



THE CHRIST COLLEGE
OF NURSING AND HEALTH SCIENCES





SUMMO COMMISSO MISSI
On Highest Mission Sent

FORWARD

The Christ College of Nursing and Health Sciences FACULTY HANDBOOK is the guidebook for faculty members employed by the college. It is a compilation of policies and procedures set by the administration and acknowledged by its governing board as protocols to carry out the Mission and policies of the institution.

Nondiscriminatory Statement

The Christ College of Nursing and Health Sciences is committed to a policy of nondiscrimination on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, sexual orientation, veteran status, disability or economic status in the administration of its educational, policies, admission policies, scholarship and loan programs, and athletic or other school-administered programs. The policy of the college not to discriminate on the basis of sex or disability is in compliance with Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

FACULTY HANDBOOK

Table of Contents

Pages

1. MISSION, GOVERNANCE, ADMINISTRATION	
1.1 Mission and Purpose	4
1.2 Goals	4
1.3 Vision and Core Values	5
1.4 Organizational Chart	5-6
1.5 Governance – College Assembly Rules and Regulations	7-21
1.6 Committee Responsibilities	22-24
1.7 Academic Freedom and Educational Responsibility of Faculty and Students	25
2. GENERAL EDUCATION	
2.1 Philosophy and Purpose	26
2.2 Goals	26
3. NURSING EDUCATION	
3.1 Mission and Purpose	27
3.2 Vision and Core Values	27
3.3 Purpose and Goals	27
3.4 Program Outcomes	27
4. FACULTY PERSONNEL POLICIES AND PROCEDURES	
4.1 Selection and Appointment of Faculty	28-29
4.2 Appointment Agreement	30-32
4.3 Orientation Plan for Faculty	33-38
4.4 Workload Policy/General Faculty Responsibilities	39-44
4.5 Academic Advising Program	45
4.6 Evaluation of Faculty	46
4.7 Rank and Promotion Policy	47-55
4.8 Educational Plans for Faculty	56-57
4.9 Process for Approving New Courses	58

1. MISSION, GOVERNANCE, ADMINISTRATION

1.1 MISSION AND PURPOSE

The Christ College of Nursing and Health Sciences is a private, not-for-profit, non-denominational, institution of higher learning. The college is dedicated to providing quality healthcare education at the associate degree level to qualified men and women primarily from the tri-state area.

The purpose of the college is to prepare graduates capable of providing effective healthcare services to diverse populations in a dynamic healthcare environment.

1.2 GOALS

To make its vision a reality and to accomplish its mission, The Christ College of Nursing and health Sciences will:

- provide a collaborative learning environment that addresses the individual needs of a diverse student population,
- integrate knowledge from general education and discipline-specific studies to establish a foundation for further learning,
- employ faculty who demonstrate excellence in education through quality instruction, community service, and scholarly endeavors;
- provide a value-based education experience that prepares graduates to participate responsibly in a dynamic, diverse society;
- provide curricular offerings relevant to current market demands and health care needs, and
- ensure academic excellence through on-going evaluation.

1.3 VISION AND CORE VALUES

The mission, purpose, and goals of the college reflect the core values to which it is committed. These are:

Caring: to have respect for life and concern for the preservation of human dignity; to accept the diversity of cultures and origins characterizing the global community.

Collaboration: to work cooperatively; to function as a multidisciplinary team to achieve common goals.

Integrity: to be honest, fair, trustworthy, and genuine; to adhere to ethical, legal and professional standards.

Excellence: to function at the highest level of performance; to demonstrate commitment to quality outcomes and continuous improvement, predominantly in the areas of teaching and learning.

Personification of these core values will enable the college and its students to fulfill the vision of the institution: to excel in healthcare education in order to promote the health of society.

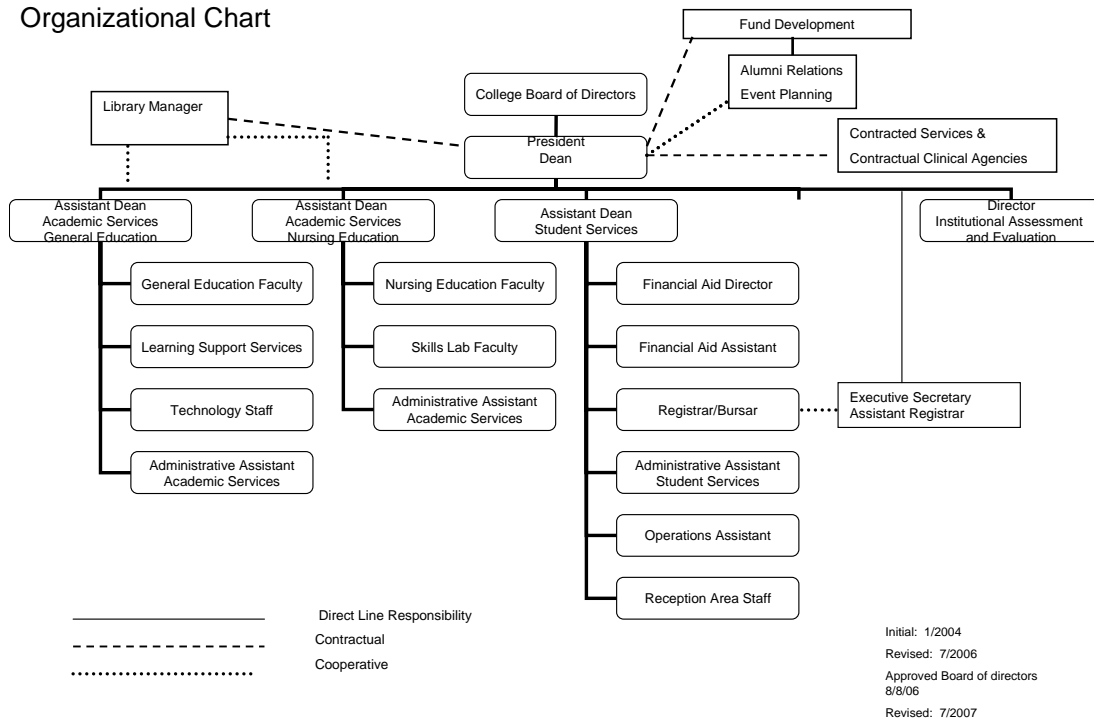
Note: While the core values of the college held by the board of directors, administration, faculty, and staff are timeless, the mission, vision, and goals are regularly reviewed by means of a defined systematic evaluation process. Revisions occur when analyses of evaluative data so dictate and may impact organizational priorities.

1.4 COLLEGE ORGANIZATIONAL CHART

TCCNHS is a non-profit corporation. The affiliate hospital, The Christ Hospital, is the sole member of TCCNHS. The oversight for all institutional, business, and academic practices emanates from TCCNHS' Board of Directors. The President of the College reports directly to the Board. The president of the College serves as the Chief Executive officer of the institution and the Dean of the Nursing Program. Three (3) Assistant Deans report to the President. The respective areas or divisions overseen by the Assistant Deans include General Education, Nursing Education, and Student Services. Also reporting directly to the President are two (2) additional positions: Director for Institutional Assessment and Evaluation and Executive Secretary/Assistant Registrar.

The Christ College of Nursing and Health Sciences

Organizational Chart



1.5 GOVERNANCE

COLLEGE ASSEMBLY RULES AND REGULATIONS

THE CHRIST COLLEGE OF NURSING AND HEALTH SCIENCES COLLEGE ASSEMBLY RULES AND REGULATIONS

ARTICLE I - NAME

The name of this organization shall be the College Assembly of The Christ College of Nursing and Health Sciences.

ARTICLE II - PURPOSE

The purpose of this assembly shall be to develop, implement, and evaluate the mission, values, vision, and goals of The Christ College of Nursing and Health Sciences in accordance with the philosophy of the governing Board of the College and contemporary trends in higher education, nursing, and health. Appropriate recommendations will be forwarded to the Board of Directors.

ARTICLE III - FUNCTIONS

The function of this assembly shall be to:

1. Establish the mechanism for planning, implementing, evaluating, and/or revising the educational programs as indicated.
2. Establish the process for the recruitment and admission of qualified applicants into the college.
3. Establish the processes for student retention from matriculation through graduation and within the college.
4. Manage policies, revenue, resources, and facilities that serve to promote professional growth of faculty, staff, and students.
5. Stimulate professional growth and support the educational advancement of the faculty.
6. Establish procedures to evaluate all aspects of the college on a systematic, planned basis.
7. Promote enhanced learning outcomes and effective assessments at the course level.
8. Provide opportunity for faculty members to participate actively in the governance of the college.
9. Make recommendations for personnel, educational facilities, resources, and student services needed for implementation of educational programs.

10. Act on all committee recommendations and insure implementation of approved policies.
11. Award competitive scholarships to graduating students based on established criteria.
12. Provide channels of communication between the college and appropriate parties.
13. Recommend for graduation are students who have satisfactorily completed the requirements of the college.

ARTICLE IV – MEMBERSHIP AND VOTING PRIVILEGES

Membership of the College Assembly shall consist of the following:

Section I: Voting Members

President and Dean of the College (Veto power only)
Faculty Chair (Vote in the event of a tie only)
Assistant Dean, Academic Services: General Education (1 vote)
Assistant Dean, Academic Services: Nursing Education (1 vote)
Assistant Dean, Student Services (1 vote)
All Faculty (One Vote Per Member)
Director, Institutional Assessment and Evaluation (1 vote)
Financial Aid Director (1 vote)
Director, Alumni Relations/Event Planning (1 vote)
Registrar (1 vote)
Technology Specialist (1 vote)

Section II

The faculty of cooperating agencies, special lecturers, consultants, and other appropriate individuals may be requested to attend meetings of the College Assembly, to serve on any committee of the College Assembly as a non-voting member, and to contribute to the development of the College and educational programs.

Section III

Ex-officio members are those persons who are voting members by virtue of their position/office.

ARTICLE V – OFFICERS

Section I

The officers of this organization shall be the Chairperson (President and Dean of The Christ College of Nursing and Health Sciences), the Faculty Chair, and appointed faculty members/professional staff. In the Chairperson's absence, the Faculty Chair shall serve as Chairperson. If both are absent, an Assistant Dean shall serve as Chairperson. The Administrative Assistant, Academic Services, General Education fulfills the non-voting role of Secretary for the College Assembly.

Section II

Position descriptions, duties, and responsibilities

1. College Chairperson

- a. Position Description: The Chairperson of the College Assembly ensures the proper functioning of the organization, presides at all meetings, and provides leadership. The Chairperson shall also be the President and Dean of the College.
- b. Duties and Responsibilities
 - i. Prepare meeting agenda in conjunction with Faculty Chair and faculty input.
 - ii. Co-Preside at all meetings of the College Assembly.
 - iii. Call special meetings as needed.
 - iv. Call to order ad hoc committees, and where appropriate, call to order ad hoc committees in conjunction with the Faculty Chair.
 - v. Call to order ad hoc committees in the absence of the Faculty Chair or in the case that the Faculty Chair should fail to convene ad hoc committees.
 - vi. Co-chair the ad hoc Faculty Assignment committee with the Faculty Chair.
 - vii. May veto any legislation proposed by the College Assembly; Chairperson may not vote on legislation.
 - viii. Provide direct oversight for two committees – Institutional Assessment and Evaluation, and Recruitment and Admissions. Oversight does not imply chairing committees, rather ensuring that committees function properly and follow the guidelines as specified in the Rules and Regulations.
 - ix. Provide shared oversight with Faculty Chair for one committee – Curriculum. Shared oversight does not imply chairing committees, rather ensuring that committees function properly and follow the guidelines as specified in the Rules and Regulations.

2. Faculty Chair

- a. Position Description: The Faculty Chair is the representative voice for the faculty. This person shall be elected to a one-year position. He or she may be re-elected twice (for a three-year appointment in total). He or she can either be a general education or nursing education faculty member (as programs are added, faculty from these programs would be eligible as well). A member of the administrative team, regardless of faculty appointment, cannot be elected to this position.
- b. Duties and Responsibilities
 - i. Assist College Assembly chairperson in coordinating all functions of Assembly meetings.
 - ii. Call meetings of the College Assembly in collaboration with the Chairperson.
 - iii. Prepare meeting agenda in conjunction with Chairperson and faculty input.
 - iv. Lead meetings of the College Assembly in absence of the Chairperson.
 - v. Vote in the event of a tie. Faculty Chair may not otherwise vote on legislation.

- vi. Provide direct oversight of the following committees: Faculty Development, Student Retention and Promotion, Learning Resources, and Learning Assessment. Oversight does not imply chairing the committees, but ensuring that committees function properly and follow the guidelines specified in the Rules and Regulations.
- vii. Provide shared oversight with Chairperson for one committee – Curriculum. Shared oversight does not imply chairing committees, but ensuring that committees function properly and follow the guidelines specified in the Rules and Regulations.
- viii. The Faculty Chair shall be exempt from committee responsibilities.
- ix. Establish additional ad hoc committees, as deemed necessary.
- x. Call to order ad hoc committees in the absence of the Chairperson or in the event that the Chairperson should fail to convene ad hoc committees.
- xi. In conjunction with the College Assembly Chairperson, when/where appropriate, call to order and conduct ad hoc Faculty Assignment Committee to determine committee appointments or assignments.
- xii. Call to order ad hoc committees when and if necessary, or direct the appropriate standing committee chairs to do so.
- xiii. Present advisory reports to the College Assembly, and call for votes on concurrence or dissension regarding advisory reports.
- xiv. Engage faculty in the forensic process
- xv. Prepare and/or present quarterly reports to the College Board of Directors.

3. Secretary

- a. Position Description: The Administrative Assistant, Academic Services, General Education fulfills the non-voting role of Secretary for the College Assembly.
- b. Duties and Responsibilities
 - i. Record and distribute minutes of all meetings
 - ii. Maintain a record of attendance at each meeting

Section III

Removal or Resignation of the Faculty Chair

1. Removal proceedings: Removal of the Faculty Chair would require a 2/3 vote of the College Assembly. In the event of removal, a new election would take place at the next scheduled College Assembly meeting.
 - a. Robert's Rules of Order would remain in place. As such, a public motion and second motion would need to occur.
 - b. The initial motion made must include, in writing, stated reasons for removal. Valid reasons for removal may include: failure to meet duties and responsibilities and/or unethical behavior deleterious to the College Assembly, College, faculty, or students.
2. Resignation: A Faculty Chair choosing to resign must submit his or her resignation one meeting prior to the date of resignation. An election would take place at the next scheduled College Assembly meeting.

ARTICLE VI – COMMITTEES

Section I: Governance

There shall be seven standing committees within the College Assembly. The President and Dean of the College and the Faculty Chair shall provide oversight as specified in these Rules and Regulations.

1. Curriculum
2. Recruitment and Admissions
3. Student Retention and Promotion
4. Learning Resources
5. Faculty Development
6. Institutional Assessment and Evaluation
7. Learning Assessment

Section II: Guidelines

1. All committees are open. Interested faculty, staff, and students may attend any committee meeting with the Chairperson's consent.
2. Meetings shall be held at regularly scheduled times. Committees meeting on an "on call" basis meet at least once a year. Additional meetings for all committees may be scheduled as the need arises.
3. Committees shall collaborate with each other on joint projects as indicated.
4. Committee recommendations are not final until approved by the College Assembly.
5. Members of all committees shall be appointed or assigned by the ad hoc Faculty Assignment Committee unless circumstances prevent such assignment. As such the Chairperson and Faculty Chair reserve the right to make appointments as necessary. The following outlines the Ad Hoc Faculty Assignment Committee procedures for committee appointment of faculty and staff.[†]
 - a. Committee will meet as needed, at the discretion of the Faculty Chair and Chairperson.
 - b. Each faculty member of the College is required to submit a preference list of committees in order of preference. The Ad Hoc Faculty Assignment Committee will determine appointments or assignments.
 - c. During the course of choosing preferences, the Ad Hoc Faculty Assignment Committee may suggest to the College Assembly names for nomination/selection of committee chairs.
 - d. Committee assignments may be up to four years.
 - e. Committee must determine parameters for committee selection such that no committee membership remains entirely changed or unchanged for the assignment cycle.

- f. All persons appointed or elected to membership on committees shall have full voting privileges.
6. Committee chairs shall be elected from the membership of each committee unless circumstances prevent such election. As such, the Chairperson and Faculty Chair reserve the right to make appointments as necessary. The following outlines the process for electing committee chairs.
 - a. Once committee appointments have been made by the Ad Hoc Faculty Assignment Committee, faculty peers will nominate committee chairpersons (based solely on the committee membership established) during the appropriate College Assembly meeting.
 - b. Once chairpersons are nominated in the College Assembly, committees will meet to elect chairs. An official vote tally must be recorded and reported to the College Assembly.
 - c. If no chair is nominated, the committee must still convene and determine a chairperson to elect.
 - d. If the committee meets and no chair is elected, then the Faculty Chair and the Chairperson of the College Assembly will meet and select a chair to ensure proper functioning of the affected committee or committees.
 - e. Committee chairpersons will be announced prior to the next College Assembly meeting.
 - f. Administration shall not be eligible to chair the following committees: Learning Resources, Curriculum, Student Retention and Promotion, Faculty Development, or Learning Assessment. Administration members who hold faculty appointments still retain voting rights if appointed to a particular committee.
 - g. The Chairperson or designee of each committee shall report and submit recommendations to the College Assembly.
 - h. The Chairperson of each committee shall have the privilege of forming ad hoc committees as needed.
7. The Secretary of each committee shall be appointed from membership at the time of initial meeting or shall otherwise be assigned from clerical support staff.
8. The Secretary of the committee shall file the original minutes in the Executive Secretary's office.
9. The Chairperson or Faculty Chair or the Ad Hoc Faculty Assignment Committee may appoint faculty members to serve on agency and/or community committees as needed.

10. Student members shall be elected or appointed to serve on designated committees as outlined in the committee description in the Rules and Regulations.

[†] *Committee placement for additional faculty members employed by The Christ College of Nursing and Health Sciences shall fall under the purview of the Chairperson and the Faculty Chair, in consultation with the respective committee Chairs, in order to alter the size/composition of committees. This is to be based on elements critical to proper committee placement and involvement, in addition to the needs, experiences, and backgrounds of incoming faculty.*

Section III: Ad Hoc Committees

The College Assembly (via the Faculty Chair), the College Assembly Chairperson, and/or the responsible standing committee Chair may call to order ad hoc committees or establish sub-committees, depending on institutional or divisional needs. The following ad hoc committee names and their placement in the committee structure of the College Assembly are identified in the event they are convened. This does not prevent adding more ad hoc committees or sub-committees. The Faculty Chair and Chairperson, in conjunction with the appropriate standing committee Chair(s), and possibly the College Assembly, may determine ad hoc committee membership when and where applicable. The task of determining membership may also be delegated to the Ad Hoc Faculty Assignment Committee.

1. Ad Hoc Faculty Assignment Committee. This committee shall not be part of any standing committee, but rather an ad hoc committee of the whole College Assembly. It shall be convened when necessary (by the Chairperson and/or Faculty Chair) to make faculty appointments to committees and is co-chaired by the Faculty Chair and the Chairperson of the College Assembly. Membership shall consist of faculty members. The committee will be co-chaired by the Chairperson and the Faculty Chair. The process for choosing membership may occur through nomination, appointment, or other method as agreed upon by the whole College Assembly. Final lists of appointments are not subject to final approval by the College Assembly.
2. Ad Hoc Governance Committee: Faculty and Administrators. This committee shall not be part of any standing committee, but rather an ad hoc of the whole College Assembly. This committee shall deal with issues pertaining to the monitoring of shared governance, review of the College Assembly Rules and Regulation, and revisions to the above-mentioned. The process for choosing membership may occur through nomination, appointment, or other method as agreed upon by the whole College Assembly. All motions agreed upon in committee must be submitted for final approval to the College Assembly.
3. Ad Hoc Faculty Promotion and Rank Sub-Committee. This ad hoc sub-committee shall be housed under the Faculty Development Committee. Its mission, when convened, is to process, develop, and recommend to the Faculty Development committee rank and promotion decisions; develop and maintain a faculty evaluation system; establish conditions for rank and promotion; develop a template for faculty portfolios; and then make recommendations to Faculty Development committee regarding rank and promotion. The process for choosing membership may occur through nomination, appointment, or other method as agreed upon by the whole College Assembly. Members are not required to be a part of the Faculty Development Committee. All motions generated by this Ad Hoc Faculty Promotion and Rank Sub-Committee shall be voted upon at the regularly scheduled Faculty Development Committee.
4. Ad Hoc Technology Sub-Committee. This ad hoc sub-committee shall be housed under the Learning Resources Committee. Its mission, when convened, is to review and/or recommend technological resources pertaining to the institution and to the specific

programs. In doing so, this sub-committee shall ensure that all necessary stakeholders are invited to attend and participate in these meetings (examples include the Assistant Deans of Student Services, Nursing and General Education faculty/staff, the Registrar, and administrative staff). The process for choosing membership may occur through nomination, appointment, or other method agreed upon by the whole College Assembly. Members are not required to be a part of the Learning Resources Committee. All motions generated by this Ad Hoc Technology Sub-Committee shall be voted upon at the regularly scheduled Learning Resources Committee.

Section IV: Standing Committees

1. Curriculum Committee

- a. Objective: Establish mechanism for planning, implementing, evaluating, and/or revising the educational programs as indicated.
- b. Functions
 - i. Recommend placement of learning experiences in the curriculum and plan revisions as necessary.
 - ii. Review and develop the educational objectives and recommend revisions as necessary.
 - iii. Evaluate course offerings in relation to the philosophy, goals, conceptual framework, and objectives of the Nursing and General Education programs/divisions and the mission/philosophy and goals of the College.
 - iv. Evaluate course offerings in relation to identified community needs.
 - v. Evaluate teaching content to provide continuity in the curriculum.
 - vi. Review standardized tests currently used in the college and their results in relation to expected outcomes.
 - vii. Review NCLEX-RN results as reported by the division of nursing education.
 - viii. Review, develop and recommend policies for establishing grades and other appropriate curriculum issues.
 - ix. Approve clinical and course evaluation forms.
 - x. Develop, conduct, and review follow-up studies on graduates.
 - xi. Review and complete necessary reports for the Institutional Assessment and Evaluation Committee.
 - xii. Annually review the objectives and functions of the committee and recommend changes as necessary.
- c. Membership (6 faculty, 2 ex-officio, 2 students)
 - i. Chairperson, elected from membership (1)
 - ii. Secretary, appointed from committee membership (1)
 - iii. Faculty (6), appointed by Ad Hoc Faculty Assignment Committee:
 1. Minimum of 3 general education faculty members, including at least one general education faculty member from the Humanities – English/Communications area.
 2. Minimum of 3 nursing education course faculty members
 - iv. Assistant Dean, Academic Services: General Education, ex-officio (1)
 - v. Assistant Dean, Academic Services: Nursing Education, ex-officio (1)
 - vi. Students, by election or appointment (2)
- d. Meetings
 - i. Monthly – July through June and as needed

- ii. Place: To be announced

2. Recruitment and Admissions

- a. Objective: Establish the process for recruitment and admission of qualified applicants into the college.
- b. Functions
 - i. Review, develop, and recommend appropriate recruitment and admission policies.
 - ii. Participate in planned recruitment efforts.
 - iii. Identify and implement short term and long-term approaches to recruitment of qualified applicants.
 - iv. Select qualified applicants for admission to The Christ College of Nursing and Health Sciences.
 - v. Uphold criteria for generic admission and advanced placement.
 - vi. Accept, pend, or reject applicants.
 - vii. Review and complete necessary reports for the Institutional Assessment and Evaluation Committee.
 - viii. Annually review the objective and functions of the committee and recommend changes as necessary.
- c. Membership (1 Appointed Administrator Chair, 6 faculty, 3 staff)
 - i. Assistant Dean, Student Services, Chairperson (1)
 - 1. Appointed by President and Dean of the College
 - 2. Function of job description
 - ii. Secretary (1)
 - 1. Appointed by Assistant Dean, Student Services, Chairperson
 - 2. Function of job description
 - 3. Non-voting role
 - iii. Faculty (6), appointed by Ad Hoc Faculty Assignment Committee (ensure adequate faculty representation from the General Education Division)
 - iv. Financial Aid Director (1)
 - 1. Appointed by Assistant Dean, Student Services, Chairperson
 - 2. Function of job description
 - v. Registrar (1)
 - 1. Appointed by Assistant Dean, Student Services, Chairperson
 - 2. Function of job description
- d. Meetings
 - i. July through June or as needed; a minimum of five (5) meetings per academic year
 - ii. Place: To be announced

3. Student Retention and Promotion

- a. Objective: Establish the processes for student retention and progression within the college, from matriculation through graduation.
- b. Functions
 - i. Provide tools and recommendations to the faculty that will assist in academic advising of students.

- ii. Develop programs and activities to promote retention of students (for example: Success Plan, standardized test results review, etc.).
- iii. Develop/conduct/review outcomes of retention activities and report results to appropriate committees.
- iv. Develop appropriate policies.
- v. Review academic records of students with a term and/or cumulative GPA below 2.0, and make recommendations and/or stipulations.
- vi. Review students presented to the committee to determine disposition.
- vii. Develop and recommend promotion/progression and graduation/completion policies.
- viii. Develop and recommend probation, suspension, and dismissal policies.
- ix. Determine the provisions of probation for individual students.
- x. Revise and recommend academic policies as necessary, e.g. leave of absence, withdrawal, et al.
- xi. Review and enforce the grading policy as a collaborative effort with the curriculum committee.
- xii. Review and complete necessary reports for the Institutional Assessment and Evaluation Committee.
- xiii. Annually review the objectives and functions of the committee, and recommend changes as needed.

c. Membership (8 faculty, 3 ex-officio, 2 students)

- i. Chairperson, elected from membership (1)
- ii. Secretary, appointed from committee membership (1)
- iii. Faculty (8), appointed by Ad Hoc Faculty Assignment Committee (ensure adequate faculty representation from the General Education Division)
- iv. Assistant Dean, Academic Services: Nursing Education, ex-officio (1)
- v. Assistant Dean, Academic Services: General Education, ex-officio (1)
- vi. Assistant Dean, Student Services, ex-officio (1)
- vii. Students, by election or appointment
 - 1. Students, though elected or appointed to serve, may be excluded from some proceedings due to the processing of confidential information in relation to retention or promotion issues.

d. Meetings

- i. Monthly – July through June and as needed
- ii. Place: To be announced

4. Learning Resources

a. Objective: Manage policies, revenue, resources, and facilities that serve to promote professional growth of faculty, staff, and students.

b. Functions

- i. Oversee acquisition of learning resources necessary for the augmentation of the total education program.
- ii. Recommend books and journals for the Library and Resource Room.
- iii. Evaluate student/faculty library and computer center needs. Recommend revisions of and/or develop library and computer center policies as necessary.
- iv. Review purchase requests for audiovisual, periodicals, software, hardware, or other items as needed to support the professional development of the College.

- v. Evaluate the use of the Library and Computer Center facilities.
- vi. Provide ongoing review and evaluation of current instructional technology resources; Initiate plans for acquisition of new technological resources as needed.
- vii. Convene Ad Hoc Technology Sub-committee, when or if necessary, to review and/or recommend technological resources pertaining to the institution and to specific programs.
- viii. Establish protocols and procedures for acquisition of course textbooks (i.e. identify bookstore locations where faculty may file requests and a process that faculty should/may use when ordering texts).
- ix. Review and complete necessary reports for the Institutional Assessment and Evaluation Committee.
- x. Annually review the objective and functions of the committee, and recommend changes as necessary.

c. Membership (4 faculty, 1 ex-officio, 2 staff, 2 students)

- i. Chairperson, elected from membership (1)
- ii. Secretary, appointed from committee membership (1)
- iii. Faculty (4), appointed by Ad Hoc Faculty Assignment Committee (ensure adequate faculty representation from the General Education Division)
- iv. James N. Gamble Librarian (1)
- v. Technology Specialist staff (1)
 - 1. Appointed by Assistant Dean, General Education
 - 2. Function of job description
- vi. Assistant Dean, Academic Services: General Education, ex-officio (1)
- vii. Students, by election or appointment (2) - one from each year.

d. Meetings

- i. Monthly – July through June and as needed
- ii. Place: To be announced

5. Faculty Development

a. Objective: Stimulate professional growth and support the educational advancement of the faculty.

b. Functions

- i. Provide opportunities to enhance the effectiveness of the total program by nurturing faculty growth and development.
- ii. Provide forums for faculty research/workshop presentations as opportunities are identified.
- iii. Review, develop, and recommend appropriate Faculty Development policies.
- iv. Conduct a needs assessment of faculty.
- v. Plan, implement, and evaluate programs presented for faculty development.
- vi. Review and complete necessary reports for the Institutional Assessment and Evaluation Committee.
- vii. Convene Ad Hoc Faculty Promotion and Rank Sub-committee, when or if necessary.
- viii. Annually review the objectives and functions of the committee, and recommend changes as necessary.

- c. Membership (6 faculty. 1 staff)
 - i. Chairperson, elected from membership (1)
 - ii. Secretary, appointed from committee membership (1)
 - iii. Faculty (6), appointed by Ad Hoc Faculty Assignment Committee (ensure adequate faculty representation from the General Education Division)
 - iv. Director, Alumni Relations/Event Planning
 - d. Meetings
 - i. Monthly – July through June and as needed
 - ii. Place: To be announced
6. Institutional Assessment and Evaluation
- a. Objective: Establish procedures to evaluate all aspects of the college on a systematic, planned basis.
 - b. Functions
 - i. Implement the Systematic Plan for Program/College Evaluation.
 - ii. Coordinate participation of faculty members, as needed, for special projects.
 - iii. Review recommendations from ad hoc and standing committees.
 - iv. Make recommendations related to systematic evaluation.
 - v. Review and recommend policies and/or policy changes to College Assembly.
 - vi. Annually review the objectives and functions of the committee, and recommend changes as necessary.
 - c. Membership (1 Appointed Administrator Chair, 7 faculty, 3 ex-officio, 2 staff)
 - i. Director, Institutional Assessment and Evaluation (1)
 - 1. Appointed by President and Dean of the College
 - 2. Function of job description
 - ii. Secretary, appointed from committee membership (1)
 - iii. Faculty (7), appointed by Ad Hoc Faculty Assignment Committee (ensure adequate faculty representation from the General Education Division)
 - iv. Assistant Dean, Academic Services: General Education, ex-officio (1)
 - v. Assistant Dean, Academic Services: Nursing Education, ex-officio (1)
 - vi. Assistant Dean, Student Services, ex-officio (1)
 - vii. Director, Alumni Relations/Event Planning (1)
 - viii. Director, Financial Aid (1)
 - d. Meetings
 - i. Monthly – July through June and as needed
 - ii. Place: To be announced
7. Learning Assessment Committee
- a. Objective: Promote enhanced learning outcomes and effective assessment at the course level.
 - b. Functions
 - i. Establish avenues for faculty to address concerns related to student learning.

- ii. Establish procedures for widespread faculty discussion of raised issues.
 - iii. Propose pedagogical interventions and innovations for faculty and administrative consideration and implementation.
 - iv. Review, revise, and propose innovations in student assessment and evaluation tools and protocols.
 - v. Establish mechanisms for cross-divisional cooperation in student assessment methods and instruments, as appropriate, between General Education and other divisions, including Nursing.
 - vi. Establish mechanisms for dialogue with stakeholders regarding developments in student assessment procedures and results.
 - vii. Collaborate with appropriate faculty committees regarding areas of mutual interest.
 - viii. Review and complete necessary reports for the Institutional Assessment and Evaluation Committee.
 - ix. Annually review the objectives and functions of the committee, and recommend changes as necessary.
- c. Membership (7 faculty, 1 ex-officio, 1 student as needed)
- i. Chairperson, elected from membership (1)
 - ii. Secretary, appointed from membership (1)
 - iii. Faculty (7), appointed by Ad Hoc Faculty Assignment Committee
 - 1. Minimum of 3 General Education faculty members, including at least one from the Humanities – English/Communications Department.
 - 2. Minimum of 4 Nursing Education course faculty members, including at least one from first-year course faculty and at least one from second-year course faculty.
 - iv. Director of Institutional Assessment and Evaluation, ex-officio (1)
 - v. Student, as needed, appointed by invitation in consultation with president or appropriate committee of the Student Senate.
- d. Meetings
- i. Monthly – July through June and as needed
 - ii. Place: To be announced

ARTICLE VII - MEETINGS

Section I

1. Meeting of this organization shall be held once a month on a regularly scheduled day and time.
2. Special meetings may be called by the Chairperson, Faculty Chair, or by special request.
3. Meeting days may be changed at the discretion of the Chairperson in collaboration with the Faculty Chair.

Section II

A quorum must be present for a meeting to be called to order.

ARTICLE VIII - VOTING

Section I

A quorum consisting of two-thirds of the membership must be present for voting to take place.

Section II

A majority vote is required to pass any motion.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section I

Robert's Rules of Order, Revised, shall serve as a guide for meeting procedures.

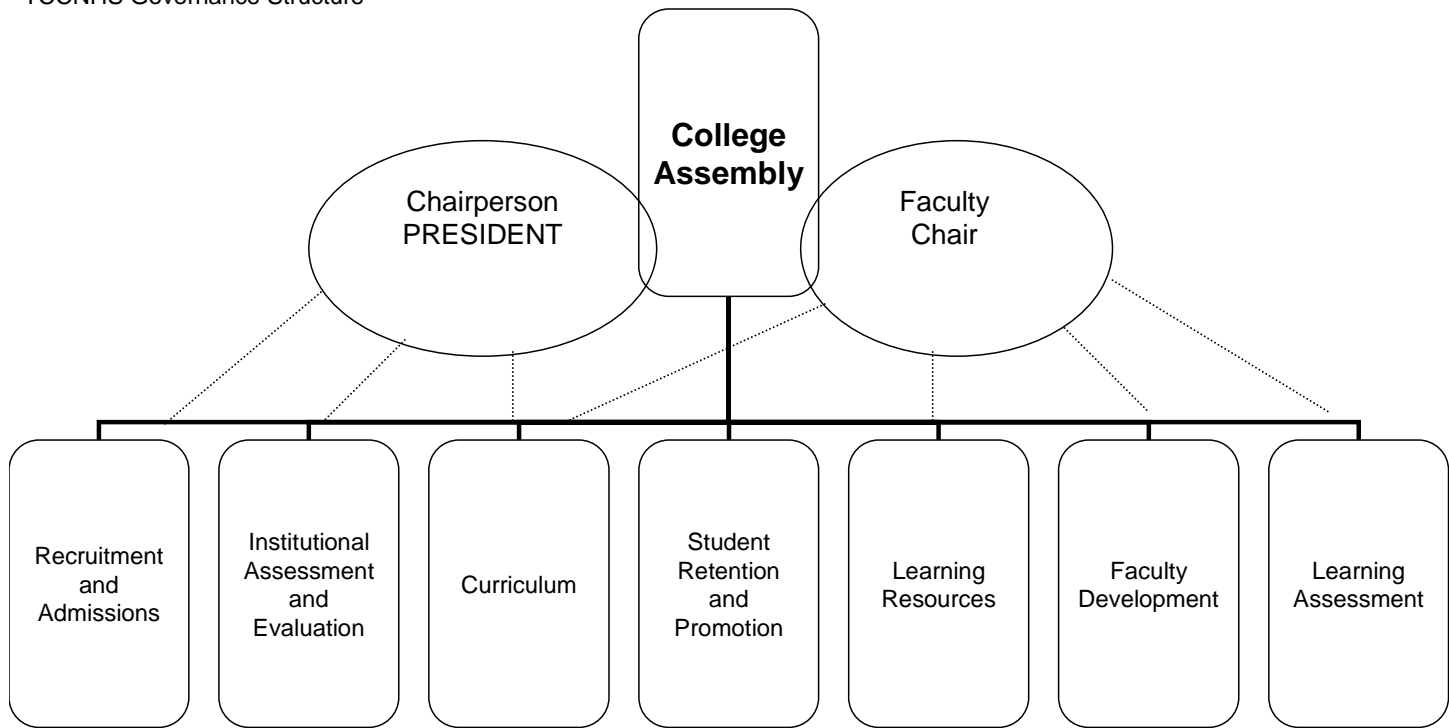
ARTICLE X - AMENDMENTS

Section I

The Rules and Regulations of this organization may be amended at any regular meeting by the majority vote of those present and voting, provided the proposed amendment has been submitted to the membership fourteen (14) days prior to the regular meeting.

Approved College Assembly: 11/14/2005
Ed. Rev 8/2006
Ed. Rev 11/2007
Approved College Assembly 11/12/2007

TCCNHS Governance Structure



— Direct Line Responsibility
..... Oversight Responsibility

Initial: 1/2004
Revised: 7/2006
Revised: 7/2007

1.6 COMMITTEE RESPONSIBILITIES

Committee Responsibilities

A. Chairperson:

1. Research and organize data for attainment of meeting objectives. Prepare or direct preparation of materials for meeting.
2. Prepare agenda for committee meeting:
 - a. Review minutes of previous meeting for appropriate business.
 - b. Confer with committee members and others as needed for input.
 - c. Forward copy of proposed agenda to committee members, Faculty Chair, College President by noon the Friday previous to the scheduled meeting.
 - d. If unusual items are to be placed on the agenda, please schedule a meeting with the Faculty Chair or College President.

Note: The President and Faculty Chair of the college share oversight of the Curriculum Committee. The President of the college oversees the Recruitment and Admissions Committee and the Institutional Assessment and Evaluation Committee. The Faculty Chair oversees the Learning Resource Committee, Faculty Development Committee, Student Retention and Promotion Committee and the Learning Assessment Committee. As such, neither the College President, nor Faculty Chair serve as an ex-officio of any committee. Both the Faculty Chair and the College President are to be notified for any change in meeting date or time.

3. Conduct Meeting:
 - a. Call meeting to order after establishing quorum.
 - b. Call for approval of the agenda.
 - c. Call for approval or correction of minutes of previous meeting.
 - d. Report on unfinished business.
 - e. Call for member reports on assignments as indicated.
 - f. Introduce new business.
 - g. Delegate assignments to members as necessary.
 - h. Allot adequate time to accomplish the meeting agenda.
 - i. Facilitate discussion among members.
 - j. Call for adjournment.
4. Determine that minutes are accurate and filed:
 - a. Review minutes for accuracy making corrections as needed.
 - b. Proofread and sign typed copy.
 - c. Determine that copies are distributed to appropriate persons, posted on the shared drive and placed in permanent records in the office of the President of the college.
 - d. Ensure that any distributed materials/attachments are appropriately filed with the minutes.

5. Report to College Assembly:
 - a. Present verbal committee report to College Assembly.
 - b. Prepare a written report for College Assembly minutes.
 - c. Present and move acceptance of any recommendations.
6. Prepare an Annual Committee Report.
 - a. Review Committee and College Assembly minutes.
 - b. Write report using specific format.
 - c. Submit copy to Director, Institutional Assessment and Evaluation, and faculty chair, have each member of committee review and comment/accept annual report, and submit a signed report to the office of the President of the college.
7. Track and trend attendance and participation at meetings; data to be shared with person responsible for oversight of the committee.
8. Provide orientation for new members.

B. Secretary:

1. Complete minutes:
 - a. Submit *typed* draft of minutes to chairperson for review.
 - b. Submit reviewed minutes to Administrative Assistant, General Education for finalization within **5 business days** of the committee meeting for formatting and distribution.
 - c. Proofread and sign, with the committee chair, a typed copy of the minutes.

Note: Formal minutes will be typed within 5 business days after the submission to the Administrative Assistant, General Education. An electronic copy of the minutes will then be placed onto the shared drive, with only one hardcopy distributed to the committee chair and secretary for signing. The original copy of the minutes is placed on file in the office of the President of the college.

2. Initiate and send correspondence as necessary.

C. Members:

1. Review the objectives, functions, and work of the committee, as stated in Rules and Regulations of the College Assembly.
2. Attend all meetings of the committee. (Advise the Chairperson in advance of extenuating circumstances that preclude attendance).
3. Review minutes of prior meeting.
4. Review appropriate materials based of meeting agenda prior to meeting.
5. Actively participate in discussion and decision making. **see note below*
6. Report on progress of assignments.
7. Complete committee assignments in a timely manner
8. Support committee recommendations at College Assembly meetings

Note: Participation in college governance as a committee chairperson, secretary, or member is a faculty job requirement. The degree to which a faculty member meets this responsibility will be reflected on the individual's annual performance evaluation.

D. Ex-Officio members (administrative)

1. Due to their assignments to/participation in numerous college, as well as non-college meetings and/or task forces, administrative personnel will serve in an advisory/resource role (ex-officio), rather than a conventional member role on faculty committees, as outlined in the Rules and Regulations of the College Assembly. Ex-officio members are to attend meetings of assigned committees and are included in the attendance count.

7/07 Ad hoc committee of the College Assembly

8/13/07 Approved by College Assembly

1.7 Academic Freedom and Educational Responsibility of Faculty and Students

A college or university is a dedicated social place where students will encounter new knowledge, different perspectives, competing ideas, and alternative claims to truth. Liberal education helps students develop the skills of analysis and critical inquiry with particular emphasis on exploring and evaluating competing claims and different perspectives. Liberally educated students are curious about new intellectual questions, open to alternative ways of viewing a situation or problem, disciplined to follow intellectual methods to conclusions, capable of accepting criticism from others, tolerant of ambiguity, and respectful of others with different views. Personal development is an integral part of intellectual development.

In any education of quality, a variety of competing claims to truth can be explored and tested free from political interference. The persons who drive the production of knowledge and the process of education are highly trained faculty. These individuals take responsibility for the quality of their scholarship and teaching.

In order to foster a true educational experience, faculty and students must agree to the following principles:

1. An atmosphere of civility must be maintained. Faculty and students have to be respectful of each other's views, even if they are not in agreement.
2. Students do not have a right to remain free from encountering unwelcome or inconvenient questions. Students do have the right to hear and examine diverse opinions but within the frameworks that knowledgeable scholars have determined to be reliable and accurate.
3. All competing ideas on a subject do not deserve to be included in a course or program. The professional judgment of faculty determines the content of courses.

Excerpted with permission from the AACU publication *Academic Freedom and Educational Responsibilities*. Copyright 2006 by American Association of Colleges and Universities. The statement is available on-line at:

<http://www.aacu.org/About/statements/documents/AcademicFreedom.pdf>

College Assembly Approval
4/30/2007

2 GENERAL EDUCATION

2.1 PHILOLOSOPHY AND PURPOSE

The philosophy of general education at The Christ College of Nursing and Health Sciences reflects the mission and goals of the college. Education is a dynamic, life-long process that stimulates intellectual, social, emotional, and spiritual development. General education is central to the educational process.

The purpose of general education is to provide broad-based knowledge relevant to assuming responsible citizenship in a dynamic, diverse world.

2.2 GOALS

The goals of the general education program at The Christ college of Nursing and health Sciences are to:

- expand the learner's knowledge base;
- facilitate effective communication;
- promote intellectual inquiry;
- develop professional, social and global consciousness;
- foster lifelong learning.

3 NURSING EDUCATION

3.1 MISSION AND PURPOSE

The nursing education program at The Christ College of Nursing and Health Sciences is an integrated course of study that emphasizes academic excellence and clinical competence, while simultaneously fostering attributes of caring and societal awareness. It provides a quality contemporary curriculum leading to an Associate Degree of Applied Science in nursing.

The purpose of the program is to prepare students to become nurse generalists, at the associate degree level, capable of beginning practice in a variety of healthcare settings.

3.2 VISION AND CORE VALUES

The nursing education program shares the vision and values of the college, which are caring, collaboration, integrity, and excellence. These core values will enable the college and its students to fulfill the vision of the institution: to excel in healthcare education in order to promote the overall health of society.

3.2 PURPOSE AND GOALS

To make its vision a reality and accomplish its mission, the nursing program will:

- provide a learning environment that facilitates ongoing intellectual and professional growth in nursing.
- graduate a generalist who demonstrates the beginning competencies requisite for professional nursing practice.

3.4 PROGRAM OUTCOMES

A graduate of the nursing program at The Christ College of Nursing and Health Sciences will be able to:

- implement caring interventions in response to the diverse needs and inherent value of a person;
- utilize ongoing assessment to identify a person's adaptation to internal and external environmental change;
- implement prevention strategies in response to individuals' positions on the health continuum;
- implement the nursing process as a clinical decision-making strategy to provide and manage collaborative care;
- utilize communications, including information technologies, effectively and appropriately;
- demonstrate professional behaviors related to nursing practice;
- utilize effective teaching strategies to provide accurate, relevant health instruction designed to achieve identified learning outcomes.

4 FACULTY PERSONNEL POLICIES AND PROCEDURES

4.1 SELECTION AND APPOINTMENT OF FACULTY

- I. Qualified applicants for faculty positions will be considered for appointment without regard for race, sex, creed, nationality, age, marital status or handicap. The Christ College of Nursing and Health Sciences complies with Title IX of the Civil Rights Act and Section 504 of the Rehabilitation Act of 1973.
- II. Selection of teaching faculty is made with the goal of maintaining a faculty that:
 - V. Has earned from accredited institutions the degrees appropriate to the associate degree level of instruction
 - B. Represents a variety of undergraduate and graduate programs
 - C. Represents diversity
 - D. Demonstrates excellence in education through quality instruction, community service and scholarly endeavors
 - E. Demonstrates competence in the practice of general nursing, and/or competence in appropriate specialty area
- III. Persons interested in teaching positions:
 - A. Complete an application for employment
 - B. Are interviewed by Human Resources; the Assistant Dean, Academic Services: General Education; Assistant Dean, Academic Services: Nursing Education; and the President/Dean, College of Nursing and Health Services, as appropriate. (Terms of the appointment; i.e., position title, job description, persons to whom the employee is responsible, salary, duration of appointment and conditions governing the renewal of the appointment, etc., are discussed at this time.)
 - C. Are recommended to the President/Dean, College of Nursing and Health Services, for final approval
- IV. Each applicant for a faculty position is evaluated in the following areas:
 - A. Academic background/Educational preparation:
 - 1. Baccalaureate Degree in required major (refer to job description)
 - 2. Masters Degree (refer to job description)
 - 3. Accreditation status of institutions granting degrees held
 - 4. Any additional educational background in nursing, general education and/or related areas
 - 5. Current active licensure as a registered nurse in Ohio as appropriate
 - B. Experiential background:
 - 1. Length and recency of work experience (Nursing Service experience of at least two years is required for RN faculty.)
 - 2. Relationship of experience to job responsibilities
 - 3. Quality of references
 - 4. Evaluative data concerning past performance
 - 5. Length of each previous position and reasons for termination
 - C. Personal qualifications :

1. Congruence of personal beliefs with the mission/philosophy, values, vision and goals of the College and its educational program(s)
 2. Commitment to scholarship
 3. Ability to establish rapport with students of varying ages and diverse backgrounds
- VI. In considering two or more persons differing only in teaching experience, preference is given to the applicant with teaching experience or the most appropriate type of teaching experience.

4.2 APPOINTMENT AGREEMENT

8. PURPOSE:

Formal faculty appointment agreements are written for the purpose of assuring adequate number of teaching staff to meet the curriculum needs of the college.

9. FACULTY APPOINTMENT AGREEMENT REVIEW: RENEWAL OR TERMINATION

The College of Nursing and Health Sciences Faculty Appointment Agreement ("Agreement") stipulates that all faculty appointments extend from August 1 through July 31 of the following year.

Resignations during the academic year pose a hardship to the college and its students. Accordingly, Faculty must give no less than eight (8) weeks prior written notice of resignation to the President/Dean of the college in cases of extenuating life altering events.

Upon resignation the Agreement terminates.

A resignation terminal interview will be scheduled as soon as notice of resignation is received.

Educational leaves of absence are permitted, but must be discussed and agreed at the time the Agreement is signed.

Educational leaves do not constitute a valid reason for terminating the Agreement.

Terminal vacation time is not counted as any part of the working notice of termination.

Authorization for terminal vacation pay must be approved by the President/Dean of the college or designee.

10. TERMINATION OF FACULTY APPOINTMENT AGREEMENT BY EMPLOYER

Infractions considered detrimental to the conduct of the college and/or to good patient care [nursing faculty] may result in disciplinary action including immediate dismissal from employment and termination of Agreement.

Failure to meet performance expectations may also result in termination of agreement.

THE CHRIST COLLEGE OF NURSING AND HEALTH SCIENCES
CINCINNATI, OHIO

FACULTY APPOINTMENT AGREEMENT

The Christ College of Nursing and Health Sciences ("Employer") and _____ ("Faculty") each hereby agree to the terms and conditions of appointment established by this Faculty Appointment Agreement ("Agreement").

11. APPOINTMENT TERM

Employer hereby appoints _____ as faculty in The Christ College of Nursing and Health Sciences, Cincinnati, Ohio upon the terms and Conditions of this Agreement for a period of (1) one full year commencing on August 1, _____ through July 31, _____.

12. COMPENSATION

Employer will pay Faculty, by way of remuneration for such services, bi-weekly less all legal deductions unless this Agreement is terminated or revised during the term of this appointment.

13. DUTIES

The duties and responsibilities of Faculty shall be those described in the Job Description found in the Faculty Handbook and/or College Manual which may be revised, from time to time, during the term of this Agreement by Employer.

Faculty shall devote so much of his/her time and energies to the position as necessary to perform and satisfy the duties and responsibilities as specified in the Job Description. The faculty shall at all times discharge his/her duties and responsibilities with the highest standard of professional conduct and quality.

Faculty shall be subject to and shall comply with all policies, rules and regulations as set forth by the Employer and the Faculty Handbook and/or Manual of The Christ College of Nursing and Health Sciences, as they now exist or as they are revised from time to time, as well as all applicable federal, state and municipal statutes, laws, rules and regulations including all applicable provisions of law relating to licensing and regulating of the Faculty's profession.

14. BENEFITS

Except as otherwise expressly stated in this Agreement, Faculty shall be entitled to all privileges, benefits, and policies as set forth by the Health Alliance of Greater Cincinnati and the Faculty Handbook and/or College Manual of The Christ College of Nursing and Health Sciences in effect at the inception of this Agreement or as those instruments may be revised from time to time during the term of this Agreement.

15. TERMINATION

Termination of this Agreement coincides with the term of this appointment.

Termination by the Employer prior to that endpoint may occur due to failure by faculty to meet performance expectations. Termination by the Faculty prior to that endpoint may occur due to extenuating life altering events, such as but not limited to illness, transfer of a spouse/partner. It is expected that in cases of extenuating life altering event, Faculty provide the EMPLOYER with a minimum of eight (8) weeks notice, unless the extenuating life altering event dictates otherwise.

16. WAIVER OR MODIFICATION INEFFECTIVE UNLESS IN WRITING

It is further agreed that no waiver or modification of this Agreement shall be valid unless in writing and agreed to by both parties.

17. ENTIRE AGREEMENT

This is the entire agreement between the parties and shall be governed by Ohio law. This Agreement and the policies referred to herein supersede all other agreements previously made, whether oral or written, between the parties relating to its subject matter. There are no other understandings, representations or agreements; and all existing employment agreements between the Employer and Faculty are hereby terminated effective the date hereof.

18. NOTICES

Any and all notices required or permitted to be given under this Agreement will be sufficient if furnished in writing, sent by certified mail, return receipt requested, to his/her last known residence in case of Faculty, or to its principle office in the case of the Employer.

19. SEVERABILITY

Should any portion of this Agreement for any reason be deemed to void or unenforceable, such provision shall be deemed to be severed from this Agreement, and the remaining portions of this Agreement shall remain in full force and effect.

EXECUTED at Cincinnati, Ohio this _____ day of _____.

FACULTY

BY: _____

Title: PRESIDENT/DEAN, THE CHRIST COLLEGE OF NURSING AND HEALTH SCIENCES

BY: _____

Title: ASSISTANT DEAN

4.3 ORIENTATION PLAN FOR FACULTY

The Christ College of Nursing and Health Sciences

Orientation Program for General Education Faculty

I. PURPOSE

A minimum of a two (2) week orientation period is planned for all new faculty teaching general education courses. The orientation is coordinated by the Assistant Dean, Academic Services: General Education, or designee. The purpose of this orientation is to provide the opportunity for the instructor to become familiar with the following areas prior to assuming teaching responsibilities:

- A. Policies, procedures, and standards
- B. Mission, values, vision, goals of the college
- C. Philosophy, goals, policies, and curriculum of the general education program
- D. Components of the nursing education program
- E. Physical environment of the college
- F. Duties and responsibilities of faculty members
- G. Key personnel in the college and programs
- H. Student Services

II. PLAN

- A. One (1) week of general orientation is provided.
- B. One (1) week of orientation is provided by the following individuals within the College of Nursing and Health Sciences to include the following:
 - 1. President/Dean:
 - a. Mission, values, vision and goals of the college
 - b. General curriculum plan
 - c. Faculty organization
 - d. Committee functions/structure
 - e. Job description
 - f. Appointment agreement
 - g. Introduction to Executive Administrative Assistant/ Assistant Registrar
 - 2. Assistant Dean, Academic Services: General Education:
 - a. Role and responsibilities of position
 - b. Instructor responsibilities
 - c. Faculty policies
 - d. Curriculum Committee functions
 - e. Evaluation methods – student, course, instructor
 - f. Individual teaching assignment
 - g. Standardized course materials
 - h. Other
 - i. Introduction to Administrative Assistant, Academic Services, General Education, course faculty, and Technical Support Specialist Applications Analyst
 - 3. Assistant Dean, Academic Services: Nursing Education:
 - a. Role and responsibilities of position

- b. Academic policies
 - c. Overview of other programs within the college
 - d. Content and sequence of general education courses and other programs within the college
 - e. Evaluation methods
 - f. Standardized testing correlation and analysis
 - g. Introduction to Administrative Assistant, Academic Services, Nursing Education
4. Assistant Dean, Student Services:
- a. Introduction, tour of college
 - b. Role and responsibilities of position
 - c. Overview of student services
 - d. Recruitment/Admissions policies
 - e. Student health services and policies
 - f. Introduction to Administrative Assistant, Student Services, and Operations Assistant, Student Services
 - g. Reception area - services and introductions
5. Registrar:
- a. Registration Processes
 - b. Class and Scheduling Processes
 - c. Academic Policies
6. Financial Aid Director:
- a. Role and responsibilities of position
 - b. Financial Aid policies
 - c. Introduction to Financial Aid Assistant
7. Director, Institutional Assessment and Evaluation:
- a. Role and responsibilities of position
 - b. Evaluation plan/process
8. Director Alumni Relations/Event Planning:
- a. Role and responsibilities of position
 - b. Facility specifics
9. Assistant Professor, General Education: College Success Program
- a. Role and responsibilities of position
 - b. Academic Advising – Faculty Role
 - c. Overview of College Success Program (CSP)
 - d. Referral processes
10. Administrative Assistant, Academic Services, General Education
- a. Job function
 - b. Office location, keys
 - c. Office supplies/copying/printing
 - d. Faculty and student forms, reference materials
 - e. Faculty mailboxes, bulletin board
 - f. Location of academic records
 - g. Audiovisual equipment – availability and reservation procedure
 - h. Textbook procurement

11. Administrative Assistant, Academic Services, Nursing Education
 - a. Job functions
 - b. Reserving meeting rooms

12. Technical Support Specialist Applications Analyst
 - a. Computer Center
 - b. Resource availability
 - c. Audiovisual equipment – availability and reservation procedure

13. Chairperson, Learning Resources Committee:
 - a. Library orientation
 - b. Available software
 - c. Resource requests

C. Additional orientation is provided, as needed, which includes:

1. Orientation to specific courses assigned
2. Review of course materials
3. Review of faculty manual
4. Preparation related to teaching responsibilities
5. Other identified learning needs

The Christ College of Nursing and Health Sciences

Orientation Program for Nursing Faculty

I. PURPOSE

A minimum of a three (3) week orientation period is planned for all new faculty teaching clinical nursing courses. The orientation is coordinated by the Assistant Dean, Academic Services: Nursing Education, or designee. The purpose of this orientation is to provide the opportunity for the instructor to become familiar with the following areas prior to assuming teaching responsibilities:

- A. Policies, procedures, and standards of nursing
- B. Mission, values, vision, goals of the college
- C. Mission, philosophy, objectives, conceptual framework, policies, and curriculum of the nursing education program
- D. Philosophy and goals of the general education program
- E. Physical environment of the clinical setting and college
- F. Duties and responsibilities of faculty members
- G. Key personnel in Nursing Service, Nursing Education and the college
- H. Student Services

II. PLAN

- A. One (1) week of general orientation is provided.
- B. Two (2) weeks of orientation are provided by the following individuals within the College of Nursing and Health Sciences to include the following:
 - 1. President/Dean:
 - a. Mission, values, vision and goals of the college
 - b. General curriculum plan
 - c. Faculty organization
 - d. Committee functions/structure
 - e. Job description
 - f. Appointment agreement
 - g. Introduction to Executive Administrative Assistant/Assistant Registrar
 - 2. Assistant Dean, Academic Services, Nursing Education:
 - a. Role and responsibilities of position
 - b. Instructor responsibilities
 - c. Faculty policies
 - d. Content and sequence of experiences within the first and second year of the program
 - e. Curriculum Committee functions
 - f. Evaluation methods – student, course, instructor
 - g. Academic policies (grading, attendance, etc.)
 - h. Individual assignment for classroom teaching and clinical supervision
 - i. Standardized course materials
 - j. Introduction to Administrative Assistant, Academic Services, Nursing Education and course faculty

3. Assistant Dean, Academic Services, General Education:
 - a. Role and responsibilities of position
 - b. Philosophy of general education
 - c. General education curriculum
 - d. Introduction to Administrative Assistant, Academic Services, General Education

4. Assistant Dean, Student Services:
 - a. Introduction, tour of college
 - b. Role and responsibilities of position
 - c. Overview of student services
 - d. Recruitment/Admissions policies
 - e. Student health services and policies
 - f. Introduction to Administrative Assistant, Student Services, and Operations Assistant, Student Services
 - g. Reception area - services and introductions

5. Registrar:
 - a. Registration Processes
 - b. Class and Scheduling Processes
 - c. Academic Policies

6. Financial Aid Director:
 - a. Role and responsibilities of position
 - b. Financial Aid policies
 - c. Introduction to Financial Aid Assistant

7. Director, Institutional Assessment and Evaluation:
 - a. Role and responsibilities of position
 - b. Evaluation plan/process

8. Director Alumni Relations/Event Planning:
 - a. Role and responsibilities of position
 - b. Facility specifics

9. Assistant Professor, General Education, College Success Program :
 - a. Role and responsibilities of position
 - b. Academic Advising – Faculty Role
 - c. Overview of College Success Program (CSP)
 - d. Referral processes

10. Instructor I, Academic Services, Nursing Education, Skills Lab:
 - a. Role and responsibilities of position
 - b. Tour of Skills Lab, procedures
 - c. Student Government

11. Administrative Assistant, Academic Services: Nursing Education:
 - a. Job function
 - b. Communication system
 - c. Office supplies/copying/printing
 - d. Faculty and student forms, reference materials
 - e. Faculty mailboxes, bulletin board
 - f. Location of academic records

- g. Reserving meeting rooms
 - 12. Administrative Assistant, Academic Services, General Education:
 - a. Job functions
 - b. Audiovisual equipment - availability and reservation procedure
 - c. Textbook procurement
 - 13. Technical Support Specialist Applications Analyst
 - a. Computer Center
 - b. Resource availability
 - c. Audiovisual equipment – availability and reservation procedure
 - 14. Chairperson, Learning Resources Committee:
 - a. Library orientation
 - b. Available software
 - c. Resource requests
- C. Additional orientation is provided, as needed, which includes:
- 1. Orientation to specific courses assigned
 - 2. Review of course materials
 - 3. Clinical orientation to assigned areas
 - 4. Review of faculty manual
 - 5. Preparation related to teaching responsibilities
 - 6. Other identified learning needs

4.5 WORKLOAD POLICY/ GENERAL FACULTY RESPONSIBILITIES

The Christ College of Nursing and Health Sciences

Workload Policy/ General Faculty Responsibilities

I. Overview

- A. Full and part-time faculty members are expected to plan their on-campus schedules considering teaching load, office hours, committee assignments and other professional responsibilities.
- B. Meeting role related responsibilities at a satisfactory level is requisite to maintaining a faculty appointment.

II. Workload

- A. Faculty workload is time spent on all professionally appropriate activities related to teaching, scholarship activities and service.
- B. Faculty workload reflects fair and equal distribution of total program/college requirements and are compatible with the maintenance of quality performance in the fulfillment of assigned responsibilities.
- C. The composition of workloads among faculty may differ and is jointly determined by the faculty member and appropriate assistant dean.
- D. **Teaching**
 - 1. Teaching load is one aspect of faculty workload and is established through cooperative efforts of the appropriate assistant dean and the individual faculty members assigned to a given course(s).

The following criteria are considered when making teaching assignments:

- a. Interest in a specific area
- b. Educational preparation
- c. Cumulative background and area of expertise
- d. Fair and equal distribution of hours to be taught within the curriculum
- e. Individual faculty responsibility regarding committee work, scholarly activities, service, et al.
- f. Length of time on faculty
- g. Professional growth opportunities
- h. Needs of the program and/or institution

General Faculty Responsibilities

3. A full-time teaching load may range from 12-14 contact hours per week. (1 class hour = 1 contact hour; 2 clinical hours = 1 contact hour.)
4. An average weekly teaching load is 12.5 contact hours for nursing education faculty and 12.0 contact hours for general education faculty.
5. Maximum faculty to student ratios:
 - a. Clinical area - 1:10
 - b. Nursing class - 1:80
 - c. Science lab - 1 :24
 - d. General education class - 1:30
6. See end of document for elaboration related to teaching.

Scholarship/Scholarly Activities

1. Faculty members are expected to participate in professional development or continuing education programs for the purpose of obtaining and updating knowledge concerning area(s) of expertise, teaching and/or related subjects.
2. Nursing faculty members must accrue at least the minimum number of contact hours bi-annually as required by the appropriate State Board of Nursing guidelines.
3. Instructors who do not hold a Master's Degree are required to be actively pursuing the degree and must submit to the appropriate assistant dean a specific plan for completing the requirements for the degree.
4. Faculty are strongly encouraged to publish in academic or trade publications on topics relevant to their discipline, teaching pedagogy, etc. Similarly, attendance and/or presentations at professional conferences is strongly encouraged.
5. See end of document for elaboration related to scholarship.

Service

1. Faculty service involves making professional contributions on a voluntary basis.
2. Service activities may be internal or external.
3. Faculty are expected to provide service to the college, profession and/or community.

4. See end of document for elaboration related to service.

G. Co-curricular Activities

1. All faculty members are expected to attend scheduled events, which include, but are not limited to

- . Commencement ceremony
- a. Annual faculty workshop
- b. Recruitment event(s)
- c. Orientation week activities/convocation

2. Faculty members are encouraged to attend as many other student activities as possible.

TEACHING AND SCHOLARSHIP

Scholarship embraces the collective talents of all faculty members. As such, it is a rigorous academic process aimed at furthering the shaping and understanding of all discipline related aspects through:

- *Discovery* – a thorough inquiry to validate and refine existing knowledge and/or generate new knowledge
- *Application* – the integrated, reflective, integration of current knowledge, theory, and practice from which new understandings can occur
- *Integration* – the holistic synthesis of knowledge that incorporates and promotes interdisciplinary collaborative relationships, and
- *Teaching* – the inspired formation and sustaining of an environment that co-constructs effective/engaged learning through bridge building between student and faculty. (Stull & Lantz, 2005, p. 495)

Scholarship embraces many processes, including professional writing, presenting, mentoring, collaborating, and the art and science of teaching*.

In order to demonstrate effectiveness in the art and science of **teaching**, a faculty member is expected to:

- Revise existing courses to ensure dissemination of current/up to date information.
- Develop/implement innovative, evidence-based teaching strategies.
- Devise course and/or curriculum evaluative methods.
- Undertake professional role modeling as an educator.
- Collaborate with other faculty to obtain/sustain program/institutional accreditation activities.
- Promote teaching excellence in self/peers.
- Provide effective course coordination within the program.
- Actualize mentorship in education and practice arenas.
- Engage in reflective self-inquiry.
- Incorporate formal and informal evaluative statements into teaching practice. (Stull & Lantz, 2005, p. 496)

To demonstrate effective engagement in **scholarship** a faculty member must:

- Draw on extant literature to develop/implement evidence-based teaching and evaluation practices.
- Exhibit a spirit of inquiry regarding teaching, learning, student development, evaluation methods, and other aspects of the faculty role.
- Design and implement scholarly activities in an established area of expertise.

- Disseminate discipline related and teaching knowledge to diverse audiences through various vehicles.
- Demonstrate skill in proposal writing for initiatives that include, but are no limited to, program development, resource/grant acquisition, policy development, and/or appropriate research.
- Demonstrate the professional and personal qualities of a scholar, i.e. integrity, courage, perseverance, vitality, and creativity. (National League for Nursing, 2005, p. 22)

References

National League for Nursing (2005). *The Scope of Practice for Academic Nurse Educators*. New York: Author

Stull, A. & Lantz, C. (2005) An innovative mode for nursing scholarships. *Journal of Nursing Education*, 44, 493-497.

SERVICE

Faculty service involves making internal and external professional contributions on a voluntary, non-compensated basis to the college, profession, and community. It forms the core of faculty role expectations and provides the opportunity for role modeling, mentoring, and collaboration.

College Service consists of activities that contribute to decision-making and policy formation of the program/institution as well as activities (excluding teaching and research) that enable the college meet its mission. Opportunities for college service include, but are not limited to:

- Participation on department, college, and ad hoc committees
- Chairing committees
- Academic advisement/tutoring
- Advising student organizations and/or providing guidance in student generated initiatives
- Sharing ones expertise within the program or college through the presentation of workshops, or lectures or leading a discussion forum
- Participation in scheduled college functions, i.e. new student orientation/convocation activities, recognition initiatives, recruitment events, commencement exercises, et al.
- Participation in fiscal development initiatives of the institution

Professional Service encompasses service to ones professional discipline or educational organizations at the local, regional or national level. Opportunities for professional service include, but are not limited to:

- Holding office in a professional organization
- Chairing committees within professional organizations
- Serving a site visitor for a state or national accreditation body
- Serving on an advisory committee or governing board of a similar educational program/ institution or discipline specific licensing agency

Community Service provides a vast array of opportunities for the collegiate faculty member to engage in public service at various levels. Examples of such community activities include, but are not limited to, the following:

- Pro bono consultation
- Serving on the board of a community organization
- Providing community education programs
- Public speaking in area of expertise
- Offering contributions via print and broadcast media in area of expertise

Reference

Nikou, V.R. (2000). Faculty service activities. In L.J. Sheetz (Ed.), Nursing faculty secrets (pp.53-56). Philadelphia: Hanley & Belfus.

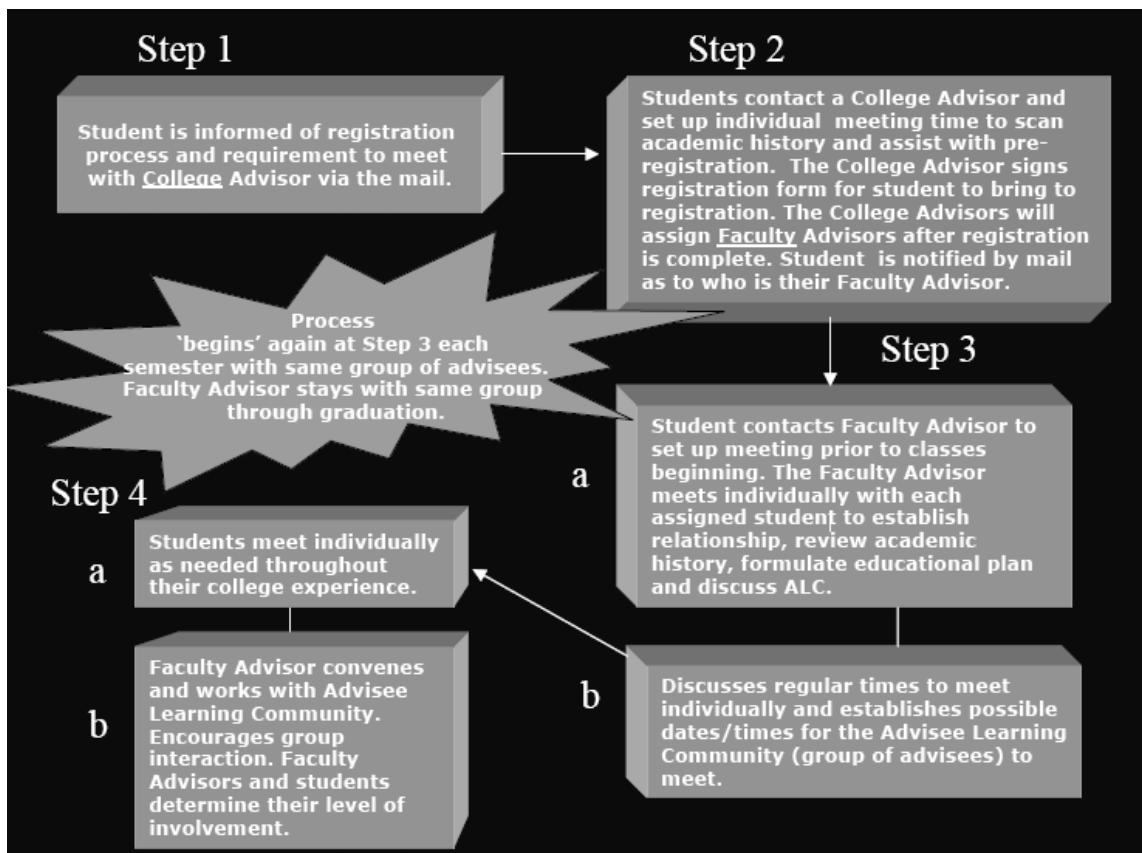
4.5 ACADEMIC ADVISING PROGRAM

Mission:

To enhance the success of our students; academically, professionally, and interpersonally.

College advisors initiate pre-registration for all new students to the college. After students have registered for the first time, they are assigned to a faculty advisor. The student meets with his/her faculty advisor a minimum of once a term. Further information on the Advisor program can be obtained from Learning support Services or from the college website.

Advising Framework



4.6 EVALUATION OF FACULTY

The Christ College of Nursing and Health Sciences

Faculty Performance Evaluation

Faculty members are evaluated according to a specified format.

Each core value and faculty job responsibility is given a percentage weight based upon its priority/importance and amount of time devoted to it. The appropriate Dean/Assistant Dean evaluates the quality of a given faculty member's performance and an overall numerical performance rating is ascertained. (A copy of the Performance Appraisal form is available from any Assistant Dean).

Evaluations are completed ninety days after the date of appointment and annually thereafter.

4.7 RANK AND PROMOTION

The Christ College of Nursing and Health Sciences

Faculty Rank and Promotion Policy

Rationale: Rank and promotion provide part- and full-time faculty a viable opportunity to be recognized for their productivity as teachers, scholars, and members of the higher education community.

Policy: The Christ College of Nursing and Health Sciences has adopted a system of ranking and promotion for all part- and full-time faculty (excluding promotion for adjunct instructors) to provide recognition and credit for their experience, contributions, accomplishments and academic background. Information contained on the following pages outlines the list of qualifications and the rank and promotion process. (For additional information, please contact the Faculty Development committee chair and/or one of the academic services administrators within the college.)

Faculty Ranks

The Christ College of Nursing and Health Sciences has developed and approved the following 'ranks' for part- and full-time faculty of the college¹:

Adjunct Instructor

Description: A faculty member who is part-time and serves on an as-needed basis with respect to teaching courses when/where there is a faculty need. Adjunct instructors are appointed on a semester-basis and are selected by the appropriate assistant dean, academic services. The adjunct instructor is not required to serve on committees or in the College Assembly. Adjunct instructors are not required to submit to an annual performance review as they are evaluated solely on their instructional performance at the end of the appropriate semester.

Qualifications and Other Requirements of the Rank: A bachelor's degree in the instructor's field with appropriate licensure/certification is minimally required. A master's degree is preferred. Teaching experience at another institution of higher education is highly desirable. All instructors must maintain a current curriculum vita. This curriculum vita must be on file with the appropriate assistant dean or dean of the college.

Instructor I

Description: A faculty member who is part or full time and serves on a year-to-year basis. Instructors are expected to engage in best teaching practices, provide evidence of scholarship, and engage in service opportunities via college events, support of college mission and goals, and contribution to assigned committees (when applicable). The instructor at this level is expected to participate in the College Assembly.

Qualifications and Other Requirements of the Rank: A bachelor's degree in the instructor's field with appropriate licensure/certification is minimally required. In the case of general education instructors, a closely related field may be sufficient. Teaching experience at another institution of higher education is highly desirable. All instructors must maintain a current curriculum vita. This curriculum vita must be on file with the appropriate assistant dean or dean of the college. All

instructors are required to pursue education towards a master's degree (if bachelor's prepared). Instructors are required to submit to an annual performance review

¹ Specific criteria for each rank are outlined on the following pages.

Instructor II

Description: A faculty member who is part time and serves on a year-to-year basis. Instructors at this level are expected to continue to engage in best teaching practices, provide evidence of scholarship, and engage in service opportunities via college events, support of college mission and goals, and contribution to assigned committees (when applicable). The instructor is also expected to participate in the College Assembly.

Qualifications and Other Requirements of the Rank: A master's degree in the instructor's field with appropriate licensure/certification is minimally required. In the case of general education instructors, a closely related field may be sufficient. Two years teaching experience at another institution of higher education or within the college is preferred. All instructors must maintain a current curriculum vita. This curriculum vita must be on file with the appropriate assistant dean or dean of the college. All instructors are strongly encouraged to pursue appropriate certification or education at the post-master's degree level. Instructors are required to submit to an annual performance review.

Assistant Professor

Description: The assistant professor rank is the entry-level rank for all incoming full-time faculty unless the president and dean of the college determines a new faculty member – based on qualifications and previous experience – should possess a higher rank. The assistant professor is a faculty member who is full-time and serves on a year-to-year basis. Assistant Professors are required to engage in best teaching practices, provide evidence of scholarship, and engage in service opportunities via college events, support of college mission and goals, and contribution to assigned committees.

Qualifications and Other Requirements of the Rank: A master's degree in the instructor's field and appropriate licensure/certification is minimally required to teach a particular course or set of courses (this requirement may be tightened should educational need necessitate such action). In the case of general education professors, a closely related field may be sufficient. Two years of teaching experience at another institution of post-secondary or higher education or within the college is preferred. All assistant professors must maintain a current curriculum vita. This curriculum vita must be on file with the appropriate assistant dean or dean of the college. All assistant professors are strongly encouraged to pursue appropriate advanced certification and/or education at the post-master's degree or doctoral level. Assistant professors are required to submit to an annual performance review.

Associate Professor

Description: The associate professor rank is the next level rank above assistant professor unless the president and dean of the college determines a faculty member merits special consideration – based on qualifications and previous experience – and thus should possess a higher rank. Faculty members promoted to associate professor have demonstrated excellence in teaching, scholarship, and service. The associate professor is a faculty member who is full-time and has a 2-year, renewable contract. While in service, associate professors are required to engage in best teaching practices, provide evidence of scholarship, and engage in service

opportunities via college events, support of college mission and goals, and contribution to assigned committees.

Qualifications and Other Requirements of the Rank: The equivalent of 24 to 36 semester credit hours (or actual completion) obtained towards completion of Doctoral degree in the associate professor's field is minimally required. In the case of general education professors, a closely related field may be sufficient. Six years teaching experience at another institution of post-secondary or higher education or within college is required. (A combination of experiences of the two may also be considered). All associate professors must maintain a current curriculum vita. This curriculum vita must be on file with the appropriate assistant dean or dean of the college. Associate professors are required to submit to an annual performance review. An increase in base pay may accompany the promotion to associate professor rank.

Professor

Description: The professor rank is the ultimate rank in the promotion process. Faculty members promoted to professor have demonstrated continued excellence in teaching, scholarship, and service and are considered by all accounts 'master teachers and scholars'. The professor is a faculty member who is full-time and has a 3-year, renewable contract. Professors are required to engage in best teaching practices, provide evidence of scholarship, and engage in service opportunities via college events, support of college mission and goals, and contribution to assigned committees.

Qualifications and Other Requirements of the Rank: Doctoral degree in the professor's field is minimally required. In the case of general education professors, a closely related field may be sufficient. A strong record of teaching, scholarship, and service is also necessary to achieve this rank. Fifteen years teaching experience at another institution of post-secondary or higher education or within the college is required. (A combination of the two may be considered). All professors must maintain a current curriculum vita. This curriculum vita must be on file with the appropriate assistant dean or dean of the college. Professors are required to submit to an annual performance review. An increase in base pay may accompany the promotion to professor rank.

Rank and Promotion Criteria

Instructor I

Degree Requirements

Bachelor's degree required with appropriate licensure/certification from an accredited institution. In the case of general education instructors, a closely related field may be sufficient.

Employment Status and Contractual Obligation

Full- or Part-time, Year-to-Year

Teaching (examples of ways to assess one's teaching effectiveness)

- Facilitate classroom and/or clinical learning
- Provide syllabus, outlines, and/or modules
- Collaborate with course leads and course faculty
- Encourage student-faculty contact
- Encourage active learning
- Provide prompt feedback
- Communicate high expectations to students
- Respect diverse talents and ways of learning and teaching
- Utilize assessment and evaluation techniques implemented by the college and/or program

Scholarship (examples of ways to assess one's scholarship)

- Present article or poster presentation at local, regional, or national conference
- Be involved in professional organization
- Attend local, regional, or national conferences
- Research innovations in teaching pedagogy and demonstrate findings to peers

Service (examples of ways to assess one's service)

- Support The Christ College's mission, vision, values and goals
- Support The Christ College through attendance at events and student functions
- Seek committee assignments and participate in meaningful, constructive ways
- Work in the community under the banner of The Christ College
- Provide thorough and accurate academic advising

Instructor II

Degree Requirements

Master's degree required with appropriate licensure/certification from an accredited institution. In the case of general education instructors, a closely related field may be sufficient.

Employment Status and Contractual Obligation

Part-time, Year-to-Year

Time-in-Service

2 years of teaching in higher education preferred

Teaching (examples of ways to assess one's teaching effectiveness)

- Facilitate classroom and/or clinical learning
- Provide syllabus, outlines, and/or modules
- Collaborate with course leads and course faculty

- Encourage student-faculty contact
- Encourage active learning
- Provide prompt feedback
- Communicate high expectations to students
- Respect diverse talents and ways of learning and teaching
- Utilize assessment and evaluation techniques implemented by the college and/or program

Scholarship (examples of ways to assess one's scholarship)

- Present article or poster presentation at local, regional, or national conference
- Be involved in professional organization
- Attend local, regional, or national conferences
- Research innovations in teaching pedagogy and demonstrate findings to peers

Service (examples of ways to assess one's service)

- Support The Christ College's mission, vision, values and goals
- Support The Christ College through attendance at events and student functions
- Seek committee assignments and participate in meaningful, constructive ways
- Work in the community under the banner of The Christ College
- Provide thorough and accurate academic advising

Assistant Professor

Degree Requirements

Master's degree with appropriate licensure/certification from an accredited institution. In the case of general education professors, a closely related field may be sufficient.

Employment Status and Contractual Obligation

Full-time, Year-to-Year

Time-in-Service

3 years of teaching in higher education preferred

Teaching (examples of ways to assess one's teaching effectiveness)

- Receive positive evaluations from assistant dean, peer(s), self, and students
- Demonstrate innovation in teaching
- Facilitate classroom and/or clinical learning
- Provide syllabus, outlines, and/or modules
- Collaborate positively with course leads and course faculty
- Provide feedback for course innovation and course development
- Use technology and other multimedia, as appropriate in the classroom
- Encourage active learning
- Provide prompt feedback
- Communicate high expectations to students
- Respect diverse talents and ways of learning and teaching
- Maintain academic rigor while developing innovative methods for student retention
- Utilize assessment and evaluation techniques implemented by the college and/or program

Scholarship (examples of ways to assess one's scholarship)

- Maintain current membership in professional organizations
- Attend professional conferences
- Present posters and/or papers at an accredited institution

- Pursue further education at an accredited institution
- Research innovations in teaching pedagogy and demonstrate findings to peers
- Demonstrate research commitment, rigor, and support to assigned committees and/or institutional efforts
- Write articles and/or books
- Obtain external funding (grants)

Service (examples of ways to assess one's service)

- Demonstrate leadership in committee service
- Demonstrate active role in the College Assembly
- Support The Christ College's mission, vision, values and goals
- Support The Christ College through attendance at events and student functions
- Seek committee assignments and participate in meaningful, constructive ways
- Work in the community under the banner of The Christ College
- Provide thorough and accurate academic advising

Associate Professor

Degree Requirements

Doctoral degree (ABD acceptable) with appropriate licensure/certification from an accredited institution. In the case of general education professors, a closely related field may be sufficient.

Employment Status and Contractual Obligation

Full-time, Two-year renewable

Time-in-Service

6 years of teaching in higher education

Teaching (examples of ways to assess one's teaching effectiveness)

- Receive consistently positive evaluations from assistant dean, peer(s), self, and students
- Consistently demonstrate innovation in teaching
- Mentor faculty in the teaching process
- Facilitate classroom and/or clinical learning
- Provide syllabus, outlines, and/or modules
- Collaborate positively with course leads and course faculty
- Provide feedback for course innovation and course development
- Use technology and other multimedia, as appropriate in the classroom
- Create innovation using technology and other multimedia
- Encourage active learning
- Provide prompt feedback
- Communicate high expectations to students
- Respect diverse talents and ways of learning and teaching
- Maintain academic rigor while developing innovative methods for student retention
- Utilize assessment and evaluation techniques implemented by the college and/or program

Scholarship (examples of ways to assess one's scholarship)

- Maintain current membership in professional organizations
- Attend professional conferences
- Present posters and/or papers at regional or national professional/academic conferences
- Pursue further education at an accredited institution
- Research innovations in teaching pedagogy and demonstrate findings to peers

- Demonstrate research commitment, rigor, and support to assigned committees and/or institutional efforts
- Write articles and/or books
- Obtain external funding

Service (examples of ways to assess one's service)

- Demonstrate leadership in committee service
- Demonstrate leadership in the College Assembly
- Demonstrate community leadership and involvement
- Support The Christ College's mission, vision, values and goals
- Support The Christ College through attendance at events and student functions
- Seek committee assignments and participate in meaningful, constructive ways
- Work in the community under the banner of The Christ College
- Provide thorough and accurate academic advising

Professor

Degree Requirements

Doctorate with appropriate licensure/certification from an accredited institution. In the case of general education professors, a closely related field may be sufficient. A combination of the two may be considered.

Employment Status and Contractual Obligation

Full-time, 3-year renewable

Time-in-Service

15 years teaching experience at another institution of higher education or within the college is required.

Teaching (examples of ways to assess one's teaching effectiveness)

- Receive consistently positive evaluations from assistant dean, peer(s), self, and students
- Consistently demonstrate innovation in teaching
- Mentor faculty in the teaching process
- Is deemed a 'master teacher-master scholar' among peers
- Facilitate classroom and/or clinical learning
- Provide syllabus, outlines, and/or modules
- Collaborate positively with course leads and course faculty
- Provide feedback for course innovation and course development
- Use technology and other multimedia, as appropriate in the classroom
- Create innovation using technology and other multimedia
- Encourage active learning
- Provide prompt feedback
- Communicate high expectations to students
- Respect diverse talents and ways of learning and teaching
- Maintain academic rigor while developing innovative methods for student retention
- Utilize assessment and evaluation techniques implemented by the college and/or program

Scholarship (examples of ways to assess one's scholarship)

- Maintain current membership in professional organizations
- Attend and be active in professional conferences
- Present posters and/or papers at national professional/academic conferences
- Possess a regional/national reputation in which peers from other institutions can attest

- Is on the cutting edge of research innovations in teaching pedagogy and demonstrate fin
- Show research commitment, rigor, and support to assigned committees and/or institutional efforts
- Write articles and/or books that are peer reviewed
- Demonstrate an extensive record of grant acquisition and full implementation

Service (examples of ways to assess one's service)

- Demonstrate leadership in committee service
- Demonstrate leadership in the College Assembly
- Demonstrate community leadership and involvement
- Support The Christ College's mission, vision, values and goals
- Support The Christ College through attendance at events and student functions
- Seek committee assignments and participate in meaningful, constructive ways
- Work in the community under the banner of The Christ College
- Provide thorough and accurate academic advising

Promotional Process

Rank is determined through a promotion process that has been devised and agreed upon by faculty, administration, and the College Board of Directors.

A faculty member who determines he/she is prepared for promotion, must make application by the 1st of February. The committee and all parties will render/approve all decisions by June 1st. The promotion, if approved, will go into effect beginning July 1st of that same year.

The application consists of the following materials:

- Cover letter explaining intent and rationale
- Letters of reference from 1 internal faculty member and 1 external source (i.e. professional, academia, etc.)
- Transcripts for all degrees earned
- An updated curriculum vita with courses taken and taught
- Record of teaching
- Record of service
- Record of scholarship

Once an application is made, the following steps go into effect.

Step One

- The Faculty Chair of the College Assembly calls to order Ad Hoc Faculty Appointment Sub-Committee
- Committee membership assignments are then made to Ad Hoc Rank and Promotion Sub-Committee

Step Two

- Ad Hoc Rank and Promotion Sub-Committee is called to order by the chair of the Faculty Development Committee.
- Application(s) for promotion to a specific rank are disseminated for review
- All deliberations are confidential and are not to be discussed with faculty not serving on the committee

Step Three

- Review of the applications occurs by members of the committee who evaluate the content and quality of the application(s)
- Recommendations with written rationales are submitted to the Ad Hoc Rank and Promotion Sub-Committee
- Committee votes and submits decision to the following:
 - Applicant
 - President and Dean of the college
 - Assistant Deans for Academic Services

Step Four A (Promotion Granted)

- Congratulatory note is sent to applicant
- Request for promotion is placed with the Office of the President for final review and approval
- President brings to the College Board of Directors for Final Approval
- Promotion becomes active following the appropriate Board of Directors' meeting

Step Four B (Promotion Denied)

- Applicant is sent a denial letter
- President and Dean of the college and the Assistant Deans for Academic Services receive copies of the denial and application
- Applicant is provided an appeal form
- If applicant chooses to appeal, this should be submitted first to the Assistant Dean of the appropriate academic service division
- If the appeal is deemed meritorious it will be forwarded to the President and Dean of the college for review
- President and Dean of the college renders final decision and reports finding to applicant, Ad Hoc Rank and Promotion Sub-Committee, and Board of Directors

Faculty Development Committee Recommendation 12/2005
College Assembly Approval 2/13/2006
Board of Directors Approval 2/21/2006

3.1 EDUCATIONAL PLANS

The Christ College of Nursing and Health Sciences

FACULTY EDUCATION PLANS

Faculty members are expected to have a Masters Degree in area of instruction. If educational background is lacking in regard to this job specification, the faculty member must be actively pursuing a program of study which will lead to obtaining the required degree.

Annually, at the time appointment agreements are signed, each faculty member should present to the Assistant Dean an outline of educational plans, which includes present educational level achieved, credits earned to date toward a higher degree, and future educational plans as applicable.

The Christ College of Nursing and Health Sciences

Faculty Educational Plans

Name _____

Position _____

Date _____

3.2 Present educational level achieved:

_____ Baccalaureate (non-nursing) Specify: _____

_____ B.S.N.

_____ M.S.N.

_____ M. Ed.

_____ Other Specify: _____

3.3 Credits earned to date toward a higher degree

_____ Total credits earned to date

Yes No Enrolled in a program leading to a specific degree

If Yes: Name of degree: _____

Name of College: _____

Expected completion date: _____

Yes No Taking courses but not enrolled in a specific degree program

3.4 Future educational plans: Please include your plan (with dates) for completion of a higher degree or your plans to enroll in such a program as applicable.

4.9 Process for Approving New Courses

1. Meet with Assistant Dean of Division with proposal
2. Proposal would include syllabi template, objectives, and proposed course title and number
3. Once approved by Assistant Dean, goes to President for discussion and approval
4. Once approved by President, goes to curriculum committee for final approval
5. Once approved by Curriculum committee, announcement made to College Assembly

Process approved by Curriculum committee: 12/4/06