



School of Nursing
Faculty and Staff Handbook
2021-2022



FACULTY AND STAFF HANDBOOK

School of Nursing

The University of Mississippi Medical Center

2021 - 2022

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Welcome to the UMMC *SON FACULTY AND STAFF HANDBOOK*. Please note that this document is not intended to cover every SON or UMMC policy and/or procedure. It does however, serve as a guide to direct you to the appropriate resource for both the SON and UMMC general policies.

A detailed [UMMC FACULTY AND STAFF HANDBOOK](#) can be accessed via the intranet. The handbook presents policies, procedures and regulations for all employees.

The [UMMC DOCUMENT CENTER](#) is also an excellent resource for all UMMC policies and are separated by education, healthcare, research and administration documents. *Note: You will need to login with your UMMC credentials.*

The Department of Human Resources maintains [internet](#) and [intranet](#) sites to provide employees with employee benefits including open enrollment information, employee perks and HR forms. *Note: The intranet site will require UMMC credentials to login.*

The School of Nursing maintains a [SON SharePoint site](#) that houses all common files for the school. All faculty, staff and part-time faculty have access to this SharePoint site. *Note: The SON SharePoint site will require UMMC credentials to login.*

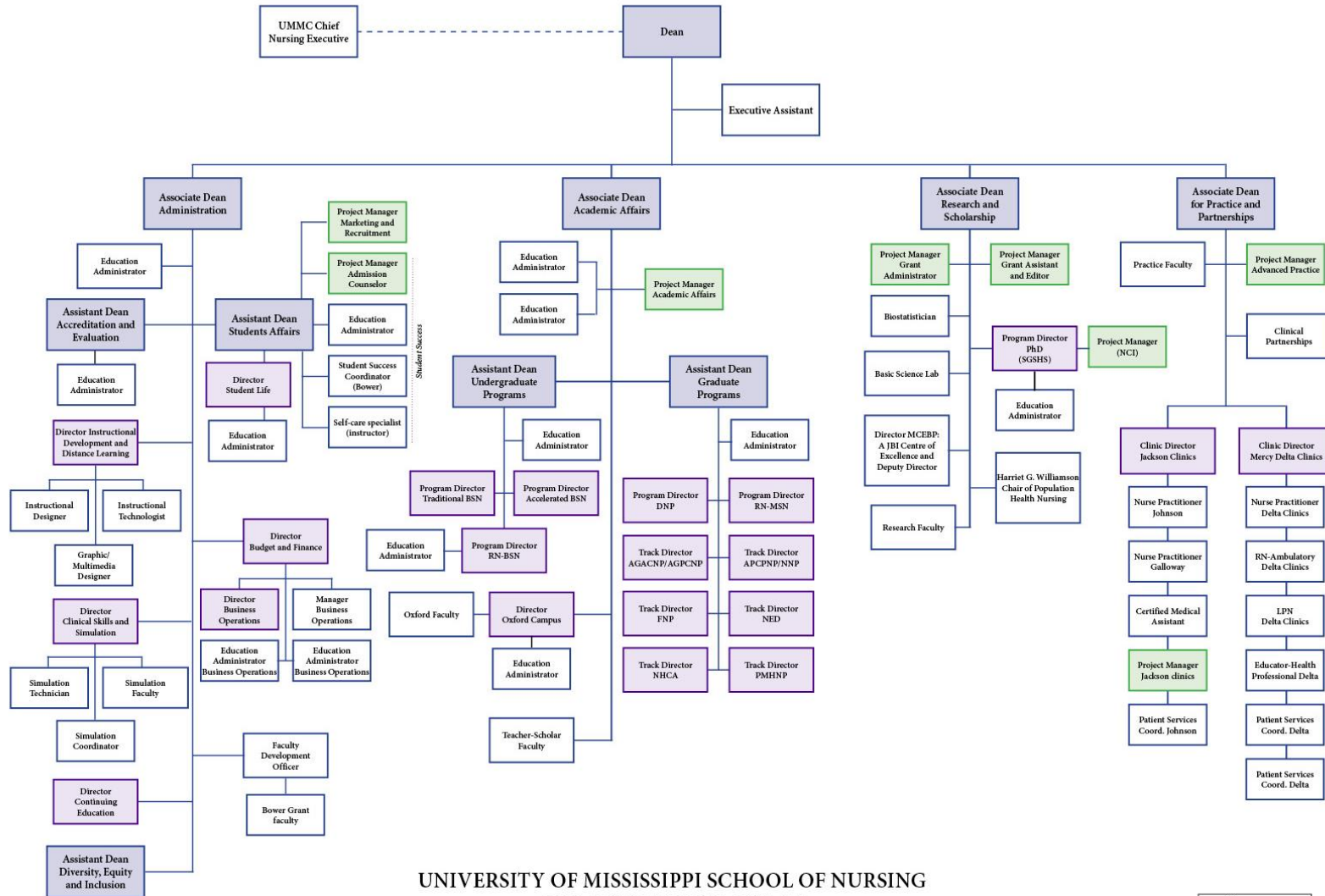
GOVERNANCE

Brief Description

The School of Nursing was authorized as a baccalaureate program by an act of the Mississippi legislature in 1948. Established as the Department of Nursing, it achieved the status of a separate school in 1958. The graduate program in nursing was established in 1970. A doctor of philosophy (PhD) program offered jointly in conjunction with the University of Southern Mississippi School of Nursing began in 1997 and in keeping with the national trends in nursing education, a doctor of nursing practice (DNP) collaborative program was established in 2009.

The baccalaureate, master's and DNP programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The PhD Program is accredited by Southern Association of Colleges and Schools (SACS) as a part of the School of Graduate Studies in Health Sciences. Functioning as a part of the University of Mississippi Medical Center, the School of Nursing assumes the responsibility for providing the people of Mississippi with registered nurses of high professional competence and for raising the professional and educational standards of the nurses already practicing in Mississippi. The School of Nursing is housed in the Christine L. Oglevee Building on the northwest side of the campus directly behind Parking Garage A. The School of Nursing is a professional school functioning within the general framework and policies of the University of Mississippi Medical Center. It reflects the purpose of the parent university and the Medical Center in its educational services for the State of Mississippi.

Organizational Chart



UNIVERSITY OF MISSISSIPPI SCHOOL OF NURSING
ORGANIZATIONAL CHART

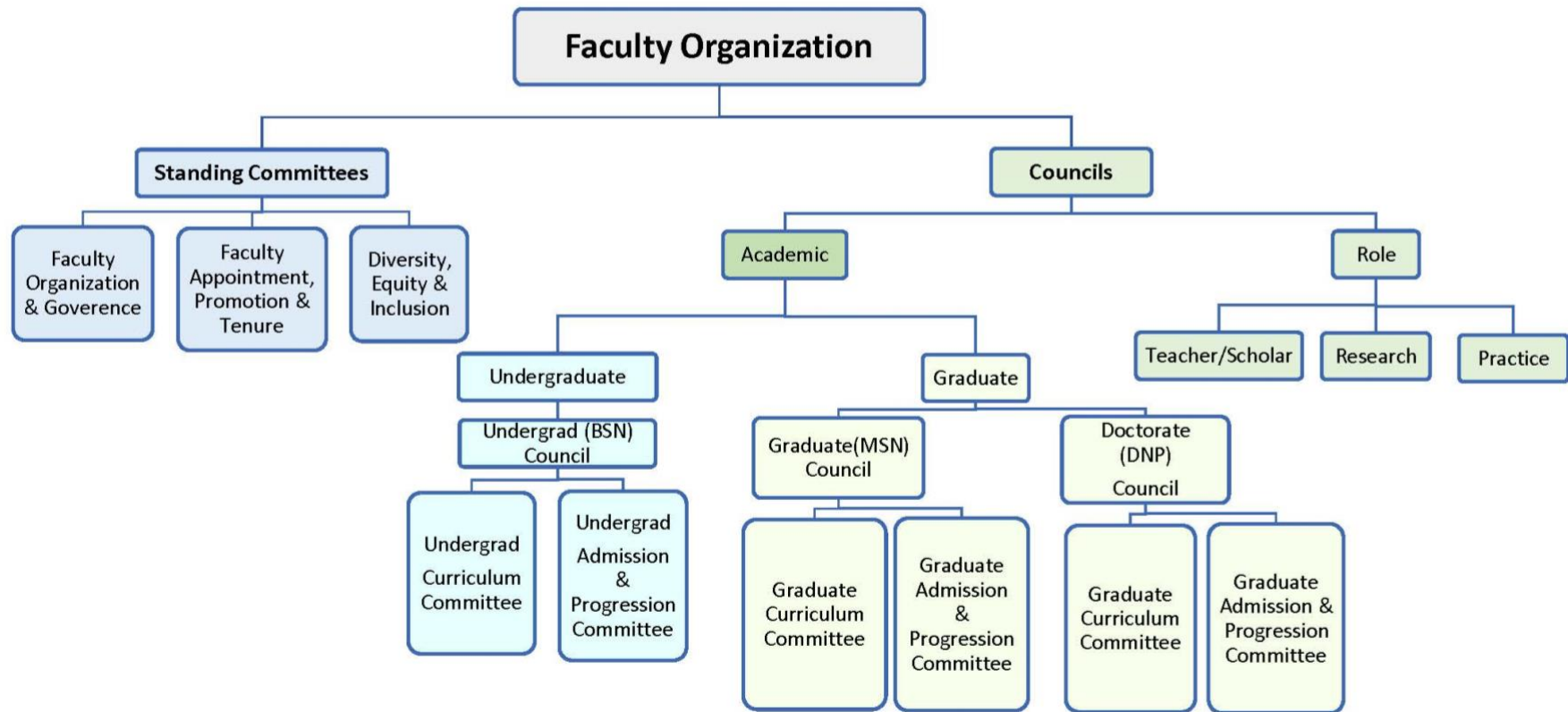
DECEMBER 2021

Key
■ Executive Council
■ Directors
■ Project Managers

Faculty Governance Model

The purpose of this model is to:

1. Provide a regular and systematic means for faculty to join in school governance and policy making.
2. Provide democratic structure for the development, implementation, and evaluation of the educational programs of the School of Nursing.
3. Advise and make recommendations to the Dean on relevant matters.



Faculty Organization Governance and Bylaws

The School of Nursing has a Faculty Organization (FOG) that is made of up standing committees and councils. A [standing committee roster and a calendar of meeting times](#) for these standing committees and councils can be found on the SharePoint site. Taskforce and special committee information is also found in the FOG section of the SON SharePoint site. FOG [bylaws](#) and all documents/minutes for all of FOG's councils and committees are also found in SharePoint.

The purpose of the faculty organization shall be to: (1) provide a regular and systematic means for faculty to join in school governance and policy making; (2) provide democratic structure for the development, implementation and evaluation of the educational programs of the School of Nursing; and (3) advise and make recommendations to the Dean on relevant matters.

The regular members of this organization shall be those persons who hold full-time faculty appointments in the School of Nursing. The associate members of this organization shall be those persons who hold part-time faculty appointments in the School of Nursing.

Faculty organization meetings occur quarterly in July, October, January and April and are found on the above-mentioned calendar on SharePoint. All faculty are expected to attend. All FOM files can be found in the [FOM shared folder](#) on SharePoint. *Note: Staff join on special occasions when invited for special presentations and events like strategic planning. They will be notified through a calendar invitation.*

Staff Organization

The staff organization was reinstated in 2013. The group meets quarterly on the Friday following the Monday Faculty Organization meeting and/or as needed. The purpose of the organization is to address staff-specific issues, provide staff development, enhance communication and for the dean to report on campus and SON news.

The position of staff organization chair is nominated and elected by the staff organization. The staff organization chair will perform the following volunteer service duties:

- Facilitate all staff organization meeting agendas and minutes
- Coordinate with the AD Office of Administration
- Plan annual staff development events and social team planning events
- Advocate for the staff as a representative of the team and voice of the staff organization
- Serves a minimum of a two-year term
- Other duties as assigned by the Office of the Dean

Mission, Core Values and Vision of the School of Nursing

Mission:

To develop nurse leaders and improve health within and beyond Mississippi through excellence in education, research, practice and service.

Core Values:**Respect**

consideration and thoughtfulness with regard to others

Excellence

the quality of being outstanding and superior

Accountability

*Responsible **to** somebody and **for** something*

Diversity

intentional inclusion of psychological, physical and social differences of others

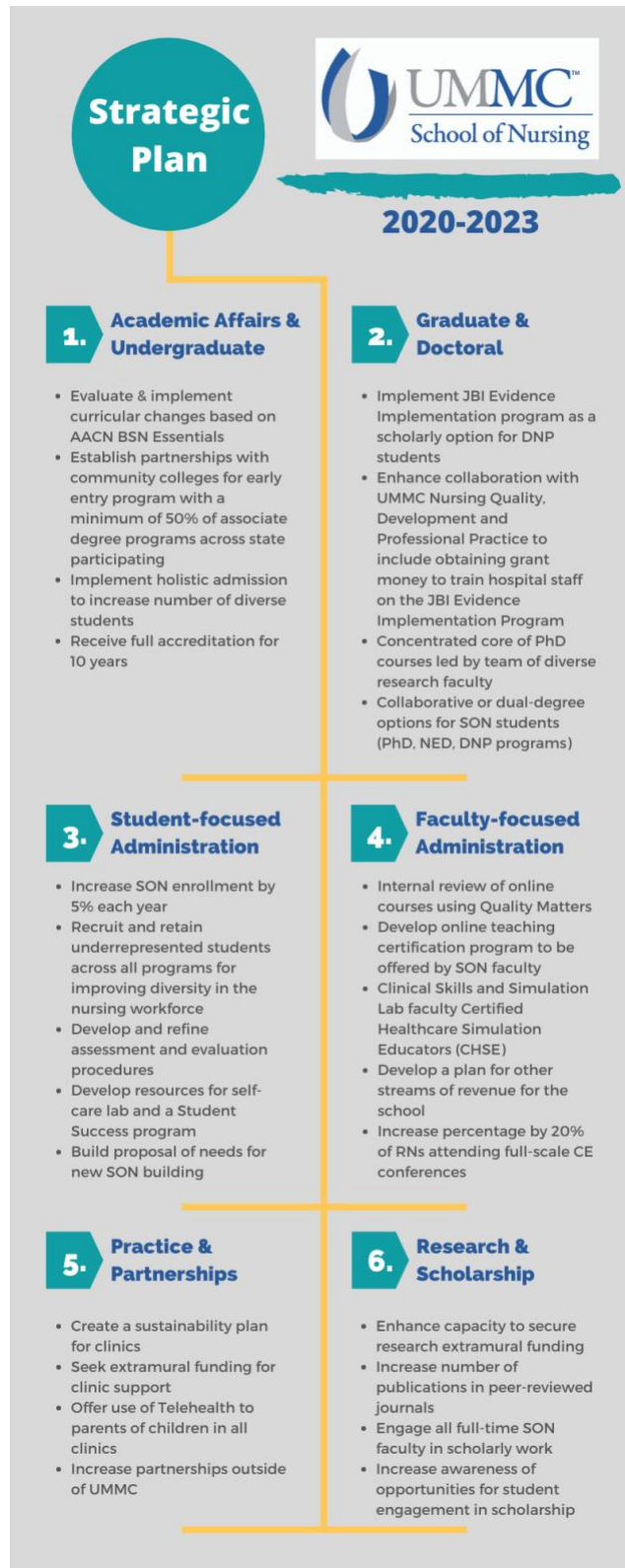
Integrity

steadfastly adhering to principles of professional standards

Vision:

Empowering Nurse Leaders, Transforming Healthcare

Strategic Plan Infographic



RESOURCES

Faculty and Staff Recruitment

The SON adheres to the UMMC Faculty Employment Policies, which include: Recruitment and Hiring; Terms of Employment; Tenured and Non-Tenured Employment; and Promotion. Likewise, the SON follows the recruitment, hiring, promotions and transfer policies for UMMC staff. All policies related to faculty and staff employment are located in the [UMMC Faculty and Staff Handbook](#).

Faculty Search Process

1. Associate deans identify faculty needs and submit to the dean for consideration.
2. The dean will review the request, obtain resources as needed and notify the appropriate associate dean. Upon approval, the associate dean/s, chair of SON faculty search committee and the director of business operations collaborate on job descriptions, qualifications and the WorkDay job posting.
3. Appropriate ads are placed by the director of budget and finance with approval from the dean.
4. University of Mississippi Medical Center (UMMC) SON is interested in qualified candidates who have similar [core values](#) to ours with a commitment towards building equitable and inclusive environments. Diversity training is required of the faculty search committee, vetting of the evaluation tool for diversity, equity, and inclusion has been performed by the Office of Diversity and Inclusion. Consider joining us in achieving our mission to develop nurse leaders and improve health within and beyond Mississippi through excellence in education, research, practice and service. UMMC is an [equal opportunity employer](#).
5. All curriculum vitae, letters of interest and reference lists with phone numbers are forwarded to the chair of the faculty search committee for initial screening by the business operations director.

Full-time applicants:

The chair of the faculty search committee will convene a meeting to determine which applicants will be interviewed. The initial interview with candidates may be via WebEx using an evaluation tool. Once the faculty search committee

determines the top applicants for the position, the chair will submit recommendations to the dean. The dean will give approval for candidates to be invited to campus*. The search committee or director of business operations will vet at least two professional references prior to inviting the candidates to campus. The search chair and dean's executive assistant will develop the itinerary for the on-campus interview with appropriate individuals invited to participate. Once the on-campus interview is complete, the chair of the faculty search committee, with assistance from the dean's executive assistant, will compile data and submit the candidates recommended for hire to the dean. The dean will communicate with the chair of the FAPT Committee and request a recommendation for rank. The dean, in collaboration with the FAPT, Faculty Affairs Department and Vice-Chancellor of Academic Affairs, determines the rank and other conditions of hire. The director of business operations, in collaboration with HR, will ensure all required information is obtained, processed and stored in the applicant folder at hire (curriculum vita, employment application, academic ranking, official transcripts and nursing license). Once a decision and offer for employment has been made, the dean or designee will communicate with all candidates.

Part-time applicants:

Upon approval from the Associate Dean of Academic Affairs and in collaboration with the program/track director, the assistant dean will coordinate the interview with the applicant. The director of business operations will request necessary documentation from the applicant and ensure that all required information is

obtained, processed and stored in the applicant folder (curriculum vita, employment application, academic ranking, official transcripts, and nursing license). If part-time faculty desire to be considered for a full-time position, they must complete the same process of application as full-time candidates. A recommendation for hire will be made to the dean or designee. Once a decision and offer for employment has been made, the dean or designee will communicate with all candidates.

SON Administrative Positions: When an administrative faculty position is available, the dean will appoint the replacement. The appointment process will be at the dean's discretion and may include application, interview and a presentation to the faculty. In collaboration with the dean, the Associate Dean for Administration will oversee the process. Succession planning (the development of future leaders for specific positions) is valued by the school and university. Associate Dean positions may be appointed through this process. The DEAL Fellowship is the Dean's Emerging Academic Leadership program that is an opportunity for those interested to have formal leadership development training for future or current roles. All administrative roles are appointments and may be reappointed as deemed necessary by the dean.

*If social distancing is in place, the interview may be conducted using a virtual format.

Faculty Role Expectations

Teaching

Teaching is engaging in specifically designed interactions with the student which facilitate, promote, and result in student learning. The percent of teaching effort is based on the faculty role, as outlined in the workload guidance document which can be found on [SharePoint](#).

Elements of teaching may include but are not limited to:

- **Content Expertise** is the formally recognized knowledge, skills, and abilities a faculty member possesses in a chosen field by virtue of advanced training, education, or experience.
- **Instructional Delivery Skills** are those human interactive skills which promote or facilitate learning including the ability to motivate students, generate enthusiasm, and communicate effectively.
- **Clinical Proficiency** is the ability to select and maintain clinical learning environments that facilitate competence and enhances the application of skills and knowledge to practice.
- **Instructional Design Skills** are those technical skills in 1) designing, sequencing, and presenting experiences which facilitate learning; and 2) designing, developing, and implementing tools and procedures for assessing student learning outcomes.
- **Course Management** are those organizational and bureaucratic tasks involved in maintaining and operating a course.

Teaching activities may include but are not limited to:

Instructional

- Creates and maintains an intellectual environment conducive to critical thinking and learning

- Teaches assigned classes and conducts assigned clinicals
- Participates actively with course team in planning, implementation and evaluation of course with continuous quality improvement
- Uses effective teaching strategies, content and teaching materials that are appropriate to the instructional objectives and individualized learning needs, level and program outcomes
- Remains current with trends in higher education, nursing education, and evidence-based nursing knowledge
- Uses current technology and materials in learning environments
- Provides effective clinical instruction and supervision of students in clinical areas
- Uses appropriate evaluation techniques as measures of teaching and student performance
- Provides prompt and clear feedback to students
- Provides individual advisement to advisees at least once each semester and more often as needed
- Refers students to other resources as appropriate

Other

- Communicates with appropriate course coordinator, director and/or assistant dean regarding student progress
- Adheres to SON academic policies in evaluation of student classroom and clinical performance
- Obtains student and administrator evaluations of teaching effectiveness
- Communicates appropriately with others in all faculty role activities (students, peers, administrators, agency personnel, community)
- Participates in developing and maintaining excellence in the educational programs offered by the SON
- Maintains office hours for availability to students, faculty and administrators
- Maintains availability to administrator during regular office hours (8:00 a.m. to 4:30 p.m. Monday through Friday) by email, virtual, or phone

Research/Scholarship

Research/Scholarship is a commitment to inquiry, including generating new knowledge, leading scholarly pursuits, translating findings to education and practice, and disseminating knowledge that aims to improve health and/or enhance well-being.

Faculty members are expected to be involved in research and/or scholarship, based on faculty appointment and rank according to the promotion and tenure guidelines.^{1,2}

- **Research** is defined as activities that demonstrate evidence of progressive development and contributions of new knowledge to a chosen field or translation of knowledge to new populations.
- **Scholarship** is defined as the generation, synthesis, translation, application, and dissemination of knowledge that aims to improve health and transform healthcare (AACN, 2018).

Research activities may include but are not limited to:

- Development and submission of research proposals and grants
- Carrying out the aims of funded research
- Data collection and analysis
- Dissemination of results in publication and presentations
- Manuscript, abstract and grant submissions

Scholarly activities may include but are not limited to:

- Published evaluations of novel approaches to teaching or teaching methodology, innovative approaches to teaching in clinical settings, patient-care services, program development and innovation, outcomes of innovative programs and/or services
- Planning, conducting, and disseminating clinical quality improvement project
- Evidence of external transfer of innovative teaching and/or clinical service models

- Authorship of professional practice guidelines and publications of textbooks, book chapters, monographs, digital media, extended learning materials, or other educational materials
- Invited presentation, poster and podium presentations, and published abstracts
- Consultation to government agencies, industry, or professional groups
- Securement and/or participation in competitive grants or contracts for teaching, practice, or service programs
- Authorship in peer reviewed publications
- Peer reviewer of journal publications

¹ Any faculty member with funded research or scholarly projects will have an appropriate reduction in teaching commensurate with funded responsibilities or project requirements as noted in the faculty guidance document located on [SharePoint](#).

² UMMC, SON and state/national accreditation compliance requirements: 10 contact hours of continuing education annually (CE certificates must be maintained for IHL audit); and annual compliance and integrity requirements.

Service

Service is the participation in activities, and/or projects that enhance the mission of the school/university to serve its students and/or the community. The Service Role includes service to the faculty member's school, the university, to discipline/profession, and/or to the community/public.

To the **Institution (school & university)** is expected of all faculty members and includes activities such as but not limited to:

- Membership on committees as assigned/elected
- Attendance and participation in official functions/events of the SON/University such as faculty meetings, graduation, honors day, and pinning
- Representation of UMMC SON for the recruitment of Faculty and Students
- Other Services as assigned by the school

To the **Discipline/Profession** may include activities such as but not limited to:

- Clinical practice³
- National board certifications or awards
- Expert panel or committee membership
- Participation in local, state, regional, national or international professional organizations and publications (e.g., journal reviewer, service on editorial boards, board leadership)

To the **Community/Public** may include activities such as but not limited to:

- Health-related, or area of expertise service activities
- Presentations to the public

³Refer to the faculty practice guidance document on workload allocation located on [SharePoint](#).

AACN (2018, March 26). *Defining scholarship for academic nursing*. <https://www.aacnnursing.org/News-Information/Position-Statements-White-Papers/Defining-Scholarship-Nursing>

Approved: December 2nd 2020

¹This Document is adapted from the following institutions as a like institution sampling was examined for the development of this document: UMMC SON prior role document, James Madison University SON, Northeastern University SON, Southwest Tennessee College, University of Kentucky CON, University of Maryland SON, Virginia Commonwealth University SON

Annual Faculty Evaluation Process

The goal of the annual faculty evaluation is to determine if faculty members are meeting their annual professional and academic goals and if they are satisfied with the support and resources provided to them. The annual faculty evaluation process in the School of Nursing is as follows:

Faculty evaluations occur every year unless otherwise noted. The faculty evaluation process will consist of the following:

Faculty will complete:

- Self-evaluation of the Standards of Performance for the respective role (teaching, research, practice) for previous year;
- Evaluation of Professional Goal Achievement for previous year(s); and
- Professional Development Goals for the upcoming year.
- Updated CV to the Office of Research and Scholarship

Any faculty whose performance appraisal for the preceding year did not meet the Standards of Performance in any area or who has been placed on a performance improvement plan will be evaluated on an as needed basis.

Once complete, the faculty member sends the individual development plan (IDP) to their supervisor and completes a self-appraisal in the UMMC evaluation software system, for review by the appropriate individuals. Faculty schedule an appointment with supervisor to discuss the evaluation. After evaluation documents are signed by the faculty member and supervisory individual, the evaluations are available to the dean for review.

Specific policies for faculty seeking promotion and/or tenure are available on the SON SharePoint site (Faculty Governance – Standing Committees – Faculty Appointment Promotion and Tenure Committee).

**School of Nursing
University of Mississippi Medical Center
Annual Faculty Evaluation IDP**

Faculty Member Name: _____

Supervisor Name: _____

Evaluation Period: Academic Year (AY) _____

Date of Review: _____

Rank (Instructor, Assistant, Associate or Professor): _____

Track (Tenure or Non-Tenure): _____

Percentages of Effort for Current AY (Teaching-Research/Scholarship-Practice/Service; if you are unsure of your percentages of effort, refer to the WLU document and speak with your supervisor for guidance):

- Teaching:
- Research/Scholarship:
- Practice/Service:

Goals/Objectives and Outcomes from Previous AY: (expand table as needed)

<i>Mission:</i> Teaching, Research/ Scholarship, Practice/Service, Administration <i>(Must have goals in each category with the exception of administration)</i>	<i>Goals</i> (Overall goal of what is to be accomplished)	<i>Objectives</i> (Activities to accomplish goal)	<i>Outcomes</i> (What activities were completed and what were the outcomes or results?)	Was the <i>Expected</i> outcome Achieved? (Yes/No) Continue next year? (Yes/No)

Goals/Objectives and Outcomes for next AY: (expand table as needed)

<i>Mission:</i> Teaching, Research/ Scholarship, Practice/Service, Administration <i>(Must have goals in each category with the exception of administration)</i>	<i>Goals</i> (Overall goal of what is to be accomplished)	<i>Objectives</i> (Activities to accomplish goal)	<i>Expected Outcomes</i>

Long-term Goals for the next 3-5 Years: (expand table as needed)

<i>Mission:</i> Teaching, Research/ Scholarship, Practice/Service, Administration (<i>Must have goals in each category with the exception of administration</i>)	<i>Goals</i> (Overall goal of what is to be accomplished)	<i>Objectives</i> (Activities to accomplish goal)	<i>Expected Outcomes</i>

List any barriers you can identify to achieving your goals listed above and **what can your supervisor do** to facilitate your forward progress?

The following information is an *Academic Progress Worksheet*, provided by the Office of Faculty Affairs. We have made a few edits to make the document more applicable to our School of Nursing. This document is an exercise to help as you consider your role within the school. Please remember that we are all different with unique areas of emphasis and percentages of effort. The worksheet's purpose is to help you focus on your progress as you develop as a faculty member in our school.

Academic Progress Worksheet

Research/Scholarship Activities (____ % effort)	Progress	Notes
Publications in peer-reviewed journals	____ Making Progress ____ Area to Address ____ N/A	
Record of grant submissions and awards	____ Making Progress ____ Area to Address ____ N/A	
Presentations at local, state, regional, national and international meetings or conferences	____ Making Progress ____ Area to Address ____ N/A	
Writing book chapters, chapter/book reviews and other forms of expansion or sharing of knowledge and skills	____ Making Progress ____ Area to Address ____ N/A	
Member of review or editorial boards of peer reviewed journals	____ Making Progress ____ Area to Address ____ N/A	
Participation in doctoral education, training grants, or doctoral program project grants	____ Making Progress ____ Area to Address ____ N/A	
Awards and recognitions for scholarship	____ Making Progress ____ Area to Address ____ N/A	
Other:	____ Making Progress ____ Area to Address ____ N/A	

Teaching Activities (____% effort)	Progress	Notes
Significant participation and <i>leadership</i> role in: the education of students, continuing education, and other educational programs	____ Making Progress ____ Area to Address ____ N/A	
Development and implementation of curricular initiatives or teaching materials	____ Making Progress ____ Area to Address ____ N/A	
Significant participation and leadership role in the education of students, continuing education, and other educational programs	____ Making Progress ____ Area to Address ____ N/A	
Development and implementation of curricular initiatives or teaching materials	____ Making Progress ____ Area to Address ____ N/A	
Teaching Effectiveness: Summary of surveys, evaluations, or ratings by students	____ Making Progress ____ Area to Address ____ N/A	
Evidence that the faculty member serves as a role model or mentor; provides advising	____ Making Progress ____ Area to Address ____ N/A	
Regional and <i>national</i> contributions in educational arenas	____ Making Progress ____ Area to Address ____ N/A	
Develops/creates clinical teaching scenarios for simulation/classroom activities	____ Making Progress ____ Area to Address ____ N/A	
Awards and recognitions for Teaching	____ Making Progress ____ Area to Address ____ N/A	
Certifications r/t Teaching	____ Making Progress ____ Area to Address ____ N/A	
Other:	____ Making Progress ____ Area to Address ____ N/A	
Practice/Service Activities (____% effort)	Progress	Notes
Active member of local, state, national or international professional organizations	____ Making Progress ____ Area to Address ____ N/A	
Leadership role in departmental, school, health science center or hospital committees	____ Making Progress ____ Area to Address ____ N/A	
Leadership role in professional organization committees at a state or national level	____ Making Progress ____ Area to Address ____ N/A	
Service as a <i>leader</i> in an administrative role in the school or institution	____ Making Progress ____ Area to Address ____ N/A	

Community engagement; leadership in service to a community organization	<input type="checkbox"/> Making Progress <input type="checkbox"/> Area to Address <input type="checkbox"/> N/A	
Implementation of innovations that enhance patient care	<input type="checkbox"/> Making Progress <input type="checkbox"/> Area to Address <input type="checkbox"/> N/A	
Maintain expertise through current practice in school based clinics	<input type="checkbox"/> Making Progress <input type="checkbox"/> Area to Address <input type="checkbox"/> N/A	
Maintain expertise through current practice in other clinical settings	<input type="checkbox"/> Making Progress <input type="checkbox"/> Area to Address <input type="checkbox"/> N/A	
Awards and Recognitions for Practice or Service	<input type="checkbox"/> Making Progress <input type="checkbox"/> Area to Address <input type="checkbox"/> N/A	
Other:	<input type="checkbox"/> Making Progress <input type="checkbox"/> Area to Address <input type="checkbox"/> N/A	

Faculty Progress Review Checklist:

The above faculty member and I met to review academic progress. We reviewed and discussed the following information:

- Reviewed faculty member's updated CV on SharePoint
- Reviewed faculty member's current allotment of percent effort for various activities based on Workload Document
- Discussed requirements for promotion based on the faculty member's rank and position type
- Reviewed the faculty member's progress towards promotion
- Identified areas to pursue to ensure progress towards promotion

SUMMARY (TO BE REVIEWED WITH THE FACULTY MEMBER)

- I feel the faculty member is making satisfactory progress towards promotion if the current trajectory continues.
- I feel the faculty member has the potential to make satisfactory progress towards promotion if the following areas are addressed. We will meet again in _____ to review whether progress has been made. Specific tasks to be completed by the faculty member include:

1. _____
2. _____
3. _____

I have concerns about the faculty member's progress towards promotion. I have communicated my concern to the faculty member and have taken action to provide assistance to the faculty member. We will meet again in _____ to review whether progress has been made. Specific tasks to be completed by the faculty member include:

1. _____
2. _____
3. _____

Signatures: All signatures must be obtained before uploading in faculty evaluation system.

Employee Signature: _____

I have met with my supervisor and have reviewed the above information. I understand the steps needed to make forward progress towards my academic advancement.

Date: _____

Supervisor Signature: _____

Date: _____

Dean Signature: _____

(Please send to Ms. Bettie Butler for dean's signature. Must give 1 week to review materials)

Date: _____

Staff Evaluation

Staff evaluations are conducted on an annual basis by the staff member's supervisor, consistent with UMMC policy. The staff evaluations are completed by the Halogen software. To access Halogen, log in to WorkDay. Once logged in, click on the Halogen icon under the Applications box on the right-hand side of the screen. Any available evaluations and action steps will be available in the supervisor and supervisee roles on their own individual home pages. Deadlines will also be posted as well as emails will be sent out when actions need to be completed.

Students

Policies and procedures related to SON students – student advisement, orientation, clinical practice, examinations, grading, professional expectations, certification for graduation, etc. – are available and accessible in the [SON Student Handbook](#); [SGSHS Student Handbook](#); [UMMC Bulletin](#); and on the [SON website](#).

[Policies relevant to education](#) for all schools (by the UMMC Office of Academic Affairs) and the School of Nursing are located on the UMMC Document Center.

Academic grievance:

An **academic grievance** is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary or capricious. **Please note that grades may not be grieved.** Questions related to student policies should be referred to the associate dean for academic affairs.

The [academic grievance procedures and forms](#) can be accessed on the [Current Students](#) tab of the SON website or under the Office of Student Affairs section. The [SON Grievance/Complaint Policy](#) can also be found in the Document Center.

Facilities

Both the Jackson and Oxford campuses afford faculty, staff and students a rich environment for learning. The Collaboration for Innovation in Nursing Education (CINE) is located in the Christine Oglevee Building on the Jackson campus. Faculty, staff and students from both the Jackson and Oxford Campuses may access help and support services from CINE Staff, as well as from the [UMMC Help Desk](#).

The CINE staff is comprised of a Director, an instructional designer and an instructional technologist. Policies of the CINE are available on the SON SharePoint site.

The SON Clinical Skills and Simulation Labs house areas for simulation and skills practice in the Christine Oglevee Building, in the Classroom Wing, as well as the Oxford Campus. Clinical Skills and Simulation labs Policy and Procedure information may be found on the SON SharePoint site in the Clinical Skills and Simulation Labs folder.

The SON building contains offices, classroom and conference spaces; labs; lounge areas; study areas; and a basic sciences lab. Contact information is available through office staff and accessible on the SON website on the [Faculty and Staff Resources page](#).

CURRICULUM

Programs of Study

The SON offers degree options at the baccalaureate, masters and doctoral levels. Students who are seeking a PhD in Nursing abide by the policies of the School of Graduate Studies in the Health Sciences as well as those of the SON.

The [Bulletin](#) details admission, progression and completion information as well as course descriptions and plans of study for each program. Questions related to a specific program should be referred to the respective program director or assistant dean.

Program	Director	Contact Information
Traditional BSN	Dr. Keyshawna 'Nikki' Lee	Email: nlee3@umc.edu Phone: 601.815.9546
Accelerated BSN	Dr. Chelsey Andries	Email: candries@umc.edu Phone: 601-984-1859
Director of Oxford Campus	Dr. Eva Tatum	Email: etatum@umc.edu Phone: 662.915.2093
RN to BSN	Mrs. Sherri Franklin	Email: sdfranklin@umc.edu Phone: 601.815.9998
RN to MSN	Dr. Tina Ferrell	Email: cdferrell@umc.edu Phone: 601.815.9024
Acute/Primary Care Pediatric and Neonatal Nurse Practitioner tracks (MSN)	Dr. Michelle Goreth	Email: dmgoreth@umc.edu Phone: 601.815.4122
Adult-Gerontology Acute/Primary Care Nurse Practitioner tracks (MSN)	Dr. Audwin Fletcher	Email: afletcher@umc.edu Phone: 601-984-6210
Family Nurse Practitioner track (MSN)	Dr. Derek Holt	Email: dholt@umc.edu Phone: 601.984.6200
Family Psychiatric/Mental Health Nurse Practitioner track (MSN)	Dr. Carl H. Mangum, II	Email: cmangum@umc.edu Phone: 601.984.6269
Nurse Educator track (MSN)	Dr. Kimberly Douglas	Email: kddouglas@umc.edu Phone: 601.815.6261
Nursing and Health Care Administrator track (MSN)	Mrs. Jeanne F. Calcote	Email: mcalcote@umc.edu Phone: 601.984.4192
DNP, BSN-DNP	Dr. Michelle Palokas	Email: mpalokas@umc.edu Phone: 601.815.4161
PhD in Nursing, BSN-PhD	Dr. Mary W. Stewart	Email: mstewart4@umc.edu Phone: 601.984.6260

Course Coordinators

Roles and responsibilities of course coordinators in the [Undergraduate](#) and [Graduate](#) Programs are detailed in course coordinator handbooks. These handbooks are available in the Office of the Associate Dean for Academic Affairs and on the SON SharePoint site in the Office of Academic Affairs folder.

Preceptors and Facilitators

Guidelines, preceptor responsibilities, orientation procedures and evaluation documents for preceptors and facilitators are available in the Office of the Associate Dean for Academic Affairs and on the SON SharePoint site in the Office of Academic Affairs folder. [Preceptor/facilitator web pages](#) are on the SON website.

Website Information/Updates

The continual increase in the use of the Internet and the UMMC Intranet for communication, archives, and tracking has led to efforts to coordinate posting of information on websites. These processes, outlined on the next page, are aimed at ensuring accuracy and clarity of electronic and print information available to the community of interest.

Verification of Accuracy of Online and Print Materials

Student Affairs *Assistant Dean for Student Affairs and Director of Student Life	General *Dean	Research *Associate Dean for Research and Scholarship	Practice *Associate Dean for Practice and Partnerships	
<ul style="list-style-type: none"> • Current and prospective students • Financial aid • Nursing scholarships • Tuition & estimated cost of attendance • Student affairs <ul style="list-style-type: none"> • Ignite Career Fair • Service learning • Student handbook • Student organizations • Student services 	<ul style="list-style-type: none"> • Core values • Homepage • Mission and strategic map • Welcome to the SON 	<ul style="list-style-type: none"> • Faculty research expertise & interests • Labs and Settings • Research news • Research resources • Research staff • STT Research Grants 	<ul style="list-style-type: none"> • Faculty practice <ul style="list-style-type: none"> • Delta SBC • Jackson SBC • Mercy Delta Express 	
Academic Programs: Undergraduate *Associate Dean for Academic Affairs and Assistant Dean for Undergraduate Programs	Academic Programs: Graduate *Associate Dean for Academic Affairs and Assistant Dean for Graduate Programs	Academic Programs: Graduate * Director of PhD Program		
<ul style="list-style-type: none"> • Traditional BSN & Freshman EE • Accelerated BSN (Jackson/Oxford) • RN-BSN • Application and deadlines • Preceptors 	<ul style="list-style-type: none"> • RN-MSN & Early-Entry • MSN & Post-MSN • DNP, BSN-DNP and Early-Entry • Application and deadlines • Preceptors 	<ul style="list-style-type: none"> • PhD & BSN-PhD • Application and deadlines 		
General * Associate Dean for Academic Affairs	Faculty and Staff *Director of Business Operations	About Us * Project Manager for Marketing and Recruitment	Joanna Briggs Collaboration * Director of MS Centre of Evidence-Based Practice	Accreditation * Assistant Dean for Accreditation and Evaluation
<ul style="list-style-type: none"> • Academic calendar • Academic grievance • Continuing education • Diversity and inclusion • Faculty-student advisement • SON yellow pages • Technical standards 	<ul style="list-style-type: none"> • Faculty directory • Staff directory 	<ul style="list-style-type: none"> • About the SON • Alumni • Application deadlines • Apply online • Calendar of events • Campus locations • Contact us • History of the SON • News • UMMC advantage 	<ul style="list-style-type: none"> • Comprehensive Systematic Review Training Program • Mississippi Centre of Evidenced-Based Practice 	<ul style="list-style-type: none"> • Accreditation • Final approval of all changes for accuracy

- * Indicates primary approver of content.
- All print and online materials will be reviewed and updated twice annually by June 31 and December 31, and as needed. The *Bulletin* is reviewed and updated each semester.
- All updates to the website should be submitted to the Graphic/Multimedia Designer via email. For web content changes: One-week notice is suggested; changes to the website will be made promptly. Please note: Web changes may be delayed by DIS if involving navigation or anything beyond content change.
- Recruitment or marketing items, including advertisements, brochures, handouts and other materials, should be submitted to the Project Manager for Recruitment and Marketing.
- All recruitment item purchases, including those purchased by grants, which contain school name, logo or program information, should be reviewed by the Project Manager for Recruitment and Marketing, in tandem with the Graphic/Multimedia Designer, before purchases are made.
- Please note: In addition to the process outlined above, prior to public dissemination, the Office of Institutional Advancement (Public Affairs and Marketing) must also review any materials intended to be used for marketing, recruitment, promotional or public-relations purposes, including but not limited to newsletters, banners, brochures and advertisements.
- A campus-wide social media policy addresses social media use, and as such, social media sites that represent or are affiliated with the School of Nursing must be approved, monitored and possibly managed by the Office of Institutional Advancement (Public Affairs), in tandem with the Project Manager for Recruitment and Marketing & Graphic/Multimedia Designer. These sites are included, but not limited to, Facebook, Instagram, Twitter and GiveGab. An affiliation with the School of Nursing can include consortium or organizational-related social media sites.

School of Nursing Syllabi Templates

The School of Nursing undergraduate and graduate syllabi templates are housed on the SON SharePoint. The [undergraduate syllabus template](#) is maintained by the Undergraduate and Curriculum Committee (UGCC) and the [graduate syllabus template](#) is maintained by the Graduate Curriculum Committee (GCC).

Clinical Education Placement

Clinical Education Placement agreements are made between the School of Nursing and the clinic location for each site that any of SON students use for preceptors. If there is a need for an education agreement to be established, contact Tina Reeves, education administrator, at treeves@umc.edu.

Preceptor and Clinic Location Process

IHL Guidelines regarding use of preceptors are as follows:

1. The use of preceptors is consistent with the overall outcomes of the program
2. The preceptor shall be academically/experientially prepared in nursing at the level for which the service is rendered and shall have a minimum of one year of clinical experience.

A Clinical Education Placement Agreement must be in place with any agency in which a preceptor is used. An [updated list of approved site locations](#) is located on the School of Nursing SharePoint site. Students may request a copy of the list by contacting Tina Reeves, education administrator, at treeves@umc.edu. If a site is not listed, then a request for a new clinic location should be submitted to Tina Reeves in the Office of Academic Affairs. Please contact Mrs. Reeves for a copy of the [New Clinic Request form](#).

Students may only complete their clinic requirements at locations in the state of Mississippi.

Preceptors are responsible for submitting to the student a current copy of their license and certification. The license and certification must display the effective and expiration dates. A copy of their diploma is not acceptable.

Each Preceptor Agreement form must contain the required documentation of the preceptor's:

Education verification

Clinical experience verification

R.N. License and Advanced Practice RN License, if appropriate

Certification (i.e. Role Specific – AGACNP, AGNP, FNP, FPMHNP, NED, NHCA, NNP, PNP) – if appropriate

The Preceptor Agreement form and New Clinic Request form are located on the SON SharePoint site.

Faculty is responsible for verifying that preceptors are qualified based on desired student and course outcomes.

Faculty/student will provide written information to the preceptor prior to clinical experiences including:

1. The date and times of student experiences
2. The expected outcomes of the experience(s)
3. Names of student(s) with assigned preceptor
4. Validation that student(s) meet health requirements, CPR certification, malpractice coverage, Hepatitis B immunization series, licensure if applicable
5. Any additional information required by the agency or requested by the preceptor
6. Course overview/clinical objectives for the rotation

Faculty must make an initial visit with the preceptor via phone or WebEx to orient the preceptor to the course, clinical objectives, the clinical expectation for the student and evaluation process. Faculty are to use their best judgment to determine subsequent follow-up with preceptors and students and via which method (e.g., face-to-face, WebEx, Zoom, telephone). Faculty are responsible for monitoring student progress. Any student in academic difficulty should be monitored more often and a plan developed with the student and preceptor to monitor and document progress to ensure a successful experience.

Upon the completion of the clinical experience the following evaluations will be completed either electronically or in paper format.

1. Student Evaluation of Preceptor
2. Student Evaluation of Residency Experience and Site
3. Preceptor Evaluation of Student
4. Student Evaluation of Faculty

At the end of the semester, a Thank You letter should be sent to the preceptor. The letter should include verification of the number of clinical hours they spent with the student.

Faculty is responsible for completing interim and final evaluation on all students and for regularly contacting students and preceptor during the process.

The course education administrator will retain any and all of the course records regarding the preceptor used and qualifications of the preceptors should this information be requested at any time by the School, University or IHL.

Effective 5/97; Revised 9/19; 3/21

EVALUATION

Evaluation Documents

Specific evaluation documents (agency, course, alumni, employer, student, and faculty) are available in the Office of the Assistant Dean for Accreditation & Evaluation.

Questions related to those documents and the [Master Evaluation Plan](#) should be directed to that office. The current and archived Master Evaluation Plans are housed on the SON SharePoint site.

MISCELLANEOUS

Badge Access Policy & Procedures

1. University of Mississippi Medical Center (UMMC) School of Nursing (SON) and Classroom Wing (CW) entrances to the building are by badge access only. The doors are unlocked during working hours, but all lock during nights and weekends.
2. UMMC SON Employees — All UMMC SON faculty and staff will have 24/7 access to the UMMC SON exterior doors via badge access. Business Operations is responsible for employee badge access.
 - a. Access is granted when an employee is hired by the UMMC SON on the first day of employment by the business operations system administrator. Building access is part of the SON orientation process for new employees.
 - b. Access is removed by business operations system administrator when employee is terminated by the UMMC SON. This is an item on the termination check list for the UMMC SON. For immediate, hostile and/or forced terminations, the SON supervisor of the SON employee being terminated is responsible for contacting the SON business operations system administrator for immediate revoking of access.
3. UMMC SON students — All UMMC SON students will have student access which is set up in the badge access system as the following: Academic Affairs is responsible for student badge access.
 - a. Hours – 6:00 am to 8:00 pm seven days a week
 - b. Access is granted when a list of incoming students is given to the academic affairs system administrator by the academic programs at the beginning of each semester. Building access is part of the SON orientation process for new students.
 - c. Access is removed at student graduation or withdrawal/removal from the program. This information is to be given to the academic affairs system administrator by the appropriate academic program director.
 - d. If access, other than the student access defined above is needed, a request will need to be made to the academic affairs system administrator. The request will need to include the student's name, the purpose of the

expanded access, and a date which the expanded access is to be taken away. This request can be made via email or in memo format. The request will be kept on file for the duration of that access being granted.

- e. For expanded access, the system administrator will either use the temporary access feature in Cardkey or will enter as a permanent change with noted period of access.
4. Non UMMC SON employees or students – Occasionally it is necessary for a non-UMMC SON employee/student to have access to the SON building via card access. Should this be necessary, the following guidelines will be followed:
- a. A request will need to be made to the system administrator in the dean's office. The request will need to include the requestor's name and contact information, the purpose of the access, and the requested period of access. This request can be made via email or in memo format. The request will be kept on file for the duration of that access being granted. Examples: UMMC faculty from other departments teaching in the SON building after hours, UMMC students from other schools completing work in the SON Basic Science Lab.
 - b. Special Events – On occasions, it is necessary for the SON exterior doors to be open to the general public after hours during the week or on a weekend. If this is needed, a request will need to be made to the system administrator in the dean's office. The request will need to include the requestor's name and contact information, the purpose of the access, and the requested period of access. This request can be made via email or in memo format. The request will be kept on file for the duration of that access being granted.

Conference Calls (Audio and Video)

Audio and Video Conferencing services are available through the Collaboration for Innovation in Nursing Education. If you need to organize any audio and/or video conference, please contact Michael Vaughan or Dr. Christian Pruett. A WebEx session will be created, and connectivity information will be forwarded to you via email. Please be sure to outline the date needed, time and duration of the call when making the request.

1. Contact Michael Vaughan or Dr. Christian Pruett.
2. Send the connectivity information to your attendees.
3. CINE Staff will assist in setting up the appropriate meeting space.

If you would like your own personal WebEx room for meetings, class and/or special presentations/events, contact Amy Robertson at adrobotson@umc.edu to setup a ticket in DIS Service Catalog to request your own WebEx personal room.

Criminal Background Checks

1. Prior to final acceptance into the School of Nursing (SON), all applicants must complete a criminal history and background check. Accepted applicants will be scheduled an appointment with UMMC Department of Human Resources where a set of digital fingerprints will be acquired. Fingerprints will be submitted to the Mississippi (MS) Public Safety Commission and the Department of Justice Federal Bureau of Investigation for a criminal background check.
2. If any potentially disqualifying event is reported, Human Resources (HR) will mail a copy of the criminal history report record to both the applicant and the SON associate dean for academic affairs.
3. Upon receipt of the criminal history report, the applicant's acceptance will be placed on HOLD.
4. The associate dean for academic affairs will notify the applicant that he/she may provide written explanation for listed offenses including mitigating circumstances and planned appeals of inaccurate information.
5. The associate dean will confer with Counsel (if needed) to determine whether or not any reported incident would disqualify the applicant for admission to the SON based on MS Code:

Section §37-29-232: "if the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(g), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the health care professional/vocational technical academic program of study. Any preadmission agreement executed by the health care professional/vocational technical academic program shall be voidable if the student receives a disqualifying criminal history record check."

6. The associate dean for academic affairs will summarize the contents of documents submitted by HR and the applicant to the SON Executive Council for consideration and recommendation based on the seriousness and/or pattern of reported incidents. This group consists of the SON dean and associate deans.
 - a) Information contained in a criminal history record check will not be used to unlawfully discriminate in the admissions process.
 - b) The Executive Council will consider all available information including documents submitted by the applicant on a case-by-case basis and decide what impact the incident(s) or disqualifying event(s) might have with regard to SON admission.

Section § 37-29-232 stipulates that the health care professional academic program may grant waivers for those mitigating circumstances, which shall include, but not be limited to:

- the age at which the crime was committed;
 - circumstances surrounding the crime (nature and frequency of all reported offences);
 - length of time since the conviction and criminal history since conviction;
 - work history; current employment and character references;
 - other evidence (such as rehabilitation) demonstrating the ability of the student to perform the clinical responsibilities competently and that the student does not pose a threat to the health or safety of patients in the licensed health care entities in which they will be conducting clinical experiences.
7. The Executive Council will render a final decision as to whether or not the incident(s) or disqualifying event(s) preclude admission to the SON. Outcomes include a) offer of acceptance remains intact, or b) the offer of acceptance is rescinded and student is denied admission.
 8. The associate dean for academic affairs will notify the applicant of the above decision in writing and send a copy to Human Resources.

9. For applicants NOT ACCEPTED, all documents, including the criminal history report records shall be destroyed after admission action is taken. For applicants ACCEPTED, the criminal history report and supporting documents shall be maintained in the office of the associate dean for academic affairs until termination of enrollment due to graduation, withdrawal, or dismissal from the program, at which time the criminal history report records will be destroyed.
10. The background check is valid throughout the duration of the program to which the student was admitted.

Keys

At the time of employment, the director of budget and finance sends a request to Physical Facilities for a key(s) for the employee. Additional requests for School of Nursing keys should be submitted to the director of budget and finance.

Once the key has been made, the employee will be notified that it is ready. The employee will be responsible for picking up the key from Physical Facilities. Employee must have his/her UMMC ID to sign for the key. The office key also opens the classrooms, workrooms and conference rooms.

High security Medeco keys remain the property of UMMC and must be surrendered to Physical Facilities upon termination of employment, transfer to another department, or upon request of UMMC officials, or designee. In no case is the key to be transferred from one individual to another or obtained from any source other than UMMC. Failure to return a Medeco key upon termination or upon transfer to another department will result in a charge of \$10 cash per key. This fee must be paid for replacement keys in case of loss or theft of a Medeco key. If the key breaks, there is no charge for a replacement key.

Leave Form Guidelines

- Leave forms used by the School of Nursing are found on the SON SharePoint site under the Business Operations folder in the folder titled “[Forms](#)”. The form used for leave is titled “**SON Leave Form**”. This is a fillable form and can be digitally signed. See pay code description at the bottom of the leave form for appropriate code or UMMC Faculty and Staff Handbook for UMMC leave policies.
- The leave form should be completed by faculty and staff members prior to taking the leave time requested and submitted to their supervisor for their approval and signature.
- After supervisor approves and signs the leave form, the form should then be submitted to Jason Dill.
- If you are off campus for training, conferences, seminars, etc., you are required to complete a leave form even if the event is held locally. Travel to and from Oxford and clinical or preceptor site visits also require a leave form.
- If you are working in outside employment during normal business hours (another position, unrelated to your job at UMMC, which has been approved by the dean), you are required to complete a leave form using personal time.
- For faculty/staff who are out on medical leave that is unscheduled, leave forms should be submitted to their supervisor for approval and processing as soon as the faculty/staff member returns to work. If you are out for medical reasons more than five (5) consecutive days, you must file FML.
- FML – Even though you complete FML paperwork with Human Resources, you are still required to submit leave forms. All leave forms for FML should be submitted to the supervisor prior to the employee going out on leave if the employee has prior knowledge of the leave. In some instances, the employee does not have knowledge of the FML leave until they are already out on medical leave. In those instances, the faculty/staff member or supervisor can get with Jason Dill for assistance.

When a faculty/staff initially request FML, the supervisor/manager receives an email that states:

“(Faculty/Staff name) has 15 days to turn in paperwork to the HR Leave Specialists in the EEO office located in Apt. C3. If the request is for intermittent leave, the employee must recertify FMLA leave after six (6) months if needed. If any questions or concerns, please contact the HR-Leave Specialists at 601-815-4755 or 601-984-1132. Their fax number is 601-815-2955 and email address is HR-Leave@umc.edu.”

Please forward this email to Jason.

Meeting Minutes

The [SON Minutes Template](#) should be used for all minutes, to include council, committee, and other meetings. Members present and absent should be listed. Ex officio members should not be listed unless required by the chairperson.

Staff responsible for minutes will send the first draft to the chair for review. The chair will review and return to the staff person for corrections. The minutes should be emailed before the next meeting for review by the committee/council members. After the minutes are voted on and approved at the next meeting, the chair and the staff person should sign electronically. The signed minutes should be uploaded to SharePoint as a pdf, not as a scanned document.

The following should be posted to SharePoint:

- Voted on and electronically signed (by chair and staff member) minutes
- Agenda
- Sign-in sheet, if applicable
- Attachments

To be sent in the following format:

- Committee or Council name_date
Example: FOM_01.02.2021

Natural Disasters, Catastrophic Events and Weather-Related Emergencies

The SON adheres to the UMMC policy with the purpose to provide guidance and direction to all Faculty and Staff as relates to staffing needs and expectations in natural disasters, catastrophic events and weather-related emergencies. The complete policy is located in the [*UMMC Faculty and Staff Handbook*](#).

Room Reservations

There are two (2) methods to reserve a classroom or conference room in the School of Nursing. Some rooms are booked through Outlook and some are booked through Event Management System (EMS).

Rooms booked through **Outlook**:

- Classrooms – A018, A035, A102, A140, A142, A143, A330
- Conference Rooms – A108, A239, A327

Rooms booked through **EMS**:

- Classrooms – A116
- Classroom Wing – CW106, CW107, CW108, CW109

When needing a classroom or conference room please contact the appropriate staff member for support as listed below.

- **Undergraduate Program** – Education Administrator to the Assistant Dean for Undergraduate Programs (ext. 46209) / Education Administrator for RN-BSN Program (ext. 57616)
- **RN-MSN Program** – Education Administrator for RN-MSN Program (ext. 46204)
- **MSN Program** – Education Administrator for Graduate Programs (ext. 44588)
- **DNP Program** – Education Administrator for DNP Program (ext. 46204)
- **PhD Program** – Education Administrator for PhD Program (ext. 46221)
- **Research and Scholarship** – Project Manager to the Associate Dean for Research and Scholarship (ext. 46234)
- **Practice and Partnerships** – Project Manager to the Associate Dean for Practice and Partnerships (ext. 54128)
- **Outside SON Requests** – Education Administrator for RN-MSN and DNP Programs (ext. 46204)

These requests should be made by email and contain the following information:

- 1) Date and time of the meeting (begin time and end time)
- 2) Purpose of the meeting
- 3) How many people will be attending the meeting

4) Detailed technology assistance needed

Booking a Room in Outlook - While booking a room using Outlook, please be sure to add SON_Support to the meeting invitation. This will allow the room reservation to appear on a centralized calendar to ensure availability of support resources for all meeting and classroom events. Please note that SON_Support is a room resource address only. As a result, any emails sent to this address will not be delivered. Please be sure to provide specific details in the notes about the types of technology being utilized during the session (PowerPoint, Microphones, Projection, Clickers, etc.), including connectivity (i.e. DL Connection, WebEx, Adobe Connect or Teleconference). Specificity will help ensure the highest level of support.

Room Cancellations: If you would, please let us know as soon as possible when a class or meeting session has been cancelled. This will prevent unnecessary resources from being provided when support services are not needed.

EMS – When scheduling a room via EMS, please send a copy of the detailed request directly to the SON Instructional Technologist (Michael Vaughan - mvaughan@umc.edu). SON_Support is not available in EMS as a support resource.

Reserving Rooms in Outlook

1. Pull up the room calendar of the requested room.
2. Right-click on the date needed and choose new appointment.
3. Enter event title in the subject line, enter the date and time.
4. Click on the “scheduling assistant” icon to add attendees to the session. Please be sure to add SON_Support as an attendee to ensure support resources. In addition, please add detailed information in the notes to outline the support services needed for the meeting.
5. When you have completed inputting the information, press “send”.

Reserving Rooms through Event Management System (EMS)

Virtual EMS allows everyone to view and request room space in any of the buildings on campus. A request for room space is only a request until it has been confirmed by the appropriate school, and a confirmation sent to the person requesting the space.

1. Navigate to UMC Intranet and click on Yellowpages in the upper right corner.
2. Click on “Event Management System”.
3. Click on “My Account” and login with your user ID and password. Once logged in, you should see «Welcome (your name)» in the upper right corner.
4. Hover over reservations and select school or building you would like to request. Then complete the information below to review rooms available.
 - A. Select date and time
 - B. Attendance – insert number expected for meeting
 - C. Click on «Find Space»
5. The next screen will show all rooms available for that date, time, and space required.
6. Select a room by clicking on the “+” to the left of the room number and hit continue. Fill in the event name, type, group (e.g. SON – Faculty/Staff) and select «Done.»
7. Create contact for yourself under «temporary contact» then hit «submit.»
8. You will see a box that states this is only a request.

When you are finished using the Virtual EMS, make sure to logout by hovering over «my Account» and select «Logout.»

Presentations and Travel

Faculty are encouraged to submit abstracts and proposals for presentation at national and international conferences and to accept invitations for other presentations and participation on behalf of the School of Nursing. These guidelines will serve as a framework for reviewing such requests so that the reviews will be done fairly and equitably. The guidelines do not alter the general travel policies and procedures of the University of Mississippi Medical Center and the Mississippi Institutions of Higher Learning and do not affect existing policies related to student travel. UMMC policy requires that all travel requests be submitted at least 15 days prior to travel. The SON requires an [internal request for support](#) form submitted 60 days prior to travel. Only the dean can approve travel; therefore, for travel to be approved, paperwork must be received 60 days prior to travel and signed by the dean. Failure to adhere to this campus and SON policy and procedure may result in denial of the travel request. The traveler will be notified once the request has been approved.

Since state funds may not be used for international travel, if a presentation by a faculty member is dependent on School of Nursing financial support, the dean must be notified of the trip potential before the abstract is submitted. International travel requests must have a justification attached and must be received by the associate vice chancellor for financial affairs at least 60 days prior to the travel dates, **regardless of the pay source for the travel.** Full or partial funding may be provided, but it is not guaranteed. Available funding may be divided among participants.

In general, requests to attend any conferences for educational purposes only will be considered as administrative leave. Registration may be requested and will be considered based on the availability of funds in the budget.

Priority for approval of travel will be given to the following types of requests (not in priority order):

1. Oral or poster presentations (Oral presentations are encouraged, particularly if the faculty member has presented posters in the past. Support for oral presentations will take priority over poster presentations.)
2. Presentations in which the presenter is representing the SON or the dean in an official capacity
3. Any of the above presentations for which travel is being paid specifically by an external funding source (grant, contract, cooperative agreement, etc.)

Faculty must request permission to submit abstracts if travel support will be requested. This abstract must be submitted to the dean for review PRIOR to submission to the conference or meeting. All travel requests must be processed with the following items attached:

- *program brochure with agenda;*
- *letter or email of invitation or acceptance of abstract;*
- *abstract; and*
- *documentation of the value of the trip to the institution.*

The level of travel reimbursement will be dependent upon the availability of funds. Generally, only 1-2 faculty per presentation can receive travel funding. In accordance with UMMC Travel Policy, use of the lowest, most economical airfare will be required for reimbursement. Available funding may be divided among participants.

To allow for fair and equitable dispersing of travel funds, faculty will be allowed to submit for support consideration for one poster and one podium presentation of the same content in an academic year. Cases with unusual circumstances may be discussed with the dean on an individual basis. Under no circumstances should a faculty member present content to which he or she did not contribute. The work should be original, give credit to any original authors whose work contributed to the presentation, give acknowledgement for any funding received, and include the UMMC SON approved appropriate graphic for either poster or presentation software. Written permission should be obtained when copyrighted information is used.

Faculty should request a specific venue and presentation session to present their posters and/or podium presentations to SON faculty, appropriate doctoral student classes (i.e., journal club) and campus venues within one year after meeting attendance.