**UNIVERSITY OF**

**South Carolina**

**College of Nursing**

# Faculty/Staff Handbook

# 2023 - 2024

# Contents

College of Nursing
October 24, 2023

# I ORGANIZATION

I.1 **Mission, Vision, and Values Statements**
(Approved April 2018, Updated May 2023)

**Mission:** Prepare graduates who care, inspire, and lead and advance science, practice, and policy to optimize health for all.

**Vision:** To be a preeminent College of Nursing that pioneers innovation, leadership, inclusive excellence, and service with local, national, and global impact.

**Values:** Diversity, Inclusivity, Commitment, Caring, Integrity, Respect, Professionalism

**I.2 Strategic Plan**
K:\Dept\Nursing\Strategic Plan (Public)

**I.3 General Information**
**Address:**
1601 Greene Street
Columbia, SC 29208-0001

WEBPAGE: http://www.sc.edu/study/colleges_schools/nursing/

Faculty/Staff Contact List: http://www.sc.edu/nursing/faculty-staff/

**I.4 Organizational Charts**
K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Organizational Charts

A description of the College of Nursing's organizational structure (College of Nursing Glossary of Terms and Purpose Framework) is available on the K-drive: K:\CON Guidelines and Procedures (Public)\Faculty_Staff Handbook.

**I.5 Position Descriptions**
Position descriptions for the College of Nursing Leadership team are accessible on the K-drive: K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Position Descriptions.

**I.6 Calendars**
**I.6.1 Academic Calendar**
https://www.sc.edu/about/offices_and_divisions/registrar/academic_calendars

### I.6.2     University Holiday Schedules

https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays

### I.6.3     CON Communication Calendar

CON Employees can add information to the CON Communication Calendar through Outlook.

To access "CON Communication, Nursing" and conference rooms (WMBB 303, WMBB 402, WMBB 403, WMBB 409, WMBB 508, WMBB 510, WMBB 515, WMBB 602, WMBB 616 in the College)

- In the Outlook Calendar: Go to Home, Manage Calendars, Add Calendar
- Select From Address Book – type in CON Communication, Nursing – Click Ok
- The calendar should now show up in your shared calendars.

If this does not work, please place an IT Request.

### I.7     Required College of Nursing Events/Meetings

- **CON ReCONnect** – all employees
- **Faculty/Staff Retreat** – all employees
- **Faculty Council** Meetings – all faculty
- **Academic Council Meetings** - faculty should be an active member of at least one academic council and a member of one committee in the council they choose.
- **Academic Retreats** for respective programs – all faculty and designated staff
- **New Graduate Student White Coat Ceremony** – faculty teaching in the advanced practice programs and designated staff
- **Stethoscope and Commitment Ceremony** – faculty teaching in the BSN or MEPN program and designated staff
- **Open House** (Fall each year) – all employees
- **Research Day/Mary Ann Parsons Lectureship** (Spring) – all faculty and designated staff
- Designated Staff and Faculty are required to attend all **College of Nursing Convocation Ceremonies**
- Faculty are required to attend at least one **USC Graduation Ceremony, Doctoral Hooding, or Freshman Convocation** per academic year

If faculty are teaching during a required event, teaching assignments take precedence over college meetings.
Paid College of Nursing sponsored events are encouraged, but not required.

### I.7.1   Monthly Meetings

Meeting Schedule and Administrative Support:

K:\Committees and Councils (Public)\Nominations and Bylaws

**Dean's Dialogue** - for all USC Nursing Employees

 4th Monday of odd months from 12:00 p.m. - 1:00 p.m.

 There will be a second **Dean's Dialogue** during the fourth week of odd months depending on the dean's schedule (Tues, Wed, or Thurs).

**Faculty Council** - all faculty are expected to attend

 4th Thursday of each month from 1:00 – 3:00 p.m.

**BSN Council** and Course Coordinators Meeting - faculty teaching in the BSN Program

 3rd Wednesday of each month from 1:00 p.m. - 3:30 p.m.

**DNP/MSN/CGS Council** - faculty teaching in these programs should plan to attend

 4th Monday of each month from 1:00 p.m. - 2:30 p.m.

**PhD Council** - faculty teaching in the PhD Program should plan to attend

 4th Monday of each month from 10:30 a.m. – 12:00 p.m.

**Dr. Pinto's Resilience in Research** - for employees interested in research

 4th Wednesday of each month from 10:00 a.m. - 11:00 a.m.

**Research and Scholarship Council** - faculty interested in research

 3rd Monday of each month from 1:00 p.m. - 2:00 p.m.

**Research Forum** – all faculty interested in learning more about research

 3rd Monday of each month from 2:00 p.m. - 3:00 p.m.

**Practice Council** - Faculty practicing in the clinical setting

 3rd Tuesday from 3:00 p.m. - 4:00 p.m. (September, November, January, March)

**Tenure and Promotion Committee** - Tenured faculty

 3rd Monday of each month from 3:15 p.m. - 5:00 p.m.

**Professional Track| Clinical Faculty Promotion Committee**

 Membership: Newly hired professional track | clinical faculty at the rank of Assistant Professor are eligible for membership after three (3) calendar years at full-time status. Newly hired professional track | clinical faculty at the rank of

Associate Professor or higher are eligible for membership after one (1) calendar year at full-time status. Ad hoc meeting schedule

## I.8    College Documents: K-drive

Use the following directory path to access electronic copies of college documents such as course syllabi, committee minutes, etc. These documents are stored on the K-drive. If you cannot access the K-drive, please place an IT Request through [ServiceNow](#).

On the K-drive, there are several public folders:
- Annual Reports and Surveys (Public)
- Committees and Councils (Public)
- CON Guidelines and Procedures (Public)
- Evaluations (Public)
- Nursing Teaching Resources (Public)
- Office of Academic Affairs (Public)
- Office of Diversity, Equity, and Inclusivity (Public)
- Office of Faculty Affairs (Public)
- Office of Practice (Public)
- Office of Research (Pubic)
- Strategic Plan (Public)
- Syllabi (Public)
- Tenure and Promotion (Public)

For example, *My Computer ->Nursing K drive ->Syllabi (Public)

# II ACADEMIC AFFAIRS

Undergraduate and Graduate Handbooks:
https://sc.edu/study/colleges_schools/nursing/internal/current_students

## II.1 Family Educational Rights and Privacy Act (FERPA)

https://sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa

The Family Education Rights and Privacy Act (FERPA), passed by Congress in 1974, requires educational institutions to provide students access to their educational records, to allow students to correct inaccurate or misleading information in these records, and to limit the release of information to third parties.

If the student has requested non-disclosure of even basic "directory" information (email address, ID photo, basic enrollment information), you will see a highlighted notation when you drill down to student information from the class roll.

Faculty are responsible for controlling access and protecting the student records you possess:

- Do not provide anyone with student information, including schedules.
- Keep confidential paper in file cabinets and shred rather than trash.
- Keep your faculty/staff VIP PIN secure and keep VIP & IMS screens hidden from unauthorized individuals.
- Even with written and dated permission from the student, do not use any part of the social security number (USC does not want to contribute to the identity theft problem).
- Do not leave graded assignments together in a public place for others to pick up.
- Do not inadvertently display confidential information on distributed class materials.
- Decline requests from parents - refer them to the Director of Undergraduate Student Affair/Director of Graduate Student Affairs or University Registrar.
- Do not volunteer confidential information in letters of recommendation (get specific written request from student).

## II.2 Attendance Policies

University's attendance policy is accessible here:
https://sc.edu/about/offices_and_divisions/faculty_senate/faculty-toolbox/documents/attendance_policy_approved_for_21_22.pdf

Additional attendance guidance is posted on the K-drive. K:\Office of Academic Affairs (Public)\Policies and Procedures

## II.3 Exam Administration Protocol

Faculty are encouraged to discuss individual course testing and project activities. This helps limit the overload of tests/projects due each week.

### II.3.1  EXAM SOFT

The College of Nursing uses ExamSoft testing software. All upper division undergraduate nursing courses will use ExamSoft for course examinations. Faculty should contact the CON IT staff for support needs for ExamSoft or contact ExamSoft directly at https://examsoft.com/about/support.

### II.3.2  ATI Exams

The College of Nursing uses Assessment Technologies Institute® (ATI) as one of several methods to evaluate student readiness to progress in certain courses, particularly the clinical courses in upper division and MEPN program. The following guidelines have been approved by Faculty Council and are part of the UG Clinical course template.

### II.3.2.1  ATI Exam Procedure

#### BSN Policy

The ATI exam will be administered at the end of the course. The ATI is worth 10% of the course grade and will be calculated into the 75% average that is required to pass the didactic portion of the course. The recorded grade for the ATI will be attained in the following manner:

- A student scoring in Proficiency Level 3 will receive 100 (A) for the ATI.
- A student scoring in Proficiency Level 2 will receive 89 (B) for the ATI.
- A student scoring in Proficiency Level 1 will receive 69 (F) for the ATI.
- A student scoring below Proficiency Level 1 will receive 60 (F) for the ATI.

Any student scoring at Level 1 or below will need to complete a minimum of 2 hours of a focused review. The review must be completed and a printout (if requested by the faculty member) verifying the review turned in to the course coordinator at least 48 hours prior to the end of the semester **(date will be given after ATI proctored test is administered)**. Failure to complete the review by the assigned time will result in the recorded ATI grade being revised as follows: the level 1 grade of 69 will be reduced to 60; the below level 1 grade of 60 will be reduced to 51. This revised grade will be utilized in calculating both didactic average and course grade.

#### MEPN Policy

The ATI exam will be administered at the end of the course. The ATI is worth 10% of the course grade. The grade for the ATI will be based on the proficiency level achieved by the student, according to the following:

- A student scoring in Proficiency Level 3 will receive 100 (A) for the ATI.
- A student scoring in Proficiency Level 2 will receive 89 (B) for the ATI.
- A student scoring in Proficiency Level 1 will receive 79 (C) for the ATI.
- A student scoring below Proficiency Level 1 will receive 69 (D) for the ATI.

Any student scoring at Level 1 or below will need to complete a minimum of 2 hours of a focused review. The review must be completed and a printout (if requested by the

faculty member) verifying the review turned in to course faculty at least 48 hours prior to the end of the semester (date will be given after ATI proctored test is administered). Failure to complete the review by the assigned time will result in the recorded ATI grade being revised as follows: the Level 1 grade of 79 will be reduced to 70; the below Level 1 grade of 69 will be reduced to 60. This revised grade will be used in calculating overall course grade.

### II.3.3  Final Exams

The College of Nursing Final exam schedule is prepared by the Administrative Coordinator for each department in conjunction with program directors and department chairs. Course coordinators are responsible for communicating dates and times with students. No final examination may be held outside of the published final examination dates and times without authorization from the department chairs. 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. ATI exams are considered part of the final assessments for the course and can be scheduled during the final exam period. Students graduating are exempt from this policy. Final exams for graduating pre-licensure students are given during the last week of class to facilitate the NCLEX review course.

### II.3.4  Retention/Destruction of Confidential Materials and Tests

It is the College of Nursing's responsibility to ensure that all confidential materials are reduced to illegible conditions upon disposal. Confidential is defined as records which are exempt from public disclosure including FERPA protected records or data. Please dispose of any materials in the designated shred bins located in the mailroom (WMBB 210), the 5th floor workroom (WMBB 520), and the 6th research suite (WMBB 630).

The CON is mandated by State law to adhere to the Public Records Act, which can be found https://www.scstatehouse.gov/code/t30c001.php. The University Policy establishing compliance to this act can be found at http://www.sc.edu/policies/lib103.pdf.

Please review the below schedule for complete details to ensure the College of Nursing is meeting the retention schedule and required archival of information. The archiving policy applies to all documents, INCLUDING ELECTRONIC RECORDS/DOCUMENTS.

Any records that are being shredded or destroyed must have the destruction form completed and approved by the Archives Office prior to destruction. This is applicable for original or copy documents that are housed in the university department.

K:\Nursing\CON Guidelines and Procedures (Public)\Records Retention

## II.4   Grading Policies

Students will be informed of all course requirements, criteria, and methods of grading, plus weight of each grade component, in the course syllabus.

For undergraduate courses, the scale is A = 92-100; B+ = 90-91; B = 83-89; C+ = 81-82; C = 75-80; D+ = 73-74; D = 70-72; and F = 69 and below.

For graduate courses, the scale is A = 90-100; B+ = 87-89.99; B = 80-86.99; C+ = 77-79.99; C = 70-76.99; D+ = 67-69.99; D = 60-66.99; and F = 59.99 and below.

### II.4.1   Grade Books and Student Records

Class rosters are available on Self Service Carolina (SSC) https://my.sc.edu/. All faculty will access their Self Service Carolina account using their university network account and password.

Course faculty are responsible for accurately recording course grades. Grades must be posted through SSC system according to the university published academic calendar and adhere to university registrar deadlines. Additional information regarding processing grades can be found at https://www.sc.edu/about/offices_and_divisions/registrar/toolbox/grade_processing

Students are entitled to be informed of their progress in relation to clinical course objectives. Students should receive a written evaluation of their progress at mid-term and at the end of the course. Midterm and final conferences for clinical courses are a good opportunity for dialogue between clinical faculty and student, as well as for sharing the written summative evaluative feedback from faculty.

A file for each student is maintained in the Student Affairs Unit. Student records are confidential and are available to faculty on a "need to know" basis. Students may inspect their files and have copies made of file contents but must formally make such a request to the Assistant Dean for Student Affairs.

### II.4.2   Submitting Final Grades

Final grades are submitted through Self Service Carolina https://my.sc.edu/.

Assign grades for each student and complete any Grade Roll Discrepancy and Assignment of Incomplete Grade forms. USC requires a special form for recording incomplete grades. Please contact the Assistant Dean for Student Affairs for the access code for secure forms. These forms are obtained from the Registrar's website https://www.sc.edu/about/offices_and_divisions/registrar/toolbox/faculty_staff_forms. The instructor giving the incomplete grade has the responsibility of making arrangements with the student to complete the course. A copy of the form is placed in the student's file including the plan to make up the work and the date the work is to be

completed. Makeup for courses prerequisite to subsequent nursing courses must be successfully completed prior to the beginning of the next semester in which the student is enrolled.

Once final grades are submitted on Self Service Carolina and final grade report production has occurred, corrections must be made on the appropriate grade forms which can be acquired from the Office of Academic Affairs and submitted to the appropriate academic dean for signature.

### II.5   Student Disability Resource Center

The Student Disability Resource Center (SDRC) coordinates efforts to ensure that students with disabilities receive reasonable accommodation and serves as consultants to faculty, staff and campus partners. If faculty receive a letter from SDRC, the accommodations must be met.

For additional information, please visit SDRC's website (https://sc.edu/about/offices_and_divisions/student_disability_resource_center)

### II.6   Standards of Conduct for Students

Students with standards of conduct violations are referred to the Assistant Dean of Student Affairs. Faculty who have issues with students are referred to the program director, and then the Director of Undergraduate Student Affairs or Director of Graduate Student Affairs. The Standards of Conduct can be found in the appropriate Student Handbook. (https://sc.edu/study/colleges_schools/nursing/internal/current_students).

### II.7   Baccalaureate Nursing Education

Baccalaureate nursing education encourages the synthesis of knowledge and skills needed to begin professional nursing practice and to take on beginning leadership roles. The baccalaureate program, consisting of lower and upper divisions, provides students with essential knowledge and skills. Lower division courses provide a foundation in liberal arts, sciences, and nursing to develop basic skills in analysis, synthesis, and evaluation. In the upper division, nursing courses combine didactic material with clinical practice to continue the preparation for the practice of professional nursing.

### II.7.1  Bachelor of Science in Nursing (BSN) Learning Outcomes

At the conclusion of the program, the BSN graduate will:
1. Provide evidence-based, culturally sensitive, clinically competent care across the continuum of care.
2. Use information and health care technologies to assist in making clinical judgments using reflection, critical thinking, and problem-solving skills for effective health care delivery.

3. Exhibit professional behavior while working as a member of an interprofessional healthcare team and in all other settings.
4. Perform the professional roles of care provider, care coordinator, leader, member of a profession, and life-long learner.

### II.7.2  Undergraduate Academic Regulations

The Undergraduate Studies Bulletin (https://sc.edu/about/offices_and_divisions/registrar/academic_bulletin) is the official document of record concerning undergraduate academic programs. In addition, the College of Nursing Undergraduate Student Handbook (https://sc.edu/study/colleges_schools/nursing/internal/current_students/bsn_handbook) is a useful reference on many aspects of academic and student life at the College of Nursing and the University. Policies and procedures of all undergraduate programs are described in the Undergraduate Student Handbook.

### II.7.3  Progression Requirements

See College of Nursing Website (https://sc.edu/study/colleges_schools/nursing/academic_programs/bs_nursing/fall2014 programinfo/progression_upper_division.php) and the university Undergraduate Studies Bulletin for progression requirements and criteria for lower division and upper division students.

### II.7.4  Undergraduate Student Evaluation of Faculty and Course

At the conclusion of each undergraduate nursing course, students are asked to complete evaluations of the course and faculty. After the completion of the term and the recording of grades, all TEQs and CEQs are sent to faculty. Copies of the results are compiled by the evaluation coordinator (CON Biostatistician) and distributed to the Executive Associate Dean for Academic Affairs and Accreditation and department chairs. If benchmarks are not met, an action plan is developed by the Executive Associate Dean for Academic Affairs and Accreditation in collaboration with the respective faculty member and department chair for self-improvement. Each academic council evaluation committee will also be charged with reviewing courses on an annual schedule.

### II.8  Graduate Nursing Education
### II.8.1  Admissions Requirements

See the Graduate Studies Bulletin (https://sc.edu/about/offices_and_divisions/registrar/academic_bulletin) for admission criteria to the master's program. Application is made and admission granted through http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply.

Course planning with the student's advisor is required before initial registration. All students are required to submit a master's degree Program of Study form to Student

Affairs at the earliest convenient date (no later than the end of the first semester). These forms may be obtained in Student Affairs and must be completed with the assistance of the academic advisor. The original will be forwarded to the Dean of The Graduate School for approval. Copies of the approved program will be kept in the student's permanent file in Student Affairs, College of Nursing.

**II.8.2  Graduate Academic Regulations**
The [Graduate Studies Bulletin](https://academicbulletins.sc.edu/graudate) (https://academicbulletins.sc.edu/graudate) is the official document of record concerning graduate academic programs and regulations. In addition, the College of Nursing Graduate Student Handbooks are a useful reference on many aspects of academic and student life at the College of Nursing and the University. The policies and procedures of all graduate programs are described in the Graduate Student Handbooks.

**II.8.2.1  MEPN Student Handbook:**
https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/mepn_handbook/index.php

**II.8.2.2  MSN/ PMGC/DNP Student Handbook:**
https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/msn_certificate_handbook/index.php

**II.8.2.3  PhD Student Handbook:**
https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/phd_handbook/index.php

**II.8.3  Master's Program**
The College of Nursing offers seven MSN programs: adult gerontology acute care nurse practitioner (AGACNP), family nurse practitioner (FNP), psychiatric mental health nurse practitioner (PMHNP), entry into practice nursing (MEPN), nursing informatics (NI), nursing education (NE), healthcare leadership (HCL). Each track provides students with the knowledge and skills required for advanced practice nursing and to assume leadership positions within their field.

**II.8.3.1  Master's Program Outcomes**
At the conclusion of the program, the master's graduate will be able to:

1. Apply theoretical knowledge to the practice of advanced nursing roles.
2. Utilize evidence to address population health problems.
3. Demonstrate professionalism at the advanced nursing level in the clinical setting.
4. Pursue quality, effectiveness, and innovation in shared leadership of interprofessional health teams.

### II.8.4  Post-Master's Graduate Certificate

The College of Nursing offers six Post-Master's Graduate Certificate majors: adult gerontology acute care nurse practitioner (AGACNP), family nurse practitioner (FNP), psychiatric mental health nurse practitioner (PMHNP), nursing informatics (NI), nursing education (NE), healthcare leadership (HCL). The post-master's graduate certificate is restricted to students who hold a master's degree in nursing. The program of study is designed to augment the student's prior graduate study. Students who complete the program of study may be eligible to apply to take a national certification examination in the area of study.

### II.8.4.1  Certificate Program Outcomes

At the conclusion of the program, the certificate graduate will:
1. Demonstrate professionalism at the advanced nursing level in the clinical setting.
2. Pursue quality, effectiveness, and innovation in shared leadership of interprofessional health teams.

### II.8.5  Doctoral Programs

The College of Nursing offers two types of doctoral degrees: Doctor of Nursing Practice (DNP) and Doctor of Philosophy in Nursing Science (PhD).

### II.8.5.1  DNP Program

The DNP curriculum will provide students with the knowledge and skills needed to manage individual and population-focused health care, evaluate evidence for clinical practice, innovate the practice of nursing, exert leadership and influence health care policy. Current options are adult gerontology acute care nurse practitioner, family nurse practitioner, psychiatric mental health nurse practitioner and Executive Healthcare Leadership (EHL) options. There are three points of entry into DNP programs:
- BSN to DNP: four concentrations (AGACNP, PMHNP, FNP, EHL)
- MHA/MPH/MBA to DNP: EHL; or
- MSN to DNP: two concentrations (EHL, APRNs no concentration)

### II.8.5.1.1 DNP Program Outcomes

DNP Program Learning Outcomes

At the conclusion of the program, the DNP's graduate will be able to:
1. Identify direct and indirect clinical problems in complex health settings and work with interprofessional teams to address them.
2. Differentiate theoretical knowledge as it applies to direct or indirect clinical care.
3. Translate evidence to address population health problems.
4. Integrate databases and information literacy in designing interventions for advanced practice.
5. Execute evidence-based interventions to improve health care outcomes.

**II.8.5.2  PhD Program**

The PhD curriculum provides students with the knowledge and skills needed to conduct original research and become nurse scientists and nursing faculty. The PhD program is designed for small cohorts (7-10 students each year) with flexible scheduling and tuition support.

The PhD degree is designed to prepare graduates for a lifetime of intellectual inquiry that manifests itself in creative scholarship and research. Students in this doctoral program acquire the knowledge and skills to conduct research that is theory generating and/or theory testing, and the ability to generate and refine nursing science as the basis for nursing practice, education, and/or administration.

**II.8.5.2.1 PhD Program Outcomes**

At the conclusion of the program, the PhD graduate will:

1. Utilize a biobehavioral scientific approach in collaboration with an interdisciplinary team in advancing knowledge to improve health for diverse populations.
2. Demonstrate, through the comprehensive examination, an understanding of the history, theory, and philosophy of science that serve as a foundation for a substantive research area.
3. Generate and communicate new knowledge to public and professional audiences to advance nursing and health.
4. Demonstrate conceptual, methodological, analytical and dissemination skills to advance nursing science within the context of planning, implementing, and evaluating research aimed at improving health and healthcare.
5. Incorporate, through program deliverables and the dissertation proposal, concepts of diversity and inclusion in research, advocacy, and policy to promote health equity.
6. Use leadership and mentorship skills in research and advocacy to advance the nursing profession.

**II.8.6  Graduate Student Evaluation of Faculty and Program**

After the completion of the term and the recording of grades, all TEQs and CEQs are sent to faculty. Copies of the results are compiled by the evaluation coordinator (Statistician/Data Manager) and distributed to the department chairs and Executive Associate Dean for Academic Affairs and Accreditation. If benchmarks are not for the met for the CEQ, an action plan is developed by the Executive Associate Dean for Academic Affairs and Accreditation in collaboration with the respective faculty member and department chair. If benchmarks are not for TEQs are not met, an action plan is developed by the department chair in collaboration with the respective faculty member. Each academic council evaluation committee will also be charged with reviewing courses on an annual schedule.

### II.8.7  Independent Study

NURS 769 and NURS 840 are graded courses taught by arrangement between student and faculty. The student compiles a course outline with a title, objectives, number of credits, and a description of activities and/or outcomes. A copy of the Independent Study Contract (G- ISC) form is signed and dated by both the instructor and the student and must be turned in to the appropriate Graduate Academic Advisor for all graduate programs prior to registration. Forms are available at http://gradschool.sc.edu/forms/.

### II.8.8  Non-USC Student Request for Faculty Preceptor

Below listed are the responsibilities when non-USC students request faculty preceptorship.

Administration
- Course/teaching assignments are made by the faculty member's department chair.

Non-USC Student

If a non-USC student asks a College of Nursing faculty member to serve as a preceptor, the faculty member must first let the Executive Associate Dean for Academic Affairs and Accreditation and their supervisor know of the request due to course and professor assignments. If the preceptorship is approved by the college's administration, the student must follow the Non-USC Student steps for securing a contract with the college.
- Preceptors at an agency must have a current contractual agreement with the University of South Carolina or be a faculty member at the College of Nursing.  In addition, students may ask their professor or the Clinical Compliance Coordinator for suggestions. If a non-contract facility is chosen:
  - The professor of record must approve the facility.

# III   STUDENT AFFAIRS

### III.1  Campus Resources for Students
- Student Success Center:
  https://sc.edu/about/offices_and_divisions/student_success_center
- Blackboard Support, Blackboard Learn Help for Students:
  https://help.blackboard.com/Learn/Student
- Career Center: www.sc.edu/career
- Student Disability Resource Center:
  https://sc.edu/about/offices_and_divisions/student_disability_resource_center

### III.2  Student Counseling for Negative Behavior Pattern
This is part of the UG Clinical/didactic course templates.

### Purpose
To track and reduce incidence of negative behavior patterns across semesters in undergraduate students and to require student accountability for professional behavior patterns across semesters. If a student engages in disruptive activities or exhibits behavior that does not conform to the professional behavior requirements of the clinical course, the student will be counseled regarding their behavior by their Clinical Instructor and their Clinical Course Coordinator.  During the counseling meeting, a STAR Counseling Form will be initiated to outline the problem behavior and the expected behaviors that the student must exhibit until the end of the clinical course to pass the course. The counseling note will be signed by all parties including the student and placed in the student's file. The Assistant Dean of Student Affairs will be notified of the STAR Counseling Form completion and the problem behavior. The Assistant Dean of Student Affairs will then track the student over the present and future semesters for repeated negative behavior patterns. Once the Assistant Dean of Student Affairs is aware that a student is developing a negative behavior pattern i.e. has two or more counseling notes in their student file, the Assistant Dean of Student Affairs will place the student on professional probation and will issue a counseling note explaining expected behaviors which will remain with the student for the remainder of their undergraduate tenure at the USC CON.

### III.3  Dropping a Course
Dropping a course refers to a student terminating registration in a particular section of a course while retaining enrollment in the University for the term. Students can change their course schedule prior to the drop/add deadline at the beginning of the semester via Self-Service Carolina. It is important to know when the last day is to add or drop a course for the semester. Any courses dropped prior to the drop/add deadline will not be recorded on the student's permanent record. Courses dropped after the drop/add period and before the WF deadline will have a "W" recorded on the transcript. A grade of W will

not be calculated in the GPA; however, it will be recorded on the permanent record. Courses dropped after the WF deadline will be recorded as a WF on the permanent record and treated as an F in the calculation of the GPA. In summer sessions and other shortened sessions, the WF deadline is 72% of class hours. For each course, the withdrawal period begins after the free drop/add period and extends to a minimum of 72% of the part of term in which the course is scheduled. 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 Parts of Term Dates: https://my.sc.edu/codes/partofterms/index

### III.4 Withdrawal from the University

Undergraduate students considering withdrawal from the university should contact the University Advising Center, (803) 777-1222. Additional information can be found at https://sc.edu/about/offices_and_divisions/registrar/registration/withdrawal. Students in upper division must also sign a CON specific Leave of Absence form.

Graduate students considering withdrawal from the university should contact their program director and graduate student advisor.

### III.5 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 student handbooks. For assistance with the Student Grievance policy, please contact the Assistant Dean of Student Affairs at (803) 777-8777.

### III.6 Petitions Process

Students who feel they have extenuating circumstances that precluded academic success or deviation in the academic policies and/or procedures of the University or the College of Nursing should apply through the petition process of the Student Petitions Committee of the college. Petition forms and information are available from the Assistant Dean of Student Affairs, who is prepared to assist the student with completion of this form. Petitions are reviewed at specified times throughout the year.

### III.7 Student Grievances

For nonacademic issues, see STAF 6.27: Student Grievance Policy – Non-Academic (https://www.sc.edu/policies/ppm/staf627.pdf).

For academic issues refer to both the College of Nursing Student Handbook and STAF 6.30: Academic Grievance Policy (https://www.sc.edu/policies/ppm/staf630.pdf).

The undergraduate/graduate student academic grievance policies describe the process utilized in the College of Nursing to resolve students' academic problems or complaints. The student should seek resolution with the faculty member first and, if not resolved, the

student should initiate resolution through a defined set of procedures. 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 Assistant Dean of Student Affairs, (803) 777-8777.

### III.8  Central

Central is the administration database for the college. It manages student demographics, grades, enrollments, clinical placements, faculty demographics and more. Most of the data is pulled from the Banner system and imported here. Central can create many reports for you or grant access to a multitude of student information. If you need access, contact the Assistant Dean for Student Affairs.

# IV COURSE DEVELOPMENT, DISTRIBUTION, AND MATERIALS

## IV.1  Nursing Course Descriptions

Full descriptions can be found at [www.sc.edu/bulletin](www.sc.edu/bulletin).

## IV.2  Process for Course/Curriculum Revision

Faculty should consult with the Executive Associate Dean for Academics and Accreditation or appropriate academic program director on any course revisions. All identified revisions of individual courses are then submitted to the appropriate academic councils.

### IV.2.1  Undergraduate Courses

Revisions of undergraduate courses/curriculum must be submitted to the staff member for the BSN Council as an agenda item for the Council's approval. After the revision request has been approved by BSN Council, the request will be taken to the Faculty Council for information. If the revision requires university approval it is submitted to the Course and Curriculum committee and USC Faculty Senate for approval.

### IV.2.2  Graduate Courses

Revisions of graduate courses/curriculum must be submitted to the staff member for the MSN/ DNP/ Certificate, or PhD Council to be added as an agenda item for appropriate council's vote. After the revision request has been approved by either the MSN/ DNP/ Certificate, or PhD Council, the request will be forwarded to the USC Graduate Council for approval if revision requires university approval.

## IV.3  Syllabi

Faculty need to adhere to standardized templates for undergraduate didactic and clinical courses as well as graduate courses. The syllabus template addresses the Quality Matters standards required for online and hybrid courses.

Once a syllabus is finalized for a course it should be emailed to Administrative Coordinator for the Executive Associate Dean for Academic Affairs and Accreditation for placement on the K-drive syllabi archive. Syllabi must be submitted by the first day of class.

[K:\Syllabi (Public)\SYLLABUS-TEMPLATES](K:\Syllabi (Public)\SYLLABUS-TEMPLATES)

## IV.4  Textbooks

Faculty members are responsible for selection of required and recommended textbooks for the course(s) they are assigned to teach in conjunction with the respective academic council approvals. It is assumed that faculty work closely together in textbook selection

to minimize the number of texts required and the costs to the student. The Office of Academic Affairs will provide the most accurate projections of student enrollment anticipated for each class prior to the deadline for adopting textbooks. Textbook adoptions are due in March (for Summer), April (for Fall) and October (for Spring). Faculty will be notified of exact deadlines to adopt textbooks by their department administrative coordinator.

### IV.4.1 Textbook Adopting Procedure

Textbook adoptions are submitted online to the University Bookstore by the faculty at https://aip.bncollege.com/app/. Select the "Faculty Resources" link in the upper right corner of the webpage to place adoptions via FacultyEnlight. The bookstore will notify faculty of record when the process is open and the due date for adoptions.

Please note adoptions for all sections of each course must be placed through FacultyEnlight; whether a textbook is being used. If NO textbook is used, select "no textbook material for this course." An email confirmation is sent by FacultyEnlight upon receipt of the adoption. Department Administrative Coordinators will ensure faculty submit their textbook adoptions. The administrative coordinator for the Office of Academic Affairs serves as the college's liaison and ensures the college is adhering to federal law (HEOA 2008) deadline requirements.

### IV.5  Distributed Learning

Director of Distributed Learning—Vera Polyakova-Norwood: vnorwood@mailbox.sc.edu

### IV.5.1  Distributed Learning Policy

Distributed learning (DL) refers to situations when technology is used to facilitate learning, whether on or off campus, synchronously or asynchronously. Any course that has more than 50% of instruction delivered through technology is considered a DL course and must be approved for DL delivery.

Teaching in the DL format requires different pedagogical and technical skills when compared to classroom teaching. This type of teaching often involves significant changes in the presentation of course content, teaching strategies, and evaluation methods. This policy gives faculty guidance in the development, teaching, and maintenance of online/distributed learning courses to meet the USC Quality Standards for Online Courses (https://sc.edu/about/offices_and_divisions/cte/instructional_design/distributed_learning/qsoc) and provide students with a satisfying learning experience in a consistent environment.

Faculty in the College of Nursing who teach in the online format must work with the Director of Distributed Learning (DL) to design and develop learning environments enabling students to achieve desired learning outcomes.

- Faculty must contact the Director of DL at least one semester before the course is offered, if appropriate.
- Faculty must use the template developed by the Director of DL which is based on the Quality Matters rubric and ADA requirements.
- Course sites in Blackboard must be open and available to students 1 week prior to the beginning of the term.
-  Faculty must add the Director of DL in the blackboard course as a Teaching Assistant.
- Course sites should be closed (made unavailable) to students 1 week after the final exams.

**IV.5.2 Procedures for Developing an Online Course**
- Faculty must meet with the Director of DL at least one semester or as necessary before the course is offered to discuss teaching and learning needs and develop a teaching strategy for the course.
- Requests for combining course sections into one Blackboard site are handled by the CON Office of Academic Affairs.
- Faculty and Director of DL collaborate on developing the course in Blackboard using the College of Nursing template and create the navigation system, course weekly guides, group areas, and set up blogs and wikis, etc.
- Faculty create learning materials such as recording lectures, loading videos, writing guidelines for assignments, creating case studies, producing tutorials for use of technology, etc. All course elements must adhere to the USC [Quality Standards for Online Courses (https://sc.edu/about/offices_and_divisions/cte/instructional_design/distributed_learning/qsoc/index.php)](https://sc.edu/about/offices_and_divisions/cte/instructional_design/distributed_learning/qsoc/index.php).
- Faculty and the Director of DL review the course site and role play as a student and trouble shoot as needed.

**IV.5.3 Teaching an Online Course**
- Faculty greets all students the first week of class with a welcome on the Announcement page and responds to student introductions on discussion boards.
- Faculty encourages students to ask questions about the course on the class discussion board so that everyone can be aware of the answers. Faculty should respond to student emails and questions on the discussion board within 24 hours on weekdays and 48 hours over weekends and holidays. Faculty will provide the expected response time for emails and postings in the syllabus and the Faculty Information section of the course.
- Faculty must provide meaningful feedback on topic-related online discussions, case studies, blogs, etc. within a reasonable time frame stated in the Syllabus.
- Director of DL will submit formative midterm evaluation results to individual faculty and help in determining (if) any changes need to be made in the course.

**IV.5.4 Maintaining an Online Course**
- Faculty may copy a previous course to be used again. However, there are many items that must be updated such as the weekly guides, calendar, dates for tests and projects, deadlines for posting, etc.

- Faculty must update all items that are associated with specific students such as wikis, group discussion boards, blogs, Smart Views in the grade center etc.
- Director of DL will aid with course copying upon request.

## IV.5.5 Resources for Distributed Learning

USC Office of Distributed Learning (https://www.sc.edu/about/offices_and_divisions/distributed_learning/index.php) provides assistance with development of instructional multimedia materials and remote proctoring of online exams.

Center for Teaching Excellence (https://sc.edu/about/offices_and_divisions/cte/) provides workshops on a variety of topics related to distributed learning and teaching innovation grants.

CON Resources for Distributed Learning, including guidelines and how-to-guides, are posted in the **CON Faculty Orientation** site in Blackboard.

CON uses the following technologies to develop distributed learning courses:
- **Blackboard** - course management system
- **PowerPoint** – creates multimedia presentations, adds voice narration to slides, includes an option to save a narrated/recorded presentation as a video (MP4)
- **Panopto** – digital video recording and hosting platform integrated with Blackboard; provides auto-generated closed captions
- **Bb Collaborate Ultra** – virtual meeting platform included in Blackboard for conducting synchronous class meetings and/or making recordings
- **Dictate** – speech recognition software embedded in MS Office products enables users to dictate content. CON faculty use this feature to develop transcripts for multimedia

## IV.6  Blackboard

Most nursing courses, regardless of the chosen delivery method, use the Blackboard learning management system (LMS) 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. General information about Blackboard is available at the DoIT Blackboard Page (https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/blackboard/index.php).

Blackboard Policy for CON Courses is included in all CON syllabus templates.

Center for Teaching Excellence (CTE) offers workshops on Blackboard and other educational technologies throughout the year.  To see the schedule for the training events, please visit the Center for Teaching Excellence (https://www.sc.edu/about/offices_and_divisions/cte/).

## IV.6.1 Technical Support for Blackboard

Technical support for Blackboard users (faculty, staff, and students) is provided by the Division of Information Technology (DoIT). Please submit a request for technical support through the [DoIT Service Portal (https://sc.edu/ithelp)](https://sc.edu/ithelp)

## IV.7 Digital Accessibility

All digital materials used for instruction, regardless of the course delivery method, must be made **accessible to all learners**, including students with disabilities. Accessibility requirement means that:

- Videos are captioned or have a transcript available with the video (on the same date that the video is made available or assigned to be watched). Captions or transcript must be accurate.
- Optical Character Recognition (OCR) has been performed on all PDF files before being posted.
- All posted documents (Word, Excel, PowerPoint, etc.) are accessible as indicated by the green Bb Ally color gauge.

Please review the USC policy and resources on [digital accessibility (https://www.sc.edu/about/notices/digital_accessibility/index.php)](https://www.sc.edu/about/notices/digital_accessibility/index.php) Workshops on making course materials accessible are offered by the Center for Teaching Excellence every semester. CON Office of Academic Affairs also provides training events on accessibility. For questions, please contact CON Director of Distributed Learning.

## IV.8 Library Holdings

The library liaison will facilitate the review of library holdings and provide a process for making recommendations for selections and deletions of nursing resources.

## IV.9 Copyright Issues

Information and educational tools on [the University Libraries website (http://guides.library.sc.edu/copyright)](http://guides.library.sc.edu/copyright) are offered to assist USC faculty, staff, and students in making good decisions about the appropriate use of copyrighted materials.

To provide copyrighted materials (journal articles, book chapters etc.) as course readings to students, use **e-reserves** service provided by the University Libraries.

To request e-reserves, email Mark Volmer ([volmerm@mailbox.sc.edu](mailto:volmerm@mailbox.sc.edu)) **at least one month prior to the beginning of the course** with the following information:

- Course name and number
- Semester
- List of articles and or book chapters (APA format is fine)
- Your contact information

Please be aware that some items on your list may not be available or too expensive to obtain and you may need to look for alternative readings. Allow a few weeks to work out any potential problems.

**Do NOT post PDFs of articles to the course site.** This may be a violation of copyright laws or license agreements. Please use the e-reserves service provided by the University Libraries.

# V  CLINICAL EDUCATION

## V.1  Course Coordinators
Position Description: K:\CON Guidelines and Procedures (Public)\Position Descriptions\Coordinators

### V.1.1  Clinical Schedules/Sectioning
Faculty in clinical courses will advise the Coordinator of Clinical Education about any special considerations relative to agency/clinical section issues. Assignment of students by sections to clinical agencies is made by the Coordinator of Clinical Education in collaboration with Student Affairs and the Program Director. Students continuing in clinical courses do not have the option of expressing preferences for their clinical assignments except for the Capstone Course (NURS 435)-in planning for NURS 435, the NURS 435 Clinical Course Coordinator considers factors of facility and unit availability, student's learning needs and strengths, and student areas of interest.

It should be noted that clinical section placements are not finalized until after the first day of classes. Students should not have clinical assignments in areas where they are employed. The potential problems of bias in assistance and evaluation of students are self-evident. Students are responsible for notifying the BSN Program Director and Coordinator of Clinical Education should they be assigned to a clinical unit where they are employed. The program leaders will initiate a change in assignment if needed.

The Coordinator of Clinical Education collaborates with the clinical agencies' Education or Academic Affairs department. Information regarding clinical course placement needs and scheduling as well as instructor and student onboarding are managed in this collaboration. The Coordinator of Clinical Education provides updates to course faculty on information to share with students to gain facility-specific compliance and works with course faculty to communicate processes to the students.

### V.1.2  Posting of Section Assignments
Clinical faculty should post the student names and patient assignment in a place congruent with the agency policy. Tasks for which students are responsible should be identified on the assignment schedule.

### V.1.3  Faculty and Student Orientation
Each faculty member is responsible for orientation of the students to the clinical agencies. The Course Coordinator or agency liaison faculty persons will orient new faculty and preceptors. In the larger agencies, the agency liaison faculty member or the clinical coordinator arranges the core orientation of all students assigned to the agency based on agency and faculty input.

K:\Dept\Nursing\Office of Academic Affairs (Public)\Preceptor Handbook

### V.1.4  Clinical Safety Policy

A student is required to withdraw from a clinical component of a course before the term is completed if: 1) Upon evaluation the student demonstrates failure of clinical/course objectives for the semester and/or 2) The actions of the student have endangered a patient's life or caused patient harm. The student will be required to withdraw with an WF if it is past the deadline for withdrawal. If a student's condition requires that they use crutches, walker, cane or arm cast they will not be allowed to participate in clinical activity until the student submits a statement from their provider of care stating they may resume all activities without any assistive devices and attests to a return to full duty status. The course coordinator and Assistant Dean of Student Affairs will determine if a student who has sustained an injury or illness limiting their mobility has completed enough clinical hours to meet course objectives.

### V.1.5  Medication Administration Policy for BSN and MEPN Students

See USC College of Nursing BSN Student Handbook and MEPN Student Handbook – Clinical Education Policies/Student Medication Error Policy

https://www.sc.edu/study/colleges_schools/nursing/internal/current_students/index.php

### V.1.6  Drug Calculation Tests (Prelicensure Clinical Courses)

BSN and MEPN students must take a drug calculation test prior to entry into each clinical setting except for N411- Psychiatric/Mental Health Nursing. The following guidelines are part of the Undergraduate Clinical Course template and must be included in your syllabus.

- The required passing score for the medication calculation quiz is 90%.
- The student will take the medication calculation quiz as scheduled by the course coordinator.
- Failure to pass at 90% or greater will require a second attempt with time to be set by the course faculty.  Note: There is to be a minimum of 48 hours before the second attempt to allow for remediation. The student must show proof to the course faculty that he/she has completed the appropriate medication calculation remediation as directed at time of the quiz.
- If the second attempt is successful, the grade from the first attempt will be recorded in Blackboard.
- Failure to achieve a 90% or greater on the third attempt will result in a clinical /lab day failure. The student will have no more than three attempts TOTAL to pass the medication calculation quiz.
- Prior to the third attempt, remediation will be required. The retest schedule will be determined by the course coordinator. If the student is successful at 90% or greater, the grade from the first medication calculation test will be recorded in Blackboard.
- If the third attempt is below-90, this will result in a second clinical /lab day failure, two clinical day failures will result in course failure.

### V.2   End-of-Course Report/Clinical Site Evaluation

Course and Teacher Evaluations (CEQ/TEQ) are administered at the end of each semester. Students complete course evaluations electronically. Courses offered via the Blackboard link, "My Evaluations". Evaluations are made available approximately 2 weeks before the end of classes. Data are returned and processed by the college's Statistician/Data Manager. Approximately one month after evaluations have closed, instructors electronically receive reports and written outcomes. These reports and comments should be included with the instructors' annual evaluation. Additional information and helpful instructions are available in the Faculty Council Blackboard site.

### V.3   Clinical Facilities/Practicum Considerations

A list of clinical agencies with which the College has contracts is available upon request from the Clinical Compliance Coordinator in the Office of Academic Affairs, Clinical Education Unit.

A contract must be initiated and completed before clinical may begin. Contracts can take up to four months to complete therefore, the student must be aware of the lead time required for a new contract.

### V.3.1   Process for Establishing New Contracts or Changing Contracts

**Undergraduate Students** - Clinical faculty should contact their course coordinator with questions regarding policies and procedures for undergraduate student experiences or contact the Clinical Compliance Coordinator, concontracts@sc.edu.

**Graduate Students** - The Office of Academic Affairs has created a Clinical Experience Information Packet to orient graduate clinical faculty to graduate clinical procedures and policies. Please contact the Clinical Compliance Coordinator (concontracts@sc.edu or (803) 576-7301) to receive a packet. **\*All faculty primarily teaching in advanced practice programs must contact the Clinical Compliance Coordinator for orientation to CON's graduate clinical process. \***

### V.3.2   Faculty Co-Signing Student Documents on Patient Records

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 a student is in an advanced practicum, the clinical preceptor will co-sign entries into the patient record.

### V.3.3   Student Clinical Evaluations

All students receive an evaluation of their clinical experience. These evaluations should be collected by the faculty/course coordinators at the end of the semester and turned into the Office of Academic Affairs. They are maintained in the student's file for a period of 5 years.

### V.4 Faculty Viewpoint Screening Requirements
[K:\CON Guidelines and Procedures (Public)\Viewpoint Screening](#)

Clinical faculty will utilize Viewpoint Screening to submit their clinical and health document requirements. Accounts should be created and/or updated as appropriate by the following deadlines.

- **Fall Semester – no later than August 15th**
- **Spring Semester – no later than January 15th**

**There is no charge to faculty for these services.** When you place your initial online order, you will be prompted to create your secure Viewpoint Screening account. To update or renew documents in Viewpoint Screening, you **do not** need to create an additional account. Requirements must not expire during the semester of your clinical appointment.

### V.4.1 Graduate TFAC:
Graduate TFAC Will Upload Nursing License and HIPPA Privacy Basics for Faculty Attestation Form in Viewpoint Screening.

### V.5 Preceptors
[K:\Dept\Nursing\Office of Academic Affairs (Public)\Preceptor Handbook](#)

### V.5.1 Grading Policies
The following policies are in place to promote quality learning outcomes and fairness to all students.

### V.5.1.1 Rounding Policy
There is no grade rounding.

### V.5.1.2 Exams Policy
The [CON Syllabus Templates](#) [(K:\Dept\Nursing\Syllabi (Public))](#) provides the undergraduate and graduate exam policies.

### V.5.1.3 Late Assignments Policy
Late assignments will not be accepted. Extensions may be granted in case of extreme emergencies. Students should contact the faculty in advance (at least 48 hours) to make other arrangements.

### V.5.2 CON Graduate Course Progression Policy
A minimum grade of 80% (B) is required in all graduate NURS courses. If a grade lower than B is earned, this course must be repeated. Any student receiving two (2) grades of 79.99% (C+) or lower in the same NURS course or in any two NURS courses will be dismissed from the College of Nursing ([https://sc.edu/study/colleges_schools/graduate_school/academics/regulations_appeal](https://sc.edu/study/colleges_schools/graduate_school/academics/regulations_appeal)).

### V.5.2.1 CON Graduate Course Attempt Policy

A student may attempt each NURS course twice in the graduate program.

- A grade of W (withdrawal) in any graduate course will constitute an attempt.

# VI CENTERS AND LABS

**VI.1  ACORN Center**
**Dr. Cindy Corbett, Director**
6-6275, [corbett@sc.edu](mailto:corbett@sc.edu), Room 615

As one of South Carolina's **SmartState Centers**, the Center for Advancing Chronic Care Outcomes through Research and Innovation (ACORN) focuses on innovative, multidisciplinary research to improve health and quality of life among people with chronic conditions. According to the Centers for Disease Control and Prevention, 6 in 10 adults in the US have a chronic condition and 4 in 10 have two or more chronic diseases. Chronic conditions result in significant morbidity, are the leading cause of death in the US, and account for 90% of the nation's $3.3 trillion in annual health care expenses.

https://sc.edu/study/colleges_schools/nursing/centers_and_labs/center_chronic_care/index.php

**VI.2  Cancer Survivorship Research Center**
**Dr. Bernardine Pinto, Co-Director**
7-9272, [pintob@mailbox.sc.edu](mailto:pintob@mailbox.sc.edu), Room 302B

**Dr. Karen McDonnell, Co-Director**
7-9866, [karenkm@mailbox.sc.edu](mailto:karenkm@mailbox.sc.edu), Room 610

**Our Mission** is to create, expand, and disseminate knowledge addressing survivorship across the cancer continuum.
**Our Vision** is to conduct research that alleviates the impact of cancer in South Carolina, the nation, and the world.

https://sc.edu/study/colleges_schools/nursing/centers_and_labs/cancer_survivorship_center/index.php

**VI.3  Center for Nursing Leadership**
**Jeanne Cavanaugh, Director**
803-777-7128, [cavanauj@mailbox.sc.edu](mailto:cavanauj@mailbox.sc.edu), Room 404

Established in 2004, the Center for Nursing Leadership at the University of South Carolina in Columbia is a statewide organization that works with healthcare organizations, clinicians, and educators across South Carolina and the nation.

Through events and programs such as the Amy V. Cockcroft Leadership Fellowship Program, culminating with an Annual Leadership Summit, the Viana McCown Lectureship, and advocacy efforts led by the South Carolina Health Action Coalition, the Center for Nursing Leadership provides information and learning opportunities for current and aspiring nurse leaders. Annually, the Center for Nursing Leadership provides students, alumni and guests multiple opportunities to network with and attend events to learn from national and international nursing and healthcare leaders as they present the latest findings and best practices for innovative health care.

Using an interprofessional approach, the Center supports healthcare leaders in understanding the complexity of health care to improve practice, effectiveness, and the value of health care, improving system and patient outcomes.

https://sc.edu/study/colleges_schools/nursing/centers_and_labs/center_nursing_leadership/index.php

### VI.4  Center for Simulation and Experiential Learning (SAEL)
**Vacant, Director, Center for SAEL**

See https://sc.edu/study/colleges_schools/nursing/centers_and_labs/simulation_lab/

The mission of SAEL is to combine theory-based simulation methodology, evidence-based practice, and research to facilitate transformative experiential learning experiences that prepare students to enhance patient safety and advance healthcare education.

### VI.4.1 SAEL Orientation/Resources for Faculty
- There is a simulation related brown bag series held throughout each semester. Faculty development sessions are also held each semester (Fall and Spring).
- Simulation forms/documents can be accessed K:\Dept\Nursing\Nursing Teaching Resources (Public)\Simulation Resources.
- There is a faculty orientation course on blackboard. Go to https://blackboard.sc.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_1_1
- Once there, search for CSL Resource Center-Faculty cslrc-fac (Clinical Simulation Lab Resource Center-faculty) in the course list on the right on the home page.
- If you cannot find the course once you log in to Blackboard, email Lonnie Rosier at lrosier@sc.edu. He will add you to the course to give you access to the materials. This site will provide all the information you need to be orientated to simulation and the simulation facilitator role.

### VI.5  Perinatal, Pediatrics, and Family Research Center (PPFRC)
**Dr. Robin Dail, PPFRC Director and Health Sciences Endowed Professor**
803-576-6187, rdail@mailbox.sc.edu, Room 524

Established in 2022, PPRFC will improve the health and wellbeing for families through research and innovation, and leadership and excellence through collaborative and interdisciplinary research. The goals of the center are:

- Decrease morbidity and mortality for women in S.C. and beyond, before and after childbirth
- Decrease morbidity and mortality for premature infants and children born in S.C. from birth to two years old.
- Facilitate the health and wellbeing of families in S.C. during child-bearing years with increased access to equitable, quality healthcare through research.

# VII  COMMUNICATIONS

Nicole Meares, Director of Communications and Marketing
Office 419, nmeares@sc.edu, 803-777-9147 (office)

Sarah Moore, Communications Manager
Office 418, sm177@mailbox.sc.edu, 803-777-3039 (office)

**VII.1  Communications Toolbox**
The Communications Toolbox provides a wide range of useful information. The communications toolbox provides links to current college logos and templates (PowerPoint, letterhead, certificates, and research posters).

https://sc.edu/study/colleges_schools/nursing/internal/faculty_staff/communications/index.php

**VII.1.1 University Branding Approval**
All materials with a college logo or USC logo need to be approved by the Director of Communications and Marketing

**VII.1.2 Communications Request Form**
Please fill out all communications requests here. For webpage update requests, such as faculty bios, please submit request here.

**VII.1.3 Share your news and accomplishments**
Share news and accomplishments for opportunities to be highlighted on the web, in USC Today, on social media, etc. Form.

**VII.1.4 Events**
Submit a Communications Request form to collaborate with the communications team to showcase upcoming events.

**VII.1.5 Giveaways**
To request items from the College of Nursing giveaway closet, please submit a communications request form.

**VII.1.6 Email Signature**
All email signatures should be in the following format.

**VII.1.7 Professional Photo/Headshots**
Headshots are taken in the War Memorial Building near the Horseshoe. They are usually on Tuesday mornings 9-10 (you can request another day/time) – email csphoto@mailbox.sc.edu to schedule an appointment.

To take a headshot at the College of Nursing email the Communications Manager.

**VII.1.8 Event Photos**
USC Communications and Marketing Services can be requested online [here](#) to request photographer for an upcoming event.

If available, the communications unit can take event photos. If not available, please submit a request to use the college's camera to take event photos.

**VII.1.9 Social Media Sites**
- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [LinkedIn](#)
- [YouTube](#)

If employees need help/tips on how to use social media, please contact the communications unit. Tag us to share your photos @UofSCNursing.

**VII.2 Media Requests**
If employees are contacted by the media for an interview, please coordinate with the communications unit before committing to the interview. If employees would like to pitch an idea to the media, please contact the Director of Communications and Marketing with details to discuss options for coverage.

**VII.3 Printing Services**
Printing Services is the university community's on-campus printing specialist. Access professional printing and finishing from two full-service print shops or visit self-service Sprints kiosks around campus to print documents in minutes. Printing Services has first right of refusal before seeking off campus printing vendors.

Printing request forms and file submission checklist can be found online [here](#)

University Printing Services information:
[https://sc.edu/about/offices_and_divisions/communications/services/printing/](https://sc.edu/about/offices_and_divisions/communications/services/printing/)

**VII.4 Story ideas/features**
We are always looking for topics to feature throughout our communications. Please send us your ideas or contact us to discuss upcoming events, new programs or ideas.

**VII.5 Events – University Calendar**
Submit your public events to the university's [online calendar](#).

Submit your college events to the College of Nursing calendar by submitting a communications requests here.

### VII.6    University Newsletter

Sign up here for the University's news digest, @USC Today, delivered to your email inbox.

### VII.7    College Newsletter

The college sends a monthly external newsletter, *The CONnection* to share current college information, programs and events to faculty, staff, students, alumni and donors. You will automatically be added to this mailing list. If you are not receiving *The CONnection*, please contact nmeares@sc.edu.

### VII.8    Website

The college's communication office manages the College of Nursing website (sc.edu/nursing). Please complete the web update form if you see any errors, need changes, or want to add content.

### VII.8.1 Faculty Directory Template

K:\CON Guidelines and Procedures (Public)\Webpage Employee Directory Templates

### VII.8.2 Staff Directory Template

K:\CON Guidelines and Procedures (Public)\Webpage Employee Directory Templates

# VIII  DIVERSITY, EQUITY AND INCLUSIVITY

### VIII.1 A Commitment to Diversity, Equity, and Inclusion

At USC College of Nursing, we value each student, staff, and faculty. We want everyone to feel welcome and included. We aim to cultivate and support the values of the College of Nursing: diversity, inclusivity, commitment, caring, integrity, respect, and professionalism. We believe that diversity, equity, and inclusion are necessary to achieve academic and institutional excellence. All members of the CON community not only matter, but their unique perspectives are the core of our strength and success.

### VIII.2 Carolina Cares Cupboard

CON cupboard initiative provides essential everyday items to nursing students in need. These resources support students so they can focus on academics, and this enhances their potential for success.

**The Cupboard currently offers the following essentials:**
- Canned Fruit
- Canned Vegetables
- Pasta
- Rice
- Potatoes
- Proteins
- Breakfast items
- Toiletries
- Need based monetary scholarships
- Professional uniform attire appropriate for clinical (top, bottom, lab coat)
- Professional clothing appropriate for interviews, presentations, etc.

### VIII.3 DEI Committee

The purpose of the DEI committee is to identify the inclusion and diversity strengths, issues, and opportunities within all aspect of CON.

**Initiatives include:**
- Departmental implicit bias training
- Diversity matters open discussion events
- Yearly cultural traditions luncheon

# IX FACULTY AFFAIRS

**IX.1  College of Nursing Bylaws**

[K:\Committees and Councils (Public)\Nominations and Bylaws](K:\Committees and Councils (Public)\Nominations and Bylaws)

**IX.2  USC Faculty Manual**

[http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)

**IX.3  Faculty Reporting Structure**

[K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Organizational Charts](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Organizational Charts)

**IX.4  9-Month Faculty Reporting Dates**
- Faculty Appointment: August 16 – May 15
- All faculty members will be available from August 16 through May 15. The College of Nursing follows the USC Faculty Manual Terms of Employment.

**IX.5  Faculty Incentives**

[K:\CON Guidelines and Procedures (Public)\Employee Incentives](K:\CON Guidelines and Procedures (Public)\Employee Incentives)

**IX.5.1 Dean's Excellence Awards**

Dean's Excellence Awards are incentives for faculty members displaying excellence in [teaching](teaching), [research/scholarship](research/scholarship), and [service](service).

**IX.5.2 Grant Salary Adjustment**

[E Account funding and IDC distribution](E Account funding and IDC distribution)

**IX.5.3 Incentive for Faculty Recruitment**

[Incentive for Faculty Recruitment—College of Nursing](Incentive for Faculty Recruitment—College of Nursing)

**IX.5.4 Faculty Practice Plan**

[K:\Office of Practice (Public)](K:\Office of Practice (Public))

Faculty practicing 8 hours/week or more through the Faculty Practice plan will receive $1,500 incentive funds annually.

**IX.6  Requesting Leave**
**IX.6.1 Faculty Leave Procedures**

[K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Human Resources\Leave Procedures and Form\con faculty leave procedures](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Human Resources\Leave Procedures and Form\con faculty leave procedures)

**Login to the HCM PeopleSoft System**

To log in, use your Network Username and password. This requires two-factor authentication (DUO).

Visit
https://www.sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php for detailed information and training resources for entering time and leave. Specifically, look for the **Employee Job Aids – Absence Management** link. Sick, annual, and other types of leave are requested, approved, and transferred to payroll through this system.

### IX.6.2 Travel

Faculty should complete the Travel Request Worksheet located on the K-drive and submit to your respective administrative coordinator.

Additional USC Travel Guidelines and Procedures can be located here:
K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Travel

### IX.6.2.1 Requesting Travel

a. Faculty/staff will submit the College of Nursing Travel Worksheet to respective supervisor's administrative coordinator via email to review for completion.
Note: If travel expenses are funded by grants or faculty start-up, the administrative coordinator will confirm available funding with the business unit. After confirmation, the travel request will be processed.
b. Administrative coordinator will submit the Travel Request Worksheet to reporting supervisor for approval (via email)
c. Once the internal travel worksheet is approved, the administrative coordinator will submit a TA in PeopleSoft for approval. After the TA is <u>FULLY APPROVED by the traveler, supervisor, CON Business Director and USC Travel Office,</u> faculty/staff can proceed to book travel arrangements.

### IX.6.2.2 Returning from Travel

a. Faculty/staff will submit the internal travel reimbursement form and all original receipts (airline, parking, taxi's, lodging, rental car, etc.) to the respective supervisor's administrative coordinator within 7 days of travel.
b. Once all the required documentation and receipts are received, the administrative coordinator will enter the reimbursement request into PeopleSoft within 5 business days. When completed, faculty/staff will receive an email from PeopleSoft requesting approval. Once the expenses are reviewed and approved by the traveler, the reimbursement will be approved by the supervisor, CON Business Director and then USC Travel Office.

### IX.7  Faculty Office Hours

All teaching faculty will post and hold a minimum of two open hours per week, other office hours by appointment. Faculty are encouraged to hold at least four office hours per week.

## IX.8  Promotion/Hiring Criteria

Effective July 1, 2020, faculty salary promotion increases apply to all tenured/tenure-track and clinical faculty members receiving a promotion. The salary promotion increases are as follows:

- Promotion from Instructor to Assistant Professor (all tracks)      $4,000
- Promotion from Assistant Professor to Associate Professor (all tracks)  $6,000
- Promotion from Associate Professor to Professor (all tracks)      $8,000

Promotion increases are processed upon receipt of Provost (professional track) and Board of Trustees (tenured/tenure-track) approval. Professional track faculty are provided notification of their promotion from the Provost. Tenure track faculty are notified of their promotion and/or tenure by the Board of Trustees. The dean notifies faculty of their promotion salary increase and effective date.

### IX.8.1  Tenure

Tenure track and tenured faculty should demonstrate research and scholarship as described by the T&P criteria appropriate to rank and our strategic plan. T& P Criteria reflect the minimum criteria for each rank. More in-depth information can be found on the T&P Criteria Document located on the K drive.

K:\Dept\Nursing\Tenure and Promotion (Public)\1 - CON TP Criteria

### IX.8.2 Professional Track | Clinical

Professional track | Clinical (teaching or practice) faculty should demonstrate scholarship as described by the Professional Track | Clinical Faculty criteria appropriate to rank and our strategic plan. The goal for clinical faculty is to have a minimum of one publication per year and one poster/podium presentation at a regional or national conference. More in depth information can be found on the Professional Track | Clinical Faculty Annual Evaluation and Promotion document located on the K drive.

K:\Dept\Nursing\Committees and Councils (Public)\Clinical Faculty Evaluation and Promotion Committee

### IX.8.3 Professional Track | Research

Research faculty's goal is to have 75-80% of their effort funded in grants by year 3. Minimum of two publications (assistant professor) to four publications (professor) per year.

## IX.9  Faculty Annual Reviews

All faculty will complete and submit electronic evaluation forms to supervisor by Feb 1st. The department chairs are updating the required documents and processes and the information will be distributed during Fall 2023.

**Annual Review Documents are located** K:\Office of Faculty Affairs (Public).

- The department chair or reporting associate dean will review all submitted evaluation documents and schedule a conference with the faculty member. All signed documents are turned into the Human Resources Director upon completion of the conference for the dean's review and signature. Faculty members will receive a copy of the signed evaluation document.
- All faculty on tenure track who are pre-tenure will have an additional cumulative evaluation from the Tenure and Promotions Committee. These forms are turned in electronically to the chair of T & P. The T&P Committee chair will provide the evaluation to the pre-tenure faculty.
- Faculty members must schedule a conference to discuss readiness for promotion with their department chair and chair of the appropriate promotions committee prior to submitting any documents for promotion.

## IX.10 Faculty Workload

The mission of the University, the goals of the College, the T&P guidelines, and the Professional Track | Clinical Faculty Evaluation and Promotion guidelines provide the basis for faculty responsibilities. Faculty are expected to teach courses, mentor students, engage in scholarships, participate in committee/departmental work, and be involved in professional and 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 is 16 hours, each class is 25% x 4 for 100%.

The Office of Academic Affairs will send every faculty member an email requesting teaching preferences at least one semester prior to assignment. An attempt will be made to match instructors with classes they prefer to teach. It is important that all faculty input preferences in a timely manner.

### IX.10.1        Professional Track | Clinical Faculty

Generally, all faculty are assigned a 100% workload. Teaching effort is determined by the following:
- Scholarship: 10% effort
- Service: 10% effort
- Mentoring: 5% effort
- Practice: 20% effort (if active contract via CON Practice Plan)
- Administrative: Effort is determined by the Dean
- Teaching: Effort is determined by what percent of effort is leftover. One course is generally 25% effort, depending on the students enrolled and UG/Grad.

### IX.10.2        Tenure Track Faculty

Generally, all faculty are assigned a 100% workload. Teaching effort is generally determined by the following:

- Scholarship 40% effort (Faculty are expected to achieve funding up to 40% effort). If additional research effort is obtained over 40%, this effort will be added for scholarship total.
- Service: 10% effort
- Mentoring: 5% effort
- Administrative: Effort is determined by the Dean
- Teaching: Effort is determined by what percent of effort is leftover. One course is generally 25% effort, depending on students enrolled and UG/Grad.

### IX.10.3        Professional Track | Research Faculty

Generally, all faculty are assigned a 100% workload. Teaching effort is determined by the following:
- Scholarship: 40% effort (Faculty are expected to achieve 75-80%effort)
- Service: 10% effort
- Mentoring: 5% effort
- Administrative: Effort is determined by the Dean
- Teaching: Effort is determined by what percent of effort is leftover and at the discretion of the supervising AD.

### IX.11 Summer Faculty Compensation

- College of Nursing faculty who are on 9-month appointments and wish to apply for summer salary for research, scholarship and/or academic activities, must submit a *Summer Salary Request-Report Form* (Attachment A) to their Department Chair no later than March 1.  As indicated on the form, specific research and scholarship deliverables and their associated hourly time commitment and proposed source of funding must be identified.
- Funding decisions are made by the Dean based upon fund availability and the applicant's previous record of accomplishment of summer salary deliverables.
- Faculty with summer salary support are required to attend all meetings scheduled by their Chair during the funded time period, and to meet preparation expectations for these meetings.
- The faculty must update the initial request with completion status and explanation for each deliverable.  This report must be submitted to the Department Chair no later than October 31 following the summer support.  If all funding sources are external grants and contracts, the report is not required.

K:\Office of Faculty Affairs (Public)\Summer Salary Form

### IX.12 Faculty Mentoring
### IX.12.1        Mentor Assignment
K:\Dept\Nursing\Office of Faculty Affairs (Public)\Mentoring

### IX.12.2        Faculty Mentoring Plan
K:\Dept\Nursing\Office of Faculty Affairs (Public)\Mentoring

### IX.13 New Faculty Orientation

Those with appointments at the rank of Assistant Professor or above also are oriented to tenure and promotion criteria, and applicable policies and procedures. New faculty should plan to meet with their reporting associate dean or department chair early in their first semester at the College to discuss interests, professional goals, and career development. Department chairs will assign a mentoring team consisting of a teaching mentor and scholarship mentor.

All new faculty receive a CON New Faculty Resource Guide at the start of their employment. This guide has useful information that will help new faculty assimilate into their new role.

[K:\Office of Faculty Affairs (Public)](K:\Office of Faculty Affairs (Public))

All faculty are added to the CON Blackboard organizations CON-FAC-ORIENTATION: College of Nursing Faculty Orientation and NURS-FACULTY-COUNCILS: Nursing Faculty Councils. The faculty orientation page is required to be completed within the first 6 months of employment with the CON. This site provides important information and requires users to take a simple quiz.

The Faculty Council organization is where all CON Councils house documents and program information. All faculty will have to access this group to download documents to prepare for Faculty Council meetings and communicate with other council members as needed. All information should be accessed and read prior to coming to Faculty Council.

### IX.14 Associate Faculty Status Process and Policy

Associate Graduate Faculty Status with rights and privileges in the Doctor of Nursing Practice (DNP) Program

*Eligibility criteria:*
- Full time research faculty or full-time clinical faculty (at the rank of Clinical Assistant or higher) appointment in the College of Nursing or jointly with another unit on campus
- Earned PhD, DNP or other terminal doctoral degree.

**Process**

All faculty appointed as full-time professional track faculty (at the rank of assistant or higher) in the College of Nursing or jointly with another unit on campus will be nominated for Associate Graduate Faculty Status during their first semester of employment by the Chair of the CON Faculty Council.

Each faculty member considered for Associate Graduate Faculty Status is to submit a current CV *with evidence of mentoring and scholarship* to the Chair of the CON Faculty council prior to the scheduled meeting.

In accordance with USC Graduate School guidelines, faculty eligible to vote on the application include all current regular and associate Graduate Faculty in the College of Nursing.

As required by the Graduate School, approval of the application will consist of a majority favorable vote.

Following approval by the CON, the application will be submitted by the faculty member's department chair to The Graduate Council for final approval. The department chair will complete Form G-AGF, Associate Graduate Faculty Nomination Request, as the Graduate School requires. Attachments to the nomination form will include a copy of the nominee's curriculum vitae and a memo providing justification for the appointment that addresses the nominee's qualifications and verifies that the CON's current regular graduate faculty and the CON's combined and regular associate graduate faculty support this nomination (by a majority vote).


**Guidelines for - ASSOCIATE GRADUATE FACULTY NOMINATION REQUEST is posted on Form G-AGF, Associate Graduate Faculty Nomination Request** https://sc.edu/study/colleges_schools/graduate_school/for-faculty_staff/graduate_faculty/faculty_types_nominations/index.php

**Suggested memo of the nomination that provides justification for the appointment addressing the nominee's qualifications and verification that the unit's current regular graduate faculty and the unit's combined and regular associate graduate faculty support this nomination (by a majority vote).**

The College of Nursing Faculty Council nominates [Name] for Associate Graduate Faculty membership in the Graduate School, University of South Carolina. [Name] meets all the criteria for Associate Graduate Faculty status. [Name] holds a terminal (DNP, PhD, or other terminal degree); teaches graduate courses, serves on the College of Nursing Faculty Council, Graduate Council and other sub-committees and tasks forces that oversee the College's academic programs; serves as a mentor to graduate students, is a member on [DNP projects], and is active in all aspects of the graduate level programs.

[Name] is committed to student and faculty mentoring and would be an excellent addition to the Graduate Faculty in the College of Nursing. The College of Nursing Graduate Council that includes regular and associate Graduate Faculty voted unanimously to approve this nomination for Associate Graduate Faculty status. On behalf of the College of Nursing faculty, thank you for your consideration of this nomination.

Attached is [Name] curriculum vitae.

# X  STAFF AFFAIRS

### X.1   Staff Telecommuting Procedure
The [CON Staff Telecommuting Procedure](#) is available on the K-drive ([K:\CON Guidelines and Procedures (Public)\Human Resources\CON Staff Telecommuting Procedure](#)). Please reach out to your supervisor with questions.

### X.2   College of Nursing Staff Awards
### X.2.1   Outstanding Staff Award
The College of Nursing has historically recognized a staff member each year. This staff member is selected by the College community of Faculty and Staff and is recognized for going beyond their normal duties in working with the College.

[K:\Committees and Councils (Public)\Staff Committee\Staff Awards - Categories, Criteria, and Procedures\Outstanding Staff Award Procedures.docx](#)

### X.2.2   Staff Recognition Awards
The staff recognition awards, established in the Spring of 2016, are held annually in addition to the Outstanding Staff Award. These awards differ in that they are intended to be light-hearted but also recognize the traits of the persons nominated, detailed in each category, that are significant to the operation of the College of Nursing.

[K:\Committees and Councils (Public)\Staff Committee\Staff Awards - Categories, Criteria, and Procedures\2023 - Staff Recognition Awards Procedures.docx](#)

### X.3   Staff Mentorship Program
The purpose is to facilitate staff development and cultivate a sense of community as staff engage in sharing their knowledge and experiences with one another as mentors and mentees. For questions regarding this program, please contact **nursmntr@mailbox.sc.edu**.

### X.4   University of South Carolina Staff Senate
The Staff Senate represents all classified and unclassified, temporary, temporary grant and time-limited staff employees at the University of South Carolina-Columbia. The Staff Senate serves in an advisory capacity to the President of the university and his or her designee(s). The Staff Senate accepts and shares responsibility with the administration, faculty, and students for attaining the stated goals of the university and to foster a spirit of community.

The College of Nursing has one Staff Senator.

More information: [https://sc.edu/about/offices_and_divisions/staff_senate](https://sc.edu/about/offices_and_divisions/staff_senate)

# XI RESEARCH

## XI.1  Overview

The Office of Research (803) 777-7413 is dedicated to the ongoing support of faculty research and scholarship. The office's primary goal is to facilitate faculty development as scientists and scholars to enhance health care processes and client outcomes. Key Office activities include:

- Support for pre-award applications
- Support for all phases of the sponsored award life cycle from pre-award application and submission to post award implementation and management
- Development of faculty as scientists and scholars through joint activities with the Nursing's Research & Scholarship Council
- Provision of specialized expertise to enhance research and scholarship activities
- Sponsorship of visiting scholars

A brief description of these offices and services supporting CON research as well as the internal USC approval process as it relates to CON researchers is described below.

## XI.2  Support

The CON Office of Research (OR) works in coordination with the USC Office of Research and Sponsored Awards Management, to assist nursing faculty and graduate students to secure funding for their scholarly, research, teaching, and community service activities. The RO is staffed by:

- **Associate Dean for Research**. The Associate Dean for Research is responsible for the administration of all research efforts of the University of South Carolina College of Nursing. With the faculty and other administrators, the Associate Dean facilitates the development of research proposals, monitors the status of faculty and graduate student research, and works with department chairs to establish research workloads with faculty. Faculty members may meet with the Associate Dean for Research when feedback is needed for a grant submission or in the development of a new or extended program of research. To schedule a meeting, call (803) 777-9272 or send a message to [pintob@mailbox.sc.edu](mailto:pintob@mailbox.sc.edu).
- **Biostatistician**. In addition to the College of Nursing's biostatistician, statistical support for research and scholarly activities is available through the Office of Research. Dr. Bo Cai at the School of Public Health can help faculty, staff, and students prepare statistical expertise for study design and data analysis section of a proposal and estimate the amount of salary support needed in the funding proposal for grant-related statistical services. The biostatistician can also provide consultation on the benefits of various statistical software packages and data management including setting up survey, creating coding, data entry, data

cleaning, data analysis, and data archiving activities. Dr. Cai is also available to review manuscripts, presentations, or posters. Funded proposals that include using CON statistical services should include salary support in the new grant application. His email address is bocai@mailbox.sc.edu

- **Program Coordinator for Sponsored Awards.** The Program Coordinator for Sponsored Awards will assist faculty in preparing sponsored awards applications. All requests for sponsored awards preparation assistance should be initiated well in advance of the deadline date for submitting the application. College of Nursing faculty/staff who wish to apply for or participate in a College of Nursing sponsored award or participate in a non-College of Nursing sponsored award must submit a Notice of Intent to Submit/Participate in a Sponsored Award Application Form (available on the K drive under Office of Research (Public), Sponsored Awards-Pre-Award) to the Office of Research as soon as the award is identified. The Office of Research must coordinate the submission of the completed grant application to the USC Research Office for university approval.

- **Program Coordinator for Faculty Development.** The Research Development Coordinator will assist faculty with pre-award grant submissions, podium and poster presentation development and design; notify faculty of research funding and educational opportunities and programs; update faculty web CVs and Office of Research website; plan & coordinate mock reviews for external sponsored award research applications; provide staff support for CON Research & Scholarship Council and Awards Committee; assist in planning & coordinating Research & Scholarship Council annual programs; assist faculty with CITI training and IRB applications; and act as library liaison for faculty.

- **OR Graduate Research Assistant.** The OR GRA is available to help faculty with research-related tasks such as conducting literature searches, creating endnote libraries and similar activities. Contact the Associate Dean for Research, who supervises the GRA, with a brief description of the task(s) for which you need assistance.

- **OR Grant Editorial Services.** OR offers grant editorial services to faculty. Contact the OR to learn more about the timelines and procedures for requesting these services.

## XI.3  Research Policies and Procedures

Policies related to research and grants can be found at K:\Dept\Nursing\Office of Research (Public)\Research Policies & Procedures

## XI.3.1 IRB Procedures

K:\Dept\Nursing\Office of Research (Public)\Resources\IRB Procedures

### XI.3.2 Research Sponsored Awards, Pre-Award

For sponsored awards pre-award information, please refer to Program Coordinator for Sponsored Awards and documents located at K:\Dept\Nursing\Office of Research (Public)\Sponsored Awards-Pre Award.

### XI.4  Research Templates

### XI.4.1 Research Poster Template

K:\Dept\Nursing\Office of Research (Public)\Resources\Research Templates

### XI.4.2 Paper Presentation Template

K:\Dept\Nursing\Office of Research (Public)\Resources\Research Templates

# XII  FACULTY PRACTICE

**Dr. Mary Foster Cox, Associate Professor and Director of Faculty Practice**
803-777-8466, mfcox@mailbox.sc.edu, Room 629

Know urgently:

- Any immediate student academic and non-academic issues (injury or illness requiring hospitalization, mental health, financial, etc.) Information regarding any pending lawsuits or notification of a potential lawsuit against the faculty member who rendered the care while under a faculty practice contract.
- HIPPA violations involving a faculty member while under a faculty practice plan contract.
- faculty member who is suspended from a faculty practice contract for any reason.
- A faculty member who quits going to the agency while under contract and does not fulfill the contract obligations or is asked to leave by the contracting agency.

Notify within a week or two:

- A faculty member who wishes to change their practice or discontinue the practice contract.

IMPORTANT: Any faculty member interested in exploring a contract with an agency should set up an appointment with Dr. Cox before having any discussions with any agency or agency representative. Should someone approach you about working for them as a faculty member under a contract with the College of Nursing, you should contact Dr. Cox to discuss prior to entering any conversations with the agency or representative.

## XII.1 The College of Nursing Faculty Practice Plan

In keeping with the mission of the College of Nursing to provide nationally recognized educational programs and advances science, practice, and policy to optimize health for all, the College of Nursing Faculty Practice Plan exists to foster faculty practice and the clinical education of nursing students.

Faculty Practice is the delivery of nursing services by faculty through the roles of clinician, educator, researcher, consultant, and administrator. The practice plan creates a system of support for excellence in practice, research, and teaching as well as responding to the community to serve the needs of the population by providing quality health care services. The College of Nursing Faculty Practice Plan is conducted in accordance with the University of South Carolina School of Medicine Educational Trust using the College of Nursing Faculty Practice Plan Operating Guidelines and Policies and Procedures.

The College of Nursing Faculty Practice Council and Director of Practice provide leadership in the implementation, promotion, and evaluation of the practice mission of the College. The goals of the CON that align with the FPP are to:

Foster a thriving practice environment to optimize health care delivery, research, and health outcomes in South Carolina and beyond. The specific goals are a) achieve and maintain a financially stable Faculty Practice Plan, b) expand interprofessional and collaborative opportunities for faculty and students, and c) utilize faculty practice as a model for changes in health care policy for federal, state, and local regulatory bodies, statutes, and agencies.

**XII.2 Establishing a Faculty Practice.**
College of Nursing faculty interested in an external practice (educational consulting, nursing services, legal consulting, etc.) shall use the College of Nursing Practice Plan and Director of Practice to secure a contract for such services. Any faculty interested in securing a faculty practice should contact the Office of Practice to schedule a meeting to discuss available options. All faculty must adhere to the CON Faculty Practice Guidelines and the FPP Policies and Procedures accessible and found on the K: drive at K:\Office of Practice (Public).

# XIII  BUDGET & FINANCE RESOURCES

**University Policies** are formal policies and procedures at the University of South Carolina that have campus-wide or system-wide application. The University of South Carolina *Policies and Procedures Manual* contains all current system-wide university policies and campus-specific policies for the Columbia campus.

**This document is intended to serve as a job aid. At all times USC policies and procedures supersede this.** The College of Nursing abides by all current University Administrative Policies that are listed here:

http://www.sc.edu/policies/policiesbydivision.php

## XIII.1 Contracts
- Policy http://www.sc.edu/policies/btru104.pdf
- The Board of Trustees is the only authorized person to sign contracts or agreements on behalf of the University.
- A contract approval form must be completed for all contracts, memorandums of understanding, or any contractual agreements. Please complete two original copies of the Contract Approval Form and attach two copies of the contract.
- The Contract Approval Form can be found here: contract_approval_form_amended_021523_form.pdf (sc.edu)
- **Route the documents to Business Director, Faith Young, for the Certification of Department Head signature. The documents will be returned to you and can then be sent to the Office of General Counsel for review and signature.**
- Please provide a copy of the final executed contract to the Business Director once all parties have signed the contract or agreement.

## XIII.2 Educational Foundation
- Fund Disbursement Requests (PaperSave): https://246074.cloud2.papersave.com/PaperSave%20Forms%20Server/SmartForm.aspx?ID=2
- Foundation Accounts Payable Policy: https://www.uofscfoundations.org/sites/default/files/pdf/EF%20AP%20Policy%20Manual%20FINAL%201-1-2021.pdf
- Other foundation forms including deposit transmittals, meal forms, and missing original documentation forms can be found at: https://www.uofscfoundations.org/educational-foundation/university-employees/form-center

### XIII.3 Grants Management

- Nursing Pre-Award contact: Lisa Spruill
- Nursing Post-Award contact: Becca Arevalo
- The Office of Sponsored Awards Management (SAM) supports employees by facilitating proposal submission, award negotiation, and administration of externally funded sponsored projects. More information about their office can be found here: https://sc.edu/about/offices_and_divisions/sponsored_awards_management/index.php
- The Grants and Funds Management Office (GFM) is responsible for the accounting of all restricted funds (contracts and grants). Grants and Funds Management prepares invoices, electronic banking transactions and financial reporting for sponsored grants or contracts. More information about their office can be found here: https://sc.edu/about/offices_and_divisions/controller/grants_and_funds_management/index.php
- Policy: http://www.sc.edu/policies/ppm/fina300.pdf

### XIII.4 Malpractice Insurance

- Faculty members are covered under the university's policy for those activities related to the teaching role in the clinical setting.
- Faculty members should obtain individual malpractice insurance if they are engaged in clinical work outside of their role as faculty.

### XIII.5 Meal Reimbursements

- Meals are **NOT** reimbursable through State "A" monies unless the Provost's and Board of Trustees approval has been received on the "A" fund letter also known as the food memo.
- Policy: BUSA 7.05: Payment/Reimbursement for Personal Consumption Items at Employee's Official Headquarters (https://www.sc.edu/policies/ppm/busa705.pdf).
- Please contact Business Director, Faith Young prior to agreeing to food purchases that are not covered under the "A" fund letter.
- Meals while on university travel are covered under the travel policy below.

### XIII.6 Memberships

- Memberships paid by the CON **must be approved by the dean**. Regardless, if memberships are paid with a university purchasing card, the dean must approve all memberships in advance.
- To request membership approval, first, please ensure you have funding available. Once funding is secured, please email the dean directly requesting approval. Please include the organization's name, membership cost, and funding source. The email must also explain how the membership benefits the University and state that it is reasonable, justifiable, and necessary for conducting university

business. If approved by the dean, please forward the approval email to your Department Administrative Coordinator.

- Your department administrative coordinator can pay for the membership using their university purchasing card or an employee reimbursement can be processed.

### XIII.7 Office Supplies

- We keep all the basics on hand. Please let your respective administrative coordinator know if you need paper, pens, folders, notepads, batteries, binders, toner, post-its or similar frequently used items.
- The SC Consolidated Procurement Code and University Policy BUSA 7.00 (http://www.sc.edu/policies/ppm/busa700.pdf) require us to purchase goods or services from State term contracts. The term contracts for toner purchases can be found here: https://procurement.sc.gov/contracts/search?v=11955-9918-0-0

### XIII.8 Printing Services

- All printing and copying services must be done through the University Printing office. If Printing Services is unable to meet your deadline or if you find the cost cheaper you can go to another vendor if you have official approval from University Printing Services.
- Please see their website for more details on their services: https://www.sc.edu/about/offices_and_divisions/communications/services/printing/index.php
- Printing – The Printing Request Form can be found here: https://sc.edu/about/offices_and_divisions/communications/documents/printing_services_forms/printing-request.pdf This form must be completed for all printing services. Printing services will charge the account you specify on the form.
- Copying - All departmental orders brought to Quick Copy must have a Printing Request Form. That form is located here: https://sc.edu/about/offices_and_divisions/communications/services/printing/printing_services_russell_house/index.php If you expect to use the shop on a regular basis, a blanket order may be established whereby the department or organization will be billed monthly or quarterly.

### XIII.9 Peoplesoft

- Access Form: https://sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/resources/ps_access_request_for_finance_2019_01_31_bh.pdf
  - Network ID is the username you use to sign into your computer. Route to Business Director, Faith Young for signature and processing.

### XIII.9.1          Employee Reimbursement (non-travel):

- Employee reimbursements should only be used if no other viable payment method is available.

- Information for preparing employee reimbursements can be found here: https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php

### XIII.9.2    Honorariums

- Honorariums are given to show appreciation to a guest lecturer. The honorarium cannot be a negotiated fee or price established between the parties.
- Honorariums cannot be made to university employees.
- This type of payment is exempt from withholdings but must be declared by the recipient as taxable income for Federal and State purposes.
- Honorarium Instructions: https://www.sc.edu/about/offices_and_divisions/controller/documents/honorarium_payment_request_UofSCitizens_7_13_20.pdf
- The Honorarium Payment Form can be found here: https://www.sc.edu/about/offices_and_divisions/controller/documents/honorarium_payment_form.pdf
- Honorarium Policy: http://www.sc.edu/policies/ppm/fina213.pdf

### XIII.9.3    Suppliers

Supplier Management is a unit of the Controller's Office that manages supplier setup in accordance with university policies and procedures. The University has a supplier self-service onboarding portal. More information about supplier onboarding and change requests can be found here:

https://sc.edu/about/offices_and_divisions/controller/compliance_and_tax_management/supplier_management/index.php

### XIII.9.4    Training

Available online and in person at:

https://www.sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/training/

Peoplesoft Resources:

https://sc.edu/about/offices_and_divisions/division_of_information_technology/peoplesoft/resources/

### XIII.10  Procurement

- The Purchasing Department has the authority and responsibility for procuring the requirements for all materials, equipment and services within the University System in accordance with the rules and regulations of the South Carolina Consolidated Procurement Code, as mandated by the South Carolina General Assembly, to the dollar limit certified by the South Carolina State Fiscal Accountability Authority.
- Policy https://www.sc.edu/policies/ppm/busa700.pdf
- Utilize the purchasing card for all eligible transactions.

- Utilize PeopleSoft Payment Request for expenses that cannot be billed to the purchasing card, but meet the payment request matrix guidelines found here: https://sc.edu/about/offices_and_divisions/controller/documents/payment_request_matrix_7-1-21.pdf
Please allow up to 30 days for accounts payable to process the payment.
- Expenses beyond the scope of the purchasing card and payment request should be submitted through a Requisition to Purchase Order in PeopleSoft. Purchases from $10,001.00 to $50,000.00 will require a minimum of 10 to 21 days processing time. The Purchasing department will prepare a formal written solicitation as well as advertise the requirements in the South Carolina Business Opportunities publication. Purchases exceeding $50,000.00 will require a minimum of 21 to 60 days. The Purchasing department will prepare a formal sealed solicitation for issuance.
- Food policy/meals http://www.sc.edu/policies/busf705.pdf
  - Only allowed if written into your grant, or on the Provost A fund letter. All other food purchases need special approval.

### XIII.11 University Purchasing Card

- As state agency, the university participates in the Purchasing Card (P-Card) program. P-Cards help streamline low-value purchases of supplies, materials, equipment, and services.
- Assistant Business Manager Jane Sharpe serves as the Nursing purchasing card liaison.
- Purchasing Cardholder Request Form: https://sc.edu/about/offices_and_divisions/purchasing/documents/cardholder_request_form.pdf
- Complete Section I, and route to Business Director Faith Young for section II completion and processing. Once you return the form, we will order your card then get you set up for USC and Nursing Training.
- Procedure Manual: http://purchasing.sc.edu/card.shtml

### XIII.12 University Department Travel Card

- Administrative Coordinators can use the University Department Travel Card Department to purchase in person conference registrations.
- The college's Assistant Business Manager serves at the travel card liaison.
- Administrative coordinators that are travel cardholders are responsible for the monthly bank statements and expense reports.
- Preparing a travel card expense report: https://sc.edu/about/offices_and_divisions/controller/documents/travel_card-preparing_an_expense_report_using_my_wallet_12_01_21.pdf

### XIII.13 Sales Tax

- The University is NOT exempt from sales tax if we are not charged tax, we are assessed "use tax" for purchases.

### XIII.14 Signature Authority

- The following individuals have signature authority on behalf of the Dean and the College of Nursing:
    - Assistant Dean of Finance and Operations
    - Business Director

### XIII.15 Travel

- A traveler (employee or student) on official business is expected to obtain approval and to exercise discretion for all travel prior to making travel arrangements and expenditures.
- Policy and Forms: K:\CON Guidelines and Procedures (Public)\Travel
- Official University Travel policy: http://www.sc.edu/policies/ppm/fina100.pdf
- Please see IX.6. for internal travel procedures.
- Travel with no overnight stay does NOT allow for meal reimbursements.
- Travel Resources: https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php

### XIII.15.1 International Travel

Please follow the internal travel procedures (see IX.6.2) for international travel.

Review the CDC immunization recommendations and requirements; see https://wwwnc.cdc.gov/travel/page/travel-vaccines. Student Health Services offers a travel clinic, so you likely can get any necessary vaccinations on campus; see https://sc.edu/about/offices_and_divisions/health_services/medical-services/travel-clinic/index.php.

You are also encouraged to purchase travel insurance provided through Education Abroad. This insurance is available for faculty and staff travel that is not connected to Education Abroad programming and is very inexpensive. See https://sc.edu/about/offices_and_divisions/education_abroad/resources_for_going_abroad/health_and_safety/insurance/. The enrollment form will ask for your funding source/billing information.

Human Resources provides information about international travel, including visa processing. See https://www.sc.edu/about/offices_and_divisions/human_resources/international_services/traveling_abroad/index.php.

### XIII.16 University Financial Systems:

https://www.sc.edu/about/offices_and_divisions/budget/financial_systems/index.php

### XIII.17 University Fund Types

- A Funds – State appropriated funds

- E Funds – Indirect Costs, Research Funds, Incentive Funds
- Grant Funds – F, G, K, L
- Foundation Funds – Private Funds such as scholarships, discretionary, professorships
- Further information on the Peoplesoft Chart of Accounts information can be found here: https://www.sc.edu/about/offices_and_divisions/controller/chart_of_accounts/index.php

## XIII.18 College of Nursing Business Contact List

Faith Young, Business Director
Room 321, youngfn@mailbox.sc.edu, 777-5296

Jane Sharpe, Assistant Business Manager
Room 320, LJSharpe@mailbox.sc.edu, 777-6100

Becca Arevalo, Grants Manager
Room 322, rarevalo@mailbox.sc.edu, 777-7058

### Office of the Dean

Kristy Bailey, Dean's Assistant
Room 202, kb144@mailbox.sc.edu, 777-3862

Erica Neet, Development Administrative Assistant
Room 422, neete@mailbox.sc.edu, 777-3468

Vacant, Operations Coordinator

Lanford, Robyn, Center for Nursing Leadership Administrative Coordinator
Room 401, lanfordr@email.sc.edu, 777-6800

### Office of Academic Affairs

Vacant, Office of Academic Affairs Administrative Coordinator

Sherene Chavous, Office Manager (Student Affairs Unit)
Room 208, SChavous@mailbxo.sc.edu, 777-7412

### Office of Research

Vacant, Pre-Award Program Coordinator

### Office of Diversity, Equity, and Inclusion

Vacant, DEI Administrative Coordinator

## Department of Professional Nursing Practice
Sandra Rhyne, Administrative Coordinator
Room 501, rhynes@mailbox.sc.edu, 777-0766

## Department of Advanced Professional Practice and Leadership
Kinsey Phillips. Administrative Coordinator
Room 517, kp98@mailbox.sc.edu, 777-8437

## Department of Biobehavioral Health & Nursing Science
Heather Adams, Administrative Coordinator
Room 601, ha29@mailbox.sc.edu, 576-6274

# XIV INFORMATION TECHNOLOGY SERVICES

The CON IT staff support all technical aspects of the college. All requests for technical assistance in the College of Nursing should be referred to CON IT staff by submitting a ServiceNow ticket: <u>Facilities and IT requests - Service Now tickets.</u>

More information about CON IT and their services can be found at the MYCON website: <u>https://www.sc.edu/study/colleges_schools/nursing/internal/faculty_staff/conit/index.php</u>

## XIV.1  Technology Training Resources and Guides
The IT Team has created a <u>technology resource guide</u>. (<u>https://www.sc.edu/study/colleges_schools/nursing/internal/faculty_staff/conit/kb.php</u>)

Some examples of what is available include:
- **Microsoft Office** *(Outlook, Word, Excel, PowerPoint, Teams, OneDrive, etc.)*
- **USC Account** *(Password Management, DUO, Preferred Names/Pronouns, etc.)*
- **Email** *(Quarantine, Alias, Sending Secure Emails – encryption)*
- **Panopto** *(Getting Started, How-to Videos)*
- **Phone** *(Call Forwarding & International Dialing, Voicemail Management)*
- **Wifi Connectivity** *(eduroam)*

*We strongly encourage faculty and staff to bookmark this link and refer to it when you have questions about these topics.*

## XIV.2  Student Printing
Printing for students is available on the 1st floor of the building. Students may pay using their credit card or Carolina Card. The service which students use is provided by Printing Services and is called SPRINTS. CON IT is responsible for making sure paper is loaded into the trays. Printing Services is responsible for maintaining the devices.

## XIV.3  Faculty/Staff Computers and Software
Full-time employees are issued one computer and two monitors. A laptop or desktop-based computer system will be distributed, based on job duties, work style and supervisor/employee preference. Part time faculty who are coordinating or teaching a course may also be issued a computer with approval from the Dean. Computers are typically refreshed every four to five years. Computers are obtained through Dell/Mac and are configured in coordination with USC standards and image. The hard drives for these computers are encrypted in case of physical loss. Personal use of these computers is discouraged except in emergency situations and those who abuse it may be subject to disciplinary actions (<u>http://www.sc.edu/policies/it106.pdf</u>).

All computers are loaded with Microsoft Office 365, Adobe Acrobat Professional as well as USC security software. Additional software can be loaded with approval from the college IT staff. A full list of available software can be found at <u>https://my.sc.edu/software/</u>. If the software package you need is not listed, submit a <u>ServiceNow</u> request, and IT will assist you with ordering it. CON IT maintains a budget for software purchases throughout the year.

Remote access is configured to reach college resources from home or when traveling through the Virtual Private Network. Submit a [ServiceNow](#) request for assistance with configuring this.

### XIV.4  Network Accounts

All employees of the college are issued network accounts upon being hired by the college through the HR onboarding process. This username allows access to the following systems:

- [Email](#)
- [Blackboard](#)
- [University Library](#)

This account cannot be created until HR has submitted paperwork and the hire date begins. Please contact Nursing HR for information regarding this.

### XIV.5  Shares/Document Storage

Each employee at the college has a cloud-based OneDrive directory with 5TB of storage. OneDrive is a flexible platform for accessing your documents on the go. Please make sure to back up your critical files to the K drive as OneDrive does not have traditional file backups performed and is not designed as a long-term storage platform. The college also has a network shared drive or K drive. This is a place where folders can be shared, and access granted to selected users. We encourage all users to store critical documents on the K drive, as this location is backed up. Please submit a service request to CON IT for new share and access requests.

There is also a restricted research share or R drive, for sensitive files hosted by AWS that houses research data in a secure environment. If you will be working with research data please contact the director of IT, so we can set up a consultation with you and meet your security and storage needs.

### XIV.6  Phones

Each full-time employee is provided a telephone and a phone number for their office. These phones can be upgraded with Electronic Voice Mail (EVM) and many other features ([https://www.DoIT.sc.edu/telephone/specialfeatures.shtml](https://www.DoIT.sc.edu/telephone/specialfeatures.shtml)). Long distance is standard on all phone installations. International calling can also be added if necessary. Please do not use directory assistance (411) from your university phone. This charges the college an unnecessary fee.

Cell phones can also be obtained with permission from the Assistant Dean for Finance and Operations. Cell phones must be purchased from Verizon and used only for university business. Please reach out to the Assistant Dean for Finance and Operations if you will need to order a cell phone.

### XIV.7  Video conferencing

The university provides each user access to Microsoft Teams, which includes a robust video conferencing platform that integrates with outlook.

### XIV.8  Copiers, Printers, and Scanning

The college has large multi-function copy/scan/print/fax machines in the following rooms: 202, 210, 302, 401, 520, and 601. Each of these machines can be mapped to your computer and used as printers.  Each machine is also configured to fax and scan by the menu on the machine. Color printing is also available, please see area admins for information on color printers.

If you need an individual printer, the Assistant Dean for Finance and Operations must approve it.

### XIV.9  Classrooms

All the CON classrooms are outfitted with a computer, projection and video conferencing/distance delivery technology. These classrooms are managed jointly by CON IT as well as central IT.

# XV  HUMAN RESOURCES

**Becki Dangerfield, HR Director**
7-6198, [bodanger@mailbox.sc.edu](mailto:bodanger@mailbox.sc.edu), Room 202C

**Tanika Hughes, HR Manager**
7-0091, [hughes76@mailbox.sc.edu](mailto:hughes76@mailbox.sc.edu), Room 211

The CON HR Director plans, organizes, directs and manages the college's human resources and program support activities. Provides oversight for administrative and human resources activities to include faculty contract letters, unclassified and classified hires, criminal background checks, drug screenings, position descriptions, employee relations issues, facilitates EPMS planning/reviews for classified/unclassified employees, serves as E-Verify Program Administrator. Serves as departmental liaison with University Benefits Office, Human Resources and Payroll departments for dissemination of information to employees and serves as Worker's Compensation Coordinator.

### XV.1 Faculty: Certifications, Organizations and Licensure
It is the responsibility of each faculty member to provide evidence (hard copy) of certification(s); organizations; and licensure upon receipt/renewal to the HR Director for their personnel file.

**Employees**: Name, Address, Contact Changes, etc.

> It is the responsibility of each employee to provide updated information regarding name change, address change, emergency contact information, etc., to the HR Director for their personnel file.

Employee Self-Service

The HCM People Soft system includes an Employe Self-Service section:

- Employee Calendar
- Payroll: Paycheck stubs, W-2 Consent Forms, Direct Deposit, Tax Withholding, etc.
- Time and Absence: Enter Time, Request Absence, Absence Balances
- Benefit Details: Benefits Summary, View Form 1095C, Form 1095-C Consent
- My Profiles: Talent Profile and USC Profile
- Personal Details: Addresses, Contact Details, Emergency Contacts, etc.

### XV.2 Injuries (Incident Reports/BBP Exposure/Injury – Workers Compensation)
Contact the CON HR Director should you have a worker's compensation claim.

Employees who are injured or involved in any incident that is potentially injurious no matter how minor the event may seem at the time, while at the College, at a clinical agency or during university related travel, must immediately contact the HR Director at (803) 777-6198 for assistance in completing appropriate accident reports and university paperwork in order to assure, if applicable, insurance coverage of subsequent injury or illness arising from the accident. This CON incident report does not replace the agency report. For student injuries, see the undergraduate or graduate handbook.

For university information about workers compensation: https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/workers_compensation/index.php

### XV.3 Dress Code
The CON dress code is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves, the college, and university. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.

Faculty should adhere to the same standards as our students in the clinical setting.

### XV.4 Leave Procedures
All Employees are required to obtain prior approval by their supervisor for annual leave. Please consult with your direct supervisor in the manner requests should be made. All employees are required to follow USC HR leave polices HR 1.03 though HR 1.21. See complete policy and procedural information and relevant forms at https://sc.edu/about/offices_and_divisions/human_resources/policy_procedure/index.php. Please contact the college's HR Director with questions.

### XV.4.1        Leave Accrual
Each type of leave has unique eligibility requirements, accrual rates and procedures. Please review the university's summary of leave benefits: https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/index.php

### XV.4.2        Recording Leave
All faculty, staff, and hourly student workers are responsible for submitting their timesheets to their respective supervisor for approval through the Time and Absence

System. Weekly for Non-Exempt employees and bi-weekly for Exempt employees. Weekly timesheets are required to be submitted and approved **by 12:00 p.m. Monday following the week worked**. Timesheets for hourly employees (temporary staff; students as applicable) must be completed and approved each week to avoid non-payment for the upcoming pay period. If your timesheet requires adjustment after approval, please contact the CON HR Director for assistance. Additional information about the Time and Absence System and Training Guides:
https://www.sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php

### XV.5 University Holiday Schedule
The university holiday schedule can be found at
http://hr.sc.edu/benefits/holidayschedule.html.

### XV.6 USC Division of Human Resources
### XV.6.1        Benefits
All benefits and an individual's right to them are subject to state regulations, university policies and procedures, the individual plan documents, and the duly executed and recorded Notice of Election forms.
https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/index.php.

### XV.6.2        New Employee Guide
As employees settle into new positions, it is normal to have a lot of questions. In addition to seeking assistance from the College of Nursing Operations Team and your supervisor, the University's HR department has compiled a variety of online tools and resources.
https://www.sc.edu/about/offices_and_divisions/human_resources/new_employee/index.php

### XV.6.3        Professional Development
The Office of Organizational and Professional Development (OPD) develops and delivers training and professional development programs and provides consultative services to improve individual, team, and organizational effectiveness and achieve university goals. To explore professional development opportunities at the University of South Carolina, please visit
https://www.sc.edu/about/offices_and_divisions/human_resources/professional_development/.

### XV.6.4        Policies and Procedures
University policies and procedures can be found at
https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/index.php. See human resources policy division.

# XVI BUILDING/FACILITIES

**XVI.1  Maintenance and Facilities Requests**
All requests are submitted to the Facilities Coordinator; please place a ticket through the Facilities and IT requests - Service Now tickets system.

**XVI.2  Building Emergency Action Plan**
In collaboration with the University's Department of Environmental Health and Safety and Division of Law Enforcement and Safety, the College of Nursing has developed a **Building Emergency Action Plan (BEAP)**. The BEAP outlines information and procedures for various emergency situations and includes evacuation maps specifically for the Williams-Brice building. Two versions of the document are available on the K drive. One formatted with bookmarks for viewing digitally or printing single-sided, and one specially formatted for printing double-sided. Please note that hard copies of this document should be printed in color. For questions regarding this document, please place a ticket through the Facilities and IT requests - Service Now tickets system.

K:\Dept\Nursing\CON Guidelines and Procedures (Public)\1 - Building Emergency Action Plan

**XVI.3  Campus Safety**
**XVI.3.1        USC Police Department**
USC PD works diligently around the clock to provide a safe, secure campus environment.

**Emergencies:** 911
**Police Dispatch:** 803-777-4215
1415 Henderson St., (1600 Hampton St. Annex), Columbia, SC 29208

https://www.sc.edu/about/offices_and_divisions/law_enforcement_and_safety/index.php

**XVI.3.2        Rave Guardian Safety App**
Download the safety app to connect with university police in an emergency and have access to key information in an instant. The RAVE Guardian Safety App is available on the Apple App Store for iPhones and Google Play for Android devices.

More information:
https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/safety-on-campus/rave-guardian-safety-app/index.php

**XVI.3.3        Carolina Alert**
Students and employees should register to receive Carolina Alerts for up-to-the-moment campus safety news.
https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/carolina-alert/

### XVI.4  Security

The building doors are locked and opened each day by the University Police Department Officers. Nursing employees are assigned keys through the facilities coordinator to their office and the conference rooms/exterior doors. Staff members are assigned keys based on their employment assignment. Custodial services have building keys but do not have access to areas with an alarm that require a code.

Employees should not share or loan their keys or access codes to anyone else. Personnel accessing the building during non-business hours are held responsible for securing the building.

### XVI.4.1        Building Security Systems

The College of Nursing building has intrusion detection systems in the following areas:
- The Center for Simulation and Experiential Learning (SAEL) (WMBB 105)
- Simulation Supply Room (WMBB 124)
- Mail Room and Student Record Supply (WMBB 210)
- Skills Lab (WMBB 315)

These systems are activated at office closing time by personnel in the corresponding office. Access codes are kept by supervisors in the functional areas and in the Office of the Dean. The alarm is monitored by the USC Police Department 24 hours a day and they will dispatch an officer in the event of an alarm.

The building is equipped with a camera recording system as well. There are cameras in the following locations:
- On all floors with views of elevators, side hallways, and stairwell doors
- Building entrances
- The Center for Simulation and Experiential Learning (SAEL)
- Skills Lab (WMBB 315)

### XVI.4.2        Office Security

Everyone is responsible for securing their contents. All should assume personal responsibility for turning off lights and locking their office and/or suite when they leave in the afternoon/evenings. Further, the practice of propping open hallway office doors when the occupant is away from their office is discouraged. When employees are not in their offices during normal working hours, the door should be closed and locked. Employees offices and valuables (personal as well as those belonging to the College of Nursing) should be secured.

### XVI.4.3        Access to Another Individual's Office

Before the Dean's Office staff will loan a key to another person's office, email or a telephone call from the office occupant is required. Custodial personnel or Dean's Office

personnel are not authorized to open or allow access to an administrative or faculty office, instruction area or laboratory for other than the assigned occupant(s). If a student needs to get something from a faculty office when the faculty member is not there, the faculty member must inform the Dean's Office staff what and how to get it. Students will not be given access to faculty offices on their own request.

## XVI.5  Room Scheduling

### XVI.5.1       Meeting Rooms

a.  Available Meeting/Conference Rooms:
Room 303 (seats 8), Room 402 (seats 35), Room 403 (seats 10), Room 409 (seats 122), Room 508 (seats 16), Room 510 (seats 12), Room 515 (seats 25), Room 602 (seats 16), Room 616 (seats 12)

b.  How do I schedule a CON conference room?
1) Go to *File, New Item, Meeting*, put in "To" appropriate room, i.e., Room 303, Nursing
2) Select *Scheduling Assistant* – this will allow you to see if the room is available the date/time you are requesting.
3) Click *Appointment* to go back to main screen so you can add additional information.
4) Then send. You will receive a confirmation or declination of your request (if room is not available).

### XVI.5.2       CON Classroom 409

Nursing-only classroom. Room 409 is reserved through Outlook in the same manner as meeting rooms, but oversight is through the Professional Nursing Practice Department. To reserve, please contact the PNP administrative coordinator. Nursing class schedules take precedence over all non-class events.

### XVI.5.3       University Classrooms

University Classrooms in the College of Nursing are WMBB 125, 127, 133, and 231.

Classroom availability within the university can be verified by accessing the following site: https://25live.collegenet.com/sc/. Only individuals with a USC network ID can access 25LIVE. Faculty, staff, and recognized student organizations can be given full permission to the database.

To receive 25LIVE access:
https://www.sc.edu/about/offices_and_divisions/provost/academicpriorities/special_initiatives/calendar_and_space/signup-for-25live.php

If you need assistance, please contact your office/department administrative coordinator.

Note: Rooms cannot be scheduled for student organizations via 25Live. These requests must be submitted through the Russell House. Additional information can be found at https://sc.edu/about/offices_and_divisions/russell_house/reserve-space/index.php.

## XVI.6  Guidelines for Building Use and Classrooms

To maintain the quality, character and safety of the College of Nursing building, the following conditions have been adapted:

1. Post no papers, signs or decorations on painted, varnished and/or stained surfaces, use bulletin boards.
2. Signage at interior doors shall be restricted to the engraved plastic room numbers and label holders furnished during construction.
3. Items fixed to the walls, ceiling or floor must remain as is, unless Facilities Coordinator approves removal or relocation. These include cabinetry, utilities, adjustable shelf standards, chalkboards, bulletin boards, plastic letter holders, drapery rods, projection screens or other similar equipment required for the proper functioning of the space. None of these are to be added or attached to walls without prior approval of the Facilities Coordinator.
4. Items of decoration such as pictures and paintings may be affixed to the walls with appropriate picture hooks or other hanging devices if arranged with the Facilities Coordinator.
5. Nails, tacks, screws, or tape are not to be used for fastening personal items to the doors, walls or ceilings, except on the tackable wall surfaces.
6. Items to be hung from the ceiling such as potted plants, scrolls, tapestries, or other items must be approved by the Facilities Coordinator, who will arrange for their installation. Painting of any wall, ceiling, or floor surfaces is prohibited. If you are considering a floor covering it must be approved by the Facilities Coordinator.
7. Do not turn off any building systems, lights or building component alarms.
8. If building equipment appears to be operating incorrectly, or not at all, report this through the Facilities and IT requests - Service Now tickets system.
9. Do not use wedges to hold open doors that open onto corridors. This is a violation of the fire codes.

Space Heaters, Electrical Appliances & Other Hazards: Employees are advised to visit http://www.sc.edu/ehs/fireSafety.htm for information regarding environmental health and safety issues.

## XVI.6.1          Recycling in the College of Nursing

Custodial Services is not permitted to remove cardboard items from the building for disposal. If you have boxes, cardboard posters, or other related items, please take them to one of the two recycling locations adjacent to the College:

1. A cardboard compactor is available in the small parking lot in front of the Humanities building.
    1. *Please note:* any cardboard disposed here should be placed inside the compactor, and not on the ground.

2. A cardboard recycling bin is located beside the Nursing parking lot, directly behind the East Energy building.

For all other recycling needs, please use the recycling stations found on each floor, or the Zero Waste Bins in the 5th floor copy room (520). Confidential shred bins can be found on the 5th and 6th floors.

## XVI.7 Parking Passes for Guests

There are three options.

a. The College has two reserved parking spaces in the Pendleton Parking Garage and one in Lot B6. To reserve a space, please contact the dean's office with the date(s)/time(s) needed.
b. To obtain a visitor parking pass for the "B" Lot, you will contact the dean's assistant. There is an $8.00 charge associated with this pass. Be aware that the visitor pass does not guarantee a parking space in the "B" Lot.
c. To reserve parking in "B" Lot for guests, you will contact the administrative coordinator for your respective supervisor. There is a $25 set up fee and $10/space per day charge associated with this pass. Prior approval must be received from your respective supervisor. This permit guarantees a parking space in the "B" Lot.

https://sc.edu/about/offices_and_divisions/parking/parking/permits/special_events

## XVI.8 Office Assignments

Office Assignments are made by the Dean and Assistant Dean for Finance and Operations. Requests for office changes should be made in writing to the Assistant Dean for Finance and Operations.

Offices are equipped with a desk, guest chairs, a desk chair, a filing cabinet and bookcase(s). Furniture should not be moved from one office to another as all furniture is inventoried. Requests for additional furniture should be made through the Facilities Coordinator.

## XVI.8.1 Decorating Offices

We request no additional permanent hardware (nails, screws, or permanent hangers) be used to decorate offices. Effective Fall 2023 the CON will provide faculty and staff command hooks/command tape to use in their offices as an alternative to hardware. Please obtain necessary supplies from your respective admin support. If you have any questions, please reach out to facilities via ServiceNow. Thank you.

## XVI.8.2 Insurance of Personal Items

Employees are welcome to decorate their office with art, furniture or other personal items. Please be aware that the University insurance policy only covers items purchased with USC funds. You will be responsible for filing a claim with your personal

insurance company for any items that are damaged. Please consider this when deciding to bring any item of value or personal sentimental value to campus.

## XVI.9  Keys

Keys to office door, file cabinets, exterior door, and conference/meeting rooms are issued upon employment by the Facilities Coordinator. Prior to final clearance of any College employee who is separating employment, all keys are required to be returned to the Facilities Coordinator.

You are responsible for locking your office and securing personal items. If you lock yourself out of your office, you will need to go to either an administrative coordinator or the Dean's Office to obtain a key.

## XVI.10        Lost and Found

Items should be turned in to the Dean's Office.