VII. Faculty Positions

A. Full-time Tenure-Track Positions

Three Ranks: Assistant, Associate, and Professor

Function:

A tenured or tenure-track faculty member has the responsibility to contribute to the work of the University, College, Department, and Discipline through teaching, scholarship, and service in accordance with University and College rules, procedures and processes. These include but are not limited to:

- College of Nursing and Health Sciences Tenure Procedure (see Section C III)
- College of Nursing and Health Sciences Promotion Procedure (see Section C III)
- University Procedure 12.01.99.C0.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty
- University Procedure 12.01.99.C0.03 Responsibilities of Faculty Members
- University Procedure 12.01.99.C0.04 Descriptions of Teaching, Scholarship, and Service
- University Procedure 12.01.01.C1 Tenure
- University Procedure 33.99.04.C0.02 Promotion of Tenured and Tenure-Track Faculty Members

Scope: (Total percentage should equal 100% and should be defined and agreed upon at the annual evaluation for the upcoming year as determined by the needs of the faculty’s growth & development. This percentage should be documented in the annual performance evaluation under the goals for the upcoming year.)

Teaching (May require 40%-60% work effort).

- Plan and organize content/structure of course within limits set by published course descriptions and objectives.
- Adhere to Best Practices for Distance Learning when developing and implementing web-based courses.
- Effectively operate the learning management system(s) (LMS) and other technologies.
- Participate in course planning, Faculty of the Whole, and Department meetings.
- Prepare syllabi.
- Order textbooks and desk copies.
- Teach credit courses.
- Supervise the clinical work of students or interns.
- Implement teaching strategies that promote student learning in a safe and just environment.
- Communicate effectively in interactions with students.
• Grade written and oral assignments.
• Complete grade sheets, drop/add forms, or student rosters for the Registrar.
• Arrange/reserve for audiovisuals and media support technology.
• Meet classes at scheduled times as reflected in the most current semester schedule.
• Demonstrate professional behavior in the classroom showing respect for students and a diversity of opinion.
• Maintain posted office hours.
• Coordinate distribution and collection of achievement exams, critical thinking surveys, comprehensive exams and other program evaluation surveys, end-of-course and instructor reviews.
• Complete end-of-semester reports as required by accrediting bodies and forward copy to appropriate administrator and school files.
• Advise students related to career development, academic success and student development.
• Monitor student performance using formative and summative evaluation strategies.
• Engage continuous improvement activities to ensure courses promote optimal student learning outcomes.
• May direct undergraduate and graduate projects, internships.
• May serve on master and doctoral committees.
• Stay abreast of content in clinical or discipline area.
• Maintain clinical skills/certification.
• Investigate and incorporate new, innovative teaching/learning strategies.
• Participate in commencement ceremonies according to university guidelines.
• Create and maintain collegial relationships with faculty members who teach similar courses or who engage in team teaching arrangements.
• Be prepared to continue relevant teaching and learning activities in an online format or alternate location in the event of a natural disaster or emergency, in compliance with the Academic Continuity Plan.

Scholarship (May require 40-60% work effort).

• Engage in scholarly activity according to requirements for performance by rank as designated in University and College tenure rank descriptors (CONHS Tenure process, University Procedure 12.01.99.C0.01 Academic Rank Descriptors for Tenured and Tenure-Track Faculty).
• Engage in activities that advance the teaching and practice of nursing and health sciences through rigorous inquiry.
• Conduct inquiries that contribute to discipline knowledge and result in a product that can be shared with others (e.g. empirical research, theory development, methodological studies, comparative
effectiveness analyses, program evaluations).

- Engage in practice appropriate to faculty credentials.
- Participate in inter-professional activities that facilitate integration of ideas and development of new meaning of principles guiding nursing and health sciences practice.
- Complete a tangible project as a result of clinical practice, research, integration and teaching, application.
- A non-exhaustive list of activities includes the following:
  - publications
  - manuscripts submitted for publication
  - work in progress
  - oral convention presentations (e.g. panelist, respondent -- a substantive presentation, not just moderator of panel)
  - textbooks or parts of textbooks
  - published writing that makes one’s field accessible to a wider audience, e.g. editorials or articles in popular press
  - interdisciplinary achievements that advance pedagogy in a manner appropriate to the institutional mission
  - other instructional materials that advance pedagogy in a manner appropriate to one’s discipline and/or the institutional mission
  - consultation
  - technical assistance
  - policy analysis
  - external program evaluation
  - applied or clinical research and assessment and treatment of clinical cases
  - grant writing
  - recorded recognition by colleagues and professional peers
  - publishing in refereed and recognized professional journals and presses
  - invited publications
  - reviews of books, applied research
  - successful grant applications which clearly relate to scholarly/creative activities (as described above)
  - awards based on professional expertise.

Service (≤20% of work effort).

- Membership on and active participation in College committees.
- Membership on and active participation in University committees or councils.
- Membership in professional organizations.
• Membership in community organizations.

**Supervision:**
Tenure and tenure-track faculty members are supervised and evaluated by the Department Chairs depending on the courses to which they are assigned. The Department Chair completes the annual performance evaluation.

**Education:**
An earned doctoral degree in nursing or relevant discipline from an accredited institution.
Nursing faculty must hold a current, unrestricted RN/APRN license in the State of Texas or have the ability to become licensed in Texas.

**Experience:**
Full time Tenure track faculty shall have evidence of advanced preparation in assigned course teaching area.

### B. Full-time Clinical Track Positions

Ranks: Clinical Instructor, Clinical Assistant, Clinical Associate, and Clinical Professor

**Function:**
The primary responsibility of clinical faculty members is teaching courses in the discipline, but they make a significant contribution to the scholarship and service efforts of the College in accordance with University and College rules, procedures and processes. These include but are not limited to:

- College of Nursing and Health Sciences Employment Procedure (see Section C).
- University Procedure 12.01.99.C0.04 Descriptions of Teaching, Scholarship and Creative Activity, and Service.
- University Procedure 12.07.99.C0.01 Full-Time Non-Tenure Track Faculty Positions.

**Scope:** (Total percentage should equal 100% and should be defined and agreed upon at the annual evaluation for the upcoming year as determined by the needs of the faculty’s growth & development. This percentage should be documented in the annual performance evaluation under the goals for the upcoming year.)

**Teaching** (May require 65-75% work effort).

- Plan and organize content/structure of course within limits set by published course descriptions and objectives.
- Adhere to Best Practices for Distance Learning when developing and implementing web-based courses.
- Effectively operate the learning management system(s) (LMS) and other technologies.
- Participate in course planning, Faculty of the Whole, and Department meetings.
- Prepare syllabi.
• Order textbooks and desk copies.
• Teach credit courses.
• Supervise the clinical work of students or interns.
• Implement teaching strategies that promote student learning in a safe and just environment.
• Communicate effectively in interactions with students.
• Grade written and oral assignments.
• Complete grade sheets, drop/add forms, or student rosters for the Registrar.
• Arrange/reserve for audiovisuals and media support technology.
• Meet classes at scheduled times as reflected in the most current semester schedule.
• Demonstrate professional behavior in the classroom showing respect for students and a diversity of opinion.
• Maintain posted office hours.
• Coordinate distribution and collection of achievement exams, critical thinking surveys, comprehensive exams and other program evaluation surveys, end-of-course and instructor reviews.
• Complete end-of-semester reports as required by accrediting bodies and forward copy to appropriate administrator and school files.
• Advise students related to career development, academic success and student development.
• Monitor student performance using formative and summative evaluation strategies.
• Engage continuous improvement activities to ensure courses promote optimal student learning outcomes.
• May direct undergraduate and graduate projects, internships.
• May serve on master and doctoral committees.
• Stay abreast of content in clinical or discipline area.
• Maintain clinical skills/certification.
• Investigate and incorporate new, innovative teaching/learning strategies.
• Participate in commencement ceremonies according to university guidelines.
• Create and maintain collegial relationships with faculty members who teach similar courses or who engage in team teaching arrangements.
• Be prepared to continue relevant teaching and learning activities in an online format or alternate location in the event of a natural disaster or emergency, in compliance with the Academic Continuity Plan.

**Scholarship** (Required work effort varies depending on rank ≤15 % effort).
• Contribute to professional practice guidelines, textbooks, monographs, videotapes or other educational materials.

• Contribute to policy development as consultant and expert.

• Complete a tangible project as a result of clinical practice, research, integration and teaching, application.

• Prepare publications reporting novel practice experiences or evaluation of projects.

• A non-exhaustive list of activities includes the following
  
  • Contribute to development of standards and/or objectives for Simulations or other educational strategies
  
  • Review of conference abstracts/poster presentations or book reviews
  
  • Contribute to development of standards and/or objectives for regulating bodies
  
  • Contribute to body of nursing and health sciences with advanced practice and/or terminal degrees by pursuing advanced education that contributes to the scholarship of the CONHS

Service (≤20% of work effort).

• Membership on and active participation in College committees.

• Membership on and active participation in University committees or councils.

• Membership in professional organizations.

• Membership in community organizations.

Supervision:

Clinical track faculty members are supervised by the Department Chairs depending on the courses to which they are assigned. The Department Chair completes the annual performance evaluation.

Education:

Educational preparation varies depending on rank. A minimum of a Master of Science in Nursing degree or graduate degree in a related discipline is required to teach in undergraduate courses and graduate clinical courses. An earned doctoral degree in nursing or relevant discipline from an accredited institution is required for the Clinical Associate and Clinical Professor ranks.

Nursing faculty must hold a current, unrestricted RN/APRN license in the State of Texas or have the ability to become licensed in Texas.

Experience:

Full time clinical track faculty shall have evidence of advanced preparation in assigned course teaching area is required.
C. Adjunct Faculty

Function:
An adjunct faculty member contributes to the work of the University, College and Department primarily through teaching. The adjunct member is contracted to work for a specific period of time (normally an academic semester) for a specific work assignment. They are expected to perform teaching responsibilities in accordance with University and College rules, procedures and processes. These include but are not limited to:

- College of Nursing and Health Sciences Faculty Procedures (see Section C).
- University Procedure 12.01.99.C0.04 Descriptions of Teaching, Scholarship and Creative Activity, and Service.
- University Procedure 12.99.99.C0.03 Responsibilities of Faculty members.

Scope:
Teaching

- Plan and organize content/structure of course within limits set by published course descriptions and objectives.
- Adhere to Best Practices for Distance Learning when developing and implementing web-based courses.
- Prepare syllabi.
- Order textbooks and desk copies.
- Teach credit courses.
- Supervise the clinical work of students or interns.
- Implement teaching strategies that promote student learning in a safe and just environment.
- Communicate effectively in interactions with students.
- Grade written and oral assignments.
- Complete grade sheets, drop/add forms, or student rosters for the Registrar.
- Arrange/reserve for audiovisuals and media support technology.
- Meet classes at scheduled times as reflected in the most current semester schedule.
- Demonstrate professional behavior in the classroom showing respect for students and a diversity of opinion.
- Communicate availability to students for conferencing.
- Coordinate distribution and collection of achievement exams, critical thinking surveys, comprehensive exams and other program evaluation surveys, end-of-course and instructor reviews.
- Complete end-of-semester reports as required by accrediting bodies and forward copy to
appropriate administrator and school files.

- Advise students related to career development, academic success and student development.
- Monitor student performance using formative and summative evaluation strategies.
- Engage continuous improvement activities to ensure courses promote optimal student learning outcomes.
- May direct undergraduate and graduate projects, internships.
- May serve on master and doctoral committees according to criteria.
- Stay abreast of content in clinical or discipline area.
- Maintain clinical skills/certification.
- Investigate and incorporate new, innovative teaching/learning strategies.
- Participate in commencement ceremonies according to university guidelines.
- Create and maintain collegial relationships with faculty members who teach similar courses or who engage in team teaching arrangements.

**Supervision:**

Adjunct faculty members are supervised and evaluated by the Course Managers, Program Coordinators and Department Chairs depending on the courses to which they are assigned.

**Education:**

Educational requirements vary depending on faculty assignment. A minimum of a Master of Science in Nursing degree or graduate degree in a related discipline is required to teach in undergraduate courses and graduate clinical courses. A doctoral degree is required for faculty assigned to teach non-clinical courses at the graduate level.

Nursing faculty must hold a current, unrestricted RN/APRN license in the State of Texas or have the ability to become licensed in Texas.

Adjunct faculty must meet University standards for faculty appointment.

**Experience:**

Adjunct faculty members must be experts in the area they are assigned to teach. Adjunct nursing faculty must hold appropriate national certification and licensures to teach in APRN courses.