

Western University of Health Sciences
Faculty Handbook
College of Graduate Nursing
Spring 2005

Table of Contents

Section I	Faculty Responsibilities	2
Section II	Appointment Classifications	4
Section III	Definitions of Ranks	7
Section IV	Specification of Terminal Degree	8
Section V	Minimum Hiring Criteria for All Ranks	8
Section VI	Criteria for Retention, Tenure, and Promotion	9
Section VII	Procedural Guidelines for Retention, Tenure, and Promotion	10
Section VIII	Committee Structure	15
Section IX	Textbook, Business Cards, Travel and Lodging Reimbursement	17
Section X	Intellectual Property	17

Western University of Health Sciences
Faculty Bylaws
College of Graduate Nursing
Spring 2007

Introduction

This document sets forth the criteria to be used in the College of Graduate Nursing (CGN) regarding faculty responsibilities, appointment and rank classifications, hiring, promotion, and tenure criteria, committee structure, and other miscellaneous operating procedures.

Section I
Faculty Responsibilities

1. It is the responsibility of the faculty member to maintain intellectual integrity and to strive for academic excellence in his/her teaching, whether that teaching is in the classroom or online. All faculty are required to review CGN academic policies (www.westernu.edu) prior to the start of class.
2. At the beginning of each course, the faculty member should provide students with a written or on-line syllabus indicating course objectives, related assignments, and methods of evaluation. In addition, the faculty member is responsible for communicating through what means students will be able to communicate with the instructor.
3. When possible, a welcome letter (on-line courses, electronic) should be sent to students prior to or on the first day of the class start date, which identifies contact information for the instructor, clarification of the assignments, point reductions for late assignments, examination dates, instructor expectations, etc.
4. The faculty member is responsible for seeing that all textbooks required for purchase by students are utilized as an integral part of the course. Required readings should be differentiated from recommended readings.
5. The faculty member should make clear to students any material to be covered during in-class presentations, small group work, or on examinations, and when appropriate, the emphasis to be placed on facts, integration, analysis, and evaluation.
6. The faculty member should seriously consider and evaluate all assigned work performed by students. Student work should be evaluated and returned to students in a timely manner. Written papers should be returned to students with feedback within 2-3 weeks of their receipt. At minimum, scores on written assignments should be sent electronically to students (westernu.edu e-mail only) within this time frame.

7. Instructors may determine whether fax or electronic submission of assignments by students will be allowed. When papers can be submitted by fax or electronically, the student will be required to send the faculty member a self addressed stamped envelope (SASE) with adequate postage for its return. Students mailing in papers should include this SASE with their submitted work. Written papers and SASE should be sent to the instructor at an address pre-designated by each instructor.

8. Because distance students lack the opportunity for regular face-to-face contact with faculty, online faculty must be attentive to and responsive to returning student communications by phone or email. In addition, faculty members are expected to be accessible to students for consultation during seminar weekends by appointment. In cases of student difficulty or hardship in establishing face-to-face meeting times with faculty, special provision should be given to arranging time outside the normal hours of accessibility.

9. Faculty members are responsible for accessing and responding as necessary to on-line communications with students within 72 hours when courses are in session. Back-up communication due to Internet access problems should be followed up by telephone or fax. Faculty who are unavailable for more than a 72 hour time span should communicate this absence in advance to fellow faculty and students and make arrangements for emergency contact at the College of Graduate Nursing if necessary. In addition, please alert the nursing department.

10. Faculty members shall attend scheduled faculty meetings and elected or appointed committee meetings. Part-time and adjunct faculty are encouraged to attend faculty meetings.

11. Faculty members are expected to foster student understanding of the professional roles and responsibilities of the professional nurse and the advanced practice nurse. In addition, faculty members are responsible for promoting student's professional communication skills as well as clinical competence.

12. Faculty are responsible for reviewing and updating the courses they teach to maintain currency of content and learning resources. These can include web links, textbooks, articles, or recommended readings. Minor curricular changes must be completed six weeks prior to the start of a semester. Course revisions are to be forwarded to the academic coordinator.

14. All courses are reviewed on a scheduled cycle in accordance with the CQI plan developed by the CGN. Major curricular changes in content or student workload must be approved by the curricular committee.

15. Lead faculty will oversee and supervise clinical part-time/adjunct faculty to provide continuity for students. Clinical faculty should communicate regularly with the lead instructor to obtain clarification of course objectives, share student concerns, and to problem solve student or clinical agency issues.

16. Part-time and adjunct faculty are expected to attend semester meetings. Generally one general meeting is scheduled prior to the start of the semester to clarify expectations, review academic policies and orient to classroom multi-media. Additional meetings may be scheduled if problems or communication issues arise.

Section II **Appointment Classifications**

The following classifications are intended to provide general guidelines for faculty workloads. It is recognized, however, that faculty may have vastly different assignments and that specific assignments are likely to be based on academic or clinical situations.

For example, research/scholarly workload must take into consideration the amount of time designated to the faculty for such activity as well as institutional resources, including intramural funds, technical assistance, supplies, and laboratory space. University service will include, but not be limited to, both professional service and institutional service.

Faculty members may petition the Dean of the CGN for release-time from academic duties to devote more time to research or other academic pursuits. Similarly, additional release-time may be allocated to faculty members for scholarly pursuits which are aligned with the college mission and require additional time to prepare and participate in i.e. invited presentations, consulting, etc. The Dean must determine the appropriateness of individual requests relative to the reapportioned workload that would be placed on other faculty members and the obligations of the program.

Overview

The CGN will in consultation with its faculty, develop and implement faculty workload guidelines consistent with the University's mission, philosophy, and strategic plan. The CGN faculty workload guideline is based on the previously described University policy and serves as the basis of agreement between faculty members and their respective Dean.

Faculty positions in the CGN at Western University of Health Science shall be designated as either full-time, part-time, clinical adjunct or non-clinical adjunct. In addition, all non-adjunct CGN faculty will hold a rank of professor, associate professor, assistant professor, or instructor. Full time faculty will be designated as either tenure track or non-tenure track (renewable contract). Faculty

appointment classifications for full time and part time employees are outlined in the annual contract for employment which extends from July 1 to June 30.

Faculty Workload

Faculty workload should reflect the purposes of the institution and the talents of faculty, allowing sufficient time for professional growth and renewal. The administration of Western University of Health Sciences acknowledges faculty time and talent as its most important resource. It will therefore, strive to ensure that an environment exists which facilitates quality work, preserves academic freedom, is sensitive to the changing needs of individuals, fosters teamwork, and commits to the continuous development of faculty talent.

Assignments will be guided by a fair and equitable apportionment of responsibilities among the faculty within a given program. It is the responsibility of the Dean to allow faculty members reasonable time to meet the mutually agreed upon objectives deemed necessary for their professional growth and academic achievement. Faculty will be directly involved in annual workload planning.

Full-time

Full-time employment for CGN faculty is defined as 8 or more contracted workload units per semester or 16 assigned workload units per academic year, or an equivalent to be determined by the Dean of the CGN. These workload units may represent weighted teaching units, committee assignments, professional development, or special projects as directed by the program director. In addition, class size, mode and level of instruction, development of new courses or lectures, and the degree of student advisement/counseling must be considered in determining equivalent workload units.

Full time faculty will hold the rank of professor, associate professor, assistant professor, or instructor. Full-time faculty are expected to participate in all of the following areas: teaching, professional development/research, clinical practice and service to the university and community. All full-time faculty must be evaluated annually by the appropriate Faculty Evaluation Committee. A decision to not renew a contract at the end of its term shall not be considered a "dismissal".

Part-time

Part-time employment for CGN faculty is defined as less than 8 contracted workload units per semester or 16 assigned workload units per academic year. These workload units may represent weighted teaching units, committee assignments, or special projects as directed by the program director. In addition, class size, mode and level of instruction, development of new courses or lectures, and the degree of student advisement/counseling must be considered in determining equivalent workload units.

Part-time faculty will hold the rank of professor, associate professor, assistant professor, or instructor. Part-time faculty are expected to participate in at least one of the following areas, as appropriate to their assigned workload: teaching, clinical practice, professional development/research, and service to the university and community. All part-time faculty are evaluated by the program director/dean as necessary to make decisions regarding renewal of the part-time contract. A decision to not renew a contract at the end of its term shall not be considered a "dismissal".

Non-Clinical Adjunct

Non-clinical adjunct employment status is an honorific appointment and is recognized for non-clinical faculty members who participate in the educational program as guest lecturers or by completing research and other creative work that provides learning opportunities for faculty and students. These faculty are not under contract, are not generally salaried, and are not eligible for rank as professor, associate professor, assistant professor, or instructor. There are no minimum hiring criteria for this appointment classification.

To the extent possible, non-clinical adjunct faculty may have access to university resources similar to those offered to all tenure track and non-tenure track faculty., These may include office space, access to secretarial and related assistance, the purchase of parking privileges, an email account, mail delivery in the department, library privileges, etc. Non-clinical adjunct faculty will not undergo the formal academic personnel review. Non-clinical adjunct faculty will have voting privileges after completing two semesters of employment.

Clinical Adjunct

Clinical adjunct employment status is an honorific appointment and is recognized for non-salaried clinical supervisors or preceptors. All clinical adjunct faculty will have either a certification as a nurse practitioner or be a licensed medical doctor or doctor of osteopathic medicine. A minimum of one year of full time professional practice experience within the preceding three years is required.

Clinical adjunct faculty are not under contract and are not eligible for rank as professor, associate professor, assistant professor, or instructor. Clinical adjunct faculty appointments are reviewed by the program director or his/her designee in accordance with accrediting body requirements.

To the extent possible, clinical adjunct faculty may have access to university resources similar to those offered to all tenure track and non-tenure track faculty., These may include office space, access to secretarial and related assistance, the purchase of parking privileges, an email account, mail delivery in the department, library privileges, etc. Clinical adjunct faculty will not undergo the formal academic personnel review. Clinical adjunct faculty will have voting privileges after completing two semesters of employment.

Assumptions:

1. The academic calendar year is twelve months with three (3) fifteen week semesters.
2. It is recognized that courses in the graduate nursing program are dynamic and ever changing. Therefore three (3) hours of preparation time for each one (1) unit of class taught should be anticipated weekly.
3. Certain practicum courses may require additional preparation time depending on needed equipment and/or materials and distance.

Section III **Definition of Ranks**

Instructor (one semester renewable)

The rank of Instructor should be used for the faculty member who does not possess the terminal doctoral degree in nursing or associated field, but who is contributing in the areas of teaching, scholarly activities, and/or professional service. This rank may also be used for the faculty member who possesses the terminal degree but has limited postgraduate experience. Faculty holding the instructor rank are not eligible for tenure.

Assistant Professor

For promotion or appointment to the rank of Assistant Professor, the faculty member should possess the terminal degree of a doctorate in nursing or an associated field, have at least one year's practice experience as an advanced practice nurse or educator, and show promise in the areas of teaching, scholarly activities and professional service. The requirement of a terminal degree can be waived for a faculty member with documented professional accomplishments in the three academic endeavors, i.e., teaching, scholarly activities, clinical practice and professional service; however, such individuals must hold a minimum of a Master's degree in Nursing or in the area of specialization.

Associate Professor

For promotion or appointment to the rank of Associate Professor, a faculty member must meet the criteria for the rank of Assistant Professor and display a sustained and significant record of accomplishment in teaching, scholarly activities, and professional service. The record of accomplishments must document an emerging reputation of regional and/or national scope in the academic discipline. Although other factors will be considered, professional

publications, grant activity, invited lectures or editorials, and other forms of recognition by professional societies will be important elements in assessing a faculty member's achievements and regional and national recognition.

Professor

The rank of Professor is among the highest honors a university can bestow on a faculty member. Therefore, it should be granted only to faculty who have distinguished themselves in the discipline. For promotion or appointment to the rank of Professor, the faculty member must hold the terminal degree of doctorate in nursing or associated field and must demonstrate a sustained record of outstanding achievements in teaching, scholarly activities, and professional service. Although the faculty member is expected to excel in two areas, the candidate must demonstrate competence in the third endeavor. In addition, the candidate should have achieved national and/or international recognition in his or her discipline. Although other factors will be considered, consultant activity, grant activity, professional publications, invited editorships and lectureships, or holding of a professional societal office will be important elements in assessing a faculty member's accomplishments and national and/or international recognition.

Section IV **Specification of Terminal Degree**

The terminal degree requirement for the College of Graduate Nursing is:

- a Nursing: doctoral degree in Nursing from an accredited school of nursing or an associated field (public health, leadership, education, public administration, etc)
- b) Non-Nursing: doctoral degree in area of specialty form an accredited school.

Section V **Minimum Hiring Criteria for All Ranks**

Nursing: Master degree or higher degree in nursing or associated field from an accredited institution

- a Current Registered Nursing license
- b. National certification as an advanced practice nurse
- c. One year of clinical experience

2. Non Nursing: master degree or higher in specialty field from an accredited institution.

Section VI Criteria for Retention, Tenure, and Promotion

Retention, tenure, and promotion decisions are based on merit and achievement as evidenced by the faculty member's total contribution to the overall mission of the College. The performance record of a candidate for retention, tenure, or promotion will be evaluated in the following areas: teaching, scholarly activities, and professional service. While the college as a whole must excel in all of the above areas, individual faculty members may contribute in some areas more than others. Therefore, in evaluating each candidate's qualifications for retention, tenure, and promotion, reasonable flexibility shall be exercised. In addition, a faculty member's contribution may apply to more than one performance area (i.e., teaching, scholarly activities, clinical practice, professional service).

The following criteria apply to all faculty, irrespective of professional development track (tenure or renewable contract).

Criteria for the Assessment of Teaching

- Fulfillment of teaching responsibilities
- Mastery of subject matter
- Effective communications
- Counseling and advising students
- Responsiveness and professional attitude
- Improvement of teaching methods and techniques
- Improvement or development of content
- Formulation and implementation of innovative teaching approaches
- Curricular planning and development
- Exceptional responsibilities undertaken, assigned or voluntary
- Demonstration by his/her teaching efforts, of orientation to the goals of the university, or to the interrelationships of goals among the disciplines
- Contribution to research on teaching
- Development of innovative educational materials

*Teaching evaluations should also include student course and instructor evaluation summaries and peer observations/assessments of teaching performance. In addition, copies of instructor-developed syllabi, representative student hand-outs, examination, etc. should supplement the teaching portfolio.

Criteria for the Assessment of Scholarly Activities

- Authorship and presentation of refereed papers at professional societal meetings
- Publication in quality, refereed journals, especially as senior author

- Grant activity (including contracts) as Primary Investigator or Co-investigator
- Invited editorships, lectureships, and/or chairmanships at national or international level
- Activities related to the review of grant proposals and manuscripts
- Writing of books and book chapters
-

Criteria for the Assessment of Professional and/or Community Service

- Active participation on college and university-wide committees, professional activities, and faculty governance
- Membership and participation in professional societies
- Membership and participation in community organizations
- Presentation of health-related educational programs to the public and other health professional
- Holding of a professional societal or community office
- Appointments to regional, national, and/or international advisory boards/committees
- Active membership in professional organizations
- Service to the public in a professional capacity
- Consultant activities
- Student advising activities
- Inter-disciplinary collaboration and strategic planning

Section VII **Procedural Guidelines for Retention,** **Tenure, and Promotion**

Retention and Promotion

On an annual basis, the Faculty Evaluation Committee will review and assess the performance of each full-time faculty member of the College of Graduate Nursing. Evaluation of the performance of part-time faculty is conducted as necessary by the Program Director or Dean as a component of his/her decision to renew the part-time contract.

The criteria used for retention and promotion decisions as outlined in Section VIII, include teaching, scholarly activity, and university/community service. Each full-time and part-time faculty member is required to maintain a faculty portfolio of evidence/quality of activity in each of these three areas. These portfolios are to be submitted by March 30, annually. For part-time faculty holding one semester contracts only, portfolios for fall should be submitted by November 1, 15, and for spring, by March 15. No events occurring after the date of portfolio submission will be considered by the evaluators.

Each member of the Faculty Evaluation Committee will review the portfolio materials and complete a composite written individual summary of the faculty member's performance. In addition, an overall assessment of performance will be given for each of the three categories (teaching, scholarly activity, and university/community service) using the following four point scale:

- 1- Needs improvement
- 2- Satisfactory
- 3- Good
- 4- Excellent

The committee report and faculty portfolio are then forwarded to the Dean. The Dean reviews the portfolio materials and completes a composite written individual summary of the faculty member's performance including the assessments using the four point scale already discussed. A copy of the Faculty Evaluation Committee summary report and the Dean's summary report are returned to the faculty member by the Dean at the conclusion of the review process.

Adequate Cause for Dismissal

The following are considered adequate cause for dismissal before the end of his/her contract:

1. Demonstrated incompetence or lack of integrity in the performance of professional duties or substantial neglect of duties.
2. Personal conduct that substantially impairs the individual's fulfillment of institutional responsibilities or the reputation of the university.
3. Financial exigency including abandonment of the program, department of instruction, or position of employment. In such a case, the position will not be filled for a period of three years unless the released faculty member has been offered reappointment and given a reasonable amount of time to accept or decline it. The faculty member will be rehired at the same rank or higher as when they were released.

Tenure

Tenure, which is recognition of professional growth and development of a faculty member, is an institutional commitment to the scholarly development of the individual by the school, which provides a pledge of continuous academic appointment for a full-time faculty member.. Tenure, with its promise of continual

employment, represents the highest commitment of an institution to a faculty member.

The award of tenure provides recognition of professional growth and development of the faculty member who has reached an appropriately high level and which occurred during a period of service to the university. It also represents the promise of continued professional growth by the faculty member. The probation period for tenure for CGN faculty will normally be 6 years.

Eligibility Criteria

- 1) Full-time academic appointment at a rank above that of instructor is required for tenure. Upon initial appointment or promotion, the faculty member shall be notified immediately in writing by the Chief Academic officer whether the appointment is renewable or tenurable.
- 2) The faculty member must have the rank of Assistant Professor, Associate Professor or Professor; however, promotion or appointment to Associate Professor or Professor does not guarantee tenure.
- 3) Faculty having appointments in more than one program will be governed by the policies of the program of the primary appointment. In the case of dual appointments, the college in which the individual is on the tenure track will, upon recommendation of the Dean of that college, be designated by the Executive Vice President of Academic Affairs at the time of the dual appointment. This designation process does not guarantee tenure or guarantee future award of tenure.
- 4) The faculty member must provide evidence through the existing mechanism for retention and promotion, as described above, of excellence in teaching, scholarship, and service; and given promise for continued professional growth and performance.
- 5) The prospective appointee must exhibit loyalty to the stated goals and mission of the college and the program to which he/she is appointed.
- 6) Until tenure is awarded, tenure track faculty performing satisfactorily will be granted renewable contracts.

Procedure to Initiate/Deny Tenure

- 1) A request for tenure is initiated by the faculty member who forwards the application to the office of the Dean.
- 2) The request for consideration or reconsideration with the appropriate documentation must be submitted by the Dean to the Faculty Evaluation Committee before the end of the calendar year prior to consideration.

- 3) If the Dean does not recommend award of tenure, the faculty member must be provided with a written explanation detailing the reason or reasons that caused tenure to be withheld.
- 4) A recommendation for the award of tenure by the Faculty Evaluation Committee is forwarded to the Dean, the /Executive Vice President of Academic Affairs and then to the President. If approved, it is forwarded to the Board of Trustees. Review and approval or disapproval occurs at each administrative level, and a decision must be communicated to the faculty member by the Dean prior to the end of the academic year.
- 5) When tenure is granted, the faculty member will be issued a contract of indefinite duration subject to termination for adequate cause, as stipulated by the 2003 Western University Faculty Handbook and defined by each College.
- 6) Disagreement at any administrative level with the committee's recommendation for tenure must be followed by a written statement to the Faculty Evaluation Committee explaining the reason(s) for the refusal to recommend tenure.
- 7) A faculty member who has been denied tenure or whose continuous appointment has been terminated after review, may appeal that decision using the procedure outlined in the Western University, Faculty Handbook.
- 8) If tenure is denied to a faculty member, the faculty member will be given a one year terminal contract.

Review of Tenured Faculty

- 1) The continuous academic appointment provided by the award of tenure carries with it the expectation of continued professional growth and development of the faculty member for the duration of his/her academic career, as demonstrated by appropriate review of the faculty member's academic activities.
- 2) Tenured faculty are provided with periodic post-tenure reviews (at least every 5 years) of their continued professional growth and development through the existing method of evaluation. Criteria and procedures for this evaluation are provided by the program of their primary appointment. The results of this evaluation provide assistance to the Program Director/Dean in commending and counseling tenured faculty regarding their continued professional growth and development as well as assessing merit salary increases. In the event the post-tenure review is not favorable to the faculty member, a plan of remediation with a specified time period for completion will be devised. The remediation process will be directed toward the growth and development of the faculty member.

3) The program of primary appointment is responsible for providing detailed procedures relating to assessments and remediation of unsatisfactory performance by tenured faculty.

Discontinuation of Tenure

Tenure can be discontinued for the reasons set forth in the Faculty Handbook, Western University of Health Sciences. Notice to discontinue tenure must be given six months prior to the effective date. In addition, tenure must be discontinued if a faculty member changes from full-time faculty status to part-time status, or to an ineligible rank or track. Tenure ceases when a faculty member voluntarily takes a leave of absence without salary and there is written evidence that he/she has not agreed to return to employment. The recommendation to discontinue tenure is initiated by the Dean, forwarded to the Chief Academic Officer, upon approval forwards to the President, and finally acted upon by the Board of Trustees.

A faculty member may appeal the decision to discontinue tenure by submitting a written request (with accompanying documentation) to the Dean of the College of Graduate Nursing. If the response(s) is (are) unsatisfactory to the faculty member, he/she may continue his/her appeal by utilizing the grievance procedure noted in the faculty handbook.

Relationship of Academic Appointment to Tenure

A tenured faculty member who accepts a full-time administrative position in the University normally retains tenure. Subsequently, upon leaving the administrative position, he/she should normally return to a position similar to that originally held. If tenure is not to be retained, it must be clarified in writing when the administrative position is offered. No tenure is available for an administrative position. Carol many deans come into a position with tenure as a faculty person. and their administrative position is not tenured. How to state?

Clarification of Eligibility

Tenure-Track positions

Full time faculty above Instructor rank

Non-Tenure Track positions

Full time, part time, clinical adjunct, non-clinical adjunct faculty
Professor, Associate Professor, Assistant Professor, Instructor

Professor, Associate Professor, and Assistant Professor, and Instructor Ranks

Full time or part time

Section VIII **Committee Structure**

The nature of the instructional delivery for the MSN/FNP program makes the accomplishment of committee work and faculty governance a unique challenge. The design of the program results in a number of part time faculty with annual and semester appointments. To assure full faculty participation in academic decisions and departmental management, all full and part time faculty are given assignments that include committee appointments and at other departmental, and at times, university responsibilities in addition to their part time teaching load. Adjunct faculty who have been employed for two semesters and have been approved by faculty for voting privileges will be expected to participate in college committees. Adjunct faculty will not be required to participate in university committees. These commitments are integral to the financial remuneration offered to each faculty member and are specified in an annual Letter of Agreement sent by the Program Director/Dean prior to employment.

Standing Committees

All full-time and part-time faculty will be asked to participate on at least one of the following four standing committees:

Faculty Affairs Committee

The faculty affairs committee has the responsibility for recommending and overseeing departmental policies that are related to the employment, retention and promotion of nursing faculty including qualifications for employment. In this capacity, the committee assists the Program Director and/or Dean to recruit and interview new faculty as needed as well as participate in peer review.

In addition, this committee seeks to assist the department to maintain broad faculty participation in all components of the academic program and plays an advisory role to the Program Director with respect to faculty assignments other than instruction.

Admissions Committee

The Admissions committee has the responsibility for recommending and overseeing departmental policies and procedures that affect the admission of students to the CGN. The committee guides student recruitment and reviews student criteria for admission. . The design of the program expects students to be self-directed learners adult learners who are motivated to succeed. The committee has the responsibility for implementing the policies and procedures that acknowledge and facilitate these qualities.

Student Academic Progression Committee

The student academic progression committee has the responsibility for recommending and overseeing departmental policies and procedures that affect the progression and retention of students. It also creates and carries out departmental procedures for student grievances and disciplinary actions within the context of college and university protocols.

Curriculum Committee

The Curriculum Committee has the responsibility for maintaining the quality, relevance and currency of the curriculum within the framework of the university mission and program purpose and goals as well as the criteria of the state approval agency and the regional and professional accrediting agencies. This committee is required to plan and coordinate regularly scheduled review and revision of course modules. (All course are scheduled for review and revision on an established cycle.)

This committee is also responsible for liaison with instructional resources such as the WU Pomona campus, the CSU, Chico Library, the CSU, Chico Computer skills lab and media center as well as the WU bookstore to assure access to appropriate learning resources for students.

The instructional principles that are used to create a competency based distance learning program are those that provide the greatest flexibility for the learner population it serves. To do this successfully, the course materials are designed with attention to creating learning activities that lead to outcome behaviors that are attainable and measurable. Internal consistency within and among courses for the principles embedded in the educational philosophy and program purpose and goals are essential to maintain program integrity. This committee therefore is charged with rigorously pursuing curriculum review with the guidance of Instructional Design experts.

Faculty Evaluation Committee

The Faculty Evaluation committee is charged with carrying out annual individual faculty review and making promotion and tenure recommendations as outlined in university procedures and already discussed in this manual. This committee will also assesses faculty development needs and plan, implement, and evaluate programs offered to promote faculty development.

ADHOC Committees

In addition to the standing committees, the Program Director/Dean may ask faculty to participate in one of the following Ad-hoc Committees:

Accreditation

This committee will be appointed, as appropriate, when the need for a self study arises to support a mandated or voluntary review by an outside agency. The committee

membership should represent the Dean, Program Director and a representative from each of the Standing Committees.

Special Event

A special committee may be appointed by the Dean or Program Director to oversee ceremonial events or visits of special guests. This committee may also be charged with publicizing special events associated with the College of Graduate Nursing.

Section IX

Textbooks, Business Cards, Travel and Lodging Reimbursement

Textbook Policy

Faculty are expected to complete request forms for desk copies of required textbooks. Desk copy request forms are available in the program office. Desk copies are generally not provided for recommended (not required) textbooks, however, faculty may request a copy of such books by writing the publisher directly, using Western University stationery. Desk copies of textbooks are Western University property and must be returned when no longer teaching.

Business Cards

Business cards will be provided for faculty upon request.

Travel and Lodging Reimbursement

Lodging, meal, and mileage reimbursement will be provided for faculty according to approved per-diem reimbursement policy. All expenses must be itemized on a travel expense form (with receipts) and mailed to WU program staff for reimbursement. Reimbursement checks are mailed to faculty.

Section X

Intellectual Property

Intellectual Property

Please review the university policies on intellectual property and copyright. On-line courses and syllabi are copyrighted and property of Western University of Health Sciences.