FACULTY AND STAFF HANDBOOK

School of Nursing
The University of Mississippi Medical Center
2016

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University of Mississippi Medical Center
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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 Policy Directory is also an excellent resource for all UMMC policies, including HR policies such as compensation and holidays. Note: you will have to login to your myU portal. Once logged in, click Administration on the top ribbon and then Policy Directory in the left navigation.
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.
Faculty Organization Bylaws

ARTICLE I
NAME

The name of this organization shall be the University of Mississippi Medical Center School of Nursing Faculty Organization.

ARTICLE II
PURPOSE

The purpose of this 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.
3. Advise and make recommendations to the Dean on relevant matters.

ARTICLE III
MEMBERSHIP

Section 1

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

Section 2

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

Section 3

1. Regular members shall be eligible to attend meetings, participate in activities and discussions, vote, and serve on standing and special committees of this organization.
2. Associate members shall have all the rights of regular members, except the right to vote, make motions, or serve on standing committees of the organization, unless such membership is specified and provided for on selected standing committees.
3. Ex officio members are non-voting members, unless otherwise specified.
ARTICLE IV
OFFICERS

Section 1
The officer of the Faculty Organization shall be the chairperson. The chairperson shall designate a qualified, non-administrative faculty member to serve in his/her absence.

Section 2
The faculty shall elect the chairperson of the organization every two years and the term begins July 1. The qualifications of the chairperson of the faculty will include:
1. Tenure track faculty at rank of assistant professor or higher
2. Minimum of two (2) years on University of Mississippi Medical Center School of Nursing faculty
3. Employed as a full-time, voting faculty member

Section 3
The responsibilities of the chairperson shall be to:
1. Facilitate the mutual accomplishment of the goals of the School of Nursing and the faculty
2. Serve as a direct liaison between School of Nursing faculty and administration

The activities of the chairperson shall include:
1. Participate in development of the School of Nursing strategic plan and provide leadership in implementation and evaluation of the strategic plan
2. Provide leadership for Faculty Organization, including guidance in relation to accomplishing School of Nursing goals and objectives
3. Serve as a resource to committee chairpersons regarding committee issues or concerns
4. Set the agenda for School of Nursing Faculty Organization meetings in collaboration with faculty and administration
5. Preside over regular and special meetings of the Faculty Organization
6. Participate as an ex officio member of all faculty organization committees and councils
7. Assure appropriate interface of Faculty Organization with the academic councils
8. Serve as a voting member of the School of Nursing Administrative Council
ARTICLE V
MEETINGS

Section 1
The regular meetings of the Faculty Organization shall be scheduled by the chairperson. An executive session may be called at any time by the chairperson.

Section 2
Special meetings may be called by the chairperson, or in response to the request of at least twenty percent (20%) of the regular faculty members of the organization.

Section 3
Annual committee reports will be made to the Faculty Organization.

ARTICLE VI
QUORUM

Fifty-one percent (51%) of the regular membership shall constitute a quorum of the Faculty Organization or any School of Nursing committee unless otherwise specified in the bylaws. No Faculty Organization or School of Nursing committee business shall be conducted in the absence of such a quorum. In special circumstances regarding the Faculty Organization or any School of Nursing committee, the faculty may be polled individually in writing or electronically, and a decision reached by simple majority of the faculty voting.

ARTICLE VII
ORDER OF BUSINESS

The order of business of each regularly scheduled meeting of the Faculty Organization shall be determined by the chairperson. Faculty having business may request to have topics placed on the agenda.

ARTICLE VIII
COMMITTEES OF THE FACULTY ORGANIZATION

Section 1
There shall be two classes of committees: standing and special.

Special committees: The dean will appoint members to special committees. Members shall serve until the specific tasks of the committee have been completed.
Standing committees: Faculty will elect members to standing committees except those faculty who are members by position. Faculty with instructor-level status may serve on standing committees; however, the majority of the committee membership shall be at the Assistant Professor level or higher or as designated within the committee structure.

The Dean of the School of Nursing and the Chairperson of the Faculty Organization shall serve as ex officio members of all committees.

Student membership: Students shall serve on designated committees. Students shall have all the rights of regular members, except the right to vote and hold office. Students will be recruited for committees by the director of student affairs and service learning.

Section 2
Annual elections shall occur in April for standing committees. The conduction of the election shall be under the auspices of the Faculty Organization and Governance Committee. Insufficient faculty nominations for committee membership may require nomination from the Faculty Organization and Governance Committee.

When a vacancy occurs in a committee, the vacancy may be filled either by faculty vote or appointment by the chair of the Faculty Organization, in consultation with the Dean.

Section 3
The chairperson of each standing committee shall be elected annually by the members of the incoming committee prior to July 1.

Section 4
The standing committee terms shall be July 1 through June 30. Committee membership shall be for two (2) years, unless otherwise specified. Committee terms will be overlapping.

Section 5
The number of standing committees may not be increased except by vote of the regular membership of the Faculty Organization.

Section 6
Standing Committees of the Faculty Organization shall be the Faculty Organization and Governance Committee and the Faculty Appointment, Promotion, and Tenure Committee.
Section 6.1
Faculty Organization and Governance Committee (FOG)

Purpose: To maintain an accurate record of the rules by which the business of the faculty organization is conducted.

Functions:
1. To review and identify appropriate changes in the Faculty Organization and Governance Bylaws annually.
2. To conduct the election of standing committee membership annually.

Process:

<table>
<thead>
<tr>
<th>Function</th>
<th>Process</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To review and identify appropriate changes in the Faculty Organization and Governance Bylaws annually.</td>
<td>1. Review School of Nursing bylaws for consistency with School of Nursing organizational structure and activities.</td>
<td>1. Annually, in September</td>
</tr>
<tr>
<td></td>
<td>2. Elicit from faculty and standing committees recommendations for change in structure, function and membership of all standing committees.</td>
<td>2. Annually, in September</td>
</tr>
<tr>
<td></td>
<td>3. Submit recommendations to the chair of the Faculty Organization and the dean for review and approval.</td>
<td>3. Annually in September and ongoing as committees make recommendations to FOG</td>
</tr>
<tr>
<td></td>
<td>4. Present recommendations to the Faculty Organization for approval and inclusion in the documents.</td>
<td>4. Ongoing as recommendations are made</td>
</tr>
</tbody>
</table>
Function | Process | Time Frame |
--- | --- | --- |
2. To conduct the election of standing committee membership annually. | 1. Create a list of committee vacancies for the following year. | 1. Annually in February |
 | 2. Post the list of committee vacancies and notify faculty to make their selection. | 2. Annually in February |
 | 3. Formulate a ballot and conduct the election of standing committee membership. Notify the faculty of the election results. | 3. Annually in April |
 | 4. Submit a list of the new committee members to the dean. | 4. Annually in May |

Membership:
The membership shall consist of three (3) elected faculty members.

Section 6.2
Faculty Appointment, Promotion, and Tenure Committee (FAPT)

Purpose: To make recommendations to the Dean regarding academic rank for new faculty members and faculty candidates for promotion. The committee chair convenes and facilitates meetings of the tenured faculty to make recommendations for tenure to the Dean.

Functions:
1. To review annually and recommend revisions of guidelines for faculty appointment, promotion, and tenure.
2. To recommend rank for faculty candidates for appointment.
3. To convene the tenure ad hoc committee and forward tenure recommendation(s) to the dean.
4. To recommend rank for faculty candidates for appointment.
Process:

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<tr>
<th>Function</th>
<th>Process</th>
<th>Time Frame</th>
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<tbody>
<tr>
<td>1. To review annually and recommend revisions of guidelines for faculty appointment, promotion and tenure.</td>
<td>1. Review criteria for faculty appointment, promotion and tenure.</td>
<td>Annually in September</td>
</tr>
<tr>
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<td>2. Review procedure for seeking promotion and tenure.</td>
<td></td>
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<td></td>
<td>4. Elicit from faculty and administration recommendations for revision.</td>
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<td></td>
<td>5. Present recommendations for revision to Faculty Organization for approval.</td>
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</tr>
<tr>
<td>2. To make promotion recommendations to the dean.</td>
<td>1. Review promotion candidates’ documentation.</td>
<td>Ongoing throughout the year</td>
</tr>
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<td></td>
<td>2. Recommend promotion candidates to the dean.</td>
<td>Ongoing as faculty candidates apply.</td>
</tr>
<tr>
<td>3. To convene the tenure ad hoc committee and forward tenure recommendation(s) to the dean.</td>
<td>1. Forward tenure candidate’s documentation to the tenure ad hoc committee.</td>
<td>Annually in November or December.</td>
</tr>
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<td></td>
<td>2. Chair of FAPT calls a tenure ad hoc committee meeting.</td>
<td>Annually in December or January.</td>
</tr>
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<td></td>
<td>3. Chair of FAPT forwards tenure ad hoc committee recommendation(s) to the dean.</td>
<td>Annually in January.</td>
</tr>
<tr>
<td>4. To recommend rank for faculty candidates for appointment.</td>
<td>1. Review faculty candidate’s CV.</td>
<td>Annually in November.</td>
</tr>
<tr>
<td></td>
<td>2. Recommend rank to the dean for faculty candidates.</td>
<td>Annually in December or January.</td>
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Membership:
The membership shall consist of six (6) full-time faculty members, with two (2) members holding the rank of professor, two (2) members holding the rank of associate professor, and two (2) members holding the rank of assistant professor. At least one
(1) member of the committee shall be tenured and one member shall be from each of
the three councils (i.e. Practice, Research, Teacher/Scholar) whenever possible.

An at-large member will be elected every two years and will serve as a voting
member in the absence of a regular FAPT member or when a regular member is
being considered for promotion. The at-large member shall attend meetings but
will not vote when all six regular members are present.

ARTICLE IX
COUNCILS

Section 1
The councils of the Faculty Organization shall be the Academic and Roles Councils.
The Academic Councils will address issues related to the academic programs of the
School of Nursing. The Role Councils will address issues related to the
research/scholarship, practice, and teaching roles of the faculty.

Section 2
ACADEMIC COUNCILS

The Academic Councils will include the Undergraduate Programs Council, the MSN
Programs Council, and the Doctoral Programs Council.

Section 2.1 Undergraduate Programs Council

The Undergraduate Programs Council will address issues related to programs that
offer a BSN degree.

Purpose:
To facilitate planning, development, implementation and evaluation of BSN Program

Functions:
1. To review and make decisions on issues related to student advisement
2. To assist the director of student affairs and service learning in planning for student
   recruitment
3. To review BSN program faculty hiring needs and make recommendations regarding
   hiring priorities
4. To provide a forum for discussion of issues specific to the BSN program
5. To develop action plans in response to the School of Nursing strategic plan
6. To develop action plans in response to outcome evaluation data
7. To review and make decisions on recommendations from the
   a. Undergraduate Curriculum Committee
      i. Changes in the design of the undergraduate curriculum
      ii. Revisions in undergraduate curriculum, including syllabus revision
   b. Undergraduate Admissions and Progression Committee
      i. Admission criteria
      ii. Progressions criteria

Membership:
The membership shall consist of all faculty with full-time appointments in the School of Nursing. The associate dean for academic affairs shall serve as chair. The chairperson shall schedule meetings.

Process:
Decisions made by the Undergraduate Programs Council shall be reported to the Faculty Organization.

Quorum:
One-third, thirty-three percent (33%), of the regular membership shall constitute a quorum.

Section 2.1.1 Undergraduate Programs Council Committees

There shall be two (2) standing committees for the Undergraduate Programs Council: The Undergraduate Admission and Progression Committee and the Undergraduate Curriculum Committee. The standing committees of the Academic Councils shall follow the rules that are described in Article VIII of these bylaws.

Section 2.1.2 Undergraduate Curriculum Committee (UGCC)

Purpose: To assure curriculum excellence by recommending curricular changes and policies to the Undergraduate Programs Council based on ongoing evaluation of program content, processes, and outcomes.

Functions:
1. Evaluate effectiveness of the undergraduate curriculum
2. Recommend revisions in the undergraduate curriculum
3. Consider recommendations for undergraduate curricula received from the community of interest
4. Forward committee recommendations and decisions to the Undergraduate Programs Council (UGPC) for approval and action
5. Evaluate undergraduate courses/credits of applicant’s requesting transfer into the University of Mississippi Medical Center School of Nursing

Membership:
The composition of the UGCC is prescribed in the FO Bylaws. The membership consists of six (6) elected faculty members, and the undergraduate program directors. The associate dean for academic programs shall serve as a non-voting member. All members will serve a three-year term. Two (2) faculty members will be elected each year. Up to two (2) undergraduate program students shall serve as members of the committee. An administrative assistant is assigned to assist the committee chair to transcribe and record minutes.

Section 2.1.3 Undergraduate Admission and Progression Committee (UAP)

Purpose: To admit and retain the best qualified students for the program terminating in the baccalaureate degree.

Functions:
1. Review and evaluate admission and progression processes
2. Recommend admission and progression policy revisions to the faculty via Undergraduate Programs Council and associate dean for academic affairs
3. Coordinate compilation of data, where applicable
4. Provide admission criteria to associate dean for academic affairs
5. Ratify final list of candidates for admission to programs

Membership:
The membership shall consist of four (4) elected members and all directors of undergraduate programs. The associate dean for academic affairs, the director of diversity and inclusion, and one (1) student representative from an undergraduate program will serve as non-voting members.

Section 2.2 MSN Programs Council

The MSN Programs Council will address issues related to all tracks of the MSN program.

Purpose: To facilitate planning, development, implementation and evaluation of the MSN programs.

Functions:
1. To review and approve program admissions criteria
2. To review and approve recommendations from the graduate curriculum committee regarding the MSN program
3. To review and approve progression criteria
4. To review and make decisions on issues related to student advisement
5. To assist the director of student affairs and service learning in planning for student recruitment
6. To review MSN track faculty needs and make recommendations regarding hiring priorities for MSN tracks
7. To review and make decisions on other issues specific to the MSN program curricula and MSN student admission and progression
8. To provide a forum for discussion of issues specific to the MSN programs
9. To develop action plans in response to the School of Nursing strategic plan
10. To develop action plans in response to outcomes evaluation data

Membership:
The membership shall consist of all faculty with full-time appointments in the SON. The associate dean for academic affairs shall serve as the chairperson.

Process:
Decisions made by the MSN Programs Council shall be reported to the Faculty Organization.

Quorum:
One-third, thirty-three percent (33%) of the regular membership shall constitute a quorum.

Section 2.3 Doctor of Nursing Practice (DNP) Program Council
The DNP Program Council will address issues related to the DNP program.

Purpose: To facilitate development, implementation and evaluation of the DNP program

Functions:
1. To review and approve program admissions criteria
2. To review and approve curricula changes
3. To review and approve progression criteria
4. To review and make decisions on issues related to student advisement
5. To assist the director of student affairs and service learning in planning for student recruitment
6. To review DNP faculty needs and make recommendations regarding hiring priorities
7. To review and make decisions on other issues specific to the DNP program curricula and DNP student admission and progression
8. To provide a forum for discussion of issues specific to the DNP program
9. To develop action plans in response to the School of Nursing strategic plan
10. To develop action plans in response to outcome evaluation data

Membership:
The membership shall consist of all full-time faculty in the School of Nursing with earned doctorates. The DNP program director shall serve as chairperson. Meetings are scheduled by the chairperson.

Quorum:
One-third, thirty-three percent (33%) of the regular membership shall constitute a quorum.

Section 2.4   Graduate Committees
There shall be two (2) standing committees for the MSN and DNP Program Councils: The Graduate Admission and Progression Committee and the Graduate Curriculum Committee. The standing committees of the MSN and DNP Program Councils shall follow the rules that are described in Article VIII of these bylaws.

Section 2.4.1   Graduate Curriculum Committee (GCC)
Purpose: Assure curriculum excellence by recommending curricular changes and policies to the Program council based on ongoing evaluation of program content, processes, and outcomes.

Functions:
1. Evaluate effectiveness of the graduate curriculum.
2. Recommend revisions in the graduate curriculum.
3. Consider recommendations for graduate curricula received from the community of interest.
4. Forward committee recommendations and decisions to the MSN and/or Doctoral Programs Councils for approval and action.

Membership:
The membership consists of five (5) elected faculty members. All elected members must be members of the graduate faculty. The associate dean for academic affairs and the directors of the RN-MSN, PhD and DNP programs shall serve as non-voting members. Two (2) faculty members shall have been teaching in doctoral courses within the past two years. Membership also includes one (1) MSN and one (1) doctoral
student. Elected members will serve overlapping three-year terms. Three (3) of five (5) voting members shall constitute a quorum.

**Section 2.4.2  Graduate Admission and Progression Committee (GAP)**

*Purpose:* To admit and retain the best qualified students for the MSN and DNP programs.

*Functions:*
1. Review and evaluate admission and progression processes.
2. Recommend admission and progression policy revisions to the faculty and appropriate administrators.
3. Review application and data from applicants.
4. Coordinate the interview process and computation of resulting data where applicable.
5. Recommend admission status of all applicants to the Dean of the School of Nursing.
6. Review individual student admission and progression issues as needed and make recommendations to the appropriate administrators.

*Membership:*
The membership shall consist of all graduate program track directors, the RN-MSN program director, the DNP program director, and one at-large member. The at-large member must teach in the graduate program and shall be elected for a two-year term. Membership also includes one (1) master’s level student and one (1) DNP student as non-voting members. The associate dean for academic affairs, the director of diversity & inclusion, the dean and the chair of the faculty organization shall serve as non-voting members.

**Section 3  ROLE COUNCILS**
The Role Councils will include the Research Council, Practice Council and the Teacher/Scholar Council.

**Section 3.1**
Regular meetings of the role councils will be scheduled monthly as needed (minimum of once per semester).

**Section 3.2  RESEARCH COUNCIL**

*Purpose:* To assume responsibility for the research mission of the School of Nursing.
Functions:
1. Foster a research environment within the School of Nursing that mentors students and faculty.
2. Foster scholarship within the teacher/researcher role schema.
3. Provide leadership for independent, collaborative interdisciplinary and community-based research.
4. Provide leadership in establishing the link between nursing research and health-care policy/planning.
5. Develop strategies to increase research funding within the School of Nursing.
6. Provide recommendations for the associate dean for research and scholarship on research department operating guidelines and budgets.

Membership:
The membership shall consist of faculty who have chosen the teacher/researcher role schema. Additionally, any faculty member who serves in another role schema, but also serves as a principal investigator on a funded research grant, is a member of the Research Council. All of the aforementioned faculty will serve as voting members of the Council. Non-voting members are faculty who are involved as team members on research projects. The associate dean for research and scholarship serves as a voting member of the Research Council.

The chair of the Research Council will meet the following criteria: a full-time faculty member with graduate appointment in the School of Graduate Studies in the Health Sciences who has chosen the teacher/researcher role. The Council members will elect the chair for a term of two (2) years in every odd year. A chair-elect will be elected every even year.

Quorum:
One-third, thirty-three percent (33%) of the regular membership shall constitute a quorum.

Meetings:
The Research Council shall meet at least twice each year, but can be convened as needed by the chair. Meetings of the Research Council are open to all School of Nursing faculty. Doctoral students are encouraged to attend Research Council meetings and participate in discussions and decision-making.
Section 3.3  PRACTICE COUNCIL
Purpose: To assume responsibility for practice in a manner consistent with the mission of the School of Nursing.

Functions:
1. Support the scholarship of practice, consistent with the mission of the School of Nursing.
2. Develop and implement strategies to promote faculty practice environments.
3. Review, revise and develop policies relative to practice.
4. Serve as an advisory group for faculty in practice.
5. Assure that student learning is facilitated in the practice sites.
6. Develop strategies to provide additional compensation to faculty for their practice activities.
7. Make recommendations to the dean relative to University Nursing.
8. Advise Dean on financial management of Practice Plan.

Membership:
Membership shall consist of all full-time faculty members in the teacher/practice role and/or who generate revenue for the practice plan. These members are considered voting members. Additionally, the associate dean for practice and community engagement serves as a voting member. The Director of Budget and Finance and Manager of Business Operations serve as ad hoc members.

The Practice Council members will elect a chairperson for a term of two (2) years in every odd year. A chair-elect will be elected every even year.

Quorum:
One-third, thirty-three percent (33%) of the regular membership shall constitute a quorum.

Meetings:
The Practice Council shall meet at least once per calendar quarter, but may be convened as deemed necessary by the chairperson. Meetings of the Practice Council are open to all faculty members.

Section 3.4  TEACHER/SCHOLAR COUNCIL
Purpose: To guide and develop faculty in the scholarship of teaching in a manner consistent with the teaching mission at the School of Nursing.
Functions:
1. Serve as mentors for faculty who choose the teacher/scholar role.
2. Develop strategies for improving teaching methodology, environment and evaluation.
3. Generate research results to support the teaching mission of the SON.
4. Provide leadership for innovative, collaborative teaching methods.
5. Provide recommendations for FAPT regarding the teacher/scholar role.

Membership:
The Teacher/Scholar Council shall be comprised of full-time faculty members who have chosen the teacher/scholar role schema. All of the aforementioned faculty will serve as voting members of the Council. Non-voting members are those faculty members who may be involved as team members on projects, but have not chosen the teacher/scholar role. The associate dean for academic affairs serves as a voting member of the Council.

The Teacher/Scholar Council members will elect a chairperson for a term of two (2) years in every odd year. A chair-elect will be elected every even year.

Quorum:
One-third, thirty-three percent (33%) of the regular membership shall constitute a quorum.

Meetings:
The Teacher/Scholar Council shall meet at least once per calendar quarter, but may be convened as deemed necessary by the chairperson. Meetings of the Teacher/Scholar Council are open to all faculty members. Nurse educator students are encouraged to attend Teacher/Scholar Council meetings.

Approved by FOM: November 25, 2002; October 26, 2015
Amendments:
January 27, 2003
September 26, 2004

Revisions: November 24, 2003; May 25, 2005; August 27, 2007; March 31, 2010; August 29, 2011; January 23, 2012; October 26, 2015; February 16, 2016
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.
Mission and Core Values of the School of Nursing

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

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*
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/Staff Handbook.
Faculty Applicant Process

1. Associate deans, assistant deans and program/track directors identify needs and submit them to the dean for consideration.
2. The dean will review the request and notify the appropriate associate dean or program/track director of the decision made. If approved, the associate dean, the assistant dean or program/track director will begin to recruit prospective faculty.
3. Appropriate ads are placed by the director of business and finance with approval from the dean.
4. All curriculum vitae and letters of interest are forwarded to the dean for review. The dean will then forward qualified candidates’ names and documents to the appropriate associate dean, assistant dean or program/track director.

For full-time applicants:
Associate dean, assistant dean or program/track director will coordinate the interview process to make sure it is done correctly and in a timely manner. The director of business and finance will request FAPT ranking and the necessary paperwork from the applicant and ensure that all required information is in the applicant folder prior to the interview (curriculum vita, employment application, academic ranking, official transcripts, and nursing license) if applicable.

For part-time applicants:
Associate dean, assistant dean or program/track director will coordinate the informal interview with the applicant to make sure it is done correctly and in a timely manner. The director of business and finance will request necessary paperwork from the applicant and ensure that all required information is in the applicant folder prior to the meeting or interview (curriculum vita, employment application, academic ranking, official transcripts, and nursing license) if applicable.

If part-time faculty desire to be considered for a full-time position, the procedure for such action would start at step four.
5. After the interview occurs, faculty will forward their evaluations to the dean.
6. The dean or designee will review the evaluations and form a recommendation, with rationale for hiring or not hiring.

If the recommendation is to hire, all pertinent information must be in the applicant folder before an offer of employment can be made. Business operations will coordinate the hiring process.

If the recommendation is not to hire, the dean will send an appropriate letter to the applicant and the applicant’s folder will be filed in the office of the director of business and finance.
Faculty Role Expectations

The following are minimum expectations for faculty reappointment:

**Teaching**

- Communicates appropriately with others in all faculty role activities (students, peers, administrators, agency personnel, community)
- Teaches assigned classes and conducts assigned clinicals
- Participates actively with course team in planning, implementation and evaluation of course
- Uses effective teaching strategies, content and teaching materials that are appropriate to the instructional objectives and individualized learning needs, level and program outcomes
- Maintains current nursing knowledge, including research
- Uses current technology and materials in classroom learning
- Develops and carries out a systematic plan for maintaining clinical competency (as appropriate to faculty assignment)
- Provides effective clinical instruction and supervision of students in clinical areas
- Obtains student and administrator evaluations of teaching effectiveness
- Evaluates data from students, peers and administrators to improve teaching
- Provides prompt and clear feedback to students
- Adheres to SON academic policies in evaluation of student classroom and clinical performance
- Communicates with appropriate course coordinator and director or assistant dean regarding student progress
- Provides individual advisement to advisees at least once each semester and more often as needed
- Refers students to other resources as appropriate

**Scholarship**

- Incorporates research findings in teaching and practice
Service

- Demonstrates professional behaviors with students, colleagues, patients and agency personnel
- Attends SON events when faculty participation is expected
- Attends faculty meetings, academic council meetings and participates in SON and UMMC committees as assigned
- Adheres to UMMC, SON and state/national accreditation compliance requirements, including: 10 contact hours of continuing education annually; HIPAA; Compliance; and IRB certification (CE certificates must be maintained for IHL audit)
- Maintains regular 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 or phone
- Communicates with administrator regarding work schedule, including all time away from office
- Develops professional development plan annually with identified goals that are specific and measurable
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.

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.

Faculty can locate the necessary forms on the SON Common Drive in the Office of the Dean folder.

Once complete, the faculty member uploads the evaluation documents to Halogen, the UMMC evaluation software, for review by the appropriate individual/s. 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 Common Drive in the FAPT Committee folder.
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 Lawson. Once logged in, click on the Halogen logo in the upper left-hand corner. 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.

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, under the Office of Student Affairs section, or by the direct link https://www.umc.edu/son/academic_grievance/.
Facilities

Both the Jackson and Oxford campuses afford faculty, staff and students a rich environment for learning. The Center 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 at https://www.umc.edu/servicedesk/.

The CINE staff is comprised of a Director, an instructional designer, an instructional technologist, and a graphics/multimedia designer. Policies of the CINE are available on the SON Common Drive.

The SON Clinical Skills and Simulation Center (CSSC) houses areas for simulation and skills practice in the Christine Oglevee Building, in Two East in the Old Hospital, as well as the Oxford Campus. CSSC Policy and Procedure information may be found on the SON Common Drive in the Clinical Skills and Simulation Center 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 at https://www.umc.edu/son/faculty_staff/.
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 UMMC Bulletin, available at http://www.umc.edu/uploadedFiles/UMCedu/Content/TitleTOC.pdf, 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Director</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional BSN</td>
<td>Dr. LaDonna Northington</td>
<td>Email: <a href="mailto:lnorthington@umc.edu">lnorthington@umc.edu</a></td>
</tr>
<tr>
<td>Accelerated BSN</td>
<td></td>
<td>Phone: 601.984.6207</td>
</tr>
<tr>
<td>Oxford Campus RN to MSN</td>
<td>Dr. Robin Wilkerson (Oxford)</td>
<td>Email: <a href="mailto:rwilkerson@umc.edu">rwilkerson@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 662.915.1681</td>
</tr>
<tr>
<td>RN to BSN</td>
<td>Ms. Sherri Franklin</td>
<td>Email: <a href="mailto:sdfranklin@umc.edu">sdfranklin@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 601.815.9998</td>
</tr>
<tr>
<td>Nursing and Health Care Administrator Track (MSN)</td>
<td>Ms. Jeanne Fortenberry Calcote</td>
<td>Email: <a href="mailto:mfortenberry@umc.edu">mfortenberry@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 601.984.4192</td>
</tr>
<tr>
<td>Family Nurse Practitioner and Adult-Gerontology Primary Care and Family Psychiatric/Mental Health Nurse Practitioner Tracks (MSN)</td>
<td>Dr. Audwin Fletcher</td>
<td>Email: <a href="mailto:afletcher@umc.edu">afletcher@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 601.984.6210</td>
</tr>
<tr>
<td>Adult-Gerontology Primary Care and Family Psychiatric/Mental Health Nurse Practitioner Tracks (MSN)</td>
<td>Dr. Cindy Luther</td>
<td>Email: <a href="mailto:cluther@umc.edu">cluther@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 601.815.4134</td>
</tr>
<tr>
<td>Nurse Educator Track (MSN)</td>
<td>Dr. Ellen Williams (Oxford)</td>
<td>Email: <a href="mailto:eewilliams@umc.edu">eewilliams@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 662.915.1272</td>
</tr>
<tr>
<td>DNP, BSN-DNP</td>
<td>Dr. Janet Harris</td>
<td>Email: <a href="mailto:jyharris@umc.edu">jyharris@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 601.984.6191</td>
</tr>
<tr>
<td>PhD in Nursing, BSN-PhD</td>
<td>Dr. Mary W. Stewart</td>
<td>Email: <a href="mailto:mstewart4@umc.edu">mstewart4@umc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 601.984.6260</td>
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</tbody>
</table>
Course Coordinators

Roles and responsibilities of course coordinators in the Undergraduate Program are detailed in a course coordinator handbook. This handbook is available in the Office of the Associate Dean for Academic Affairs and on the SON Common Drive in the Office of Academic Affairs folder.
Preceptors and Facilitators

Guidelines, 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 Common Drive in the Office of Academic Affairs folder. Preceptor/facilitator web pages may be accessed at http://www.umc.edu/Education/Schools/Nursing/Preceptors.aspx.
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 below, 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

- * Indicates primary approver of content.
- All print and online materials will be reviewed and updated twice annually, in June/July and December/January or 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.
- Recruitment items, including brochures, handouts and other materials, should be submitted to the Senior Student Recruiter.
- All recruitment item purchases, including those purchased by grants, which contain school name, logo or program information, should be reviewed by the Senior Student Recruiter, 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 UMMC Division of Public Affairs and Office of 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 UMMC Division of Public Affairs, in tandem with the Senior Student Recruiter and Graphic/Multimedia Designer. These sites are included, but not limited to, Facebook, Instagram and GiveGab. An affiliation with the School of Nursing can include consortium or organizational-related social media sites.
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COURSE NUMBER: NXXX

COURSE TITLE: (Indicate Campus: Oxford, Jackson) - (If Online Course, indicate “Online” after title)

PLACEMENT IN CURRICULUM: X Semester (Indicate Program: Accelerated / Traditional/ RN - BSN)

CREDIT HOURS: X Semester hours
X Semester hours theory = X clock hours
X Semester hours clinical = X clock hours (only indicate clinical courses)

PRE OR CO-REQUISITE COURSES:

COURSE COORDINATOR: Name:
Office Number:
Phone: Pager or cell:
Email: link email address

FACULTY:
Name:
Office Number:
Phone: Pager or cell:
Email: link email address
COURSE DESCRIPTION:
Use course description in current bulletin:
http://www.umc.edu/uploadedFiles/UMCedu/Content/TitleTOC.pdf

COURSE OBJECTIVES: Upon completion of the course, the student will:
Double space between objectives; include the program outcome number(s) that link to each
course objective; see example below. (Program outcomes can be found in the Bulletin).
1. Example: Demonstrate the role of the professional nurse as a client advocate. (BSN: 2, 5, 6)

2.

TEACHING/LEARNING ACTIVITIES:
1. The student is expected to integrate knowledge from all pre-requisite courses into NX. 
   (Standard Statement)

2. Teaching and learning activities may include, but are not limited to: virtual classrooms, 
   assigned readings, multimedia activities, skills laboratory practice, clinical practice, case 
   studies, modules, situational analysis, discussion, problem-based learning, small group 
   activities, lecture and independent study. (Standard Statement)

3. IF course is DL, add this standardized statement
   Lectures are broadcast between instructional sites via high-speed internet. In the event 
   that the connection is lost, alternate arrangements for the learning activity will be made.

4. IF course is online add this Standard Statement
   This online course is delivered utilizing synchronous and asynchronous distance-learning 
   modalities.

ACADEMIC ACCOMMODATIONS (Standard Statement)
Faculty are not allowed to make academic accommodations for students without official 
approval by UMMC’s Office of Academic Support. To receive accommodations at UMMC, all 
students must contact the Office of Academic Support and complete the appropriate process.
http://www.umc.edu/academic_support

COURSE REQUIREMENTS AND EVALUATION:
1. Course Grade is derived by:
Enter components and percentages here

2. Testing (remove if the course does not have testing)
   If course has 76% test average requirement, add standardized statement as below.
   a) To successfully pass a course, the student must have both a weighted test average and an 
   overall course average of 76 or greater. A weighted test average includes all tests in the 
   course including any final exam. If the final weighted test average is less than 76, the
A student will fail the course. The course grade will be the weighted test average (a D or F). Standardized testing products are not included in this calculation. Any other exceptions are noted in the course syllabus. An overall course average includes all assignments with the indicated percentages included in the evaluation section of the course syllabus.

b) **IF** course has HESI test requirements, add appropriate statement here.

Students will take the HESI specialty exam. The conversion score on the HESI specialty exam will count 5% of the course grade. This percentage is not included in the 76% test average required to pass a course. A student who scores less than 900 on the first take of the specialty exam will be **required to retake the exam. The higher of the two conversion scores will be used in the course grade.** A student who does not achieve a minimum score of 900 will be required to complete HESI content remediation.

c) The format of tests, including make-up tests and time of make-up tests, will be chosen by the faculty (See Bulletin). This includes, but is not limited to multiple choice, short answer, essay, case study, true and false. Students must follow examination guidelines as outlined in the student handbook. *(Standard Statement)*

3. Refer to the **Student Handbook** for policies related to scholastic performance, attendance, absences (excused and unexcused), professional expectations, student responsibilities, examinations, and ID badges. For face-to-face classes and clinical, students should also refer to clinical expectations, dress code, classroom attire and uniform requirements. *(Entire Section - Standard Statements)*

**STUDENT ACCOUNTABILITY**

1. **SON PLAGIARISM POLICY** - Refer to Student Handbook

2. **COMMUNICATION:** *(Entire Section - Standard Statements)*
   a) You must check your UMMC email and Learning Management System (LMS) at least daily.
   b) When you receive an email from your instructor and a response is required, you must respond within 24 hours.
   c) You must notify the instructor in advance if you will not have access to a computer.
   d) Use correct etiquette, grammar, and sentence structure at all times.
   e) If you have a question that might be applicable to the entire class, it should be posted on the LMS discussion site at the discretion of the faculty.

3. **CLINICAL ACTIVITIES**
   **IF** course has Clinical Component add: Refer to clinical guidelines in the Student Handbook. Specific guidelines will be provided during clinical orientation.

**COURSE TEXTS:**

   Required:
   *(APA Format)*
EXAMPLE:

ISBN (hardcopy):

Recommended:

Contact your local bookstore for the publisher’s suggested retail price.
TOPICAL OUTLINE: (separate page)
Include headings and subheadings

Any other course information deemed necessary by course faculty should be provided as separate documents and not included in the formal syllabus
Clinical Education Placement

CLINICAL EDUCATION PLACEMENT AGREEMENT

This agreement is between The University Of Mississippi Medical Center School of Nursing (hereinafter referred to as “University”) and Company, including all of its subsidiaries, affiliated entities, and/or controlled related entities, located at Address, City, State Zip Code, (hereinafter referred to as "Facility").

THE FACILITY, HOSPITAL OR AGENCY AND THE SCHOOL AGREE:

1.1 To collaborate in the establishment and provision of clinical education placements for students;

1.2 To identify appropriate persons in the Facility, Hospital or Agency and in the School who can assist with the identification, development and implementation of clinical educational experiences;

1.3 The parties agree that all use and disclosure of patient/participant health and medical information to which it has access to comply with applicable state and federal privacy laws. The parties, therefore, agree to take all necessary steps to protect the confidentiality of any patient/participant health and medical information to which it has access and to comply with applicable state and federal privacy laws. The obligations set forth in this section shall survive the termination or expiration of this agreement.

THE UNIVERSITY AGREES:

1. The school will use its best efforts to see that students selected for participation in the experience are prepared for effective participation in the education phase of their program. The school will retain ultimate responsibility for the education of its students.

2. As the university is a state supported educational institution, any liability claims against the school and/or faculty will be handled under Mississippi Tort Claims Act, M.C.A. Sections 11046, 1 et seq., subject to the Act’s limitations. The school will require all participating students to obtain liability insurance and will provide proof to the Facility. Current liability insurance is required in the amounts of $1,000,000 each incident and $3,000,000 aggregate.

3. The school will require student compliance with the facilities rules, regulations and procedures. Specifically, the school will keep participating students apprised of their responsibilities.

4. In accordance with SB 2607 passed in the 2004 legislative session and codified at M.C.A. section 43-11-13 (5)(a)(iii), the University will ensure all students sign an affidavit stating that he/she had not been convicted of or pleaded guilty or nolo contendre to a felony as defined in state law. Students may also be asked to submit to fingerprints for a complete criminal history background check. The student must be in compliance with the requirements of SB 2607 before clinical requirement can be met.
THE FACILITY AGREES:

1. To retain responsibility for the care of the patients and will maintain administrative and professional supervision of the students in so far as their presence and assignments affect the operation of the facility and its care, direct and indirect of patients.
2. To provide adequate facilities, preceptors and or facilitators and experiences for the students.
3. All medical care that the students receives (emergency or otherwise) at the facility will be at the expense of the student.
4. The facility shall reserve the right to ask the program to withdraw a student from the assigned education experience when the student’s performance is unsatisfactory or the student’s behavior is disruptive or detrimental to the facility and its patients.
5. As part of UMMC’s overall Compliance Program, the facility shall establish procedures and insure adherence for its employees to all appropriate state and federal statutes including but not limited to, the Stark I, 42 USC §411, and Stark II, 42 USC §1395, bans on self-referrals, the False Claims Act, 31 USC §3729, anti-kickback statutes, 42 USC §415, HIPAA, the Medicare carrier manual, Medicare and Medicaid statutes and regulations, and the Balanced Budget Act. Any acts pursuant to this agreement shall be done in compliance with the applicable rules and regulations of The Joint Commission (TJC) and any third party payer.
6. The facility certifies that it has not been disqualified in any manner from any federally funded program, and is not debarred or limited in any manner from participation in the matter upon which this agreement is based.

THE UNIVERSITY AND THE FACILITY JOINTLY AGREE:

1. That there shall be no discrimination against students on the basis of the students' race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.
2. Each party to this agreement is responsible for its own acts or actions and for the actions of its employees or agents.

TERM OF AGREEMENT:
This agreement shall be for a term of five years, commencing Month 1, Year. It may be terminated solely by written notice, six months in advance, by either party to the designated agent of the other.

FOR THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER SCHOOL OF NURSING:

Kim W. Hoover, PhD, RN
Dean and Professor

FOR THE FACILITY:

SIGNATURE OF AUTHORIZED OFFICAL

NAME AND TITLE (TYPE OR PRINT)

DATE

Faculty are responsible for assuring that a current contract is in place before a student is in an agency.

Criteria for agency selection and contract initiation:
1. The agency reflects a diversity of settings representative of the health care delivery system.
2. The clients of the agency represent a diversity of life styles, ages, cultures, and states of wellness and illness.
3. The agency reflects a diversity of philosophies appropriate to the community and delivery of health care.

STUDENTS CANNOT BE SENT TO THE AGENCY UNTIL THE SIGNED AGREEMENT HAS BEEN RETURNED TO THE SCHOOL OF NURSING.

(1) CONTRACT
Contracts are executed between the School of Nursing and a particular agency to facilitate clinical learning experiences for students in a particular course. Most contracts are for five years; however, some are renewed yearly. This process can take anywhere from 10 days to several months.

PLEASE NOTE: STUDENT NURSE PRACTITIONERS ONLY
Baptist Medical Center has a special contract that requires the following information:
A. Length of clinical experience
B. Student name, address, etc.
C. Preceptor name, title, address, phone number
D. Credential information for student.

This process requires at least two months lead time to secure all appropriate information and signatures.

(2) RENEWAL OF CONTRACTS
In January of each year, a notice will be sent to faculty listing active contracts that will expire within the year. If a faculty member wants to continue a clinical relationship with a facility, the contract renewal process is begun by sending a written request to the coordinator of graduate clinical practice to generate a renewal letter to the agency. The renewal packet will contain two of the most recent updated contracts. Once the two contracts have acquired all signatures and returned to the School of Nursing the renewal process will be completed. The faculty can request an agency contract not be renewed.

EVALUATION OF THE AGENCY
See the School of Nursing Master Evaluation Plan.
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.
### UMMC SCHOOL OF NURSING MASTER EVALUATION PLAN

<table>
<thead>
<tr>
<th>Strategic Priority</th>
<th>Benchmark</th>
<th>Analysis/Tools</th>
<th>Timeline</th>
<th>Improvement Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transform Nursing Education to Prepare Leaders to Meet Current and Emerging Needs</strong></td>
<td>Mission and goals are consistent with parent institutions.</td>
<td>Review of strategic map at Annual Strategic Evaluation Day (all faculty, staff, administrators and COI)</td>
<td>Annually</td>
<td>Improvement actions are documented in Strategic Planning minutes and summaries when needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mission and goals are reviewed when strategic map is revised</td>
<td>Every three years and as needed</td>
<td></td>
</tr>
<tr>
<td><strong>Academic policies of UMMC and the SON are congruent.</strong></td>
<td>Review of policies in bulletin and other public materials</td>
<td></td>
<td>Annually and as needed</td>
<td>Review by deans, program directors and recruiter and revised as needed to ensure accuracy and consistency among all publications and consistency with UMMC Bulletin, websites and other public materials.</td>
</tr>
<tr>
<td><strong>Curricula will adhere to national standards.</strong></td>
<td>Comparison of curriculum to national standards</td>
<td>Annually by curriculum committees or as needed when new standards become available</td>
<td>The dean, associate deans, assistant deans, program directors and faculty compare standards to curricula and make recommendations. Actions taken are recorded in meeting minutes</td>
<td></td>
</tr>
<tr>
<td>Strategic Priority</td>
<td>Benchmark</td>
<td>Analysis/Tools</td>
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<tr>
<td><strong>Graduate Satisfaction</strong>&lt;br&gt; <em>Average score of 3.5 on scale of 1-5 (SON Exit Surveys)</em>&lt;br&gt;&lt;br&gt;<em>Score 5.0 or above on scale of 1-7 in all indicators (EBI Exit Surveys)</em>&lt;br&gt;&lt;br&gt;<em>Average 3.0 on scale 1-4 (SON Alumni surveys)</em>&lt;br&gt;&lt;br&gt;<em>Students will rate courses and faculty as satisfactory based upon the following: unsatisfactory with be when 20% or more of respondents answer disagree or strongly disagree to 20% of the applicable questions</em>&lt;br&gt;&lt;br&gt;<em>Graduates would recommend program to others and strong satisfaction with learning experience; both rated at 5.0 or higher on a scale of 1-7 on EBI Exit Surveys and 3.5 scale</em></td>
<td><strong>EBI Exit and SON Exit Surveys</strong>&lt;br&gt;&lt;br&gt;<strong>Alumni Surveys (1, 3 and 5 years)</strong>&lt;br&gt;&lt;br&gt;<strong>Course and Teaching evaluations</strong>&lt;br&gt;&lt;br&gt;<strong>EBI Exit and SON Alumni Surveys</strong></td>
<td><strong>May, August and December</strong>&lt;br&gt;&lt;br&gt;<strong>1, 3 and 5 years after graduation</strong>&lt;br&gt;&lt;br&gt;<strong>Each semester</strong></td>
<td>Reviewed by appropriate academic councils and program directors for recommendations. Actions reflected in meeting minutes.&lt;br&gt;&lt;br&gt;The assistant dean for undergraduate programs, program directors and faculty review evaluations and make recommendations. Actions taken are recorded in the meeting minutes. Teaching evaluations are included in annual faculty performance evaluations with appropriate improvement strategies documented in evaluations.&lt;br&gt;&lt;br&gt;Reviewed by appropriate academic councils and program directors for recommendations. Actions reflected in meeting minutes.</td>
<td></td>
</tr>
<tr>
<td>Strategic Priority</td>
<td>Benchmark</td>
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<td>--------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>1-5 on SON Alumni surveys at 1, 3 and 5 years</td>
<td></td>
<td></td>
<td>Review by program directors, assistant deans and associate deans; recommendations for hiring made to dean.</td>
</tr>
<tr>
<td></td>
<td>Faculty numbers meet 1:10 clinical and 1:15 classroom ratios.</td>
<td>IHL Accreditation Report (Associate Dean for Academic Affairs &amp; Accreditation)</td>
<td>Annually</td>
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<td></td>
<td>Grads will rate learning experience 3.5 (scale 1-5) or higher on the Exit survey</td>
<td>SON BSN, MSN and DNP Exit Surveys Support Services</td>
<td>December, April and August annually</td>
<td>The program directors and faculty review evaluations and make recommendations. Actions taken are recorded in the meeting minutes.</td>
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<td></td>
<td>95% NCLEX pass rate</td>
<td>NCLEX pass rate report and NP pass rate report (mean over 3 years for all test takers) Gradient rate calculations: 1 ½ times the plan of study</td>
<td>Annually</td>
<td>Reviewed by appropriate academic councils, assistant dean and program directors for recommendations. Actions reflected in meeting minutes.</td>
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<td></td>
<td>95% NP certification rate</td>
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<td></td>
<td>85% Graduation rate for BSN, MSN, Post APRN and DNP</td>
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<td></td>
<td>95% Job Placement rate within 6 months of graduation</td>
<td>BSN, MSN and DNP Exit Surveys</td>
<td>December, April and August annually</td>
<td>Review by appropriate academic councils, assistant dean and program directors for recommendations. Actions reflected in meeting minutes.</td>
</tr>
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<td></td>
<td>BSN students achieve above 75 percentile on national normed comprehensive standardized exit exam</td>
<td>HESI Exit Exam Report</td>
<td>Annually</td>
<td>Review by appropriate academic councils and assistant dean for undergraduate programs for recommendations. Actions reflected in meeting minutes.</td>
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<tr>
<td>Strategic Priority</td>
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<td>Analysis/Tools</td>
<td>Timeline</td>
<td>Improvement Actions</td>
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<td><strong>MSN Students achieve 70% on subcomponents of comprehensive exam.</strong></td>
<td><strong>Comprehensive Exam</strong></td>
<td><strong>Annually</strong></td>
<td></td>
<td><strong>Reviewed by appropriate academic councils and program directors for recommendations. Actions reflected in meeting minutes.</strong></td>
</tr>
<tr>
<td><strong>DNP students successfully complete DNP project</strong></td>
<td><strong>DNP Project Evaluation Rubric</strong></td>
<td><strong>As needed</strong></td>
<td></td>
<td><strong>Reviewed by appropriate academic councils and program directors for recommendations. Actions reflected in meeting minutes</strong></td>
</tr>
<tr>
<td><strong>Employers indicate satisfaction with graduate proficiencies</strong></td>
<td><strong>SON Employer Luncheon Report</strong></td>
<td><strong>Biennial, Spring</strong></td>
<td></td>
<td><strong>Reviewed by appropriate academic councils, assistant deans and program directors for recommendations. Actions reflected in meeting minutes.</strong></td>
</tr>
<tr>
<td><strong>Faculty professional development offered, i.e.:</strong></td>
<td><strong>Faculty development reflected in performance</strong></td>
<td><strong>Periodically throughout the year</strong></td>
<td></td>
<td><strong>Reflected in annual performance evaluations and reviewed by dean, assistant dean for undergraduate programs, associate deans and program directors.</strong></td>
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<tr>
<td>• Lunch and Learn</td>
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<td>• Webinars</td>
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<td>• High Noon Tech Tips</td>
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<td>• DNP Leadership &amp; Faculty Development Institutes</td>
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<td><strong>Annual faculty performance evaluations will indicate satisfactory accomplishment of 90% of objectives.</strong></td>
<td><strong>SON Faculty Performance Evaluations</strong></td>
<td><strong>Annually (May)</strong></td>
<td></td>
<td><strong>Reviewed by dean, associate deans, assistant dean for undergraduate programs and program directors. Faculty complete a self-evaluation specific to teaching, scholarship, research and/or practice that can include peer input. Program directors complete an evaluation and the two are reviewed together. Faculty and administrators agree</strong></td>
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Revised 11/19/2016
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<thead>
<tr>
<th>Strategic Priority</th>
<th>Benchmark</th>
<th>Analysis/Tools</th>
<th>Timeline</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Implement Innovative Models of Prevention and Care that Serve Mississippi</td>
<td>Graduates and Alumni will rate learning experience satisfactory on the exit and alumni surveys.</td>
<td>SON BSN, MSN and DNP Exit and Alumni Surveys Support Services SON developed graduate exit and alumni surveys score 3.5 (scale 1-5) EBI Exit Survey score 5.0 (scale 1-7)</td>
<td>December, May and August annually</td>
<td>Results are presented to academic councils and Office of Student Affairs for action. Faculty and administration action plans to improve services. Students are notified via email and Canvas of actions taken. Actions are recorded in meeting minutes.</td>
</tr>
<tr>
<td>Implement Innovative Models of Prevention and Care that Serve Mississippi</td>
<td>100% satisfaction with clinical sites</td>
<td>Clinical site evaluations with input from students (Satisfaction documented by Program Directors.)</td>
<td>Annually</td>
<td>Practice site evaluations are conducted each semester and on an as needed basis. Site visits for</td>
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<tr>
<td>Successful marketing of distinctive programs</td>
<td>Admissions and enrollment report</td>
<td>Annually and as needed</td>
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<tr>
<td>Preceptor satisfaction with student performance (Satisfaction determined by course coordinator evaluation with input from preceptor.)</td>
<td>Preceptor evaluation tools</td>
<td>Each semester</td>
<td></td>
<td>Review by course coordinators, assistant dean for undergraduate programs and program directors; remediation plans developed for students as needed.</td>
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<tr>
<td>Preceptor evaluations will indicate satisfaction with 90% preceptors.</td>
<td>Preceptor Evaluations: BSN and MSN</td>
<td>Each semester that includes a precepted course</td>
<td></td>
<td>The program directors, assistant dean for undergraduate programs and faculty review evaluations and make recommendations. Actions taken are recorded in the meeting minutes.</td>
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<tr>
<td>Improved educational experiences</td>
<td>Son exit, alumni surveys</td>
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<tr>
<td>Improved educational experiences</td>
<td>Preceptor satisfaction</td>
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<tr>
<td>Implement Community-Based Research to Meet Needs Unique to Mississippi</td>
<td>Faculty performance aggregate benchmarks are met:</td>
<td>SON Faculty Performance Evaluations</td>
<td>Annually (May)</td>
<td>Faculty complete a self-evaluation specific to teaching, scholarship, research and/or practice that can include peer input. Program administrators complete an evaluation and the two are reviewed together. Faculty and administrators agree on goals for the coming year. If needed, performance improvement plans are developed.</td>
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<td>• 33% of full time faculty in national or international leadership positions</td>
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<td>• 75% of full time faculty have doctoral degree</td>
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<td>• 25% of full time faculty engage in practice</td>
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<td>• 75% of full time faculty hold national certifications</td>
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<td>• On average 33% of faculty receive extramural funding over a 3-year period</td>
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<td></td>
<td>• On average 80% of faculty publish over a 3 year period</td>
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<td>Secure the Needed Financial Resources to Achieve Success</td>
<td>Budget and other resources are adequate to effectively meet the strategic priorities and basic parameters of student graduation, licensing and placement rates.</td>
<td>Budget – Review in context of strategic map and implementation plans</td>
<td>Annually (Feb/June) and as needed</td>
<td>Reviewed in Executive Council with recommendations reflected in budget requests. Reviewed with implementation teams with recommendations reflected in implementation plans.</td>
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<td></td>
<td>Extramural funding increased by 10% each year.</td>
<td>Grant funding tracking spreadsheet</td>
<td>Annually (June)</td>
<td>Reported at Executive and Research Council meetings and recommendations reflected in annual goals for Office of Research and Scholarship; actions</td>
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<td>Improved sharing of resources across campus: partnerships and collaborations established.</td>
<td>Annual assessment of Strategic Priorities Implementation plan</td>
<td>Annually (February)</td>
<td>Review at Strategic Evaluation Day meeting. Recommendations reflected in meeting minutes.</td>
</tr>
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</table>
|                    | Graduate Satisfaction with support services:  
|                    | • Average score of 3.5 on scale of 1-5  
|                    | • Score 5.0 or above on scale of 1-7 | EBI Exit and SON Exit Survey | December, May and August | Reviewed by appropriate academic councils, assistant dean for undergraduate programs and program directors for recommendations. Actions reflected in meeting minutes. |
|                    | SON Exit survey: Use of technology score 3.5 (scale 1-5) | SON Exit Survey | December, May and August | Reviewed by appropriate academic councils, the Advisory Council to the Center for Innovation in Nursing Education (ACCINE) and program directors for recommendations. Actions reflected in meeting minutes. |
|                    | Staff performance indicators: Average score 4.0 on annual performance evaluation (scale 1-5). | Annual Performance Evaluation | Annually | Reviewed by supervisors; performance improvement plans developed as needed. |
| Strengthen Organizational Innovation and Resilience | 75% of faculty will rate dimensions of faculty engagement and workplace factors that may impact engagement at satisfied or very satisfied. | AAMC Faculty Forward Engagement Survey | Annually by UMMC Office of Faculty Affairs | Presented to faculty by Chief Faculty Development Officer; action plans developed by appropriate administrators and/or councils as needed. |
|                    | Budget allocation decisions are made with input from all programs. | Budget – Annual review with dean and executive council. | Annually (April) | The upcoming budget year resources are reviewed by the administrative team. New or
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</table>
|                    | **Dynamic technology plan with resources needed developed and implemented:**  
- EBI Exit Surveys: Technology items (score 5, scale 1-7)  
- SON Exit Surveys (score 3.5, scale 1-5) | Exit Surveys | December, May and August | Results reviewed by program councils and ACCINE; plans made to implement strategies for improvement. |
|                    | **Documents and publications (print and electronic) are accurate.** | Review of website, calendars, and recruitment materials | Annually and as needed | Updated by program offices or administrative offices with the assistance of the Graphics Designer and Senior Student Recruiter when changes to content are made. |
MISCELLANEOUS
Badge Access Policy & Procedures

1. University of Mississippi Medical Center (UMMC) School of Nursing (SON) entrance to the building is by badge access only.

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.
Calendar Posting Procedure

The School of Nursing calendar can be found on the UMMC Intranet under the UMMC calendar site. Campus-wide events can be found on the UMMC Calendar which serves as the master calendar for the campus. Any information that you wish to be included on the calendar must be submitted to the executive assistant in the Office of the Dean. You will need to submit the following regarding the event: name, location, beginning and ending times, contact person, and a brief description about the purpose.
Conference Calls (Audio and Video)

Audio and Video Conferencing services are available through the Center for Innovation in Nursing Education. If you need to organize any audio and/or video conference, please contact Michael Vaughan or Amy Robertson. 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.

How it works is as easy as 1-2-3.

1. Contact Michael Vaughan or Amy Robertson.
2. Send the connectivity information to your attendees.
3. CINE Staff will assist in setting up the appropriate meeting space.
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 Common Drive 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 Deborah Renfroe (for exempt/salaried faculty/staff) or Vanessa Virgil (for hourly staff).
- 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 Deborah Renfroe for assistance.
When a faculty/staff initially request FML, Deborah receives an email that states:

“(Faculty/Staff name) has 15 days to turn in paperwork to Sharron Smith or Yolanda Holmes in the EEO office located in Apt. C3 (map). If the request was for intermittent leave, the employee must recertify FMLA leave after six (6) months. You can visit your Leave Dashboard here. If you have any problems, please contact Sharron at 601-984-1132 or Yolanda at 601-815-4755.”

Deborah will forward this to the employee’s supervisor. This should NOT be the first time the supervisor has heard of the employee’s intention to be out on FML.

*Revised 8/8/2016
Meeting Minutes

Administrative assistants responsible for minutes will have the **first draft available within 10 working days** after the meeting. The draft will be sent to the chair for reading. The **chair will have five (5) working days to review** and return to the administrative assistant for corrections. The final copy of the minutes should then be completed and returned to the chair for final review.

The minutes that have been typed and are waiting to be approved at the next meeting will have a draft watermark placed on them and posted to the Common Drive as a draft copy.

After the minutes are voted on and approved at the next meeting they will be electronically signed by the chair and the administrative assistant. They will then be sent to executive assistant to the dean to be posted to the Common Drive as final copy and the draft copy will be deleted.

The PDF document should include all the items below, in this specified order:

- Voted on and electronically signed (by chair and assistant) minutes
- Agenda
- Sign-in sheet
- Attachments

To be sent in the following format:

- Committee or Council name_date
  Example: FOM_01.02.2016

At the end of each fiscal year, these documents will be placed on a thumb drive for permanent record.
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, seen below.

https://www.umc.edu/uploadedfiles/umcedu/content/schools/facultystaffhandbook.pdf.
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 – A140, A102, A035, A018, A330
- Conference Rooms – A108, A239, A327

Rooms booked through **EMS**:
- Classrooms – A142, A143, A116

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

- **Undergraduate Program** – Administrative Assistant to the Assistant Dean for Undergraduate Programs (ext. 46250) / Administrative Assistant to RN-BSN Program (ext. 57616)
- **MSN Program** – Administrative Assistant for Graduate Program (ext. 44588) / Executive Assistant to the Dean (ext. 46220)
- **DNP Program** – Administrative Assistant for the DNP Program (ext. 54128) / Administrative Assistant for Education Administrator (ext. 46211)
- **PhD Program** – Administrative Assistant for the PhD Program (ext. 46221) / Administrative Assistant to the Associate Dean for Research and Scholarship (ext. 46234)
- **Outside SON Requests** – Executive Assistant to the Dean (ext. 46220)

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
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.** Only the dean can approve travel; therefore, for travel to be approved, paperwork must be received 15 days prior to travel and signed by the dean. Failure to adhere to this campus policy 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.