

**Grambling State University  
School of Nursing**

**FACULTY HANDBOOK**



**(Updated Fall 2019)**

## TABLE OF CONTENTS

A. Introduction	page 1
B. Philosophy	page 2
C. GSU Organization Chart	page 6
D. Academic Affairs Organization Chart	page 7
E. School of Nursing Organization Chart	page 8
F. By-Laws	page 9
G. Mentor Role	page 12
H. Additional Committees	page 13
I. Faculty Qualifications	page 15
J. Faculty Practice	page 16
K. Graduate Faculty Workload	page 16
L. Vaccinations or Titers	page 16
M. Technical Standards Requirements	page 17
N. Job Position Description	page 20
O. Annual Evaluation Form	page 39

## **INTRODUCTION**

The faculty of the Grambling State University of School of Nursing (GSUSON) functions within the tenets of Grambling State University (GSU). Therefore, the GSU Faculty Handbook serves as the general informational guide for the School of Nursing.

As an adjunct to the University Faculty Handbook the Grambling State University School of Nursing faculty has developed this booklet which will serve as an orientation tool for new faculty, as well as an informational update for current faculty.

However, this handbook is intended to supplement, rather than replace personal dialogue between faculty and administration. Each faculty member is reminded that GSU is student oriented in purpose and faculty oriented in academic governance. We welcome you as a member of the GSUSON faculty.

## **PHILOSOPHY**

The philosophy of Grambling State University's School of Nursing embodies and enlarges upon the institutional mission and philosophy. GSU fulfills the role of a public university in rendering service to the local and statewide community, as well as the larger national and international community. The faculty of the SON views its role in rendering this service as providing equal access to professional nursing education "for all applicants regardless to race, creed, sex, or physical limitations" (within the technical standards). Philosophy of GSU.

In keeping with the mission of the parent institution, the School of Nursing aspires "to meet the needs of all students enrolled, including those who have been adversely affected by education, social, and economic deprivation" (Grambling State University, 1993). The faculty of the SON provides an environment for learning that enables all students to maximize their learning potential. Guiding principles embrace the motto that "everybody is somebody" (Philosophy of GSU). Commitment to total student development is promoted through an atmosphere conducive to full realization of human dignity, respect, and productivity. The SON strives to prepare its graduates for life-long learning, self-actualization, and service to the community.

Beliefs of the faculty of the GSUSON regarding the concepts of individual, society, health, nursing, and teaching/learning are defined as follows:

### **INDIVIDUAL**

The individual is a multi-dimensional being. These dimensions included biological, psychosocial, cultural, and spiritual aspects. Each individual operates in an open system in constant interaction with a dynamic environment.

Although common characteristics and needs are shared, each individual is unique, with dignity and equal rights and is an integral part of family, group, and community systems. Adaptation occurs utilizing innate and acquired biological, psychosocial, cultural, and spiritual mechanisms in response to internal and external environmental changes. Successful adaptation enables achievement of specific tasks and fulfillment of basic human needs. Growth and development continue throughout the stages of life. Adaptation and growth occur within all client systems. Client systems are defined as the individual, family, group, and community systems of society.

### **SOCIETY**

Society's components are considered to be multi-variant with respect to ethnic origin, culture, and socioeconomic status. This diverse composition of society has implications for professional nursing practice and the preparation of nurses to practice in this environment. Students of GSUSON are derived from this multi-variant society.

Society influences all individuals and enables them to exercise a choice in promoting personal, professional, and community welfare. In a democratic society, dignity of the individual is respected regardless of nationality, race, gender, creed, or status.

## HEALTH

Health is believed to be a relative state that is dynamic and can be represented by a continuum of wellness to illness. The wellness end of the continuum is coping effectively with stressors through the adaptation process. The illness in the other continuum is a maladaptive response to stressors. These kinds of health and encompass individuals, families, groups, and communities. Wellness for the client is the goal of nursing.

## NURSING

Nursing is “the diagnosis and treatment of human responses to actual and potential problems” (American Nurses Association, 1980). Diagnosis and treatment of human adaptation to stress is accomplished through the use of the nursing process. Nursing is defined by its practice as a profession and the roles of its practitioners.

## NURSING PRACTICE

Nursing practices is both an art and a science which requires application of theoretical and research-based knowledge and principles in the care of the client. The baccalaureate prepared nurse focuses on assisting client systems to use adaptive mechanisms to meet both wellness and illness needs. Students at the baccalaureate level are expected to evaluate and utilize research findings in nursing practice. Nursing practice occurs within a dynamic health care system. To meet client system needs, collaboration and coordination with other health care discipline professionals are necessary.

The therapeutic relationship between nurse and client is a foundation for the nature of nursing practice. Therapeutic communication skills are necessary to establish the professional nurse/client relationship. The goals of nursing are to assist individual, family, group, and community systems to: 1) achieve self-determined health goals, 2) reach a state of adaptation within their own unique environment, 3) maintain or improve methods of adaptation, and 4) provide direction for present and future health care for clients and groups of clients who are part of a diverse society.

Client goals related to health care and nursing will be fulfilled, thereby improving the level of adaptation and promoting optimal functioning. This will positively influence the client’s position on the wellness to illness continuum. Utilization of teaching/learning principles in professional nursing practice is essential for promoting adaptation of clients.

## NURSING ROLES

The baccalaureate prepared nurse is expected to assume the following roles: provider of care, manager/leader, teacher, change agent, and advocate. Within each of these roles, the baccalaureate prepared nurse adheres to the professional, legal, and ethical standards of the American Nurses Association and the Louisiana State Board of Nursing. The professional nurse assumes responsibility and demonstrates accountability to individuals, families, groups, communities, and society. Graduates are prepared to pursue further education to assume expanded role(s) in nursing.

Socialization into these roles is accomplished by the integration of professional standards of practice, values, and ethics. The assimilation of role identity and professional socialization occurs in the

educational setting. It is recognized that students who have been adversely affected by educational, social, or economic deprivation require more support in preparing for the professional role. Socialization of students to professional nursing behaviors and role functions is a deliberate process. Role socialization is accomplished through provision of an environment that fosters self-esteem and self-worth, and through role modeling in clinical and classroom environments.

### TEACHING/LEARNING

Teaching involves a process of imparting knowledge, skills, and/or attitudes to the learner. The teacher is a facilitator of the learning process. Learning is a process of growth and development involving the whole person. The learning process is facilitated when content is presented within a simple to complex format. It is an active and creative process involving the learner through which knowledge is acquired for developing and maximizing skills. Learning has occurred when there is a demonstration of acquisition of knowledge and a change in the learner's behavior. This learning process is unique for each individual. Learning is consistently evaluated by students, peers, and educators to promote growth and development of the professional nursing student.

Professional nursing education begins at the baccalaureate level and integrates theories and concepts from arts, humanities, and physical, biological, and behavioral sciences. Nursing education is dependent upon sound teaching /learning principles.

The admission policy at Grambling State University calls upon nursing faculty to use a variety of teaching strategies in order to meet needs of a diverse student population. The teacher is a facilitator who collaborates with students to establish an environment through which learning is maximized and quality mandated by GSU and LSBN is achieved. The curriculum is designed to assist students in the process of adapting to change as an individual, a citizen, a nursing student, a beginning practitioner of professional nursing, and an advanced practitioner as a nurse educator and/or a family or pediatric nurse practitioner. Successful students progressively assume increased responsibility for learning.

The present and future practice of nursing is influenced by educational preparation of the practitioners; this practice requires life-learning. Practitioners of nursing impact health care of society through continued personal and professional development in formal and informal settings. Professional behaviors are fostered through participation in professional organizations and service to communities.

### ORAGANIZING FRAMEWORK

The nursing major at GSUSON is at the upper division of the four-year baccalaureate program and builds upon the student's life experiences and a pre-nursing education/knowledge base in the liberal arts, humanities, and sciences.

A systematic approach the nursing process, is utilized to assist clients to cope with stressors in their lives to move toward wellness. An eclectic approach to nursing is utilized which incorporates Selye's General Adaptation Syndrome, Maslow's Hierarchy of Needs, and Erikson's Eight Stages of Man.

The nursing process provides the structure for the professional component of the nursing curriculum. The nursing process is utilized to provide effective nursing care for clients. Components of

the nursing process are assessment, analysis, planning, intervention, and evaluation. The nursing process involves identifying and analyzing client problems, determining and implementing a plan of action, and evaluating achievement of the goals. The nursing process is implicit in the development and implementation of skills related to critical thinking and research necessary for professional nursing practice.

All aspects of the nursing process are incorporated and utilized within each level of the professional component of the program. However, different foci are implemented within each level and provide a consistent progression throughout the program. The foci at each level are:

Level I:	Assessment and Analysis
Level II:	Assessment, Analysis, and Planning
Level III:	Planning, Implementation and Evaluation
Level IV:	Assessment, Implementation, and Evaluation
Level V:	Synthesis of the Nursing Process

Lecture content, course objectives, syllabi, clinical tools, and test maps reflect the emphases of the nursing process throughout the professional curriculum.

Nurses utilize the nursing process as the guiding structure to assist client systems to move from illness to wellness. The goal of nursing is achievement of wellness by promoting effective adaptation by all client systems. Progression of client systems and progression from wellness to illness are implemented in a systematic fashion in the profession curriculum. Progression of foci for client systems is illustrated below:

Level I:	Individual
Level II:	Individual within family
Level III:	Individual, family, and group
Level IV:	Individual within family and group
Level V:	Individual, family, group, and community

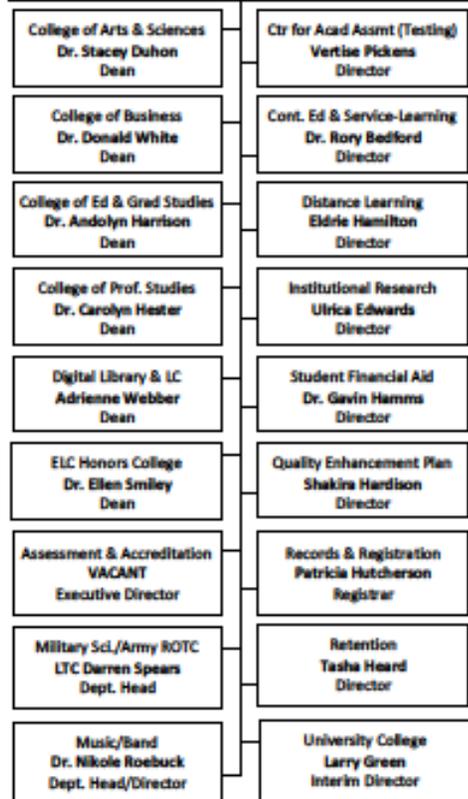


**ORGANIZATIONAL CHART**  
08/12/19

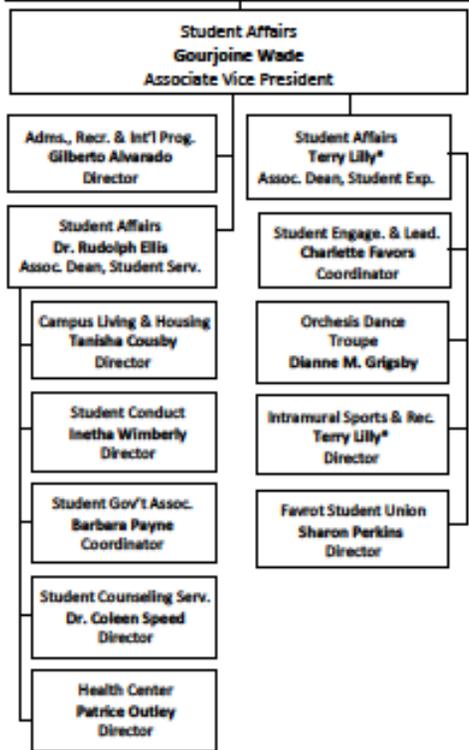
**University of Louisiana System Board of Supervisors**

**Richard J. Gallot, Jr. JD**  
President

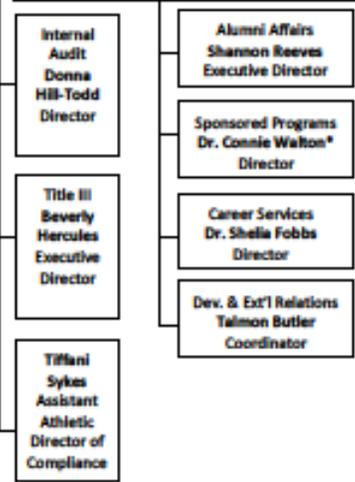
**Academic Affairs**  
**Dr. Connie Walton\***  
Interim Provost and Vice President



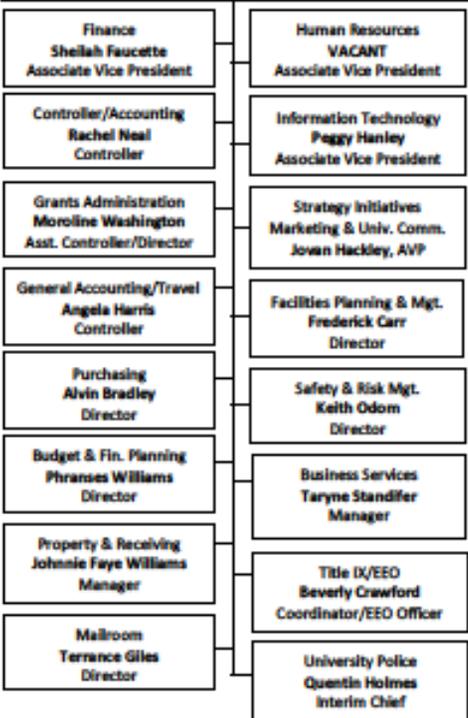
**Student Affairs/Intercollegiate Athletics**  
**Dr. David Ponton\***  
Vice President/Athletic Director



**Adv., Research & Econ. Dev.**  
**Marc Newman**  
Vice President

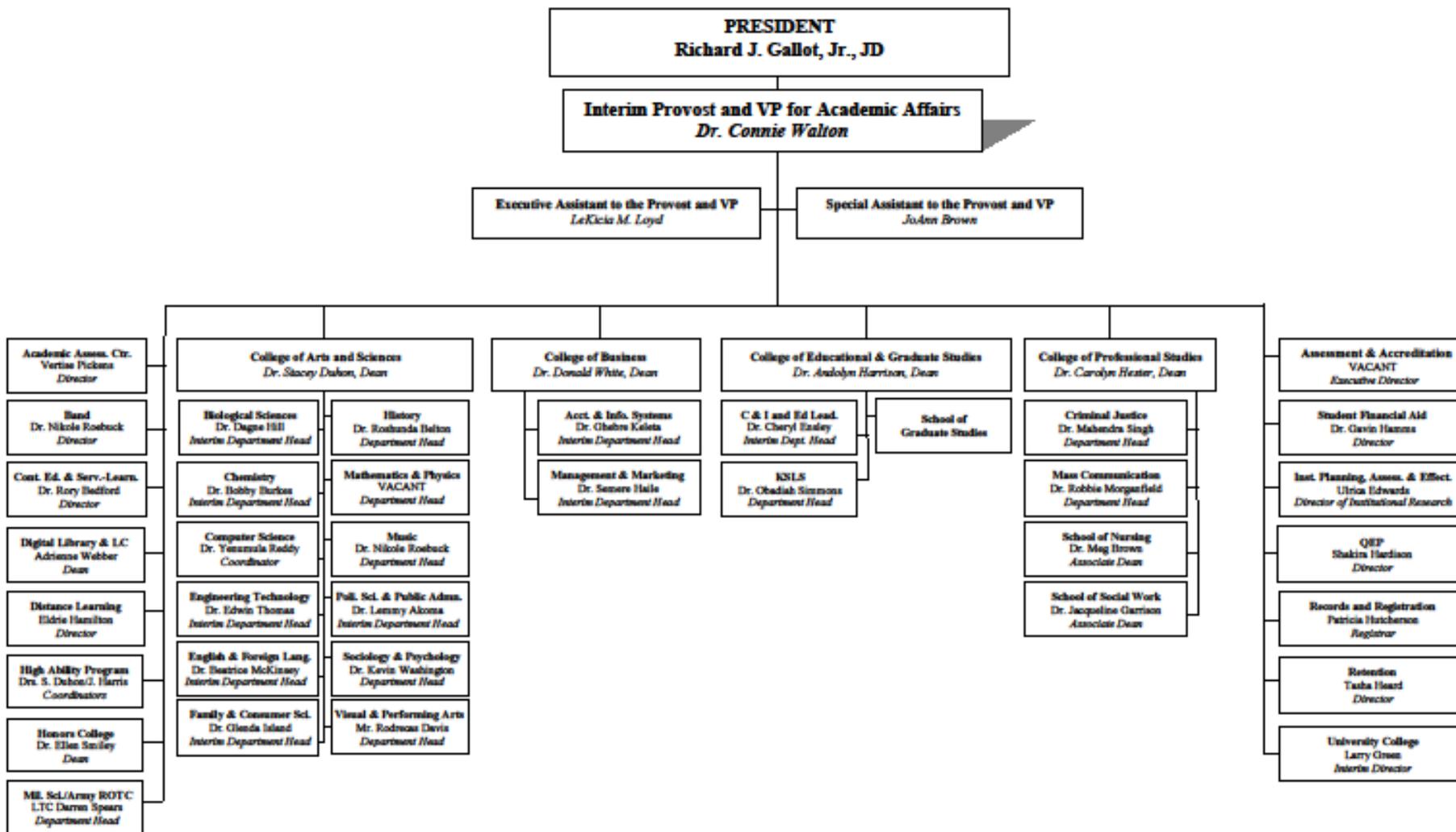


**University Operations/Finance & Administration**  
**Martin Lemelle, Jr.\*\***  
Chief Operating Officer/Interim Vice President



\*Dual responsibility  
\*\*Second in Command

**DIVISION OF ACADEMIC AFFAIRS**  
*Organizational Chart*  
 Revised August 12, 2019



**Grambling State University**  
**School of Nursing**  
**Organizational Chart**  
*2019-2020*

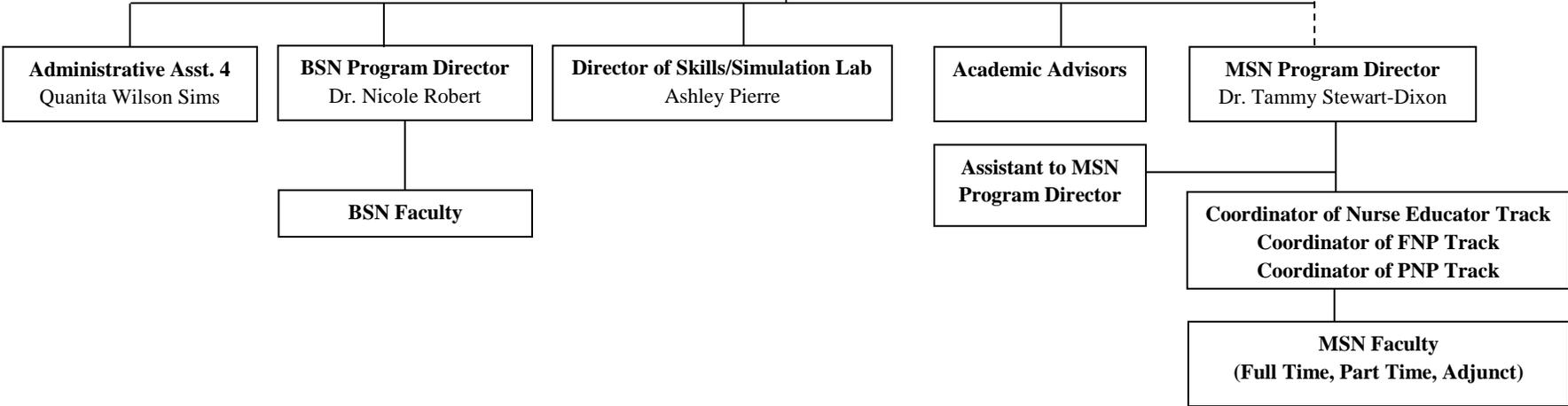
**President**  
 Richard J. Gallot, Jr., JD

**Provost/VP for Academic Affairs**  
 Dr. Connie Walton

**College of Professional Studies**  
 Dr. Carolyn Hester, Dean

**School of Graduate Studies & Research**  
 Dr. Andolyn Harrison, Dean

**School of Nursing**  
 Dr. Meg Brown, Associate Dean



## **BY-LAWS**

### **ARTICLE I: Name**

This organization shall be known as the Nursing Faculty of Grambling State University School of Nursing.

### **ARTICLE II: Purpose**

The faculty shall be organized to consider, discuss, recommend, and establish policies affecting the School of Nursing in accordance with Article III of these By-Laws. The faculty shall also promote faculty, student, and interagency participation in implementation of the Nursing Program through the medium of Standing and Special Committees.

### **ARTICLE III: Power**

Section 1: Nursing Faculty shall have such legislative and executive power in matters pertaining to the School of Nursing as shall hereinafter be stipulated.

Section 2: Faculty shall establish such school policies as will regulate:

- All curriculum offerings and research
- Recruitment, selection, admission, retention, progression, graduation, and welfare of students;
- Selection, appointment, promotion, and welfare of the faculty

Section 3: The Nursing Faculty shall assume responsibility of the School's program and shall be empowered to:

- Determine and adopt philosophy, purposes, and objectives of the School of Nursing program;
- Determine and adopt programs of study and curricula which reflect the School's stated philosophy, purposes, and objectives;
- Establish policies and practices regulating student admission, retention, and progression;
- Recommend criteria for selection, continuation, and promotion of faculty;
- Review and act on recommendations of Standing Committees of the Nursing Faculty, of its own membership, and of non-nursing sources;
- Review and recommend revision of the By-Laws;
- Recommend, establish, and evaluate educational policies and practices relative to faculty responsibilities for implementation of the program of study and the curricula;
- Promote welfare of students and faculty;
- Promote recruitment and public relations activities of the University.

### **ARTICLE IV: Members of Nursing Faculty**

Membership of the Nursing Faculty shall include all part-time and full-time instructors, assistant professors, associate professors, and full professors of the School of Nursing.

## **ARTICLE V: Officers and their Appointments**

The Associate Dean of the School shall serve as Chairperson. In the event of the absence of the Associate Dean, the Associate Dean shall appoint a faculty member to serve as Chairperson.

## **ARTICLE VI: Committees**

### **A. Curriculum Committee**

Chairperson: Appointed by the Associate Dean  
 Membership: Level coordinators (5), two faculty members at-large, Associate Dean of the School of Nursing, students, one from each level (5).

Meetings shall be at least once a semester; and more often if necessary.

Functions:

- 1) Study, evaluate, and prepare proposals for course and curriculum changes and make appropriate recommendations to Faculty of the School of Nursing.
- 2) Recommend to the general nursing faculty, position and policy statements regarding curriculum program of the School of Nursing.
- 3) Review yearly implementation of curriculum in relationship to the School's philosophy, objectives, and conceptual framework.
- 4) Review suggestions or concerns regarding curriculum proposed by students or faculty

### **B. Admissions and Academic Standards Committee**

Chairperson: Appointed by the Associate Dean  
 Membership: At least five (5) appointed faculty members, one (1) from each level of the program.

Meetings shall be held at least once a semester, and more often if necessary.

Functions:

- 1) Screen nursing applicants for admission and re-admission using pre-determined criteria.
- 2) Review academic records and recommend appropriate action concerning students who are unsuccessful in completing nursing courses and other requirements.
- 3) Review violations of the ANA Professional Nurse Code of Ethics and GRAMBLING STATE UNIVERSITY Standards of Conduct for students.

### **C. Policy Committee**

Chairperson: Appointed by the Associate Dean

Membership: Faculty representing each academic year of the professional program (3);  
Students: one from each level (5).

Meetings shall be held at least once a semester, and more often if necessary.

Functions:

- 1) Review existing polices and by-laws.
- 2) Receive recommendations for revisions of polices.
- 3) Formulate polices and by-laws for the School of Nursing and recommended changes to nursing faculty.
- 4) Review faculty and student handbook yearly.

#### D. Evaluation Committee

Chairperson: Appointed by the Associate Dean

Membership: Faculty from different levels (3); Students: one from each level (5).

Meetings shall be held once a semester.

Functions:

- 1) Develop and evaluate tools for evaluation purpose in following areas:
  - a) Faculty – Peer evaluation.
  - b) Student evaluation of teacher effectiveness for clinical and theory.
  - c) Course evaluation by students.
  - d) Course evaluation by instructors.
  - e) Faculty evaluation of clinical agencies.
  - f) Periodic surveys of graduates.
- 2) Establish guidelines for the administration of evaluation tools.
- 3) Distribute evaluation tools to graduates and employers on a regularly scheduled basis.
- 4) Compile data from evaluation tools and present to faculty on a regularly scheduled basis.

#### E. Level Committee

Memberships will include all instructors in the level (part-time and full-time) and at least one student representative elected by total class membership. Level Coordinator will serve as chairperson. A recorder may be appointed in order to comply with general committee requirements.

Regular meetings of the Level Committees shall be held once a semester, and more often if necessary. Special meetings may be called by the chairperson.

Functions:

- 1) Evaluate periodically progression of the course in relation to:

- a) Number and type of student assignments, including schedules of tests.
  - b) Plans for lecture (any necessary changes or guest speakers, etc. and weekly focus).
  - c) Student input for suggestions to improve course.
  - d) Appropriateness for test items on scheduled tests via item analysis.
- 2) Report to curriculum committee status of the course and proposed course changes.
  - 3) Participate in selection of appropriate Diagnostic tests to be given at conclusion of the course.
  - 4) Review yearly course objectives, etc. in relation to appropriateness and possible revisions in accordance with school philosophy and level objectives.

F. Faculty Development Committee

Chairperson: Appointed by the Associate Dean

Membership: Three (3) faculty members.

Meetings will occur at least once a semester.

Functions:

- 1) Planning faculty inservice programs.
- 2) Keeping faculty apprised of available continuing education programs.

**ARTICLE VII: Evaluation**

A. Faculty Evaluation

The nursing faculty will be evaluated in the following manner:

- 1) Yearly by students utilizing the GRAMBLING STATE UNIVERSITY evaluation form.
- 2) Peer evaluation – done twice a year. Faculty may designate when and by whom.
- 3) Self-evaluation yearly.
- 4) At the end of each semester by students in respective courses.
- 5) Yearly by the Associate Dean.

B. Course Evaluation

Students are to evaluate the respective nursing courses at the end of each semester.

C. Orientation

All new faculty will be oriented in the following manner:

- 1) Introduction to faculty.
- 2) Personnel matters clearance.
- 3) Office assignment.
- 4) Assignment to mentor (See description following).

## **Mentor Role**

The Associate Dean of the School of Nursing will assign a faculty mentor to each newly employed faculty member. The role of mentor is described as follows:

- Assist new faculty in becoming familiar with the school and its functions.
- Serves as a resource person regarding University and School and its functions.
- Support faculty in efforts of clinical and classroom teaching.
- Serve as a role model and assist in promoting professional growth.
- Promote communication between new faculty and other faculty.
- Be responsible for giving the new faculty member a tour of campus and clinical facilities.
- Provide and review current forms which are to be used in both clinical and theoretical courses.
- Assist new faculty members in becoming acclimated to the faculty role.

Additional Committees:

BSN/Graduate Program Evaluation Committees functions shall be to

- A. review and revise the plan to evaluate program outcomes in a systematic ongoing basis,
- B. coordinate and provide oversight in the collection and analysis of data for evaluation of program outcomes,
- C. complete an annual program evaluation report and present to faculty for decision-making,
- D. review the program evaluation plan on an ongoing basis.

Rank and Promotion Committee

Rank and Promotion Committee functions shall be to

- A. adhere to the rank and promotion requirements of the University, as set forth in the GSU Faculty Handbook,
- B. discuss in executive session, all relevant factors regarding promotion of an individual, and
- C. review all relevant factors regarding appointment to rank and make recommendations to the Director.

The Rank and Promotion Committee membership shall be appointed by the Associate Dean of GSUSON.

(Refer to the GSU Faculty Handbook for committee)

Tenure Committee

Tenure Committee functions shall be to

- A. adhere to the rank and promotion requirements of the University, as set forth in the GSU Faculty Handbook,

- B. discuss in executive session, the credentials of all faculty for tenure and make recommendations to the Director,
- C. annually review faculty members (all full-time) on tenure track and make recommendations for continuance and provide positive and negative feedback for the Director.

The Tenure Committee membership shall be appointed by the Associate Dean of GSUSON

#### Revision of Bylaws

Revision of Bylaws shall be approved by the Faculty Affairs Committee

- A. The Faculty Affairs Committee shall appoint an ad hoc committee every three years to review the Bylaws and recommend revisions.
- B. Recommended revisions of the bylaws shall be submitted in writing to the members of the SON two weeks prior to the meeting.
- C. Approval of the bylaws shall require a two-thirds affirmative majority of those members present and voting.
- D. All revisions of the bylaws shall become effective on the date of adoption.

#### Parliamentary Authority

The rules contained in the Roberts Rules of Order, Newly Revised shall govern all meetings of the School of Nursing and its committees, unless specifically addressed in these Bylaws.

#### Graduate Committee

The functions of the Graduate Committee are subdivided into 4 focus areas (Academic Standards, Curriculum, Policy, and Evaluation) and the functions shall be to

- A. review the mission, philosophy, organizing framework and outcomes of the programs on a regular basis,
- B. review, approve and implement revisions of the curriculum, its content and sequence; credit hour allocation, and curriculum requirements,
- C. review recommendations and make curriculum revisions based on program evaluation outcomes,
- D. review, approve and implement policies and practices for graduate student admission, progression, retention and graduation,
- E. select and admit qualified applicants into the Graduate programs.
- F. promote activities related to student welfare and professionalism,
- G. report action items to the SON faculty for information only,
- H. call meetings of the total Graduate faculty as needed.

The Graduate Committee membership shall be

- A. the Graduate Program Director as chairperson,
- B. graduate faculty members appointed by the Director, and
- C. one non-voting student representing each entering class of the MSN Program

Faculty Affairs Committee

The functions of the Faculty Affairs Committee shall be to

- a) promote the rights, benefits, welfare, standards, and working conditions of SON the faculty and staff,
- b) recommend to the SON, policies and procedures related to rank and promotion within the policy of the University,
- c) serve as a resource to enhance the faculty role in teaching effectiveness,
- d) review/revise faculty orientation/mentorship policies as needed,
- e) review and forward recommendations regarding SON job descriptions,
- f) follow the University's current policy and procedure for recruitment and selection of qualified faculty,

The GSUSON Faculty Handbook refers to the Grambling State University Faculty Handbook (Chapters III – VIII; pp. 12-81) for all policies, procedures, regulations, and code of conduct.

#### Faculty Qualifications/Nurse License/National Certification

Additional policies and/or requirements for nursing faculty including all nursing faculty must maintain an unencumbered license in the state of Louisiana and the School of nursing is required to submit a Nurse Faculty Qualification Form for Faculty Approval to LSBN.

Compliance requirements established by LSBN to practice as a licensed nursing profession in the state of Louisiana are indicated:

The Louisiana Administrative Code Title 46 Professional and Occupational Standards Part XLVII Practical Nurses and Registered Nurses Subpart 2 Chapter 35 of the Louisiana State Board of Nursing Practice Act, nursing faculty teaching in the graduate program and preparing graduate nurses for the national Advanced Practice Certification Exams must meet the following requirements:

- a. The APRN faculty member shall hold a minimum of a graduate degree in nursing. APRN nursing faculty teaching advanced practice role and population content must be licensed in advanced practice in that advanced practice or related role and population.
- b. Other credentialed providers may be utilized to provide content relevant to the advanced practice role and population in support courses.

- c. The educational component of the APRN program shall be coordinated by a lead faculty member who is educated and nationally certified in the same role and population area and licensed as an APRN in the state of Louisiana.
- d. Nurse faculty shall have a minimum of two years of nursing practice as a registered nurse in a clinical setting prior to their appointment.

In addition, the Administrative Code requires the APRN faculty must demonstrate competence in clinical practice and teaching, which includes continued national certification or continuing education requirements.

#### Faculty Practice

GSUSON and Grambling State University provide support to ensure NP faculty teaching in clinical courses maintain currency in clinical practice by allowing faculty practice hours to be included in Graduate Nurses faculty workload. The National Organization of Nurse Practitioner Faculties (NONPF) requires compliance of APRN Nurse Practitioners' faculty practice to ensure competence and up-to-date evidence-based knowledge and skills for APRNs.

Graduate Full-time Faculty. Full-time faculty are allowed time to practice. However, practice is not allowed to exceed two-days (24 hours) whether the time is paid or completed as a volunteer. Additionally, full-time faculty must teach for GSU only and are not permitted without written consent from a supervisor to teach for other institutions, either on-ground or online. Full-time faculty workload description can be reviewed in the table below:

Workload Description	Workload Hour Distribution	% of Time
<b>Academic (Teaching) workload</b>	9 hours	22.5%
<b>Academic advisory and tutorial</b>	3 hours	7.5%
<b>Office hours</b>	10 hours	25%
<b>Departmental and Institutional Committees and Research</b>	2 hours	5%
<b>Faculty Practice</b>	9 hours	22.5%
<b>Other Scholarly Activities (or additional hours in faculty practice)</b>	7 hours	17.5%
<b>TOTAL</b>	<b>40 HOURS</b>	<b>100%</b>

### Vaccinations or Titers

All nursing faculty in clinical environments are required to maintain vaccinations or titers, to document immunization against specific diseases (MMR, Varicella, Hepatitis B, and Meningitis (if required by the clinical site) to ensure faculty members are in good health, to promote infection control and compliance with CDC, OSHA, and Health Department requirements. Also, all faculty members directly exposed to patients are required to obtain screening for tuberculosis annually.

### Basic Life Support Certificate

All nursing faculty are required to maintain current Basic Life Support Certificate to ensure patient safety and security of emergent response to cardiac and respiratory events.

### Technical Standards Requirement and Disability Policy

Grambling State University School of Nursing is dedicated to equal access for all individuals in its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. The University abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations relating to equality of opportunity.

The School of Nursing curriculum, leading to the eligibility for licensure as a registered nurse or advanced nursing practice, requires faculty and students to participate in diverse, multifaceted and specific experiences crucial to the achievement and practice of essential nursing skills and functions. Exceptional combinations of cognitive, affective, psychomotor, physical, and social abilities are requisite to reasonably perform these functions. These functions are critical to facilitating learning experiences that undergirds the successful accomplishment of the requirements of School of Nursing degree programs (BSN and MSN) and post-graduate certificates, and necessary to guarantee the health and safety of patients, self, faculty and other healthcare providers.

As defined below, these functions encompass the “Technical Standards” performance fundamentals for nursing faculty.

#### MOTOR SKILLS

- **GENERAL:** The faculty should have adequate motor functions such that they are capable to perform movements that are essential to providing basic care and treatment to patients in all health care settings.
- **SPECIFIC:** It is required that faculty have the motor skills needed for assessment and therapeutic procedures such as inspection, palpation, percussion, auscultation, and other diagnostic exercises and procedures. Such activities necessitate dexterity of both gross and

fine muscular movements, equilibrium and functional practices of the senses of touch, vision and hearing.

- **SPECIFIC:** The faculty must be capable of performing basic life support (including CPR), transfer and position patients, and position and re-position self around patients. The faculty must also be able to maneuver equipment typically found in the health care environment (IV pumps, cardiac monitor, and electric and manual blood pressure equipment, safe patient handling equipment, etc.).

### **SENSORY/OBSERVATION**

- **GENERAL:** The faculty must be able to present information through demonstration and experience in the basic and nursing sciences.
- **SPECIFIC:** The faculty must be able to observe the student and/or patient correctly, at a distance and close at hand, and observe non-verbal communications when teaching and performing nursing assessments and interventions or administering medications. The faculty must be capable of distinguishing the signs of disease and infection as revealed through physical examination. Such information may be derived from visual inspection and images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds, etc.)

### **COMMUNICATION**

- **GENERAL:** The faculty must have the capability to communicate effectively and sensitively with students, faculty, staff, patients, family and other professionals.
- **SPECIFIC:** The faculty must be able to articulate his or her concepts and beliefs clearly and demonstrate a readiness and proficiency to provide and accept feedback. The faculty must be able to express or communicate information at a competent level to acquire a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment. The faculty must be able to efficiently communicate in English through verbal, written and electronic formats with the capability to retrieve data from numerous sources of literature and computerized data bases. The faculty must demonstrate the ability to communicate verbally in English in classroom presentations, seminars, simulation, practicum sites, practicum conferences, and on-line formats. The faculty must be skilled to process and communicate information on the student and patient's status with accuracy in a timely manner to members of the faculty and health care team. The applicable communication may also depend on the faculty's aptitude to make an appropriate judgment seeking supervision and consultation in a timely manner.

### **COGNITIVE**

- **GENERAL:** The faculty must be able to measure, calculate, reason, prioritize, analyze, integrate, synthesize information and act with integrity and judgment (ability to manage impulsivity). The

faculty must have the capacity to withstand responsiveness and memory to maintain and ensure student and patient safety.

- **SPECIFIC:** The faculty must be able to read and comprehend a wide range of written materials. The faculty must also be able to appraise and apply evidence, as well as employ critical thinking in the classroom, lab and clinical setting within the time constraints unique to each setting.

### **BEHAVIORAL/EMOTIONAL**

- **GENERAL:** The faculty must retain the emotional health essential for the application of their scholarly abilities, the employment of beneficial judgment, the timely completion of all responsibilities of academia, students, patients, families, and partners.
- **SPECIFIC:** The faculty must be able to preserve stable, sensitive, and effective relationships with students, preceptors, faculty, staff, other professionals, and patients under all circumstances, including extremely demanding situations. Faculty must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The faculty must be able to experience responsiveness for the events and circumstances of others and effectively communicate empathy. Faculty must know how their personal morals, attitudes, beliefs, passions, and experiences affect their opinions and relationships with others. The faculty must be able and willing to assess their behavior when it inhibits productive individual or team relationships. The faculty must retain skills and practice which is warranted for effective and harmonious relationships in diverse academic and work environments.
- **SPECIFIC:** The faculty must be able to meet Grambling State University School of Nursing attendance requirements. The faculty must be able to satisfy all requirements set forth by Grambling State University and partnered health care agency's affiliation agreements as well as any additional requirements of any clinical setting. The faculty must endorse professional nursing standards related to the professional nurse's scope of practice.

### **PROFESSIONAL CONDUCT**

- **GENERAL:** The faculty must have the capability to deduce morally and practice nursing in an ethical manner.
- **SPECIFIC:** The faculty must be ready and willing to teach, learn, and abide by professional standards of practice. Faculty must retain qualities that include compassion, thoughtfulness, unselfishness, veracity, trustworthiness, accountability and open-mindedness. The faculty must be able to employ in academia and patient care delivery in all settings, as well as be able to deliver care to all patient populations including but not limited to children, adolescents, adults, and individuals with disabilities, medically compromised patients and vulnerable adults.

## **Grambling State University**

### **POSITION DESCRIPTION**

#### **ORGANIZATION INFORMATION**

Position Title: Associate Dean of Nursing  
Division: Academic Affairs  
College: Professional Studies  
Department: School of Nursing  
Reports Directly To: Dean of College of Professional Studies

#### **I. PURPOSE OF POSITION**

To support the Dean of the College by directing the programs contained in the College/School.

#### **II. QUALIFICATIONS/REQUIREMENTS**

A Ph.D. in an academic discipline from an accredited institution of higher education is required. At least five (5) years of teaching experience at the university level. Evidence of past success in grant and contract research is required. The ability to work effectively with University administrators and diverse campus constituencies. The Associate Dean must possess excellent written and oral communication skills; outstanding analytical skills; and a commitment to working in a diverse and inclusive environment. Must maintain an unencumbered Registered Nurse license in Louisiana.

#### **II. DUTIES AND RESPONSIBILITIES**

- Supervise program coordinators and staff in the College/School.
- Review systematically all programs in the School on a quadrennial basis.
- Develop new programs consistent with the mission of the University that are viable and that have market potential.
- Increase the number of significant scholarly contributions and publications in the College/School.
- Create an environment that fosters excellence in research and service.
- Attend convocations, commencements, and other official events of the University.
- Carry out other duties as assigned by the Dean.

#### **IV. SUPERVISORY OVERSIGHT AND RESPONSIBILITY**

Program Directors/Coordinators, Faculty and Support Staff in the College/School.

## **Grambling State University**

### **POSITION DESCRIPTION**

#### **ORGANIZATION INFORMATION**

Position Title: MSN Program Director  
Division: Academic Affairs  
College: College of Professional Studies  
Department: School of Nursing  
Reports Directly To: Associate Dean- School of Nursing

#### **I. PURPOSE OF POSITION**

Under the leadership of the Associate Dean of Nursing, the MSN Program Director coordinates and directs all activities in developing, implementing, and managing the Graduate Nursing programs. The MSN Program Director provides direct oversight of the Graduate Nursing program and the designated specialty tracks including assisting with program evaluation; grant supervision; budget planning and monitoring; faculty recruitment, supervision, and evaluation. The MSN Program Director coordinates and facilitates the progression of graduate nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), and the appropriate governing and accreditation organizations.

#### **II. QUALIFICATIONS/REQUIREMENTS**

A Ph.D. or equivalent in an academic discipline from an accredited institution of higher education, at least five (5) years of experience in a leadership position in higher education, and five (5) years of teaching and clinical practice are required. The MSN Program Director must have the ability to work effectively with the Associate Dean of Nursing and with diverse campus constituencies. The MSN Program Director must possess excellent written and oral communication skills, outstanding analytical skills, and a commitment to working in a diverse and inclusive environment. The candidate must be a graduate of Family Nurse Practitioner Program and hold national board certification for Advanced Practice Registered Nurse in the State of Louisiana.

#### **III. DUTIES AND RESPONSIBILITIES**

- Report directly to the Associate Dean
- Responsible for the day-to-day operation of the MSN program and oversee all MSN grant activities
- Work closely with Associate Dean of the School of Nursing in the evaluation and assessment of both the MSN and BSN programs
- Assist the Associate Dean and the BSN Program Director with accreditation preparation, campus and state annual reports and reviews

- Serve in a leadership role for curriculum development, faculty recruitment, student recruitment, and professional development.
- Develop strategies to maintain certification exam pass rate in accordance with the LSBN and ACEN regulations and standards
- Responsible to oversee proper Academic Advising for MSN Students
- Responsible for developing, implementing, reviewing, and revising the curriculum of MSN program using guidelines from nationally recognized nursing practitioner education
- Assist in the review and maintenance of Clinical Affiliation Agreements
- Participates in school of nursing activities.
- Participates in initiating and maintaining updated student plans of study.
- Participates in admissions process for new graduates.
- Participates in student placement for clinicals.
- Maintains an unencumbered Louisiana State RN & APRN license as a board certified FNP.
- Participates in the faculty selection process for MSN/BSN programs.
- Attends state board and national accreditation meetings/conferences.
- Engages in research activities as assigned by department, college, or university. Ensures faculty-student's participation in evidence-based practice and/or research.
- Participates in student's application for graduation and or other graduation paperwork that is submitted to the Associate Dean for approval.
- Teaches part time in the MSN program along with other assignments in the MSN and/or BSN program.
- Actively participates in evaluation process of courses, faculty, clinical sites, books, clinical preceptors, and curriculum.
- Carry out other duties as assigned by the Associate Dean of Nursing, Deans of the College of Professional and Graduate Studies, and the Provost/Vice President for Academic Affairs

#### IV. SUPERVISORY OVERSIGHT AND RESPONSIBILITY

Program Track Coordinators, Faculty and Support Staff in the Graduate Nursing Program.

## **Grambling State University**

### **POSITION DESCRIPTION**

#### **ORGANIZATION INFORMATION**

Position Title: BSN Program Director  
Division: Academic Affairs  
College: College of Professional Studies  
Department: School of Nursing  
Reports Directly To: Associate Dean- School of Nursing

#### **III. PURPOSE OF POSITION**

Under the leadership of the Associate Dean of Nursing, the BSN Program Director coordinates and directs all activities in developing, implementing, and managing the Undergraduate Nursing programs. The BSN Program Director provides direct oversight of the Undergraduate Nursing program which includes assisting with program evaluation; grant supervision; budget planning and monitoring; faculty recruitment, supervision, and evaluation. The BSN Program Director coordinates and facilitates the progression of Undergraduate nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), and the appropriate governing and accreditation organizations.

#### **IV. QUALIFICATIONS/REQUIREMENTS**

A Ph.D. or equivalent in an academic discipline from an accredited institution of higher education, at least five (5) years of experience in a leadership position in higher education, and five (5) years of teaching and clinical practice are required. The BSN Program Director must have the ability to work effectively with the Associate Dean of Nursing and with diverse campus constituencies. The BSN Program Director must possess excellent written and oral communication skills, outstanding analytical skills, and a commitment to working in a diverse and inclusive environment. The BSN Program Director must maintain an unencumbered license as a Registered Nurse in the State of Louisiana.

#### **III. DUTIES AND RESPONSIBILITIES**

- Report directly to the Associate Dean
- Responsible for the day-to-day operation of the BSN program and oversee any BSN grant activities
- Work closely with Associate Dean of the School of Nursing in the evaluation and assessment of both the BSN and MSN programs
- Assist the Associate Dean and the MSN Program Director with accreditation preparation, campus and state annual reports and reviews
- Serve in a leadership role for curriculum development, faculty recruitment, student recruitment, and professional development.

- Develop strategies to maintain the pass rates on the National Council Licensure Examination for Registered Nurse on first attempts in accordance with the LSBN and the nursing accrediting agency's regulations and standards
- Responsible to oversee proper Academic Advising for BSN Students
- Responsible for developing, implementing, reviewing, and revising the curriculum of BSN program using guidelines from *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN)
- Assist in the review and maintenance of Clinical Affiliation Agreements
- Participates in school of nursing activities.
- Participates in admissions process for new graduates.
- Participates in student placement for clinicals.
- Participates in the faculty selection process for BSN/MSN programs.
- Attends state board and national accreditation meetings/conferences.
- Engages in research activities as assigned by department, college, or university. Ensures faculty-student's participation in evidence-based practice and/or research.
- Participates in student's application for graduation and or other graduation paperwork that is submitted to the Associate Dean for approval.
- Teaches part time in the BSN program along with other assignments in the BSN program.
- Actively participates in evaluation process of courses, faculty, clinical sites, books, clinical preceptors, and curriculum.
- Carry out other duties as assigned by the Associate Dean of Nursing, Dean of the College of Professional Studies, and the Provost/Vice President for Academic Affairs

#### IV. SUPERVISORY OVERSIGHT AND RESPONSIBILITY

Faculty and Support Staff in the Undergraduate Nursing Program.

## **Grambling State University**

### **POSITION DESCRIPTION**

Position Title: MSN Faculty (fulltime and part-time; 9 month)  
Division: Academic Affairs  
College: Professional Studies  
Department: School of Nursing  
Reports Directly to: MSN Program Director

#### **I. PURPOSE OF POSITION**

To teach courses in the Department and to conduct scholarly studies that contributes to the enhancement of the Department. Faculty will assist the MSN Program Director in curriculum reviews and in maintaining viable major graduate programs. To assist the University in the intellectual, and ethical growth and development of students who study in the Department.

#### **II. QUALIFICATIONS/REQUIREMENTS**

Must hold a bachelor's and a master's degree in nursing and have either completed a terminal degree in nursing or a related field, or have written plans for doctoral program completion. Must have a minimum of two years clinical experience. Maintains an unencumbered RN license in Louisiana

#### **III. DUTIES AND RESPONSIBILITIES**

- To teach all courses assigned by the Director
- To serve and provide assistance on all committees to which he/she is assigned
- To engage in scholarly work and to involve students in this work whenever feasible
- To support the Coordinator of Graduate Admissions in the recruitment and retention of minority students
- To assist with curriculum reviews and analysis at the department/college/university level
- To attend faculty meetings, convocations, and commencements, and to participate in other official University functions when requested
- To ensure that all programs in the department have currency and that they contribute to the mission of the University
- To assist with providing leadership and counsel for student organizations in the department
- To perform other tasks assigned by the Department Head, Dean of the College/School, or Provost

#### **IV. SUPERVISORY AND RESPONSIBILITY**

Support Staff in the MSN Program

## Grambling State University

### POSITION DESCRIPTION

Position Title: Nurse Educator Coordinator (fulltime; 9 month)  
 Division: Academic Affairs  
 College: Professional Studies  
 Department: School of Nursing  
 Reports Directly to: MSN Program Director

#### I. PURPOSE OF POSITION

To coordinate the Nurse Educator track of the MSN program as well as supporting the MSN Program Director in her recruitment and retention efforts. To provide didactic and clinical/practicum leadership for MSN students enrolled in the MSN program of study, supporting the mission and purposes of the MSN program. Provides support to the program coordinators and the MSN Program Director through participation in classroom, clinical, and committee assignments related to the operations of the program. Coordinate grant activities..

#### II. QUALIFICATIONS

Must hold a bachelor's and a master's degree in nursing and have either completed a terminal degree in nursing or a related field, or have written plans for doctoral program completion. Must have a minimum of two years clinical experience. Must have an unencumbered RN license in Louisiana.

#### V. DUTIES AND RESPONSIBILITIES

- Support the philosophy, objectives, and organizational framework of the nursing program.
- Serve as a role model in the classroom and clinical/practicum activities.
- Plan and implement appropriate teaching/learning activities
- Conduct formal and informal evaluations of student achievement with provision of constructive criticism
- Participate in activities of professional organizations
- Participate in curriculum evaluation and revision
- Maintain rapport with clinical/practicum agencies utilized by the School of Nursing
- Participate in University, College and School of Nursing committees
- Maintain expertise in clinical areas
- Maintain a scholarly pursuit of excellence through research and publications
- Maintain current graduate faculty status
- Maintain current, unencumbered licensure with the Louisiana State Board of Nursing.
- Coordinate the Nurse Educator track and student progress through graduation.
- Coordinate the advisement, registration, instructional, recruitment, retention and graduation process of all the students in the department

- Increase the number of significant scholarly contributions and publications in the Department
- Attend all school of nursing ceremonies and functions
- Participate in MSN grant student activities
- Carry out other duties as assigned by the MSN Program Director
- Assist Program Coordinators, faculty and support staff in the MSN program.
- Recommend clinical sites to the MSN Director and Associate Dean for approval.
- Maintain and secure copies of approved sites.
- Carryout other duties as assigned and directed by the MSN Program Director.

## VI. SUPERVISORY OVERSIGHT AND RESPONSIBILITY

Support staff in the MSN Program

## **Grambling State University**

### **POSITION DESCRIPTION**

Position Title: Family Nurse Practitioner Coordinator (fulltime; 9 month)  
Division: Academic Affairs  
College: Professional Studies  
Department: School of Nursing  
Reports Directly to: MSN Program Director

#### **I. PURPOSE OF POSITION**

To coordinate the Family Nurse Practitioner track of the MSN program as well as supporting the MSN Program Director in her recruitment and retention efforts. To provide didactic and clinical/practicum leadership for MSN students enrolled in the MSN program of study, supporting the mission and purposes of the MSN program. Provides support to the program coordinators and the MSN Program Director through participation in classroom, clinical, and committee assignments related to the operations of the program. Coordinate grant activities.

#### **II. QUALIFICATIONS**

Must hold a bachelor's and a master's degree in nursing and have either completed a terminal degree in nursing or a related field, or have written plans for doctoral program completion. Must have a minimum of two years clinical experience. Must have unencumbered RN and APRN licenses in Louisiana. Must maintain national board certification as a Family Nurse Practitioner.

#### **III. DUTIES AND RESPONSIBILITIES**

- Support the philosophy, objectives, and organizational framework of the nursing program.
- Serve as a role model in the classroom and clinical/practicum activities.
- Plan and implement appropriate teaching/learning activities
- Conduct formal and informal evaluations of student achievement with provision of constructive criticism
- Participate in activities of professional organizations
- Participate in curriculum evaluation and revision
- Maintain rapport with clinical/practicum agencies utilized by the School of Nursing
- Participate in University, College and School of Nursing committees
- Maintain expertise in clinical areas
- Maintain a scholarly pursuit of excellence through research and publications
- Maintain current graduate faculty status
- Maintain current, unencumbered licensure with the Louisiana State Board of Nursing.
- Coordinate the Family Nurse Practitioner track and student progress through graduation.
- Coordinate the advisement, registration, instructional, recruitment, retention and graduation process of all the students in the department

- Increase the number of significant scholarly contributions and publications in the Department
- Attend all school of nursing ceremonies and functions
- Participate in MSN grant student activities
- Carry out other duties as assigned by the MSN Program Director
- Assist Program Coordinators, faculty and support staff in the MSN program.
- Recommend clinical sites to the MSN Director and Associate Dean for approval.
- Maintain and secure copies of approved sites.
- Carryout other duties as assigned and directed by the MSN Program Director.

#### IV. SUPERVISORY OVERSIGHT AND RESPONSIBILITY

Support staff in the MSN Program

## **Grambling State University**

### **POSITION DESCRIPTION**

Position Title: Pediatric Nurse Practitioner Coordinator (fulltime; 9 month)  
Division: Academic Affairs  
College: Professional Studies  
Department: School of Nursing  
Reports Directly to: MSN Program Director

#### **I. PURPOSE OF POSITION**

To coordinate the Pediatric Nurse Practitioner track of the MSN program as well as supporting the MSN Program Director in her recruitment and retention efforts. To provide didactic and clinical/practicum leadership for MSN students enrolled in the MSN program of study, supporting the mission and purposes of the MSN program. Provides support to the program coordinators and the MSN Program Director through participation in classroom, clinical, and committee assignments related to the operations of the program. Coordinate grant activities.

#### **II. QUALIFICATIONS**

Must hold a bachelor's and a master's degree in nursing and have either completed a terminal degree in nursing or a related field, or have written plans for doctoral program completion. Must have a minimum of two years clinical experience. Must have unencumbered RN and APRN licenses in Louisiana. Must maintain national board certification as a Pediatric Nurse Practitioner.

#### **III. DUTIES AND RESPONSIBILITIES**

- Support the philosophy, objectives, and organizational framework of the nursing program.
- Serve as a role model in the classroom and clinical/practicum activities.
- Plan and implement appropriate teaching/learning activities
- Conduct formal and informal evaluations of student achievement with provision of constructive criticism
- Participate in activities of professional organizations
- Participate in curriculum evaluation and revision
- Maintain rapport with clinical/practicum agencies utilized by the School of Nursing
- Participate in University, College and School of Nursing committees
- Maintain expertise in clinical areas
- Maintain a scholarly pursuit of excellence through research and publications
- Maintain current graduate faculty status
- Maintain current, unencumbered licensure with the Louisiana State Board of Nursing.
- Coordinate the Pediatric Nurse Practitioner track and student progress through graduation.

- Coordinate the advisement, registration, instructional, recruitment, retention and graduation process of all the students in the department
- Increase the number of significant scholarly contributions and publications in the Department
- Attend all school of nursing ceremonies and functions
- Participate in MSN grant student activities
- Carry out other duties as assigned by the MSN Program Director
- Assist Program Coordinators, faculty and support staff in the MSN program.
- Recommend clinical sites to the MSN Director and Associate Dean for approval.
- Maintain and secure copies of approved sites.
- Carryout other duties as assigned and directed by the MSN Program Director.

#### IV. SUPERVISORY OVERSIGHT AND RESPONSIBILITY

Support staff in the MSN Program

## **Grambling State University**

### **POSITION DESCRIPTION**

Position Title: BSN Faculty (fulltime and part-time; 9 month)  
 Division: Academic Affairs  
 College: Professional Studies  
 Department: School of Nursing  
 Reports Directly to: BSN Program Director

#### ○ PURPOSE OF POSITION

To teach courses in the Department and to conduct scholarly studies that contributes to the enhancement of the Department. Faculty will assist the BSN Program Director in curriculum reviews and in maintaining viable undergraduate nursing programs. To assist the University in the intellectual, and ethical growth and development of students who study in the Department.

#### II. QUALIFICATIONS/REQUIREMENTS

Must hold a bachelor's and a master's degree in nursing and have either completed a terminal degree in nursing or a related field, or have written plans for doctoral program completion. Must have a minimum of two years clinical experience. Maintains an unencumbered RN license in Louisiana

#### III. DUTIES AND RESPONSIBILITIES

- To teach all courses assigned by the Director
- To serve and provide assistance on all committees to which he/she is assigned
- To engage in scholarly work and to involve students in this work whenever feasible
- To support the Program Director in the recruitment and retention of minority students
- To assist with curriculum reviews and analysis at the department/college/university level
- To attend faculty meetings, convocations, and commencements, and to participate in other official University functions when requested
- To ensure that all programs in the department have currency and that they contribute to the mission of the University
- To assist with providing leadership and counsel for student organizations in the department
- To perform other tasks assigned by the Program Director, Associate Dean of Nursing, Dean of the College of Professional Studies, or the Provost-Vice President of Academic Affairs

#### IV. SUPERVISORY AND RESPONSIBILITY

None

## Grambling State University

### POSITION DESCRIPTION

Position Title: Director of Skills and Simulation Laboratories  
 Division: Academic Affairs  
 College: Professional Studies  
 Department: School of Nursing  
 Reports Directly To: Associate Dean of Nursing

#### I. PURPOSE OF POSITION

To support the Program Directors and Faculty by assisting in the planning and directing of the learning experiences in the Skills and Simulation Laboratories.

#### II. QUALIFICATIONS

Master of Science in Nursing or higher is required. At least three (3) years of clinical nursing experience. Licensed as a Registered Nurse in the State of Louisiana.

#### III. DUTIES AND RESPONSIBILITIES

##### **Work**

- Plan and implement appropriate teaching/learning strategies within the Skills/Simulation Laboratories
- Conduct formal and informal evaluations of students' progress with provision of constructive feedback
- Participate in curriculum evaluation and revision
- Maintain Clinical Expertise in functional areas
- Serve on University and School of Nursing Committees as assigned
- Maintain the equipment, supplies, and environments within the Skills and Simulation Laboratories
- Plan and conduct simulation educational programs for students, community, and faculty
- Assignments as needed per Associate Dean, Dean of Professional Studies, and Provost

##### **Behavior**

- Provides appropriate feedback
- Speaks effectively
- Speaks with others in a clear, courteous manner, using language and presentation style appropriate to the situation
- Appropriate language is used on all occasions
- Displays the ability to present complex ideas in an easy to understand manner

## Grambling State University

### POSITION DESCRIPTION

#### ORGANIZATION INFORMATION

Position Title: Associate Dean of Nursing Administrative Assistant  
 Division: Academic Affairs  
 College: Professional Studies  
 Department: School of Nursing  
 Reports Directly To: Associate Dean of Nursing

#### I. PURPOSE OF POSITION

To provide a variety of advanced administrative, confidential, technical and administrative support to the Associate Dean of Nursing, faculty, and students of the Nursing Programs at Grambling State University.

#### II. QUALIFICATIONS/REQUIREMENTS

- A Bachelor's Degree in Business or related field.
- Administrative support experience; preferred.

#### III. DUTIES AND RESPONSIBILITIES

- Prepare/type Personnel Action Forms annually for part-time clinical faculty, secure appropriate departmental signatures, and track contracts through the approval process
- Assist to maintain the personnel files for nursing faculty (collect a copy of nursing license, Annual Outside Employment Survey, CEUs, updated vita)
- Prepare/type Personnel Action Forms, Nurse Faculty Qualification forms, key requisitions, e-mail requests, long distance telephone requests, banner web access forms for new faculty
- Ensures, in the supervisor's absence, that requests for action and information are furnished in a timely manner. Assesses the urgency and importance of situations and takes appropriate action. (May sign when technical or policy content have been authorized).
- Prepare/type hospital contracts annually for clinical facility, secure appropriate departmental signatures upon receipt back, track contracts through the approval process, submits a copy to the facility.
- Assist with maintaining timesheets and leave forms for the faculty and staff on a monthly basis.
- Prioritize and schedules meetings and appointments for supervisor, reschedules appointments or invitations as necessary.
- Maintain the departmental files.
- Prepare/type contracts for outside contractors throughout each semester, secure appropriate departmental signatures, and track contracts through the approval process.
- Process departmental purchase requisitions as needed (supplies, equipment, fees, dues, insurance, etc.) monitor receiving of supplies and equipment, sign off on completion of Purchase Order for payment to vendor.
- Make travel arrangements, process travel requisitions and complete expense reports after trip.
- Greet and help students (sometimes parents) by directing them to appropriate office or building and/or providing them with proper information.

- Correspond with vendors, campus departments and university faculty and staff to obtain needed information for various reasons.
- Pick up departmental mail from university post-office, sort/distribute mail to faculty and staff.
- Deliver forms/documents to various departments across campus for processing.
- Handle all telephone inquiries within my capacity.
- Carry out other duties as assigned by the Associate Dean of Nursing.

## Grambling State University

### POSITION DESCRIPTION

#### ORGANIZATION INFORMATION

Position Title: Assistant to the MSN Program Director  
 Division: Academic Affairs  
 College: Professional Studies  
 Department: School of Nursing MSN Program  
 Reports Directly To: MSN Program Director

#### I. PURPOSE OF POSITION

To provide a variety of advanced administrative, confidential, technical and administrative support to the MSN Program Director, faculty, and students of the Graduate Nursing Program Tracks at Grambling State University.

#### II. QUALIFICATIONS/REQUIREMENTS

- A Bachelor's Degree in Business or related field.
- Administrative support experience; preferred.

#### III. DUTIES AND RESPONSIBILITIES

- Prepare/type Personnel Action Forms annually for part-time clinical faculty, secure appropriate departmental signatures, and track contracts through the approval process
- Assist to maintain the personnel files for graduate faculty (collect a copy of nursing license, Annual Outside Employment Survey, CEUs, updated vita)
- Prepare/type Personnel Action Forms, Nurse Faculty Qualification forms, key requisitions, e-mail requests, long distance telephone requests, banner web access forms for new faculty
- Ensures, in the supervisor's absence, that requests for action and information are furnished in a timely manner. Assesses the urgency and importance of situations and takes appropriate action. (May sign when technical or policy content have been authorized).
- Prepare/type hospital contracts annually for clinical facility, secure appropriate departmental signatures upon receipt back, track contracts through the approval process, submits a copy to the facility.
- Assist with maintaining timesheets and leave forms for the faculty and staff on a monthly basis.
- Prioritize and schedules meetings and appointments for supervisor, reschedules appointments or invitations as necessary.
- Maintain the departmental files.
- Prepare/type contracts for outside contractors throughout each semester, secure appropriate departmental signatures, and track contracts through the approval process.
- Process departmental purchase requisitions as needed (supplies, equipment, fees, dues, insurance, etc.) monitor receiving of supplies and equipment, sign off on completion of Purchase Order for payment to vendor.
- Make travel arrangements, process travel requisitions and complete expense reports after trip.
- Greet and help students (sometimes parents) by directing them to appropriate office or building and/or providing them with proper information.

- Correspond with vendors, campus departments and university faculty and staff to obtain needed information for various reasons.
- Pick up departmental mail from university post office, sort/distribute mail to faculty and staff.
- Deliver forms/documents to various departments across campus for processing.
- Handle all telephone inquiries within my capacity.
- Carry out other duties as assigned by the MSN Program Director.

## **Grambling State University**

### **POSITION DESCRIPTION**

#### ORGANIZATION INFORMATION

Position Title: Academic Advisor  
Division: Academic Affairs  
College: Professional Studies  
Department: School of Nursing  
Reports Directly To: Associate Dean-School of Nursing

#### IV. PURPOSE OF POSITION

To assist pre-nursing students in course selection and registration for the pre-nursing curriculum

#### V. QUALIFICATIONS/REQUIREMENTS

- A Bachelor's Degree in Education or related field. Master's preferred.
- Three years or more experience in higher education.

#### VI. DUTIES AND RESPONSIBILITIES

- Work with faculty to assist students in making decisions about the program of study and progression within the nursing discipline
- Meet with Freshmen advisees during orientation, pre-registration, and registration to assist with course selection and development of program of study
- Meet with continuing pre-nursing advisees at least once per semester to plan for upcoming semester
- Evaluate official and unofficial transcripts of students with an interest in obtaining a degree from the School of Nursing
- Refer students to institutional resources as needed
- Prepare and submit correspondence to regulatory bodies as needed
- Assist with the preparation and submission of certifications for graduation
- Participate in recruiting activities
- Maintain academic records of advisees
- Submit complete application packets of incoming students to appropriate department
- Other duties as assigned by the Associate Dean for the School of Nursing

## GRAMBLING STATE UNIVERSITY

### GENERAL FACULTY PERFORMANCE EVALUATION

Department: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Teaching Specialty: \_\_\_\_\_ Highest Degree: \_\_\_\_\_

No. Yrs. Experience: \_\_\_\_\_

Criteria	Maximum Points	University Guidelines	Chairman's Recommendation
I. TEACHING EXCELLENCE/ ADVISEMENT/COUNSELING THIS YEAR		<b>50</b>	_____
▪ Chairman's Evaluation	10 ____		
▪ Self Evaluation	10 ____		
▪ Student Evaluation	10 ____		
▪ Peer Evaluation	10 ____		
▪ Student Advisement/Counseling	10 ____		
II. RESEARCH AND CREATIVE WORK THIS YEAR		<b>20</b>	_____
▪ Books Published	0-10 ____		
▪ Articles Published	0-10 ____		
▪ Published Book Reviews	0-10 ____		
▪ Creative Works Performance	0-10 ____		
▪ Research in Progress	0-10 ____		
III. UNIVERSITY SERVICES THIS YEAR		<b>10</b>	_____
▪ Standing Committees	0-10 ____		
▪ Sponsor Campus Organization(s)	0-10 ____		
▪ Consultant – University	0-10 ____		
▪ Recruiting Activities	0-05 ____		
▪ Faculty Senate or University Ad-Hoc Committees	0-03 ____		
▪ Special Assignment	0-03 ____		
▪ Curriculum Development	0-03 ____		

<p>IV. PROFESSIONAL ACTIVITIES/ COMMUNITY SERVICES THIS YEAR</p> <ul style="list-style-type: none"> <li>▪ Officer in National, Regional, Local Profes- sional Organizations 0-10 ____</li> <li>▪ Editorial Staff Profes- sional Organizations 0-10 ____</li> <li>▪ Presentation (Seminars, Addresses, Recitals, etc.) 0-10 ____</li> <li>▪ Presentation 0-10 ____</li> <li>▪ Other Value Profes- sional Experiences ( Specify) 0-10 ____</li> <li>▪ Non-Degree Study: Travel, Workshop, etc. 0-03 ____</li> <li>▪ Attending and Reporting on Professional Meetings/ Conferences 0-03 ____</li> <li>▪ Community Activity (Telethons, etc.) 0-03 ____</li> </ul>	<p>20 _____</p> <p>TOTALS _____ *100 _____</p>
--	--

*No faculty member may receive more than 100 points.*

SIGNATURES/COMMENTS

1. Supervisor: \_\_\_\_\_  
(Signature)  
Comments: \_\_\_\_\_  
\_\_\_\_\_
  
2. Faculty: \_\_\_\_\_  
(Signature)  
Agree: \_\_\_\_\_ Degree: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Dean: \_\_\_\_\_  
(Signature)  
Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_