_____

Recommendations for promotion:

Promote to Clinical Assistant Professor _____

Promote to Clinical Associate Professor_____

Promote to Clinical Professor_____

Rationale for Promotion:

Recommendations for annual review:

Clinical Instructor: Unsatisfactory_____ Meets_____ Exceeds_____

Clinical Assistant Professor: Unsatisfactory_____ Meets_____ Exceeds_____

Clinical Associate Professor: Unsatisfactory_____ Meets_____ Exceeds_____

Clinical Professor: Unsatisfactory_____ Meets_____ Exceeds_____

Rationale for unsatisfactory/exceeds

FORM F
ALL FULL TIME CLINICAL FACULTY
COLLEGE OF NURSING
OUTSIDE PROFESSIONAL ACTIVITIES

FISCAL YEAR _____ - _____

Name: _____ Campus: _____

% Appointment: _____ Title and Rank: _____

University Contract Period: _____ Academic Year: _____ 12 month _____ Summer _____ Other

I. Policy: Faculty of the College of Nursing will seek prior administrative approval of outside Professional activities and will report these activities annually.

II. Procedure: A. Preamble

Faculty will avoid activities, which compromise either the mission of the University or the professional and ethical conduct of its faculty.

These are activities which give the appearance of a) conflicts of interest* or b) conflicts of commitment*. Special attention will be given to compensated services.

B. Clarification

The following provides clarifying information to above University policy as it applies to the College of Nursing Faculty:

1. The professional practice activity of the faculty of the College Nursing is covered by the Clinical Faculty Practice Plan of the School of Medicine. This activity is an integral part of the College and is not reportable under the Outside Professional Activities for Faculty guidelines.

2. Certain consulting activities are considered a part of the regular professional duties of the faculty. Consultation and cooperation with granting agencies, professional societies, and other educational institutions on matters of mutual interest and/or public benefit are not normally reportable under the Outside Professional Activities for Faculty guidelines. If the activity (e.g., president of a professional society) is expected to consume considerable time and/or involve significant remuneration, the faculty member should seek advice from his/her supervisor concerning reportability.

C. Reporting Format/Procedures

1. All Faculty members will complete the Outside Professional Activities for Faculty Report prior to their annual review with the department head.

2. At the time of the annual review, faculty will report on

Outside Professional Activities over the previous year and anticipated activities for the coming year.

3. In the case of perceived appearance of impropriety, the Department head will advise the Dean to prohibit the faculty member from engaging in the activity or modify the proposed activity.
4. The University Policy and Procedures on Outside Professional Activities for Faculty shall apply in the case of disagreements or conflicts at the department or college level.

I Non-university Non-income Producing Activities

Check one: Reported Below _____ None to Report _____

(List all activities performed/proposed during university contract period. Attach additional sheets if necessary)

Nature of Activity	For whom (Company/ Organization)	_____ (Retrospective days spent during previous reporting period)	_____ (Prospective estimated days to be spent in current reporting period)

II. Non-University Income Producing Activities

(List all activities performed/proposed during university contract period. Attach additional sheets if necessary.)

Check one: Reported below _____ None to Report _____ (Proceed to Sec. III)

List all activities performed/proposed during university contract period. (Do not include amounts of compensation) Attach additional sheets if necessary.

Nature of Activity	For whom (Company/ Organization)	_____ (Retrospective days spent during previous reporting period)	_____ (Prospective estimated days to be spent in current reporting period)

III. Potential Conflict

A. I have a managerial role or a financial interest in (check all that apply)

1. a company that does business with the University _____
2. a company in my field of research _____
3. a sponsor of my research _____
4. none of the above _____

(If you checked any 1-3, describe in an attached statement)

B. I do ___/do not ___ have any other relationships, commitments, activities (including uncompensated activities), or financial or fiduciary interest that present potential conflicts of interest. Remember to include interest of your immediate family in your considerations in answering these questions.

(If you checked "do", please describe in an attached statement)

C. I do ___/do not ___ have non university professional or income producing activities involving other University of South Carolina students, staff, or faculty.

(If you checked "do", please describe in an attached statement)

IV. Affirmation

In submitting this form, I affirm that the above is true to the best of my knowledge and that I have read both the university's and the College of Nursing Policies on Outside Professional Activities, regarding conflicts of interest and conflicts of commitment.

Signature _____

Date _____

Approved February 15, 2002

**FORM G
ALL FULL TIME CLINICAL FACULTY**

USC College of Nursing
Annual Faculty Goals

Name:
Rank:
Clinical track: ___yes ___ no

Date Form Completed: _____

Goals Set for 2011 Use the Grid as a Guide

Goals 2011	CON Strategic Goal	Metrics	Type of Resources Time devoted to Goal

Evidence of Meeting Goals:

Goals Set for 2012 Year: Use the Grid as a Guide

Goals 2012	CON Strategic Goal	Metrics	Type of Resources Time devoted to Goal

(list 1-2 action items for each goal and indicate which of the CON strategic goals you are working toward. State your deliverables in metrics that are measurable. These will be used for your annual review in spring 2008)

Estimate the type and amount of resources (i.e. time/funding) required for each goal:

Faculty Signature

Assoc. Academic Dean Signature

Dean Signature

Assoc. Research Dean Signature

Assoc. Practice Dean Signature