

North Dakota State University

*College of Pharmacy, Nursing, and Allied Sciences*

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# Policy Manual

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**BY-LAWS GOVERNING THE  
COLLEGE OF PHARMACY, NURSING, & ALLIED SCIENCES**

**GENERAL DESCRIPTION**

The College of Pharmacy, Nursing, & Allied Sciences, a major academic unit of North Dakota State University, serves the state and region through its programs in pharmacy, nursing, allied sciences, and public health education, research, patient care, and public service. The College is composed of four academic departments: the Department of Allied Sciences (including Respiratory Care, Medical Laboratory Science and Radiologic Sciences), the Department of Nursing, the Department of Pharmaceutical Sciences, and the Department of Pharmacy Practice. The Allied Sciences maintains affiliations with accredited, hospital-based clinical programs in respiratory care, medical laboratory science, and radiologic sciences. The nursing program is approved by the North Dakota Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE). The pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE). The MPH program is in the process of seeking accreditation by the Council on Education for Public Health (CEPH). Academic degrees offered by the College include: Bachelor of Science, Master of Science in Nursing and Doctor of Nursing Practice, Doctor of Pharmacy, and Bachelor of Science, Master of Science and Doctor of Philosophy in Pharmaceutical Sciences, Master of Public Health, Bachelor of Science and Bachelor of Arts in Respiratory Care, Medical Laboratory Science, and Radiologic Sciences.

**I. Governance**

The Faculty of the College of Pharmacy, Nursing, & Allied Sciences (hereafter referred to as "The College") shall govern the College in accordance with the laws and regulations of the state of North Dakota, North Dakota State Board of Higher Education, and the policies and directives of the University.

**II. Membership, Duties and Voting Privileges of the Faculty**

**A. Membership**

Members of the Faculty will be professors, associate professors, assistant professors, instructors, senior lecturers, and lecturers who hold full-time, part-time or adjunct appointments in the College.

**B. Duties of the Faculty**

The immediate governance of the College shall be by the Faculty. Without limiting the generality of the foregoing statement, such power shall include adopting admission requirements; developing, evaluating, and implementing the academic programs of the College; determining requirements for graduation; recommending degree candidates; developing research and continuing education programs; and evaluating student progress and conduct.

**C. Voting Membership**

1. Voting membership of the College Faculty shall consist of members of the Faculty in the College who are benefited employees of the University.

2. Faculty members not meeting the above qualifications may be given a vote provided they have been approved for voting status by two-thirds of the eligible voting members present. A vote will be taken annually to determine voting status of non-full-time voting faculty.

### **III. Faculty Meetings**

#### **A. Frequency**

1. Meetings of the Faculty shall be held at least one time per semester, or upon the written request of five members of the Faculty, or upon the call of the Dean or Associate Deans.
2. In lieu of additional meetings, business may be conducted via electronic notification and ballot providing a quorum number of electronic votes are cast.

#### **B. Quorum**

Fifty percent of the voting members of the Faculty shall constitute a quorum.

#### **C. Order of Business**

An agenda shall be established by the Dean or the Dean's designee and shall be distributed one week prior to each meeting. Any member of the voting faculty may place an item on the agenda by contacting the Faculty Secretary. Robert's Rules of Order shall prevail at all faculty meetings.

#### **D. Presiding Officer**

The Dean shall be the presiding officer. In the Dean's absence or inability to preside, this function shall be exercised by an Associate Dean, or a faculty member designated by the Dean.

#### **E. Secretary of the Faculty**

The Secretary of the Faculty shall be elected by the Faculty annually. The Secretary shall be responsible to the Faculty for proper records, shall send notices of the meetings, and shall be responsible for presentation to the Faculty, in advance of any meeting, adequate information regarding matters to be considered. Further, the Secretary shall be responsible for maintaining and distributing the minutes of each faculty meeting, shall conduct all elections which require a written ballot, and shall keep a valid roster of the voting members of the Faculty.

#### **F. Parliamentarian**

A parliamentarian shall be elected by the Faculty annually and shall rule on all questions of parliamentary procedure.

### **IV. Committees (General Provisions)**

The Faculty shall determine standing committees by title, function, and number of members. With the exception of the Promotion and Tenure Committee, the Faculty shall select, annually, the membership of standing committees by voting on a list of nominees submitted to them by the Dean. Department representatives for all committees shall be voted on by their respective Departments and then forwarded to the Faculty for final approval. Department representatives shall be responsible for keeping their respective departments informed of their assigned committee's actions and recommendations impacting faculty. In addition, each year the Dean's Student Liaison Committee will be responsible for holding elections for student representatives to the appropriate standing committees. Each committee shall elect its own chair unless otherwise stipulated in these rules and regulations. The Dean shall be an ex-officio member of all

standing committees, except the Promotion and Tenure Committee. Ad-hoc committees of the Faculty may be appointed by the Dean of the College for such purposes as may be deemed necessary by the Dean or the Faculty. When appropriate all standing committees shall provide a progress report to the full faculty on any actions or informational items requiring faculty consideration.

## **V. College Standing Committees**

### **A. Administrative Council**

The Administrative Council of the College shall consist of the Dean, who shall be chair, the Associate Deans of the College, and the Chair or a designee from each of the academic departments within the College. The Administrative Council acting as the leadership team of the College shall be an advisory committee to the Dean on administrative matters affecting the College. The Administrative Council shall periodically review the Bylaws and present any proposed changes to the Faculty.

### **B. Dean's Student Liaison Committee**

The Dean's Student Liaison Committee shall consist of the Associate Dean for Student Affairs, who shall be chair, and one student representative from each of the following areas: first year, second year, third year, and fourth year of the pharmacy professional program; first year, second year, and third year of the nursing professional program; two allied sciences professional students; one MPH student, as well as one representative from each college student organization officially registered with the NDSU Student Activities Office. Student representatives from each group will be elected annually by their respective class or student organization. The purpose of the Dean's Student Liaison Committee is to provide students with an opportunity to interact directly with the Deans Office, to exchange information, to advise the Dean on student organization budget requests, and to problem-solve on matters of interest and concern to students.

### **C. Scholarship Recognition/Awards Committee**

The Scholarship Recognition/Awards Committee shall consist of at least one representative from each of the departments of the College, the Director of Advancement, Associate Dean for Student Affairs, and the Native American Pharmacy Program Coordinator. The Committee shall be responsible for planning the College Annual Student Recognition Program and the presentation of individual awards to students. Under the leadership of the Committee, adhoc committees are formed in the areas of Pharmacy, Nursing, Allied Sciences, and the Native American Pharmacy Program to select their respective recipients by evaluating scholarship applications; implementing the criteria established by the Faculty and donors for individual scholarship awards; and making decisions on the selection of student scholarship recipients. The Committee shall be responsible for working with the Financial Aid Office to ensure that the necessary funds are distributed.

### **D. Promotion, Tenure, and Evaluation Committees**

The College Promotion, Tenure, and Evaluation (PTE) Committee shall evaluate faculty candidates of the College and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Department, the College, and the Promotion, Tenure and Evaluation Guidelines and Policies of North Dakota State University. The College PTE Committee shall also review and make recommendations to the Faculty concerning the guidelines and standards for promotion and tenure within the College. The College PTE Committee shall consist of at least three (3) faculty members holding tenured appointments in the College with a minimum rank of associate

professor. If eligible, each academic department shall have at least one representative on the College PTE Committee. The Dean, Associate Deans, and Department Chairs are not eligible for membership on the College PTE Committee. All College PTE Committee members shall be elected by the College Faculty by written ballot in an election conducted by the Faculty Secretary prior to September 15th. Each member shall be elected for a term of three (3) years and may be re-elected. The Chair of the College PTE Committee shall be elected annually by the Committee. In the event of a resignation from the Committee, a new election will be held to fill the vacancy on the Committee for the remainder of the unexpired term. Faculty members who are candidates for promotion and/or tenure shall not serve on the College PTE Committee during the period of time in which their candidacy is under consideration.

Each eligible department in the College shall have a Department Promotion, Tenure, and Evaluation (PTE) Committee. The Department PTE Committee shall evaluate faculty candidates of the Department and make recommendations for their promotion and/or tenure in accordance with the guidelines and standards established by the Department, the College, and the Promotion, Tenure and Evaluation Guidelines and Policies of North Dakota State University. The Department PTE Committee shall consist of at least three (3) faculty members holding tenured appointments in the Department with a minimum rank of associate professor. If more than three (3) faculty are eligible, all tenured faculty members in the department shall have membership on the Department PTE Committee. The Dean, Associate Deans, and Department Chairs are not eligible for membership on the Department PTE Committee. If less than three (3) faculty are eligible, the Department shall appoint a sufficient number of tenured faculty from outside the Department to serve on the Department PTE Committee. The Chair of the Department PTE Committee shall be elected annually by the Committee. Faculty members who are candidates for promotion and/or tenure shall not serve on the Department PTE Committee during the period of time in which their candidacy is under consideration.

#### **E. Academic Affairs and Student Progress Committee**

The Academic Affairs Committee shall consist of the Associate Dean for Academic Affairs, who shall be chair, and a minimum of four members, including at least one from each academic department. With the assistance of the Dean's office, the responsibilities of this committee are to: 1) recommend curriculum and programmatic changes to the University Academic Affairs Committee on behalf of the College and its academic programs; 2) recommend to the Faculty policies and standards regarding academic performance and student conduct including issues dealing with probation, termination, suspension and readmission within the College; 3) based on policies and standards established by the Faculty, review and recommend action on academic issues dealing with sanction, suspension, or termination; and 4) In conjunction with the Office of Registration and Records, review and act upon requests for waiver and substitution of coursework required by the College.

#### **F. Educational Resources Committee**

The Educational Resources Committee shall consist of at least one member from each academic department, one staff member with expertise in technology and the Health Sciences Librarian at the College. The Committee shall approve requests for new acquisitions to the Health Sciences Library and formulate appropriate recommendations to the Main Library on the operation of the Health Sciences Library. The Committee shall serve as a forum for faculty input in, enhancing and sustaining adequate learning resources, and instructional technology to support the mission of the College and its Departments.

### **G. Planning, Priorities, and Resources Committee**

The Planning, Priorities, and Resources Committee is charged with development of a strategic plan and with setting priorities for allocation of resources. Specifically, the committee is responsible for: 1) development and periodic revision of a strategic plan; 2) review of requests from faculty for expenditure of equipment and pharmacy program fee funds in support of teaching, research, and service activities; and 3) recommendation of priorities for space allocation. Requests from faculty shall be solicited each academic year and shall be ranked in terms of priority for purchase or use. Additionally, the committee will consider requests related to unanticipated needs as these needs arise. Priorities established by the committee shall be forwarded to the Dean of the College, who has final decision making authority and accountability for resource allocations of the College. The activities of the committee shall be reported to the Faculty on a regular basis. Funding sources which shall be excluded from committee review are: 1) salary budgets; 2) departmental operating budgets; 3) research grants and contracts; 4) indirect costs; 5) continuing education account funds; and 6) development funds. Membership of the committee shall consist of three non-administrative faculty members from the Department of Pharmacy Practice, three from the Department of Pharmaceutical Sciences, one from the Nursing Department, one from the Allied Sciences Department; two student representatives (one professional student and one graduate student), and one staff representative, all of whom shall have voting privileges. Pharmacy representatives shall be elected by their constituent groups to staggered three-year terms. The Nursing, Allied Sciences, and staff representatives shall be elected to two year terms, with replacement on alternate years. The Dean of the College shall serve as chair.

### **H. College Awards Committee**

The College Awards Committee shall consist of at least two faculty members and one student from each department of the College and one faculty member from outside the College. Each department will select their own department faculty representative to serve on the College Awards Committee. Student representatives will be selected by the Dean's Student Liaison Committee. The faculty representative from outside the College will be appointed by the Dean. Members of the College Awards Committee who are nominated for a college award must recuse themselves from the selection process for that specific award. Members of the College Awards Committee shall elect a chair annually who will be responsible for facilitating the awards selection process for each college award according to the criteria and procedures outlined in the college recognition awards policy. By March 1, the College Awards Committee shall by majority vote make a recommendation to the Dean for selection of each award recipient based on the award's criteria and the written documentation submitted by candidates. By March 15, the Dean shall make the final decision on all awards given.

### **I. College Student Affairs Committee**

The Student Affairs Committee shall consist of the Associate Dean for Student Affairs, who shall be chair, and a minimum of four members, including at least one from each academic department, the Director of Recruitment, and a student member. With assistance from the Dean's office, the responsibilities of this committee are to: 1) provide oversight of the admissions processes in place within the College; 2) Recommend to the faculty policies and standards for academic advising; 3) Identify recruitment needs for academic programs; 4) provide oversight of and distribution of information for student background checks; 5) Review student complaints; 6) serve as a liaison for equity/diversity efforts within the College; 7) track post-graduate employment; 8) based on the policies and standards established by the faculty, review and recommend action on professional misconduct issues dealing with termination and suspension; and 9) provide an inclusive environment for all students (pre-professional, professional, and graduate).

## **J. Interprofessional Education Committee**

The purpose of the Interprofessional Education Committee is to expand, enhance, and sustain interprofessional education opportunities within the curriculums of pharmacy, nursing and allied science disciplines. Members of the Interprofessional Education Committee shall consist of the Associate Dean for Academic Affairs and representation from each discipline as deemed appropriate with at least one faculty member from each academic discipline (pharmacy, nursing, and allied science). The responsibilities of the committee are to: 1) facilitate cross-program interaction; 2) promote curriculum innovations in interprofessional education across all disciplines; 3) assess the impact of interprofessional education; and 4) support faculty development and training efforts in the delivery of interprofessional education.

## **VI. Pharmacy Program Standing Committees**

### **A. Curriculum Committee**

The Curriculum Committee shall consist of at least six faculty with two representatives from each of the Departments of Pharmacy Practice and Pharmaceutical Sciences. In addition, one student member each from the first, second, third, and fourth year professional pharmacy classes, one student from the pharmacy graduate program, and one pharmacy practitioner shall be voting members of the Committee. The Curriculum Committee shall function to manage the development, organization, delivery, evaluation, and improvement of the pharmacy program curriculum, including enhancement of teaching and student learning. In addition, the Curriculum Committee shall serve as the central body for the management of orderly and systematic review of curricular structure, content, process, and outcomes, based on assessment data.

Once curricular items have been approved by the pharmacy faculty, the Curriculum Committee shall forward curricular recommendations to the College Academic Affairs Committee who will review and forward recommendations to the University Academic Affairs Committee for their consideration and action.

#### **1. Experiential Education Committee**

The Experiential Education Committee shall include at least 4 faculty, including the Director(s) of Experiential Programs, and one volunteer preceptor. The committee is a subcommittee of the Curriculum Committee. The functions of this committee are to review and make recommendations on all matters concerning experiential learning to ensure compliance with accreditation standards regarding experiential programs. The Curriculum Committee delegates to the Experiential Education Committee approval of all new rotations for consistency with criteria established by the Faculty. In addition, it shall assist the Director(s) of Experiential Programs with: recruiting additional experiential sites; providing quality assurance of existing rotations through annual review of student evaluations, periodic site visits as needed and other means; recommending evaluation procedures for students in experiential rotations consistent with the Colleges desired educational outcomes; and providing orientation and periodic training for new preceptors in assessing student performance.

### **B. Admissions Committee**

The Admissions Committee for the pharmacy professional program shall consist of the Associate Dean for Student Affairs, who shall be chair, and at least one representative from the pharmacy practice and pharmaceutical sciences departments. The Committee shall review and apply the admission requirements and enrollment restrictions adopted by the Faculty in evaluating admission applications and making decisions on admission of students into the Pharmacy Professional Program. In addition, this Committee shall also concern itself with the development and implementation of an effective student recruitment strategy. The Department of Pharmaceutical Sciences and its faculty review applications for the graduate program and make recommendations to the Graduate School for admission of graduate students to the program.

### **C. Assessment Committee**

The Assessment Committee shall include at least four faculty members (at least one from each pharmacy department), one pharmacy student member and one graduate student or alumnus. The functions of the Assessment Committee are to: a) develop, maintain, and administer an overall plan for evaluation of the pharmacy program including assessment of student learning and curricular outcomes; b) plan and implement studies of program effectiveness with recommendations to the Faculty; and c) submit an annual written report of pharmacy program assessment activities to the University Assessment Committee and respond to any University suggestions for improvements in the program.

## **VII. Nursing Program Standing Committees**

### **A. Undergraduate Admissions and Academic Progression Committee**

The Admissions Committee shall consist of at least three members of the Faculty and two students. The Admissions Committee shall: recommend to the nursing faculty criteria, policies and procedures for admission to the nursing major, progression, and graduation; recommend to the Faculty students for admission to the nursing major; address issues of progression and graduation requirements; evaluate recruitment needs and recommend recruitment efforts; recommend to the Faculty criteria for department scholarships and other awards; and identify students for awards and scholarships based on established criteria. Student members of the committee shall be recused during any discussions of individual students. A member of this committee shall serve on the College Scholarship Recognition Committee.

### **B. Undergraduate Curriculum Committee**

The Curriculum Committee shall consist of at least three members of the nursing faculty and two students. The Curriculum Committee shall: review foundational documents (mission, vision and core value statements) every three years; recommend to the Faculty revisions in the foundational documents; promote continuous quality improvement of the curriculum through analysis of assessment data, course content and placement for congruity with foundational documents and societal/professional needs; on the basis of such review and review of evaluation data, recommend to the nursing faculty revisions of the curriculum.

### **C. The Assessment and Evaluation Committee (Undergraduate and Graduate)**

The Assessment and Evaluation Committee shall consist of at least three members of the nursing faculty, an undergraduate student and a graduate student. The Assessment and Evaluation Committee shall: develop and recommend to the nursing faculty a program assessment plan; administer the

assessment plan approved by the Faculty; analyze assessment data; synthesize assessment findings and make recommendations for program improvement; submit an annual written report of nursing program assessment activities to the University Assessment Committee; and respond to any University suggestions for improvements in the program.

#### **D. Resources Committee**

The Resources committee shall consist of at least three faculty and two students. The Resources Committee shall: develop and present to the Faculty criteria for use of unrestricted program fee funds; receive and review requests for the use of program fees; recommend to the department chair allocation of funds; recommend to the library resources for acquisition; and develop and maintain an inventory of teaching/learning materials managed by the department. A member of this committee shall serve as the liaison to the library.

#### **E. Promotion and Tenure Committee**

The Promotion and Tenure Committee shall consist of at least three tenured members of the nursing faculty who do not hold administrative roles in the department. If there are an insufficient number of tenured faculty in the department to meet the minimum membership requirements of the Committee, tenured faculty from other departments of the University will be solicited to ensure a Committee membership of at least three. After consultation with the nursing faculty and with the chair of the department from which a non-nursing Committee member is sought, the Nursing Department Chair shall appoint such members to the Committee. The Promotion and Tenure Committee shall evaluate and make recommendations for nursing department faculty for promotion and/or tenure in accordance with the guidelines and standards established by the department. Work of the Committee will follow the timelines and guidelines of College and University policies and procedures regarding promotion and tenure.

#### **F. Graduate Affairs Committee**

The Graduate Affairs Committee consists of at least three faculty and two graduate students. This committee shall a) develop admission, progression and graduation criteria, b) review applications to the master of nursing and doctor of nursing practice programs, make decision regarding admission of applicants to the graduate program, c) develop and recommend to the nursing faculty policies and procedures for the graduate program, d) review and resolve issues of academic progression and professional behavior e) provide on-going review of the graduate curriculum in the light of foundational statements, assessment findings, and societal and professional needs. f) develop proposals for graduate curriculum modifications and revisions based on the above review.

### **VIII. Allied Sciences Standing Committees**

#### **A. Consortium Committee**

The NDSU/MeritCare Respiratory Care Consortium Committee shall consist of three NDSU representatives and three MeritCare members. The Consortium Committee exists to provide overall direction of the NDSU/MeritCare Respiratory Care program and its personnel through the development and approval of policies and procedures, including selection of students for admission into the internship.

#### **B. Curriculum Committee**

The NDSU/MeritCare Respiratory Care Curriculum Committee shall consist of at least two NDSU

representatives and two MeritCare Respiratory Care faculty. The Curriculum Committee functions to make recommendations to the Consortium Committee in regard to curriculum guidelines and revisions and approval of the RC 494 Specialty Option Proposals.

### **C. Advisory Committee**

An Advisory Committee shall be established, representative of the communities of interest in the NDSU/MeritCare Respiratory Care program. Representatives shall include a senior year student who has completed the internship, a graduate of the program, administrative representatives of acute care, home care, and community hospital affiliates, a public/consumer representative, physician, and an NDSU administrative representative. The purpose of the Advisory Committee is to provide guidance in curriculum content related to the needs and/or expectations of the communities of interest of the program.

### **D. Assessment Committee**

Representatives from the Department of Allied Sciences and affiliated hospital programs will develop an annual assessment plan, design and implement assessment measures, discuss and implement an action plan, and evaluate effectiveness for program improvement. A written report of allied sciences assessment activities will be submitted annually to the University Assessment Committee and respond to any University suggestions for improvements in the program.

## **IX. Suspension of Rules**

At any meeting of the Faculty, the rules of order governing the conduct of the meeting may be suspended by vote of the Faculty provided that not more than one-fourth of the voting members present object to such suspension and provided that a quorum is present.

## **X. Amendment of the Bylaws Governing the Faculty of the College**

These Bylaws may be amended at any meeting of the Faculty where a quorum is present by a two-thirds vote of the voting members present, provided written notice of the amendment with an accompanying statement of the purpose and effect was distributed to each member of the Faculty at least seven days prior to the meeting at which the amendment is to be moved, or provided the motion was originally presented at a preceding meeting of the Faculty.

Approved: 11/24/92

Revised: 11/23/98; 8/23/00; 1/24/2007; 12/7/07; 4/15/09; 10/15/09; 2/2/10; 9/21/11; 3/26/12; 12/13/12

Source: Faculty Meeting Minutes

### **Representation on University Senate**

College of Pharmacy, Nursing, and Allied Sciences representation on the University Senate shall consist of one representative from each department, i.e., Pharmacy Practice, Pharmaceutical Sciences, and Nursing.

Approved: 2-25-88

Source: Faculty Meeting Minutes

College of Pharmacy, Nursing, and Allied Sciences  
Standards for Promotion, Tenure and Evaluation

I. **Introduction**

This document sets forth the criteria to be used by the College of Pharmacy, Nursing, and Allied Sciences, hereafter referred to as the "College," in the appointment of new faculty and in the recommendation of faculty for promotion, continued appointment, and tenure, in accordance with the policies of North Dakota State University and the State Board of Higher Education. These criteria will be used to evaluate probationary (tenure track), special appointment (nontenure track), and tenured faculty. The following two paragraphs are excerpted from the NDSU policy manual, section 352 (modified as noted, in *italics*):

The promoting of faculty and awarding of tenure, and the prerequisite processes of evaluation and review, are of fundamental importance to the long-term ability of the University to carry out its mission. Promotion recognizes the high quality of a faculty member's contributions in the areas of teaching, scholarship (research and discovery), and service. Promotion acknowledges that the faculty member's contribution to the university is of increasing value. Tenure assures academic freedom and enhances economic security for faculty members who show promise of sustained contributions in those three areas. Tenure aims to both recognize a candidate's potential long-term value to the institution, as evidenced by professional performance and growth, and to provide the expectation of continued employment. The decision to award tenure rests on criteria that reflect the potential long-term contribution of the faculty member to the purposes, priorities, and resources of the institution, the College, and its programs.

From the University's mission flows the expectation that each faculty member will make contributions of high quality in the areas of teaching, scholarship, and service. "Teaching" includes instruction both on- and off-campus. "Scholarship" refers to research and other creative endeavors that lead to significant advances in the acquisition or synthesis of new information and knowledge. These endeavors may be in the research laboratory, the classroom, or in the patient care setting. "Service" includes public service, service to the University, college and department, and service to the profession.

Because of the University and the College missions, the quality and quantity of contributions in all three areas will be considered at the times of promotion and tenure. Faculty members are expected to demonstrate significant and sustained contributions, competence, and independence in all three areas; however, because of variations among faculty in strengths and/or responsibilities, faculty members are not expected to demonstrate equal levels of accomplishment in all areas. Collaboration with others in all three areas is recognized and encouraged; however, faculty members must demonstrate independence and leadership in their contributing area of expertise. As a result of collaboration with others, faculty members are expected to become a lead investigator or author and generate publications, grants, and presentations of their scholarship/new discoveries in their respective discipline. Expectations in the areas of teaching, scholarship, and service will be based on the individual's position description. Faculty members on special appointments (nontenure track) are expected to demonstrate a minimum of 10% commitment

toward scholarship activities. Faculty members on probationary appointments (tenure track) are expected to demonstrate a minimum of 25% or more commitment toward scholarship. Faculty members are expected to provide sustained contributions to the overall mission of the Department, College, and University and maintain high standards of professional and ethical behavior in their work. A commitment to the College core values is expected, where honesty, integrity, and collegiality guide all interactions with students, faculty, staff, administration, and the public. Failure to meet these expectations may be sufficient grounds for denial of tenure or promotion regardless of meeting expectations for teaching, scholarship, and service.

For probationary faculty, the basis for review of the candidate's portfolio and any recommendations on promotion and/or tenure shall be the promotion and tenure guidelines and criteria of the academic unit which were provided to the candidate at the time of the candidate's appointment to the position. The dean or director of the college or equivalent unit has the responsibility to provide to the appointee these documents, as well as a position description, contract, or other document that constitutes a tenure or work plan. Tenured candidates for promotion to professor shall be evaluated by the criteria in effect at the time of application.

## **II. Promotion**

Promotions are based on merit and are earned by achievement as evidenced by the faculty member's total contribution to the overall mission of the College. The performance record of a candidate for promotion will be evaluated in terms of the following criteria as they apply to the proposed rank: teaching, scholarship (research and discovery), and service.

While the College as a whole must excel in all of the above areas, individual faculty members may contribute in some areas more than others. Therefore, each department, with approval of the department chair and Dean, must define permissible weights to be given to these roles and responsibilities for each department member. In evaluating the candidate's qualifications for promotion, the candidate's position description will be used to define priorities for each role, and evaluation must reflect those role priorities. Faculty members on special appointments (nontenure track) are expected to demonstrate a minimum of 10% commitment toward scholarship activities. Faculty members on probationary appointments (tenure track) are expected to demonstrate a minimum of 25% commitment toward scholarship.

### **A. Criteria for Promotion**

The candidate for promotion must demonstrate significant and sustained contributions to the College and demonstrate competence, independence, and evidence of high quality in the primary areas of evaluation including: teaching, scholarship (research and discovery), and service. Each candidate will be evaluated in each of the areas in proportion to the priorities assigned to his/her roles and responsibilities as a faculty member as defined by their position description.

1. Teaching (encompassing both instruction and advising) refers to the broad area of student-faculty interaction for educational purposes. A faculty member who excels in teaching is a person who engages students to learn; guides students to think purposely, independently, and critically; keeps informed about new developments in his or her specialty and related fields; strives continuously to broaden and deepen his or her knowledge and understanding; and continually contributes to improving the methods of

teaching his or her subject matter. Peer evaluations of teaching content and methods are required.

Principal criteria for the assessment of teaching quality are

a. Effectiveness and impact upon students:

1. Evidence of positive impact on student learning;
2. Student ratings; evidence of high quality and effective mentoring/advising of students;
3. Effective oral and written communications by the teacher that reflect mastery of the subject matter;
4. Creation of new pedagogical approaches;
5. Responsiveness to student needs;
6. Peer evaluations of teaching and reflective essays;
7. Evidence of effective advising and mentoring of undergraduate and/or graduate students;
8. Evidence of continued quality improvements in courses or instructional methods;
9. Evidence of innovation in teaching.

b. Degree of responsibility; scope of teaching, importance of teaching duties with regard to the mission of the College; exceptional responsibilities undertaken, assigned or voluntary; size and level of teaching load; participation in continuing education and/or distance education programs of the College. Significant teaching responsibilities must provide evidence of high quality.

2. Scholarship (research and discovery) is defined as any original work that is conducted and sufficiently documented by faculty such that it exemplifies excellence, innovation, and independence and is recognized by peers to have made a significant impact on and contributions to new knowledge. Excellence in scholarship may be demonstrated and documented in one or more of the following areas: teaching, discovery, integration, and application.

The scholarship of teaching must demonstrate innovation, discovery, or experimentation in the classroom or clinical setting that enhances student learning.

The scholarship of discovery is the practice of research and represents the investigative tradition of academic life. The scholarship of discovery contributes to the realm of human knowledge and to the intellectual climate of the College and University.

The scholarship of integration is the giving of meaning and perspective to isolated information and fitting information into larger, more meaningful patterns. While it represents the synthesizing research traditions of academic life, it can also be affected through service and clinical practice.

The scholarship of application is the responsible application of professional knowledge to consequential problems in both preclinical and clinical arenas.

Principal criteria for the assessment of scholarship quality in all areas of teaching, discovery, integration, and application are

#### Primary

- a. High quality, peer-reviewed publications, especially with the candidate being a major contributing author
- b. Extramural grants (including contracts) especially with candidate being principal investigator in a peer-reviewed, openly competitive grant process

#### Secondary

- c. If an expectation of employment is to support the graduate program, successfully attracting graduate students and mentoring them to completion of study within an appropriate time frame
- d. Presentation of papers at professional societal meetings
- e. Appointments to regional, national, and/or international advisory boards/committees and study sections
- f. Invited editorials, lectureships, and/or chairing of meeting sections particularly at the national and international level
- g. Election to Fellow status in professional societies
- h. Publication of non-peer reviewed sources
- i. Intramural Grantsmanship
- j. Activities relating to the review of grant proposals and manuscripts
- k. Consultantships

3. Service refers to the work that a faculty member performs for the University, College, profession, and public that contributes to the welfare of others.

Principal criteria for the assessment of quality of service are

- a. Effectiveness in professional practice activity
- b. Active participation and demonstrated leadership in University governance and programs at the department, college, and university levels
- c. Active participation in and demonstrated leadership of professional organizations and societies and other activities
- d. Demonstrated high quality in advising of student organizations
- e. Active participation in continuing and distance education programs of the College
- f. Active participation and demonstrated leadership in serving the public in a professional capacity
- g. Recognition by peers as an expert in his or her discipline
- h. Service as an exemplary role model

### **B. Guidelines for Promotion or Appointment for Special Appointment (Nontenure Track) Faculty**

For promotion of faculty on special (clinical) appointment, the candidate must demonstrate significant and sustained contributions, competence, and independence in teaching, service, and scholarship (proportional to their job description), and demonstrate excellence in at least one of these areas. Faculty members on special appointments (nontenure track) are expected to demonstrate a minimum of 10% commitment toward scholarship activities. The area(s) of

excellence must be specified in the promotion application. To be considered for promotion, the candidate will normally have served at least six years at the previous rank. Exceptions to the six-year rule may be made for exceptional candidates.

### **1. Instructor – Special (Nontenure Track) Appointment**

The rank of Instructor should be used for the faculty member who does not possess the terminal degree in his or her discipline but who is contributing in the areas of teaching, scholarship (research and discovery), and service. This rank may also be used for the faculty member possessing a terminal degree in his/her field with limited post-graduate experience.

### **2. Assistant Professor – Special (Nontenure Track) Appointment**

For promotion or appointment to the rank of Assistant Professor, the faculty member should possess a terminal or other appropriate degree in his or her discipline and show promise in the areas of teaching, scholarship (research and discovery), and service. The requirement of a terminal degree can be waived for a faculty member able to document significant professional accomplishments in the three academic endeavors, i.e., teaching, scholarship, and service.

### **3. Associate Professor – Special (Nontenure Track) Appointment**

Promotion or appointment to Associate Professor will be based on clear and demonstrable evidence that the candidate has, by independent effort, developed a program of teaching, service/clinical practice, or scholarship that is recognized by local/regional peers as high quality. If teaching is the primary criterion for promotion, the candidate should have a demonstrated understanding of pedagogy and show evidence for assessment and achievement of high quality student outcomes. Evidence for meaningful mentoring of junior faculty and students/residents will also be considered. If clinical practice is the primary criterion for promotion, the candidate must have developed unique clinical services that have achieved local/regional recognition for contributions to patient care. In addition, the candidate must be recognized by peers, students, and members of the health care team for the high quality of his or her clinical practice skills. If scholarship (research and discovery) is the primary criterion, the candidate must show independent, sustained, high quality scholarship (research and discovery) recognized by peers as significant contributions to the field.

### **4. Professor – Special (Nontenure-Track) Appointment**

Promotion or appointment to Professor requires academic maturity and evidence that the candidate has achieved national recognition as an authority in his or her area of excellence. If teaching is the primary criterion for promotion, the candidate should have a superior understanding of pedagogy and demonstrate evidence for assessment and achievement of superior student outcomes. Evidence for meaningful mentoring of junior faculty and students/residents will also be considered. If clinical practice is the primary criterion for promotion, the candidate must have developed unique clinical services that have achieved national recognition for contributions to patient care. In addition, the candidate must be recognized by peers, students, and members of the health care team for outstanding clinical practice skills. If scholarship is the primary criterion, the candidate

must show independent, sustained, high quality scholarship recognized nationally by peers as significant contributions to the field.

### **C. Guidelines for Promotion or appointment by Academic Rank for Probationary (Tenure Track) Faculty**

The basis for determining promotion to any of the ranks listed below must include regular reviews of faculty performance by the department chair (annually for probationary and special appointment faculty and at least every three years for tenured faculty). For successively higher levels of faculty rank, higher levels of achievement are expected. A candidate being considered for initial employment by the College will be evaluated on accomplishments in the role priorities of his/her current and previous positions. Lack of congruence of the prior position(s) expectations with the job description of the position offered will not prejudice the candidate's evaluation.

In general, the following guidelines will apply.

#### **1. Assistant Professor – Probationary (Tenure Track) Appointment**

For promotion or appointment to the rank of Assistant Professor, the faculty member must possess a terminal or other appropriate degree in his or her discipline and show promise in the areas of teaching, scholarship (research and discovery) and service. The requirement of a terminal degree can be waived for a faculty member able to document significant professional accomplishments in the three academic endeavors, i.e., teaching, scholarship, and service.

#### **2. Associate Professor – Probationary (Tenure Track) Appointment**

For promotion or appointment to the rank of Associate Professor, the faculty member must meet the criteria for the rank of Assistant Professor and display a sustained and significant record of accomplishment in teaching, scholarship (research and discovery), and service in proportion to assigned responsibilities outlined in the individual's position description. There must be clear and demonstrable evidence that the candidate has, by independent effort, developed a program of teaching, scholarship, and service that is recognized by peers as high quality. The candidate must show independent, sustained, and high quality scholarship (research and discovery) recognized by peers as significant contributions to the field. The record of accomplishments must document an emerging reputation of regional and/or national scope in the candidate's academic discipline

#### **3. Professor – Probationary (Tenure Track) Appointment**

The rank of Professor is among the highest honors that the University can bestow on a faculty member. Therefore, it should be granted only to faculty who have distinguished themselves in their respective disciplines. Promotion or appointment to Professor requires academic maturity and evidence that the candidate has achieved national recognition as an authority in his or her discipline. The faculty member must demonstrate a significant and sustained record of outstanding achievements in teaching, scholarship (research and discovery), and service, in proportion to the assigned responsibilities in the individual's position description. The candidate must show independent, sustained, and high quality scholarship (research and discovery) recognized by peers as significant contributions to the field. The candidate must have fully achieved national and/or international recognition in his or her discipline.

### III. Tenure

Tenure assures academic freedom and enhances economic security for faculty by providing the expectation of continued employment. Tenure represents the most significant commitment that the University can make to a faculty member. Therefore, it is imperative that the review process for tenure be extremely rigorous. In general, the candidate for tenure shall have achieved regional/national recognition among peers in his or her discipline and shall have demonstrated competence, independence, leadership, and a significant and sustained record of accomplishments in teaching, scholarship, and service. Even though there is an expectation of continued employment, tenured faculty are expected to continue their commitment to high quality and excellence by a) fulfilling their role and responsibilities as an active/productive member of the faculty; b) striving toward continued development of their knowledge, skills, and application of their respective discipline; and c) making ongoing efforts toward significant, sustained contributions in the areas of teaching, scholarship (research and discovery), and service.

Tenure and promotion are separate issues but evaluations for promotion to Associate Professor and granting of tenure will ordinarily be conducted concurrently. In cases where promotion is offered to a faculty member before his or her probationary period has been completed, no promise of eventual tenure is implied by the promotion.

#### A. Tenure Policy

Faculty without previous, academic-relevant experience (first academic position), eligibility for tenure requires a probationary period of six years; however, such probationary faculty who have demonstrated exceptional academic accomplishments may apply for early promotion prior to the completion of the six years of the probationary period. Conversely, a faculty member with relevant professional/academic experience may be given credit toward tenure and promotion when negotiated as a provision in their original hiring contract. There are two options:

- (1) Faculty may be given one to three years of credit (maximum allowed) and then would apply for promotion and tenure in the sixth year of academic service (for example, given one year of credit, promotion and tenure application would be due after four years of service; given three years, the application would be due after two years of service).
- (2) Faculty may be given the full six year probationary period with the option of applying for promotion and/or tenure at any time following three years of academic service. In either option, failure to achieve tenure will lead to a terminal year contract.

At any time during the probationary period but prior to the sixth year (when the portfolio is due), a faculty member may request an extension of the probationary period not to exceed three years based on exceptional personal or family circumstances. Faculty given promotion and tenure credit are eligible for this extension. The request must be made by the faculty member in writing and forwarded and reviewed sequentially with recommendation by the chair/head, dean, and Provost/VPAA to the President who will make the final decision on approval or denial of the request. Denial of an extension is appealable pursuant to Policy 350.4 of the University Policy Manual.

A probationary faculty member who becomes the parent of a child or children by birth or adoption, prior to the year in which the portfolio is due, will automatically be granted a one-year extension of the probationary period. Written notification to the Provost/VPAA must be provided by the Department Chair/Head and the Dean of the college within one year of the event and prior to the year in which the portfolio is due. While NDSU supports the use of the extension, the probationary faculty member has the option at any time after the birth or adoption to return to the original schedule of review. Any additional extensions beyond the one year must be requested under the provisions of 3.6 above. Extensions due to childbirth or adoption may not exceed three years. (Granting extensions does not increase expectations for performance.)

Persons holding an academic rank below Associate Professor or special appointment (nontenure track) faculty (i.e., Associate Professor and Professor) are ineligible for tenure.

#### **B. Criteria for the Awarding of Tenure**

The awarding of tenure constitutes recognition of past academic and professional achievements and confidence of continued professional development. The criteria for promotion in Section II A of this document are the activities and accomplishments that will be evaluated in arriving at tenure decisions. Tenured individuals are presumed to be committed to maintenance of high standards of performance in teaching, continued scholarly contributions to their disciplines, and service consistent with the University and College missions. In recognition of these achievements, the faculty member is assured of continued academic freedom with its attendant advantages and obligations.

### **IV. Procedural Guidelines for the Recommendation of Promotion and Tenure**

#### **A. Annual performance and mid-tenure reviews**

The following procedures have been established and will be followed to provide faculty PTE candidates and administrators the opportunity to monitor and evaluate the candidate's progress in meeting the expectations of employment and the criteria for promotion and tenure. These procedures are intended to provide faculty constructive feedback to assist them in attaining their goals for promotion and tenure.

In implementing the PTE policy, the following procedures shall be used:

1. Each faculty member of the College [tenured, probationary (tenure track,) and special appointment (nontenure track)] will be reviewed by February 1 of every year by his/her department chair according to the College policy on Annual Performance Review of Faculty. When requested by any party to the tenure or promotion process, including the candidate, formal feedback shall be provided to the individual by the Department PTE Committee, Department Chair, Dean, College PTE Committee, and the Provost/Vice President for Academic Affairs. The College PTE Committee shall conduct a mid-tenure review according to the College policy on Mid Tenure Track Review for each tenure track candidate to provide feedback on the candidate's progress toward achieving promotion and tenure within the College.

2. The Department Chair will be responsible for conducting annual performance reviews of faculty in their respective department and communicating their results to the individual faculty member.

During the annual performance review, the Department Chair will provide each faculty member with both verbal and written feedback regarding the individual faculty member's performance and where appropriate, progress toward achieving promotion and tenure including strengths and recommendations for improvement related to the areas of teaching, scholarship (research and discovery), and service. The annual performance review shall also state expectations and goals for the coming year review period. Should the annual performance reviews indicate that a faculty member is not making satisfactory progress toward tenure and/or promotion; the report may include a recommendation for non-renewal. Nonrenewal of probationary faculty prior to the sixth year shall be done in accordance with the College and University policies for nonrenewal of probationary faculty. In making a judgment on satisfactory progress, due consideration shall be given to the candidate's academic record, performance of assigned responsibilities as defined in his/her position description, and future potential to meet the criteria for promotion and/or tenure.

3. The faculty member being reviewed shall have 14 days to respond in writing to the written assessment of performance. The written report of the annual performance by the chair, and any written response from the faculty member, shall become part of the faculty member's official personnel file.
4. For probationary faculty (tenure track), at the completion of the sixth year of service, the faculty member shall be notified in writing that he or she will either be awarded tenure or a one-year terminal contract for the seventh year of service.
5. A new faculty member with previous tenure relevant experience will normally undergo a review with respect to tenure in the final year prior to the end of his or her probationary period at the University. At the completion of the probationary period, the faculty member will be notified in writing that he or she will either be awarded tenure or a one-year terminal contract at the conclusion of the probationary period.
6. Promotion and tenure are two separate considerations. For example, a person may be eligible and acceptable for promotion and eligible but not acceptable for tenure. Circumstances may be such that a recommendation for postponing the granting of tenure may be in order. In such a case, the faculty member will be recommended for a special appointment position according to the guidelines of the State Board of Higher Education and NDSU. The Department Chair and Dean should meet with the candidate to discuss the basis of such a decision. This decision must be made before the process is initiated to evaluate the candidate's credentials for promotion and tenure.

Faculty members may request a change in appointment (i.e. changing from nontenure track to tenure track appointment and vice versa). The request must be made by the faculty member in writing and forwarded and reviewed sequentially with recommendation by the chair/head, dean, and Provost/VPAA who will make the final decision on approval or denial of the request. Non-tenure track faculty can request a change in appointment at any time; however, tenure

track faculty must request a change in appointment no later than the completion of their third probationary year of employment.

## **B. Submission of portfolio**

Candidates for promotion and/or tenure must submit a portfolio (following the current "NDSU Guidelines for Promotion and Tenure Portfolio Preparation" distributed by the Provost/Vice President for Academic Affairs) to their department chair for review by no later than August 15. Candidates are encouraged to include the section called "Statement of Accomplishment" as part of their portfolio. The Department Chair will forward the candidate's portfolio to the Department's Promotion and Tenure Committee by September 1. The Department PTE Committee will conduct a review and submit a written letter of evaluation of the candidate and recommendation to the department chair by no later than October 1, according to Department's PTE guidelines and university promotion and tenure guidelines distributed by the Provost.

Upon receipt of this information, the department chair will review and submit a written letter of evaluation of the candidate and recommendation to the College PTE Committee. The letters of evaluation from the Department PTE Committee and the department chair will be inserted in the candidate's PTE portfolio by the department chair. The department chair shall forward the candidate's PTE portfolio and all supporting documentation to the College Promotion and Tenure Committee and to the Dean by no later than November 1. If necessary, the College PTE Committee may request additional information from the candidate, Department PTE Committee, Department Chair, and/or Dean. The College PTE Committee will inform all parties (candidate, Department Chair and Dean) what additional information is being requested prior to the information being collected. Additionally, the faculty member's Department Chair may be invited to attend the initial meeting of the College PTE Committee to discuss the candidate's eligibility for promotion and/or tenure.

Recommendations and any other materials collected as part of the evaluation process at the department, college, and university levels must be added to the candidate's portfolio before being sent forward to the next level of review. At the time that any written materials are added to the candidate's portfolio, copies of the added material must be sent to the candidate for review. The candidate shall have 14 calendar days to respond in writing to the additional materials. Any response from the candidate to such materials must be in writing and included in the portfolio for review at the next level.

The College PTE Committee and the Dean will independently evaluate the candidate based on the submitted portfolio in accordance with the university guidelines for promotion and tenure distributed by the Provost's office. Each will prepare a separate written letter of evaluation of the candidate, including recommendations regarding the candidate's promotion and tenure and an explanation of the basis for the recommendation, that will be included in the candidate's portfolio. The College PTE Committee and Dean shall share their respective letters of evaluation with each other only after each has completed their independent evaluation of the candidate. The letters of evaluation from the College PTE Committee and Dean shall be sent to the chair of the academic unit and the candidate. The Dean will forward these letters of evaluation, recommendations, and the candidate's portfolio to the Provost/Vice President of Academic Affairs by January 15.

All recommendations for tenure must be recommended by the President to the State Board of Higher Education for final approval by the Board (NDSU policy 350). Termination of a probationary or tenured appointment may occur only in accordance with the policies of North Dakota State University and the State Board of Higher Education (State Board Policy 605). Departmental supplemental information may be added to this document.

### **C. Letters of Evaluation from Outside Reviewers**

Letters of evaluation from outside North Dakota State University are not required but may be considered. The purpose of seeking such letters is to accumulate credible documented evidence of a faculty member's qualifications and contributions to the profession related to their position responsibilities. Such letters should be objective evaluations from well qualified individuals. Solicited outside letters should provide specific evidence of achievement or competence by the candidate in a specific area, but should not include a recommendation for or against promotion and/or tenure. Solicited outside letters should be limited to evaluation from leaders in the field and from scholars at comparable research universities (no more than three letters). Letters should not be solicited from co-authors, co-principal investigators, former professors/advisors, co-workers, or former students. Letters should generally be from tenured professors or individuals of equivalent stature outside of academia who are widely recognized in the field. The following process must be followed for soliciting letters of evaluation from outside reviewers:

1. The faculty member will submit a list of names of potential outside reviewers who meet the above criteria to the Department Chair. The Department Chair will select individuals from this list or request additional names that are mutually agreed upon by the Chair and the candidate. The Department Chair will notify the candidate of the outside reviewers that have been selected.
2. Letters of evaluation from outside reviewers will be solicited by the Dean or Department Chair. The Dean or Department Chair will send letters to each outside reviewer soliciting a formal letter of evaluation of the faculty member. The letters sent to outside reviewers soliciting an evaluation must contain statements pertaining to the following: (a) under North Dakota law the candidate has a right to review all material in the promotion and tenure file. A copy of each letter is sent to the candidate; and (b) no recommendation is to be made for or against promotion and/or tenure. A representative form letter (see sample letter Appendix A) should be used by the Dean or Chair as a guideline. The letter sent by the Dean or Department Chair to the outside reviewers should also contain the following information about the faculty member: a copy of the faculty member's current position description, vita, and where appropriate copies of publications.
3. Letters of evaluation from outside reviewers are not to be solicited by the faculty member, but will be added to the portfolio by the Dean or Department Chair. To receive consideration in the PTE process, letters of evaluation from outside reviewers must be solicited, inserted, and part of the completed faculty member's portfolio which is submitted by the Department Chair to the College PTE Committee. No letters of evaluation from outside reviewers will be accepted or considered once the College PTE Committee review process has been started.

Revision approved by Faculty April 30, 1997

Approved by V.P. Academic Affairs September 9, 1997

Revision approved by Faculty February 12, 2003

Revision approved by Faculty, September 17, 2003

Revision approved by the Provost/VPAA 10/31//03; by the Faculty 11/12/03.

Revision approved by the Faculty, November 8, 2006

Revision approved by the Provost, November 15, 2006

Revision approved by the Faculty, April 15, 2009

Revision approved by the Provost, November 15, 2010

### Mid Tenure Track Review

The College of Pharmacy, Nursing, and Allied Sciences Policy 1.03 Standards for Promotion, Tenure and Evaluation directs the College Promotion, Tenure and Evaluation Committee to conduct a mid-tenure review for each tenure track candidate. The department chairs will identify tenure-track faculty in his/her department, who are approaching completion of the mid-probationary period (usually three years). During the annual evaluation process, the chairs will ask these candidates to prepare and submit the mid-tenure portfolio to the chair of the PTE committee, on or before October 1. If necessary, the PTE committee may request additional information from the candidate, the chair, and the dean. By November 1, the committee will generate a written assessment report-regarding progress toward promotion and tenure within the college, which may also include a recommendation regarding tenure credit for prior service. Copies will be distributed to the candidate, the department chair, and the dean of the college. A copy will be retained in the candidate's personnel file.

The following is the format and content of the mid-tenure portfolio.

#### A. COVER PAGE

Demographic Data

Name \_\_\_\_\_ Effective Date of Rank \_\_\_\_\_

Dept \_\_\_\_\_ Date of Initial Appointment \_\_\_\_\_

Rank \_\_\_\_\_

#### B. TABLE OF CONTENTS (optional)

#### C. APPOINTMENT LETTER AND POSITION DESCRIPTION/SPECIAL AGREEMENTS

1. A copy of the candidate's letter of appointment and a copy of the position description. The latter should state all work expectations (including percent of time expectations) in the areas of teaching, research and service agreed upon by the candidate, the department chair, and the dean of the college.
2. If appropriate, a copy of (1) any agreement for prior service on a tenure track appointment, (2) time extension agreement, or (3) any terms, conditions or other circumstances, which are pertinent to the candidate's appointment.
3. Copies of all annual performance evaluations of the candidate by the department chair.

#### D. ACADEMIC BACKGROUND

1. A list of degrees, in chronological order, with conferring institutions, areas of concentration, and dates.
2. A list of post-doctoral or other educational experiences with institutions, areas, mentors, and dates.
3. A list of licenses or certifications with issuing states or organizations and effective dates.

**E. ACADEMIC EXPERIENCE/EMPLOYMENT HISTORY**

A list of all positions (with titles) in academia, government, or industry, in chronological order, institutions, ranks, and dates.

**F. STATEMENT OF CONTEXT AND ACCOMPLISHMENTS**

A succinct statement, not exceeding three pages, about the candidate's accomplishments to date and the philosophy as to how planned future activities will contribute to the professional growth, productivity and development. A statement of unmet needs, which are affecting the candidate's professional growth and development, can be included.

The candidate may request a letter from the department chair commenting on his/her strengths and weaknesses that may affect promotion and tenure.

**G. TEACHING, ADVISING, AND CURRICULUM DEVELOPMENT**

**Courses taught and student ratings**

1. A table listing the following details, in reverse chronological order, about all courses taught at NDSU: term/semester/year, course numbers, title, number of students enrolled at the census date of that term (usually the third week enrollment), and percentage of responsibility, in the format as shown below.

Term	Prefix	Course Number	Title	Credits	Enrollment	% Resp.	Course Rating	Instructor Rating

Instructor and Course ratings are listed in the university Student Rating of Instruction questions 2 and 4, respectively.

2. Copies of Student Ratings of Instruction with complete student comments for each course. The candidate should provide the context for the SROIs by providing peer review and/or student comments.

**Advising**

A list containing the numbers of undergraduate student advisees by individual year. A description of co-curricular advising activities, e.g., as the faculty advisor to a professional student organization, specifying the role and dates.

**Graduate students, postdoctoral associates, and other trainees**

A list of all individuals advised in each of the following capacities:

- a. major professor - contains student names, dates of enrollment, degree tracks, dates of graduation or resignation (if applicable), and thesis/paper/dissertation titles;
- b. examining committee member - contains student names, degrees, departments, and dates;
- c. postdoctoral and other advisor - contains names, types of advising, and dates.

**Outreach activities**

A list of seminars, courses, consultantships, and other activities, with dates and descriptions.

### **Personal/professional development to improve teaching effectiveness**

A list of names, places, and dates of activities, in which the candidate participated to improve teaching effectiveness, such as faculty development activities, seminars, workshops, teaching grant activities, and pedagogical activities at professional meetings.

## **H. RESEARCH, CREATIVE, AND PROFESSIONAL ACTIVITIES**

### **Publications**

A list of all publications and other research scholarly efforts and creative activities, consisting of complete citations, and specifying the contributions made at NDSU. The list of publications should be organized by appropriate headings, e.g. peer-reviewed papers, reviews, book chapters, and books, followed by publications, which were not peer-reviewed. The impact of publications can be documented by the list of citations (optional).

### **Presentations and professional meetings**

A list of attendance at professional meetings, symposia and conferences indicating the candidate's role (e.g., organizer, chair, invited speaker, discussant, presenter, or attendee). The titles of presentations should be included, if applicable.

### **Grants and contracts**

A list of grant and contract support including title, funding agency, dates, name(s) of principal investigator(s) and dollar amounts. The list should be organized by appropriate headings of (1) approved and funded, (2) approved but not funded, (3) pending approval, and (4) not approved.

### **Creative activities/research and development of new items**

A list of intellectual property developed, e.g., patents, copyrights, and inventions.

## **I. SERVICE**

### **To the university**

A list of department, college, and university committee assignments, with dates, roles (e.g. chair, committee member), as well as special contributions.

### **To the profession**

A list of memberships and involvement in professional associations (offices held, committee assignments), advisory or review panels, study sections, editorial boards, task forces, planning groups, reviewing for grant agencies or journals, and any other service to the profession at regional, national, or international levels.

### **To the public**

A list of service to institutions, governmental units, and community, which engages the candidate's professional skills.

## **J. AWARDS AND HONORS**

A list of awards, honors, and other special recognitions, including descriptions, dates, and awarding organizations.

Amended 05-05-2006

Approved: 2-5-2001

Source: Faculty Meeting Minutes

### Annual Review of Faculty Performance

1. Each faculty member shall have a position description mutually agreed upon by the Department Chair and Dean that is updated regularly and describes the individual faculty's responsibilities and duties for employment including percent effort in the areas of teaching, research, and service.
2. Department Chairs will solicit from faculty, each year, documentation of their accomplishments from the previous year (January-December) in the areas of teaching, research, and service via a faculty activity report. In addition, as part of the annual review of performance process, faculty will be asked each year to submit, by February 1, to the Department Chair, a list of goals related to teaching, research, and service for the coming year and an updated copy of their curriculum vitae to be placed in the individual faculty member's official file.
3. Performance evaluations will be conducted by the Department Chairs annually for all full-time faculty by February 15<sup>th</sup>. Evaluation of faculty performance will be based upon the expectations of employment as outlined and defined in the individual faculty's position description.
4. Department Chairs will meet with faculty individually each year to review their performance, including student evaluations of faculty instruction; review and update the faculty's position description; and provide both verbal and written assessment of faculty performance including strengths, areas needing improvement, and expectations/goals for the coming year. A copy of the written assessment of faculty performance will be signed by individual faculty and will be filed in the Dean's and Department Chair's faculty file. Signature by individual faculty of the written assessment of faculty performance means that the faculty member is acknowledging that an annual performance appraisal was conducted and does not mean that he/she agrees with the assessment itself.
5. By March 1<sup>st</sup>, the Department Chairs will forward to the Dean the names of individual faculty whom they recommend for receiving a salary performance adjustment along with a written justification for the increase.

Approved: May 5, 1999

### **Nonrenewal of Probationary Faculty Prior to the Sixth Year**

In accordance with NDSU Policy 350.3(1)(b), nonrenewal recommendations of probationary faculty prior to the final probationary year shall be made by the department chair or head of the academic unit and the college dean and then the Vice President for Academic Affairs for recommendation to the President.

The department chair or head of the academic unit shall first meet with the faculty member, discuss the proposed nonrenewal recommendation, and give the faculty member at least seven (7) calendar days to respond, in writing, to the proposed nonrenewal recommendation.

The faculty member's written response and any additional material the faculty member wishes to include shall accompany the recommendation. The department chair or head of the academic unit may include all periodic reviews and any other materials from the faculty member's personnel files that the department chair deems relevant. The timelines and procedures of NDSU Policy 352(4), (5), and (6) do not apply to nonrenewals prior to the sixth year.

Approved: 2-11-98

Source: Faculty Meeting Minutes

## Student Evaluation of Didactic Courses and Faculty Instruction

### Formative Assessment

During each academic year, each instructor will assess instruction in at least one of his/her classes by soliciting information from students for the purpose of improving instruction. This information can be collected using a variety of techniques that will vary with each instructor and each course. Assistance in selecting appropriate assessment techniques is available from the Teaching Support Center and the Office of Assessment and Institutional Research.

### Summative Evaluation

1. Each course offered in the College of Pharmacy, Nursing, and Allied Sciences will be evaluated each term by the students using as a minimum, the university-wide set of rating items and the appropriate College supplemental form for courses. Separate College forms are available for pharmacy didactic courses and nursing courses.
2. The course evaluation should occur during the final fourth of the term, but not during examination periods. They may be done in class or on-line. If done in class, the instructor will not be present while the student rating is being completed and departmental secretaries will collect the forms and retype any written comments by students. All instructors will receive a copy of the analysis for their courses after final grades are submitted. The departmental chair will also receive a copy of the analysis for use during the annual appraisals. All courses ending in 90-series numbers except 96 will be exempt from this procedure.
3. Each instructor who teaches 40% or more of a class must be evaluated using the standard Pharmacy or Nursing supplemental questions.

Approved: 5-15-90

Revised: 10-27-93; 1-27-99; 12-10-03; 12-16-04

Source: Faculty Meeting Minutes

NDSU University Senate Policy 332



NORTH DAKOTA STATE UNIVERSITY  
COLLEGE OF PHARMACY, NURSING, AND ALLIED SCIENCES  
EVALUATION OF INSTRUCTION

DIRECTIONS: Statements describing the above course/instructor are listed below. For each statement please indicate:

Very Good	= A
Good	= B
In Between	= C
Poor	= D
Very Poor	= F

7. The objectives of the course were clearly stated.
8. The coursework covered was pertinent to the course objectives.
9. The examinations reflected class materials.
10. The required work was not excessive for the credit received.
11. The evaluation and grading procedures were clearly explained.

**On the back of the paper please list ONE outstanding characteristic of this course.**

**On the back of this paper please list ONE aspect about this course that needs improvement and suggest a strategy for improvement.**

12. The instructor demonstrated a command of the subject matter.
13. The instructor presented material at an appropriate intellectual level.
14. The instructor was enthusiastic about the subject matter.
15. The instructor encouraged students participation.
16. The instructor answered questions clearly.
17. The instructor was available for students.

**On the back of this paper please list ONE outstanding characteristic of this instructor.**

**On the back of this paper please list ONE aspect about this instructor that needs improvement and suggest a strategy for improvement.**

*This course and instructor evaluation is being done to improve the quality of teaching in the College of Pharmacy, Nursing, and Allied Sciences. The results will be shared with the course instructor and his/her department chair. Your comments are taken seriously However, please remember to keep your criticism constructive. Comments that are unnecessarily negative or personal are generally counterproductive to our shared goal of improving instruction.*

Approved: 1/27/99; Revised 12/16/04

NORTH DAKOTA STATE UNIVERSITY  
Instructor Evaluation

Instructor's Name: \_\_\_\_\_

Semester (circle one) I II  
Year \_\_\_\_\_

Directions: Statements describing the above instructor are listed below. For each statement please indicate:

Strongly Agree	= A
Agree	= B
Neutral	= C
Disagree	= D
Strongly Disagree	= E

**CLASSROOM INSTRUCTION ONLY - THE INSTRUCTOR:**

7. presents ideas and theories in a clear and organized manner.
8. demonstrates comprehensive knowledge of the subject.
9. encourages student participation and answers questions clearly.
10. provides the student with constructive feedback in classroom, on assignments, and on tests.
11. shows willingness to help students with course concerns.
12. stimulates students to examine issues logically.
13. shows interest in subject.
14. integrates/supports content with current research findings.

**CLINICAL ONLY - THE INSTRUCTOR:**

(To be completed by only those students who have had this instructor in the current semester. Do not complete this section if there is not a clinical component)

15. assists students in relating theory to practice.
16. stimulates students to think critically and creatively.
17. clarifies the criteria for evaluation and provides constructive feedback.
18. recognizes individuality of students and personalizes learning.
19. demonstrates professionalism.
20. demonstrates expertise in clinical knowledge and skills.

**COMMENTS:**

### Criteria for Selection of Scholarship Recipients

Students must apply annually to receive a scholarship. Applicants must be enrolled at least half-time (as defined by NDSU guidelines) in a professional pharmacy, nursing, or allied sciences program for the academic year in which the scholarship is received (unless otherwise stated in specific scholarship criteria). Applicants must meet the criteria outlined by the donor of the scholarship/award and other criteria established by the College. Students currently in violation of the College conduct policy or under investigation are not eligible for scholarships. Students will be notified by email each year when applications are available. The due date will be listed on the application form and also posted on the College website.

Requirements for accepting/receiving a scholarship include attending the College of Pharmacy, Nursing and Allied Sciences Scholarship Recognition Program, and providing the College with a copy of the thank you letter sent to the donor. Students who are engaged in a practical experience or rotation, in which the distance prohibits their attendance, or other unusual circumstance, may receive an excused absence from the dean of the College. If these requirements are not met, the College reserves the right to render the scholarship null and void.

All applicants will be notified by email of award decisions.

Approved: 3-18-96

Revised: 3-24-99; 12-7-07; 2-22-10

Source: Faculty Meeting Minutes

## College Recognition Awards

The College has established the following awards to recognize individuals for achieving excellence in the areas of teaching, research, service, and academic advising. The awards will be selected annually according to the following criteria and procedure. The frequency and number of faculty awards distributed on any given year will depend on the availability of funds and the quality of nominations received. All awards will be based on evidence of high quality.

### **MARY BERG AWARD FOR EXCELLENCE IN TEACHING**

The award recognizes a faculty member who is an outstanding teacher as defined by the ability to inspire and engage students in learning, who has demonstrated knowledge of pedagogical principles, and has been creative and innovative in approaches to teaching.

The College Awards Committee will be responsible for facilitating the award selection process including: by January 15, soliciting nominations from faculty; by February 1, gathering information from the candidates; and by March 1, recommending the award recipient to the Dean. By March 15, the Dean will make the final decision on the selection of the award recipient. The College Awards Committee will gather and make their recommendations to the Dean based on the following information submitted by candidates:

1. Teaching philosophy and methodology
2. Assessment of student learning
3. Creativity and Innovations in teaching
4. Peer review of teaching
5. Student letters of support addressing evidence of teaching excellence (no more than five one page letters of support will be accepted)

A faculty member may receive the award one time within a five year time period. All faculty are eligible for the award. In years where no suitable candidates are identified, the committee may choose not to issue the award.

### **DEAN'S AWARD FOR EXCELLENCE IN RESEARCH**

The award recognizes a faculty member who has demonstrated outstanding achievements in research and excellence/innovation in scholarly work.

The College Awards Committee will be responsible for facilitating the award selection process including: by January 15, soliciting nominations from faculty and students; by February 1, gathering information from the candidates; and by March 1, recommending the award recipient to the Dean. By March 15, the Dean will make the final decision on the selection of the award recipient. The College Awards Committee will gather and make their recommendations to the Dean based on the following information submitted by candidates:

1. Description of research philosophy
2. Publications in quality peer-reviewed journals
3. Competitive research funding from national funding agencies
4. Other innovative or creative scholarly work recognized by peers
5. Presentations of research at national and international meetings

6. Letters of support from research peers or collaborators addressing evidence of research/scholarship excellence (no more than five one page letters of support will be accepted)

A faculty member may receive the award one time within a five year time period. All faculty are eligible for the award. In years where no suitable candidates are identified, the committee may choose not to issue the award.

#### **DEAN'S AWARD FOR EXEMPLARY SERVICE**

The award recognizes a faculty member who has a sustained record of service to the department, college, university, profession, and to the public through professional involvement and/or civic contributions.

The College Awards Committee will be responsible for facilitating the award selection process including: by January 15, soliciting nominations from faculty and students; by February 1, gathering information from the candidates; and by March 1, recommending the award recipient to the Dean. By March 15, the Dean will make the final decision on the selection of the award recipient. The College Awards Committee will gather and make their recommendations to the Dean based on the following information submitted by candidates:

1. Periods of committee service in department, college, and university;
2. Examples of particular contributions to the mission of department, college, or university through service;
3. Offices held in professional organizations;
4. Examples of particular contributions to the development, growth, advocacy efforts and/or stability of professional organization(s);
5. Civic contributions reflective of professional expertise.
6. Letters of support addressing evidence of exemplary service (no more than five one page letters of support will be accepted)

A faculty member may receive the award one time within a five year time period. All faculty are eligible for the award. In years where no suitable candidates are identified, the committee may choose not to issue the award.

#### **DEAN'S AWARD FOR OUTSTANDING ADVISING**

The award recognizes an individual within the College who has demonstrated exceptional advising skills and who has had a positive impact on students. This award signifies the important efforts and contributions that professional academic advisors make in helping students achieve academic success. By highlighting examples of outstanding academic advising, the award identifies qualities and characteristics important to good advising, which make significant contributions toward meeting the mission of the College in representing that student academic success is paramount.

#### **Eligibility:**

All faculty, staff, and administrators who spend a portion of their time providing academic advising services to students may be nominated. The winner of the award will be forwarded to the National Academic Advising Association for consideration in regional and national awards. Recipients cannot receive more than one advising award within a five-year period. Previous nominees who did not receive the award may be nominated again. Previous winners may be re-nominated after five years with additional noted achievements. In years where no suitable candidates are identified, the committee may choose not to issue the award.

**Criteria:**

The following criteria have been adapted from the National Academic Advising Association's faculty award criteria at [www.nacada.ksu.edu/Awards/OA\\_Guidelines.htm](http://www.nacada.ksu.edu/Awards/OA_Guidelines.htm). The selection committee will evaluate nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic adviser. Evidence may include:

**Quality of information and advice:**

- Knowledge of graduation requirements including General Education, Major and Degree requirements
- Knowledge of appropriate schedule development and course sequencing
- Use and dissemination of appropriate information sources
- Monitoring of student progress toward academic and career goals
- Knowledge of student resources and appropriate referral activity
- Mastery of institutional regulations, policies and procedures
- Knowledge of careers, residencies and post graduate study
- Participation in and support of advisor development programs

**Support**

- Strong interpersonal skills
- Establishing good rapport with students
- Caring, helpful attitude towards students
- Willingness to act in the student's best interests
- Sensitivity to diversity issues
- Knowledge of campus resources and appropriate referral activity

**Accessibility**

- Availability to advisees and frequency of contact
- Face-to-face and electronic communication
- Welcoming and responsive to students

**Nominations:**

The College Awards Committee will be responsible for facilitating the award selection process including: by January 15, soliciting nominations from faculty and students; by February 1, gathering information from the candidates; and by March 1, recommending the award recipient to the Dean. By March 15, the Dean will make the final decision on the selection of the award recipient. The College Awards Committee will gather and make their recommendations to the Dean based on the following information submitted by candidates:

Nominations must contain adequate factual or descriptive material to describe the extent to which an individual meets the awards criteria. Include the following items and use objective data to support the nomination.

1. A completed Nomination Form.
2. Letters of support from advisees, faculty, colleagues, and administrators addressing evidence of outstanding advising (no more than five one page letters of support will be accepted). Letters of support should include information summarizing the extent to which the nominee meets award criteria, citing letters of support, data, or other materials illustrative of exemplary performance as an advisor.

An individual may receive the award one time within a five year time period. All faculty, staff, and administrators who advise students within the College are eligible for the award.

Approved: 12-7-2007

Revised: 2-22-2010; 3-26-12

Source: Faculty Meeting Minutes

### College Administrative Contingency Plan

The College recognizes the importance and need to provide administrative support for its programs and people. Administrative leaders (Department Chairs, Associate Deans, and Dean) within the College are responsible for providing administrative support for their assigned areas. Administrative leaders are expected to be accessible to their respective constituents to address any issues, opportunities, problems, or concerns in a timely manner. Consistency and continuity of administrative support is important and requires administrative leaders to be accessible during (and occasionally after) University normal business hours of operation to address any issues in their respective areas. Administrative leaders are expected to keep their office calendars (Microsoft Office Outlook) up-to-date and accessible to their direct support staff as well as to the Assistant to the Dean along with providing the Department and College with a mechanism for contacting the administrative leader in a timely fashion when they are out of the office including after hours. Contact information including office phone numbers and email addresses for administrative leaders will be kept up-to-date and accessible electronically to employees on the Department and College webpage and on the College shared drive. An after-hours emergency phone contact list of administrative leaders of the College will be kept up-to-date and accessible to administrative leaders of the College, the Provost, and President for cases involving emergencies and/or times when administrative leaders are out of the office including after hours.

For Department-related matters requiring immediate administrative attention or action, the first line of contact and response should be the Department Chair. If the Department Chair is not immediately available, the Dean of the College should be contacted. For College-related matters requiring immediate administrative attention or action, the first line of contact and response should be the Dean of the College. During times when the Dean is not immediately available, the next line of contact and response should be the Associate Dean for Academic Affairs and Assessment (ADAA). If the ADAA is not immediately available, the next line of contact and response should be the Associate Dean for Student Affairs and Faculty Development (ADSA). If the ADAA and ADSA are not immediately available, the Provost should be contacted. If administrative attention or action is needed during times when the Dean is not immediately available, and the matter is determined to be something that cannot wait until the Dean is available, then the appropriate Associate Dean in consultation with the Provost (and in consultation with the appropriate Department Chair and/or Administrative Council when and where appropriate), is empowered to make decisions and take action on matters requiring urgent attention or action. Decisions involving matters of significance impacting the College and its Departments which require immediate attention and action, should be performed in a timely manner by the Department Chair or Associate Dean as described above, after appropriate consultation with the Provost. In the case of an extended absence (i.e., leave of absence, illness, or other), the Provost will work with the College and its Departments to appoint an Interim administrative leader (i.e., Chair, Associate Dean, or Dean) to ensure continued administrative support for the specific area in need.

Approved: 9-13-2011  
Source: Faculty Meeting Minutes

### Pharmacy Programmatic Fee Expenditures

Requests for the expenditure of programmatic fee funds shall be solicited from faculty, staff, and the Student Liaison Committee each academic year. Such requests must be directed to the College Planning, Priorities, and Resources Committee which will review requests and forward its recommendations to the Dean.

Programmatic fee funds are allocated into two categories:

1. Annually recurrent  
Including but not limited to the following examples:
  - A. stipends for pharmacy residents
  - B. graduate student tutorial services/teaching assistants
  - C. student support to attend professional meetings
  - D. partial stipends for students participating in college-approved experiential programs
  - E. stipends, supplies, and equipment for undergraduate research
  - F. lectureships, honorariums and support for outside speakers
  - G. faculty and staff salaries and fringe benefits
  - H. departmental operating expenses
  
2. Nonrecurrent  
Including but not limited to the following examples:
  - A. renovation of classrooms, offices, and laboratories
  - B. acquisition of equipment and supplies
  - C. acquisition of audio-visual equipment
  - D. teaching aids, instructional equipment and technology, faculty/staff computer upgrades
  - E. faculty and staff development activities
  - F. faculty recruitment/new faculty start-ups

Students are responsible for four years of fees; if they go beyond that time limit, they are still responsible for only four years of programmatic fees.

Approved: 3-20-96

Revised: 3-3-99; 12-10-03;

Source: Faculty Meeting Minutes

### Pharmacy Faculty Recognition Awards

The pharmacy program has established the following awards to recognize individual faculty for achieving excellence in the area of teaching. These faculty recognition awards will be selected annually according to the following process:

#### TEACHER OF THE YEAR

The Teacher of the Year is selected by students in the didactic portion of the professional program to recognize an instructor who has demonstrated excellence and innovation in the classroom. The process for selection will be as follows:

1. Nominations for Teacher of the Year will be solicited from the P-1, P-2, & P-3 student body in early March by the Secretary for Academic Affairs.
2. Two weeks prior to nominations, selection criteria, procedure, and the date for in-class nominations will be communicated to the student body.
3. P-1 students will nominate a P-1 instructor; P-2 students will nominate a P-2 instructor; and P-3 students will nominate a P-3 instructor. Faculty having won the Teacher of the Year Award within the previous academic school year will be ineligible to receive the award.
4. Ballots will be collected and counted by the Secretary for Academic Affairs. The names of the instructors who score the most votes from each of the three classes will be forwarded to the Associate Dean for Student Affairs (or a designee from the administrative council not nominated for the award) who shall serve as the Chair of the student selection committee. In the event of a tie among nominees, names of each "tied" nominee will be forwarded.
5. The Associate Dean for Student Affairs will solicit, by class announcement or email, two student volunteer representatives from each of the P-1, P-2, P-3, & P-4 classes (for a total of 8 members) to serve on the student selection committee. In the event more than two students from a class volunteers to serve, their names will be placed in a hat and two names shall be drawn.
6. The Associate Dean for Student Affairs (or designee) will convene the student selection committee to evaluate each of the nominated candidates using the following selection criteria:

Criteria	Evidence: The instructor -
Expertise	Demonstrates a command of the subject material.
Communicates effectively	Presents information with clarity and provides clear well organized handouts.
High standards	Establishes and communicates high standards/expectations for students.
Enthusiasm	Demonstrates enthusiasm for the subject matter.
Student Engagement	Encourages student participation.
Focus on higher order thinking skills	Encourages critical thinking.

Prompt feedback	Provides prompt feedback to students.
Accessible	Is available and willing to assist students.
Motivates	Motivates students academically and professionally.
Empathetic	Displays empathy and respect for students.

7. An open discussion of the nominees followed by student vote will be facilitated by The Associate Dean for Student Affairs (or designee).
8. Each student on the selection committee will vote by written ballot for their preferred nominee by ranking them in order of preference and point value (e.g. If Dr. Bob is their top choice out of 5 candidates, they will assign him 5 points followed by 4 points to their next choice and so on). The Associate Dean for Student Affairs (or designee) will tabulate the total assigned points and announce the nominee receiving the highest number of points.
9. The student selection committee will review the tabulated points and verify the final decision in discussion.
10. The Associate Dean for Student Affairs (or designee) will inform the Dean of the selected candidate.
11. The selection process for Teacher of the Year must be completed by April 15<sup>th</sup> to ensure time for awards to be processed.

### **PRECEPTOR OF THE YEAR**

The Preceptor of the Year Award is selected by students in the experiential portion of professional program and recognizes preceptors who have demonstrated a commitment to and excellence in their approaches to student learning. One faculty preceptor and one volunteer preceptor will be selected each year for the award. The process for selection will be as follows:

1. P4 students may submit written or e-mail nominations to the Director of the Experiential Program at any time during the year. The Director of the Experiential Program will send a final reminder to students during the 7<sup>th</sup> rotation, encouraging them to submit nominations if they have not done so.
2. The committee of P4 students will be selected by the rotations committee. The students will come from a volunteer pool established through the response to the email noted in item # 1. These students, along with the Experiential Director in attendance, will meet and select the award recipients.
3. The selection will be based on the nominations and recommendations from the entire class, and will not necessarily be based on raw numbers of votes.
4. The award recipient results will be forwarded to the Dean for final approval by March 15 of each year to ensure time for the awards to be processed.
5. Award winners are not eligible for consecutive year awards.

Approved: 5-5-99

Revised: 12-10-03, 8-11-04; 12-16-04; 1-28-09

Source: Faculty Meeting Minutes

### Undergraduate Programmatic Fee

In addition to tuition fees, undergraduate nursing students are charged a professional program fee of \$300 each semester (subject to change). This fee applies to part-time, full-time, resident, or non-resident students and is not pro-rated for part-time students.

Additional fees are needed to meet program expenses that directly benefit the education of professional nursing students. Programmatic fee funds will be allocated into two categories:

1. Annually recurrent including, but not limited to, the following examples:
  - Graduate teaching assistants
  - Student support to attend professional meetings
  - Supplies and equipment for student research projects
  - Lectureships, honorariums, and support for outside speakers
  - Faculty and staff salaries and fringe benefits
  - Program operating expenses
  - Clinical equipment
  - Support of simulation equipment
  - Clinical visitations
  
2. Nonrecurring including, but not limited to, the following examples:
  - Acquisition of equipment and supplies
  - Update technology
  - Faculty and staff development activities
  - Instructional and technical support

Procedure:

1. Students pay programmatic fees each semester of enrollment in the nursing program, when taking required nursing courses.
2. The Department Chair will solicit requests for expenditure of programmatic fee funds from faculty and staff each academic year.
3. The Department Chair will develop a program fee budget and forward the program fee budget to the College Planning, Priorities, and Resources Committee.
4. The College Planning, Priorities, and Resources Committee will review the Department of Nursing program fee budget and forward its recommendation to the Dean of the College.

Approved: 12-8-1999

Revised: 11-22-2010; 2-6-2012

Documentation: Faculty Meeting Minutes

### Graduate Programmatic Fee

In addition to tuition fees, graduate student nurses are charged a professional program fee each semester. This fee applies to part-time, full-time, resident, or non-resident students and is not pro-rated for part-time students.

Additional fees are needed to meet program expenses that directly benefit the education of professional graduate nurses. Programmatic fee funds will be allocated into two categories:

1. Annually recurrent including, but not limited to, the following examples:
  - Student support to attend professional meetings.
  - Supplies and equipment for student research projects.
  - Lectureships, honorariums, and support for outside speakers
  - Faculty and staff salaries and fringe benefits
  - Program operating expenses.
  - Clinical laboratory expenses.
  - Clinical equipment.
  - Clinical visitations
  
2. Nonrecurring including, but not limited to, the following examples:
  - Acquisition of equipment and supplies
  - Update technology
  - Faculty and staff development activities
  - Instructional and technical support

The following procedures will apply to programmatic fees:

1. Graduate Students pay programmatic fees each semester of enrollment in the nursing program.
2. The Department Chair will solicit requests for expenditures of programmatic fee funds from faculty and staff each academic year.
3. The Department Chair will develop a Program Fee Budget.
4. The Department Chair will forward the Department of Nursing Program Fee Budget to the College Planning, Priorities, and Resources Committee.
5. The College Planning, Priorities, and Resources Committee will review the Department of Nursing Program Fee Budget and forward its recommendations to the Dean of the College of Pharmacy, Nursing, and Allied Sciences.

Approved: 12-13-2010

Reviewed: 1-23-2012

Documentation: Department Meeting Minutes

## BYLAWS OF DEPARTMENT OF NURSING

### Article I Name and Purpose

Section 1. **Name**. The name of the group is the Faculty of the Department of Nursing, College of Pharmacy, Nursing, and Allied Sciences, North Dakota State University (hereinafter "Department of Nursing").

Section 2. **Purpose**. The purpose of the Department of Nursing is:

Section 2.1. To further the mission of the College of Pharmacy, Nursing, and Allied Sciences (hereinafter "College") and of North Dakota State University (hereinafter "NDSU" or "University");

Section 2.2. To actualize nursing education at the University;

Section 2.3. To implement the belief and directional statements of the Department of Nursing;

Section 2.4. To plan, execute, and evaluate programs of study offered by the Department of Nursing;

Section 2.5. To formulate and carry out policies to facilitate the planning, implementing, and evaluating of the educational programs of the Department of Nursing; and

Section 2.6. To evaluate the effectiveness of the programs, policies, and procedures of the Department.

### Article II Organization and Administration

Section 1. **Organization**. These Bylaws shall govern the functioning of the Department of Nursing and are used in conjunction with the Bylaws of the College of Pharmacy, Nursing & Allied Sciences, NDSU, and the NDUS System.

Section 2. **Authority**. The Faculty has the power to organize itself and to make all Bylaws and regulations necessary for its own proceedings. This includes, but is not restricted to, the power to elect officers, establish and organize Faculty committees, and to establish meeting times.

Section 3. **Responsibilities and Function**. The responsibilities and functions of the Department are:

Section 3.1. To establish, evaluate, and revise educational policy, curriculum, and procedures for the Department of Nursing.

Section 3.2. To establish, review, and revise the belief and directional statements of the Department.

Section 3.3. To recommend policies affecting the organization of the Department and of the College.

Section 3.4. To conduct the affairs of the Department in such a way as to support the goals of the Department, the College, and the University.

Section 3.5. To foster development of Faculty as individuals as well as a group.

Section 3.6. To participate in the recruitment, selection, retention, and promotion of Faculty.

Section 3.7. To participate in research and other scholarly activities.

Section 3.8. To participate in the recruitment, selection, and advising of nursing students.

Section 4. **Department of Nursing Bylaws**. If any Nursing Bylaw, policy, or procedure is in conflict with the College of Pharmacy, Nursing & Allied Sciences' Bylaws, policies, or procedures or the NDSU Faculty Handbook, the higher level shall prevail.

### **Article III Membership and Voting**

#### Section 1. **Membership**.

Section 1.1. The Faculty consists of the Department Chair, full-time, and half-time teaching and research Faculty.

Section 1.2. Other academic or outside appointees will be associate members. They are entitled to attend the meetings of the Faculty and to have speaking privileges, but are not voting members. This includes graduate teaching assistants, graduate research assistants, and graduate service assistants.

Section 1.3. Student nurses have representation on committees. The students are representatives without voting privileges.

#### Section 2. **Voting**. Voting privileges are granted to all full-time and half-time Faculty.

**Article IV**  
**Meetings and Parliamentary Procedure**

Section 1. **Meetings.**

Section 1.1. Attendance at all Department of Nursing Faculty meetings is expected of all Faculty designated in Article III, Section 1.1.

Section 1.2. Regular meetings shall be held monthly during the academic year.

Section 1.3. Special meetings may be called by the Department Chair or by three members of the Faculty, at least one of whom is full-time.

Section 1.4. A simple majority of the full-time membership shall constitute a quorum, one of whom shall be the Department Chair or the Department Chair's designate, Faculty on developmental leave shall not be counted related to quorum but shall retain attendance and voting rights during the leave.

Section 1.5. Meetings may be canceled or rescheduled at the discretion of the Department Chair.

Section 2. **Parliamentary Procedure.**

Section 2.1. Decisions shall usually be made by consensus.

Section 2.2. Robert's Rules of Order shall govern the proceedings of the meeting in instances where necessary for orderly function.

**Article V**  
**Committees**

Section 1. **Membership.**

Section 1.1. Organizational work of the Department is done by Committees.

Section 1.2. All members of the Faculty (full-time and half-time) are eligible for committee membership.

Section 1.3. Full-time Faculty shall serve on a minimum of two Department committees, and half-time Faculty shall serve on a minimum of one Department committee.

Section 1.4. Committees may include members from outside the Nursing Faculty.

Section 1.5. Student representation shall be appointed by the specific committee.

Section 1.6. Committee vacancies will be filled as they occur.

Section 1.7. Faculty volunteer for committee membership is in the spring of each year. If needed, the Department Chair may appoint a Faculty member to a committee if specialized expertise is needed.

Section 1.8. Newly elected committee members shall assume office at the beginning of the academic year. Committee members filling vacancies shall begin serving immediately.

Section 1.9. A quorum for conducting committee business shall consist of a majority of the Faculty.

Section 1.10. The Department Chair is an ex-officio member of all committees.

Section 1.11. Committees may recommendations to the Faculty body.

Section 2. **Chairperson**. Each committee shall have a chairperson.

Section 2.1. A committee chairperson is appointed by the members of the committee.

Section 2.2. The chairperson of a committee is responsible for setting the agenda, calling the meetings of the committee, and filing of minutes for the committee. Any of these responsibilities may be delegated.

Section 3. **Standing Committees/Council**:

Section 3.1. **Undergraduate Admissions and Progression Committee.**

Section 3.1.1. **Membership**. The Admissions Committee shall consist of at least three (3) members of the Nursing Faculty and two students.

Section 3.1.2. **Responsibilities**. The responsibilities of the Admissions Committee shall be to:

Section 3.1.2.1. Recommend to the Faculty criteria, policies, and procedures for admission to the Nursing major, progression, and graduation.

Section 3.1.2.2. Recommend to the Faculty students for admission to the Nursing major.

Section 3.1.2.3. Address issues of progression and graduation requirements.

Section 3.1.2.4. Evaluate recruitment needs and recommend recruitment efforts.

Section 3.1.2.5. Recommend to the Faculty criteria for Department scholarships and other awards.

Section 3.1.2.6. Identify students for awards and scholarships based on established criteria.

Section 3.1.2.7. Student members of the committee may be recused during any discussions of individual students.

Section 3.1.2.8. A member of this committee shall serve on the College Scholarship Recognition Committee.

Section 3.1.2.9. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

### Section 3.2. **Undergraduate Curriculum Committee**

Section 3.2.1. Membership. The Curriculum Committee shall consist of at least three members of the Nursing Faculty and two students.

Section 3.2.2. Responsibilities. The responsibilities of the Curriculum Committee shall be to:

Section 3.2.2.1. Review foundational documents (mission, vision, and core value statements) every three years.

Section 3.2.2.2. Recommend to the Faculty revisions in the foundational documents.

Section 3.2.2.3. Promote continuous quality improvement of the curriculum through analysis of assessment data, course content, and placement for congruity with foundational documents, and societal/professional needs.

Section 3.2.2.4. On the bases of such review and review of evaluation data, recommend to the Nursing Faculty revisions of the curriculum.

Section 3.2.2.5. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

### Section 3.3. **Graduate Council**

Section 3.3.1. Membership. The Graduate Council will consist of at least three members of the Nursing Faculty and two graduate students.

Section 3.3.2. Responsibilities. The responsibilities of the Graduate Council shall be to:

Section 3.3.2.1. Develop admission, progression, and graduation criteria.

Section 3.3.2.2. Review applications to the Master of Nursing and Doctor of Nursing Practice programs, make decisions regarding admission of applicants to the graduate programs.

Section 3.3.2.3. Develop and recommend to the Nursing Faculty policies and procedures for the graduate program.

Section 3.3.2.4. Review and resolve issues of academic progression and professional behavior.

Section 3.3.2.5. Provide on-going review of the graduate curriculum in the light of foundational statements, assessment findings, and societal and professional needs.

Section 3.3.2.6. Develop proposals for graduate curriculum modifications and revisions based on the above review.

Section 3.3.2.7. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

#### Section 3.4. **Assessment and Evaluation Committee (Undergraduate and Graduate)**

Section 3.4.1. Membership. The Assessment and Evaluation Committee shall consist of at least three members of the Nursing Faculty, an undergraduate student, and a graduate student.

Section 3.4.2. Responsibilities. The responsibilities of the Assessment Committee shall be to:

Section 3.4.2.1. Develop and recommend to the Nursing Faculty an assessment plan inclusive of the overall department and the degree programs offered.

Section 3.4.2.2. Administer the assessment plan approved by the Faculty.

Section 3.4.2.3. Analyze assessment data.

Section 3.4.2.4. Synthesize assessment findings and make recommendations for improvement.

Section 3.4.2.5. Submit an annual written report of Nursing Department assessment activities to the University Assessment Committee.

Section 3.4.2.6. Respond to any University suggestions for improvements for the program.

Section 3.4.2.7. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

### Section 3.5. **Resources Committee.**

Section 3.5.1. Membership. The Resources Committee shall consist of at least three members of the Nursing Faculty and two students.

Section 3.5.2. Responsibilities. The responsibilities of the Resources Committee shall be to:

Section 3.5.2.1. Develop and present to the Faculty criteria for use of unrestricted program fee funds.

Section 3.5.2.2. Receive and review requests for use of program fees.

Section 3.5.2.3. Recommend to the Department Chair allocation of funds.

Section 3.5.2.4. Recommend to the library resources for acquisition.

Section 3.5.2.5. Develop and maintain an inventory of teaching/learning materials managed by the Department.

Section 3.5.2.6. A member of this committee shall serve as the liaison to the library.

Section 3.5.2.7. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

### Section 3.6. **Promotion and Tenure Committee.**

Section 3.6.1. Membership.

Section 3.6.1.1. The Promotion and Tenure Committee shall consist of at least three tenured members of the Nursing Faculty who do not hold administrative roles in the Department.

Section 3.6.1.2. If there are an insufficient number of tenured Faculty in the Department to meet the minimum membership requirements of the Committee, tenured Faculty from other Departments of the University will be solicited to ensure a Committee membership of at least three.

Section 3.6.1.3. After consultation with the Nursing Faculty and with the Department Chair from which the non-nursing Committee members are sought, the Department Chair shall appoint such members to the Committee.

Section 3.6.2. Responsibilities.

Section 3.6.2.1. The Promotion and Tenure Committee shall evaluate and make recommendations for Nursing Department Faculty for promotion and/or tenure in accordance with the guidelines and standards established by the Department.

Section 3.6.2.2. Work of the Committee will follow the timelines and guidelines of College and University policies and procedures regarding promotion and tenure.

Section 3.6.2.3. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

Section 3.7. **Executive Council.**

Section 3.7.1. Membership. The Executive Council shall be composed of the Department Chair, Graduate Director, Undergraduate Coordinator, Lab and Simulation Coordinator, LPN/RN to BSN Coordinator, program directors, and other persons deemed appropriate by the Department Chair.

Section 3.7.2. Responsibilities. The responsibilities of the Executive Council shall be to:

Section 3.7.2.1. Consult with and advise the Department Chair in matters brought forward by the Department Chair, Faculty committees, faculty members, or Executive Council members.

Section 3.7.2.2. Analyze and make recommendations on matters referred to the Executive Council by the faculty.

Section 3.7.2.3. Monitor the Master Evaluation Plan.

Section 3.7.2.4. Complete duties as described in the Master Evaluation Plan.

Section 3.7.2.5. Promulgate, amend, approve policies that require administration action.

Section 3.7.2.6. Promote communication and shared governance between the administration and Faculty committees.

Section 3.7.2.7. The committee shall prepare and submit an annual report to the Department Chair by May 20<sup>th</sup> of each year.

#### Section 4. Ad Hoc Committees.

Section 4.1. Ad hoc committees may be established.

Section 4.2. Ad hoc committees are formed as needed to meet a particular need or perform a specific task.

Section 4.3. Members are assigned as needed to accomplish the purpose of the committee.

Section 4.4. An ad hoc committee ceases to exist when its task is completed or the need for which it was instituted is met.

Section 4.5. After two years if the ad hoc committee has not disbanded, the committee will be reviewed for Standing Committee status.

#### Section 5. Alumni Advisory Board.

Section 5.1. Membership. Selected members of the alumni will comprise the Alumni Advisory Board. Members are appointed by the Department Chair with the consultation of the Development Officer.

Section 5.2. Meetings. Alumni Advisory Board meetings will occur face-to-face quarterly.

Section 5.3. Mission. The mission of the North Dakota State University Department of Nursing Alumni Advisory Board is to build the Department through leadership, philanthropic support, and service to the school.

Section 5.4. Purpose. The purpose of the Alumni Advisory Board is to provide a means of communication between the Nursing Department and the external communities it serves.

Section 5.5. Responsibilities. The responsibilities of the Alumni Advisory Board are to :

Section 5.5.1. Effectively promote the welfare and interests of the Department of Nursing and alumni.

Section 5.5.2. Support the University's goals and objectives by acting as ambassadors of the Department of Nursing.

Section 5.5.3. Establish a mutually beneficial relationship between the University, Department of Nursing, and its alumni.

Section 5.5.4. Assist in developing financial and other resources for the Department of Nursing and Alumni Advisory Board.

Section 5.5.5. Support the development of the Department of Nursing services through advice, consultancy, and assistance with recruitment of students and Faculty.

Section 5.5.6. Develop linkages for mutual benefit with other professional alumni bodies (e.g., pharmacy, allied sciences).

## Section 6. **Community of Interest Board.**

Section 6.1. Membership. Selected members of the community of interest comprise the Community Advisory Council. Members are appointed by the Department Chair with the consultation of Nursing Faculty.

Section 6.2. Meeting Attendance. Faculty are invited to attend all meetings.

Section 6.3. Purpose. The purpose of the Council is to provide a means of communication between the Nursing Department and the external communities it services.

## **Article VI Amendments**

Section 1. Review of the Bylaws. These Bylaws shall be revised by the Faculty every two years.

Section 2. Amendments with Notice.

Section 2.1. Amendments will be submitted in writing and be distributed to Faculty at least one week prior to the meeting at which the adoption of such amendments will be voted upon.

Section 2.2. A simple majority vote of Faculty present is sufficient to accept amendments to these Bylaws.

Section 3. Amendments Without Notice. These Bylaws may be amended by a majority vote of Faculty present and voting at any scheduled Faculty meeting if no previous notice has been given.

Section 4. Suspension of the Bylaws. These Bylaws may be suspended by the majority vote of Faculty.

Approved: 12-13-2010

Revised: 2-6-2012

Documentation: Faculty Meeting Minutes

### Mission, Vision, Beliefs, Core Values, and Definitions

**Mission**: The mission of the NDSU Department of Nursing is to provide baccalaureate and graduate nursing education to advance knowledge of the discipline and demonstrate leadership in meeting the healthcare needs of a diverse society.

**Vision Statement**: The vision of the Department of Nursing is to be a recognized leader in positively impacting the health of a diverse global society through professional preparation and interprofessional collaboration and advanced nursing education, advancing nursing knowledge, and responsiveness to societal needs.

**Beliefs and Core Values**: The faculty, students, and graduates of the department of nursing believe in the inherent worth and dignity of individuals and the value of professional nursing as an integral part of the health of society. We believe the core values of autonomy, caring, integrity, justice, professionalism and respect guide the scholarship of education, service, practice, and research.

The role of faculty is to encourage, facilitate, and provide opportunities which support self-directed learning and critical thinking, enhance personal growth and socialize students as members of the profession in entry and advanced practice roles. The role of students is to develop the knowledge, skills and attitudes essential to professional nursing practice and continued study of nursing. The role of graduates is to promote the health of society, advance the discipline, and function as responsible citizens of the nation and the world.

Nursing is an art and science. It is a practice profession and an academic discipline. The domain of nursing is the human response to actual or potential variations in human functioning and life processes. Nursing involves interactions among the nurse, the person and the environment in the prevention of disease, the promotion and restoration of health, and the comfort of the dying.

Professional nursing practice is the creative application of therapeutic nursing interventions and nursing knowledge based on a synthesis of scientific knowledge, research, professional values and standards. Professional nurses work with individuals, families, communities and other aggregates to meet primary, secondary, and tertiary health care needs. Nurses practice independently, interdependently, and collaboratively in a variety of settings. Nurses balance career advancement, personal well-being, and fidelity to nursing's social contract.

Core values provide a framework that supports education for and practice of professional nursing as envisioned by the Department of Nursing.

**Caring** is the central concept of nursing. The competence, sensitivity and compassion that characterize professional caring, guide our behavior in faculty/student and nurse/client interactions. **Respect** is reflected by nurses' regard for human dignity and in our acceptance of the diversity of humankind. In our practice we demonstrate our respect for other disciplines through collegiality and collaboration.

**Autonomy** reflects a patient's right to make decisions about his/her health care and nurses' rights to make decisions about their professional practice. **Integrity** is manifested in our honesty with patients and the public, by adherence to standards of academic honesty, through our accountability for our actions, and through our provision of care based on practice standards.

The professional obligation to assure equal treatment and equal access to care is a facet of **justice**. Nurses have a professional responsibility to encourage legislation and policy development that advances

nursing care and quality health care for all people. Nursing faculty have an obligation to ensure that students have the opportunity to participate in and contribute to an excellent learning environment. **Professionalism** encompasses a commitment to lifelong learning and professional development, participation in professional organizations and the political process, and adherence to professional values and regulations.

**Paradigm Definitions:**

1. "Nursing is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations."<sup>1</sup>
2. Environment is comprised of internal and external forces including technological, legal, social, cultural, epidemiological, political, religious and economic phenomena.
3. A person is a holistic being with biopsychosocial, spiritual and cultural dimensions. An individual person is a rational and moral being with an inherent dignity and worth which persists throughout the lifespan despite any limitation in any dimension of being. Persons and groups of persons (family, community and other aggregates) are the focus of nursing care.

Health is "physical, mental and social well-being and not merely the absence of disease or infirmity."<sup>2</sup> Health may be described as a continuum and includes cultural and subjective perceptions of well-being. Disease is a dysfunction of a dimension of being. Illness is a subjective feeling of being unhealthy that may or may not be related to disease.

**Quality of Care Indicators – Institute of Medicine (2001):**

See Schedule 4(a) below.

**Quality of Care:** The degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge.

**Effective:** Services are based on scientific knowledge and provided to all who could benefit and services likely to be non-beneficial are not provided (avoiding overuse and underuse).

**Efficient:** Waste, including waste of equipment, supplies, ideas, and energy is avoided.

**Equitable:** Care provided does not vary in quality because of personal characteristics such as gender, ethnicity, geographic location, and socioeconomic status.

**Patient Centered:** A partnership is established among practitioners, patients, and their families (when appropriate) to ensure that decisions respect patients' wants, needs, and preferences and that patients have the education and support they need to make decisions and participate in their own care.

**Safe:** Patients are not injured by care that is intended to help them.

**Timely:** Needed care is obtained and unnecessary delays in getting that care are minimized.

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<sup>1</sup> American Nurses Association (2003). *Nursing's social policy statement, 2<sup>nd</sup> edition*. Washington, DC: American Nurses Association. Page 44.

<sup>2</sup> Preamble to the Constitution of the World Health Organization as adopted by the International Health Conference, New York, 19-22 June, 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of the World Health Organization, no. 2, p. 100) and entered into force on 7 April 1948.

**Evidence-based:** Decisions about care are based on conscientious, explicit, and judicious use of theory-derived, research-based information. Evidence-based health care requires the integration of individual clinical expertise with the best available external evidence from systematic research and the consideration of individual needs, values, circumstances, and preferences.

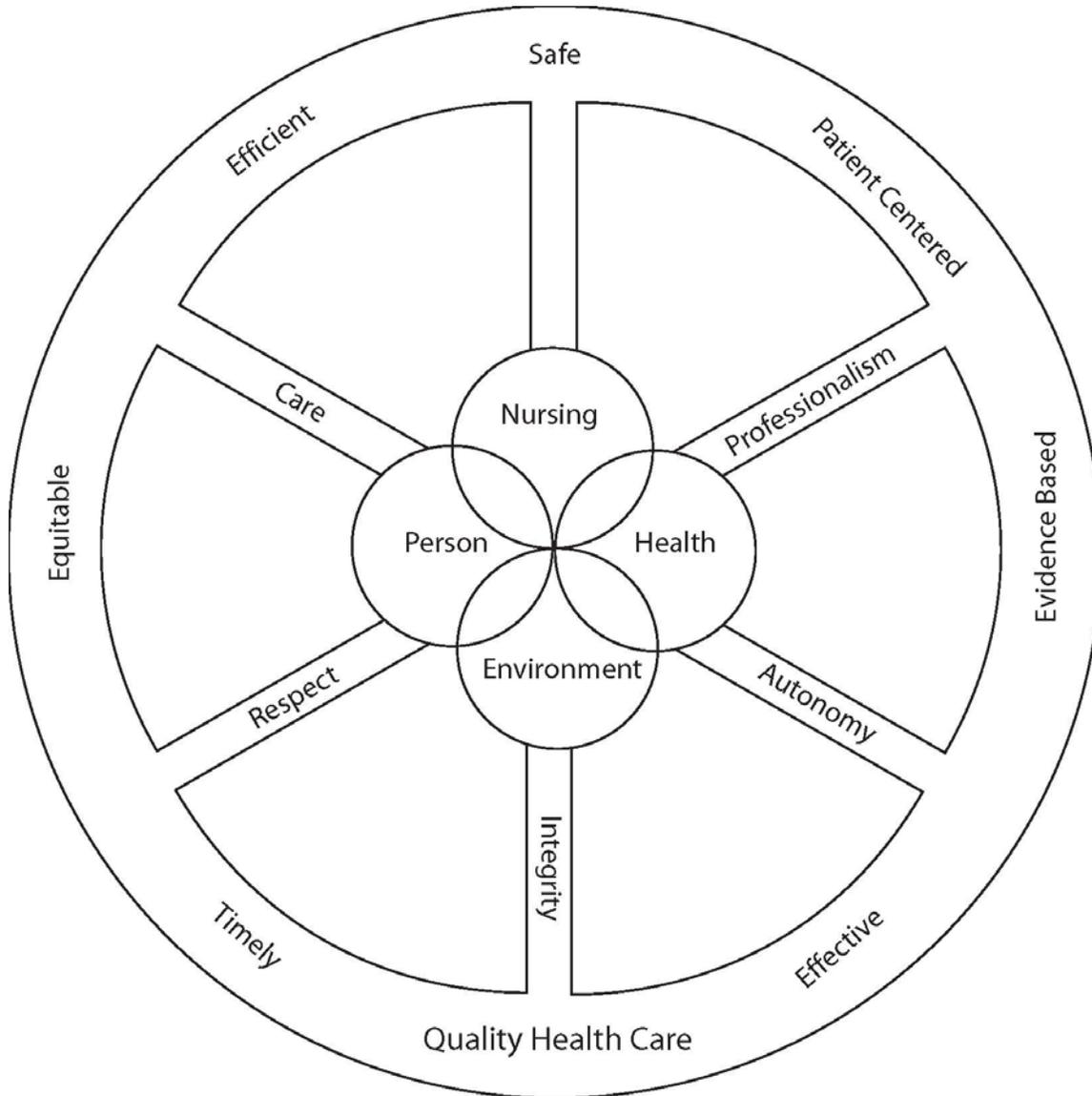
Approved: 12-13-2010

Revised: 2-6-2012 (format)

Documentation: Faculty Meeting Minutes

SCHEDULE 4(a)

NURSING PARADIGM, CORE VALUES AND  
QUALITY HEALTHCARE INDICATORS



### Faculty Practice

Full time faculty appointed to the Department of Nursing can participate in external professional activities per University policies. It is preferred that practice be in the specialty area for which faculty has teaching responsibilities and in the agency in which faculty instruct students.

The purpose of practice is to sustain or enhance expertise through scholarly activities related to practice. In addition, the clinical practice will:

1. Foster a collaborative relationship between University faculty and individuals in the service settings/agencies.
2. Increase opportunities for collaboration between education and service in scholarly activity such as application of research findings, participation in research teams, and sharing clinical knowledge via publication and presentation.
3. Support practice requirements for faculty for recertification in their specialty.

All projects/practice will be conducted within the guidelines of NDSU Policy No. 152. Faculty practice is not a component of the faculty workload unless it is requested by the faculty member. Faculty practice can be considered in the faculty member's annual evaluation and reappointment considerations.

Approved: 11-8-2010

Revised: 2-6-2012

Source: Faculty Meeting Minutes

### Faculty Files

Two files will be kept on each faculty member of the Department of Nursing. One file will be kept at, and maintained by, the Department of Nursing Department Chair. A second file will be kept in the Dean of Pharmacy, Nursing & Allied Science's office. The file in the Dean's office is the official personnel file.

A faculty member may request to review her/his file with the Department Chair or the College Dean at any time. The exception to this is materials submitted confidentially.

This policy provides guidance in order to standardize the process of collecting, handling, and storing the contents of faculty files. The files in the Department Chair's office will contain:

1. Most recent position description.
2. Most recent curriculum vitae.
3. Communications from administration.
4. Copies of all annual administrative evaluations (self and by Department Chair) and goals.
5. Copies of letters of recognition.
6. Relevant health information.
7. Various forms and correspondence from the administrative office regarding any aspects of employment (i.e., contract hiring, termination forms, etc.).
8. State Board of Nursing Qualification Form (original).
9. Online verification of faculty RN license.
10. Communications to and from College administration.
11. Letters of commendation from various professionals (college, community, etc.).

The College Dean's office files will contain:

1. Original application and contract.
2. Most recent position description.
3. Most recent curriculum vitae.
4. All confidential correspondence/communications.
5. One copy of all previous annual review materials and goals.
6. Copies of all formal review materials per University Guidelines.
7. Salary notification letter.

Approved: 11-8-2010

Revised: 2-6-2012

Documentation: Faculty Meeting Minutes

**Nursing Department Workload Policy**

DON faculty are expected to meet their responsibilities in teaching, research/scholarship, and service independently and in full accord with both institutional expectations and established tenets of academic freedom.

Teaching, research, and service each represents important and expected responsibilities for DON faculty members. The DON faculty provide instruction in baccalaureate, master's, and doctoral programs in nursing. This instruction plays a vital role in educating the next generation of practitioners, academicians, and leaders in this field.

Faculty workload and class enrollment requirements must be maintained at levels sufficient to contain the normal costs of instruction within the NDSU Department of Nursing. While some variability among individual cases will be necessary and unavoidable, the overall result must balance departmental needs with faculty resources.

**Procedure:**

The basic (minimum) faculty workload is 14 workload credits per semester, based on full-time work. Faculty workloads may need to be altered depending on the needs of the college, retirements, resignations, curriculum needs, sick leave, parental leaves, and so forth.

	Tenured/ Tenure-Track*		Non-tenure Track*	
	Semester	Year*	Semester	Year*
Teaching Credits	6-8	12-16	10-12	20-24
Research / Scholarship Credits	3-6	6-12	0-2	0-4
Service Credits	1-2	2-4	1-4	2-8
Administrative Credits (Program Coordinators, Program Directors, Graduate Director)	1-4	2-8	1-4	2-8
	14	28	14	28

\*Based on 9 month contract

### **Summer Appointments:**

Nine semester hours shall constitute a full-time load in the summer term. Faculty with summer term teaching appointments shall be compensated according to the summer salary schedule.

### **Teaching:**

Teaching includes the time spent in creating an environment for learning and implementation of educational activities which acknowledge the importance of the individual diversity of students. Expected outcomes may include: course preparation, presentation of material, grading assignments, advising, development of thesis and/or dissertation, publication and formal presentations.

### **Lecture Credits:**

The baseline is that each semester credit of didactic course work is worth one workload credit.

1 lecture credit = 15 hours per semester. For every hour in class, a minimum of two hours is spent out of class to prepare.

When theory is team taught, credit will be divided among the Faculty teaching.

### **Clinical and Lab Workload Credits:**

1. Directly supervised (no preceptor) clinical and college labs are calculated by 1.5:1. Direct supervision, undergraduate 7-8 students. Example: N404 Adult Health III Clinical 6:30-2:00 p.m. is 8 contact hours  $\div$  1.5 = 5 .
2. Indirect clinical supervision is calculated by 1.5:1. Each indirect clinical hour with indirect supervision of undergraduate 15-20 students.
3. Graduate clinical contact hour: 2:1 (doctoral), 4:1 (masters).
4. For courses that are mixed direct and indirect clinical supervision, a combined model may be used to determine workload.

### **Variations in Workload Calculations for Clinical/Lab Coordination (0.5-2 workload credits):**

1. Workload credit will be awarded based upon number of students, number of Faculty/preceptors, number of contact people, and number of agencies involved.
2. Mentoring of new GTAs and Faculty members.

### **Student Advisement:**

1. .10 = 10 students for undergraduate advisement.
2. .10 = 6 students for graduate student advisement.

### **Thesis/Dissertation Chair and Independent Study:**

Workload is calculated at .3 credits per registered student for committee chair.

### **Supervision of Special Endeavors:**

As negotiated.

### **RESEARCH/SCHOLARLY ACTIVITY/CREATIVE:**

Scholarship is defined as those activities that contribute to the profession. Grant-funded research and subsequent publication of the research in peer reviewed journals has traditionally served as the academic standard for demonstrating scholarship. Submitted manuscripts that have met the rigor of approval by professional peers and are subsequently published are recognized as significant contributions to the profession. With this standard in mind, the nursing department at NDSU recognized scholarship in two categories:

1. Contribution to professional knowledge; and
2. Contribution to nursing practice.

These categories are not mutually exclusive and may overlap in their definition but they provide practice based nursing Faculty with options related to demonstration of professional scholarship. The description of these categories is not meant to be encompassing or limiting.

Time for research and program grant writing (i.e., before funding) is negotiated with the Department Chair. Typically, Faculty teaching "buy-out" is possible, but Faculty will teach at least 20% effort. In exceptional circumstances further reduction in teaching may be considered by and negotiated with the Department Chair. Faculty buy-out will be applied to the percent already allocated in the Faculty workload.

### **Service:**

Service entails the engagement in activities which contribute to the welfare of the Department of Nursing, institution, community, and the profession.

Expected outcomes may include: serving as an active, contributing member of a department, institutional, community or professional committee, serving as a participating elected officer of such committees.

### **Practice:**

Practice entails the involvement in direct and/or indirect client care in a variety of settings that is income-generating and can potentially provide learning experience for students across all levels. Expected outcomes may include: income-producing practice, maintenance of national certification, formal presentations, and publications in peer reviewed journals, and innovative approaches to improving patient/client care.

Time for clinical practice is negotiated with the Department Chair according to the guidelines of the NDUS policies. Additional time for clinical practice must be obtained on a "buy-out" basis.

**Administration** – Credits are negotiated according to the needs of the department and Faculty member.

**Example # 1: Tenure/Tenure Track Faculty:**

Teaching: NURS XXX 2 Credits;

NURS XXX 3 Credits;

NURS XXX 2 Credits;

Chair – 3 thesis/dissertation .9 credits = 7.9 credits/14=56%

Scholarship: 4 credits = 30%

Service: 2 credits = 14%

13.9 credits = 100%

**Example # 2: Non-Tenure Track Faculty**

Teaching: NURS XXX 5 credits;

NURS XXX 2 credits;

NURS XXX 2 credits: = 9 credits = 64%

Scholarship: 1.5 credit = 11%

Administration/Service : 3.5 credit = 25%

14 credits = 100%

Approved: 12-12-2010

Revised: 2-3-2012

Documentation: Faculty Meeting Minutes

### **Alumni Student Files**

Central student files will be retained in the Department of Nursing following graduation or withdrawal. Student files are often needed after graduation to verify information for graduate school applications, State Board of Nursing, employment, and other miscellaneous requests. Students who withdraw often return to the college to complete degree requirements at a later date.

Each alumni file is routinely maintained after the student withdraws or graduates. The file will contain:

- Student's picture, if available.
- Official advising notes.
- Final transcript.
- Correspondence with the student.
- Clinical Evaluations.

Paper copies of files will be stored in the Department's Academic Assistant for graduate studies' office.

Approved: 11-8-2011

Revised: 2-6-2012

Documentation: Faculty Meeting Minutes

### Community of Interest Council

The Department of Nursing will solicit members for and will maintain a Community of Interest. The purposes of this group will include, but not be limited to:

1. Consult with the Nursing Department Chair and faculty relating to nursing education, practice, research, and health care.
2. Provide feedback to the Nursing Department Chair and faculty on the Department's level of achievement in meeting its stated goals and objectives.
3. Share information about the Department's goals, plans, and achievements with interested members of the public.
4. Serve as a liaison between the Department and the community in order to promote mutual understanding and cooperation.

The Department of Nursing wishes to be responsible in serving the public and being responsive to the needs of the public. Input from informed persons can assist the Department in planning, implementing, and evaluating its activities. This input is particularly appropriate since the Department is an integral part of the State's Land Grant University and is dedicated to serving North Dakota citizens.

Member Appointment: After consultation with the Department's faculty and administration, the Department Chair will appoint members of the Community of Interest.

Meetings: The Council will meet on a regular basis, usually two times per year, and on an ad hoc basis as determined by the Department Chair.

Membership: The Council membership can be made up of a selection from each of the following groups including, but not limited to:

- Representative of Associate Degree nursing programs in North Dakota and Minnesota.
- Representative of Vocational-Technical Nursing programs in North Dakota and Minnesota.
- Nurses representing larger hospitals, health care facilities; rural healthcare facilities, long-term care, and public health.
- Representative of Student Nurse Association.
- Representative of Student Council.
- Graduate student representative.
- President or designee of the North Dakota Nurses Association.
- Representative of Board of Nursing.
- Representative of Tribal education.
- Health care consumer.

Individuals are to be appointed by the Department Chair. These appointments shall reflect diversity in relation to the State's geographic areas and ethnic/cultural groups, and in relation to nursing, health care, and nursing education issues.

Approved: 12-13-2010

Revised: 2-6-2012

Documentation: Faculty Meeting Minutes

### Repetition of Pre-pharmacy Core Courses

The total number of pre-pharmacy core courses which may be repeated shall be limited to three.

The grade received during the student's final attempt for any core pre-pharmacy course will be used in evaluation for admission.

A withdrawal is not considered an attempt.

A core course is one that is included in the GPA for admission purposes.

Approved: 4-26-95

Revised: 9-5-96; 4-2-97; 11-12-03; 3-26-12

Source: Faculty Meeting Minutes

### Minimum Grade Point Average

A minimum cumulative GPA of 3.0 is required for consideration for admission review into professional pharmacy program.

Approved: 10-27-93

Revised: 4-13-94; 5-8-03

Source: Faculty Meeting Minutes

### Point System for Evaluation of Admission to the Pharm.D. Program

Students will be given information regarding general admissions criteria (grades, PCAT, essay/interview) as well as averages of the last admitted class. Evaluation of qualified candidates shall remain confidential within the admissions committee.

Approved: 3-3-99

Revised: 6-28-99; 5-9-00; 6-12-01; 12-18-02; 2/12/03; 11-12-03; 9/2/04; 11/30/05; 3-26-12

Source: Faculty Meeting Minutes

### Program Capacity

Eighty five students are accepted into the pharmacy program; and up to eight of those slots may be specifically dedicated to enhancing the diversity of the pharmacy program.

Approved: 2-21-92

Revised: 3-3-99; 3-23-00; 3-06-02, 5-8-03, 11-30-05; 3-26-12

Source: Faculty Meeting Minutes

### Re-application

A student who has made application to the professional program but is not accepted, fails to complete the application procedures, or fails to enroll after being accepted, may reapply for admission to the professional program. Students may apply to the program twice. All academic and admission requirements in force at the time of his/her application must be met.

Students who desire to utilize previous scores on the PCAT must notify the Admissions Secretary in writing prior to the deadline for applications.

PCAT scores will be accepted up to three years from the date the test was written.

Approved: 10-27-93

Revised: 2-17-99, 12-10-03

Source: Faculty Meeting Minutes

### Readmission

Any student desiring readmission must file a petition with the Chair of the Academic Affairs Committee of the College of Pharmacy, Nursing, and Allied Sciences at least 60 days prior to the beginning of the semester in which readmission is sought. Students must seek readmission to the professional program in Pharmacy through the Admissions Committee.

Any professional student who is not enrolled in the College of Pharmacy, Nursing, and Allied Sciences for a period of one calendar year must file a petition with the Chair of Academic Affairs Committee within the College of Pharmacy, Nursing, and Allied Sciences 60 days prior to the beginning of the program.

Approved: 10-27-93

Revised: 3-3-99

Source: Faculty Meeting Minutes

### Current Competency in Coursework

Coursework in the areas of science and mathematics must be no more than seven years old at the time of application to the professional program.

Coursework presented in these areas that is older than seven years must have current competency demonstrated.

Current competency may be demonstrated by:

- A. Retaking a portion of the series in question, i.e. 122 of 121/122 Chem series;
- B. Enrolling in a formal audit that is indicated on a student's official transcript;
- C. Challenging coursework through the department in question; or
- D. Meeting with faculty in the areas of Science or Mathematics and having them determine current competency.

The means by which current competency is met must be approved by the Chair of the Pharmacy Admissions Committee. Students who intend to meet current competency requirements using item C or D must receive approval from the Chair of Pharmacy Admissions Committee prior to undertaking the current competency.

Approved: 12-10-2003

Revised: 11-28-2012

Source: Faculty Meeting Minutes

### Pharm.D. Student Transfer

Circumstances may warrant that a student enrolled in an ACPE-accredited college or school of pharmacy may seek to transfer to North Dakota State University's (NDSU's) Doctor of Pharmacy (Pharm.D.) program. Any individual seeking to transfer into NDSU's Pharm.D. program must follow the procedures outlined below.

1. Students must currently be enrolled in an ACPE-accredited Pharm.D. program. Students enrolled in non-pharmacy degree programs, or those enrolled in bachelor or masters-level pharmacy programs (ACPE-accredited or otherwise) are not eligible to transfer into NDSU's Pharm.D. program. Those students must apply directly to the entry level Pharm.D. program using the NDSU Pharm.D. Supplemental Application.
2. The student must submit a formal application to both North Dakota State University, and be accepted to study at the University. Applications to the University as a whole must be completed according to the guidelines established by the University ([www.ndsu.edu/admission](http://www.ndsu.edu/admission)).
3. Students accepted to study at NDSU may subsequently submit a formal transfer request to the NDSU College of Pharmacy, Nursing, and Allied Sciences, Pharmacy Admissions Committee. A formal request will contain (at a minimum) the following information:
  - i) A formal letter or equivalent written statement outlining the reasons for requesting the transfer;
  - ii) Documented evidence from the student's current institution (typically a formal letter on university letterhead written by the Dean of the current institution) demonstrating that the student is currently in good academic and professional standing;
  - iii) Documented evidence (including, but not limited to include official transcripts of all college work including pharmacy transcripts, PCAT scores and three letters of evaluation/reference from faculty members of a professional pharmacy program) that the student meets all admission requirements for NDSU's Pharm.D. program.
4. The Pharmacy Admissions Committee will review transfer applications twice per year. Individuals wishing to transfer and begin classes in the fall semester must submit the entirety of their application materials by June 1 of that academic year. Students intending to transfer and begin classes in the spring semester must submit the entirety of their application materials by October 15 of the preceding semester/calendar year.
5. The Pharmacy Admissions Committee will convene to evaluate completed transfer applications within 30 days of the application deadline in question. If, upon review of the application materials, the Pharmacy Admissions Committee believes that the student's application merits further consideration, the Admissions Committee will schedule an interview with the applicant. The interview will be conducted within 45 days of the application deadline in question. The Pharmacy Admissions Committee may exercise discretion in choosing the medium (in-person, telephone, video-conferencing, etc.) for, and the content of, the interview.

6. All decisions on transfer applications are made exclusively by the Pharmacy Admissions Committee. Decisions will be based on factors which include, but are not limited to: the student's academic record, an evaluation of the circumstances leading to the transfer request, the student's performance during the interview (if granted by the Pharmacy Admissions Committee), available space in the Pharm.D. program, and the admission standards currently used to evaluate traditional Pharm.D. applicants. The Pharmacy Admissions Committee will generally not accept transfer applicants whose credentials fall substantially below those of the 85 students admitted to the entry-level Pharm.D. program in the previous year. The Pharmacy Admissions Committee will generally not admit any transfer students if such admissions increase class sizes beyond the maximum capacity (85 traditional students and 4 post-baccalaureate students) identified under College Policy 2.24.
7. The Associate Dean for Student Affairs (who serves as Chair of the Pharmacy Admissions Committee) will notify the student in writing within 60 days of the application deadline regarding the outcome of the application.
8. In the event that the student's request for a transfer is granted, the Pharmacy Admissions Committee will forward the student's academic transcript and contact information to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will review the student's transcript and collect other relevant information in order to assess whether (and if so, how much) credit may be granted for courses which are applicable to the courses outlined in the curriculum of the NDSU Pharmacy Program. This assessment will be completed at least one week prior to the start of the semester in which the student is set authorized to attend classes.

Students should be aware that not all ACPE-accredited Pharm.D. programs have the same curricula. As a result, student should anticipate that some courses may not transfer and/or that remedial coursework may be necessary.

Students are responsible for ensuring that all information necessary to complete the assessment is provided to the Associate Dean for Academic Affairs in a timely fashion. Failure to do so will result in fewer credits accepted for transfer and additional coursework to be completed by the student at NDSU.

9. The student must complete and submit a copy of the NDSU Student Conduct Policy prior to registering for any coursework at NDSU. The student must also provide documented evidence of health insurance, apply to the North Dakota Board of Pharmacy for a Pharmacy Intern License, successfully pass a multi-state background check and complete all other relevant paperwork/tasks expected of incoming Pharm.D. students (transfer or otherwise) prior to registering for any coursework at NDSU. Failure to do so will automatically lead to a revocation of the student's admittance. The student also is made aware the academic, professional and time-limit standards outlined in the College Policy Manual ([http://www.ndsu.edu/pharmacy/college\\_information/policy\\_manual/](http://www.ndsu.edu/pharmacy/college_information/policy_manual/)) which govern the student's continued participation in the NDSU Pharm.D. program.

Approved: 10/21/2010  
Source: Faculty Meeting Minutes

### Admission to the Undergraduate Professional Program

The Admissions and Academic Progression Committee evaluates applicants for admission to the pre-licensure professional nursing program and determines which applicants will be accepted for enrollment in the program. In order that all applicants are treated fairly and equally, the Department of Nursing has written the following guidelines for the admission process to the pre-licensure nursing program:

1. Pre-licensure students are admitted to the undergraduate nursing major in the fall of each year. The application deadline is May 20.
2. Prior to application to the undergraduate nursing program, the student must have attained sophomore status and be eligible for junior status at the end of the sophomore year.
3. A minimum cumulative GPA of 3.0 is required for application to the undergraduate nursing program.
4. The following prerequisite courses must be completed prior to application for admission to the undergraduate nursing major. The selective GPA, which is calculated on these courses, contributes to the admission decision. A grade of at least a C must be earned in each of these courses. The overall GPA on these courses must be at least 3.0. All prerequisite courses must be completed prior to application.

English 120 – College Composition II – 3 credits

Communication 110 – Fundamentals of Public Speaking – 3 credits

Psychology 111 – Intro to Psychology – 3 credits

Sociology 110 – Intro to Sociology – 3 credits

*or*

Anthropology 111 – Intro to Anthropology – 3 credits

Completion of 11 credits (of the 19 credits required) in the science category:

Chemistry 117 and 117L – Chemical Concepts and Applications and Lab – 4 credits

Chemistry 260 – Elements of Biochemistry – 4 credits

Biology 202 and 202L – Intro to Microbiology and Lab – 3 credits

Biology 220 and 220L – Human Anatomy and Physiology I and Lab – 4 credits

Biology 221 and 221L – Human Anatomy and Physiology II and Lab – 4 credits

To be admitted to the nursing program, a student may not have repeated any prerequisite course more than once. A maximum of three prerequisite courses may be repeated.

\* Comparable courses may be substituted at the discretion of the Admissions Committee.

5. A student may apply to the undergraduate nursing program a maximum of two times.

Approved: 12-10-2003

Revised: 2-6-2012

Documentation: Faculty Meeting Minutes

### **Undergraduate Course Enrollment**

Enrollment in undergraduate nursing courses is limited by availability of clinical sites and other resources. Students who do not progress as anticipated with their admission cohort may enroll in needed courses on a space available basis.

Approved: 5-18-1988

Revised: 12-8-1999, 2-6-2012

Documentation: Department Meeting Minutes

### Master's Program Admissions Criteria and Enrollment Procedures

The members of Graduate Council evaluate applicants for admission to the Master of Science (MS) degree program and determine which applicants will be accepted for enrollment in the program.

To ensure that all applicants are treated fairly and equally, the Department of Nursing has written guidelines for the admission process to the Department's Graduate Program: Masters of Nursing (MS) degree. The following admission requirements are used as criteria in the selection process:

1. A baccalaureate degree in nursing from a nationally accredited, upper-division program which included supervised clinical practice in a variety of nursing settings, including community/public health.
2. A minimum undergraduate cumulative GPA of 3.0.
3. Proficiency in computer skills and access to a computer with Internet capabilities.
4. Successful completion of undergraduate courses and inferential statistics (Pre/Co requirement for Nursing 704).
5. Current unencumbered licensure as a registered nurse. International students must have a US registered nurse license as part of admission requirement.
6. Three letters of recommendation. Two of the required references are to be from professional colleagues that address clinical competence and ability to succeed in graduate study.
7. Satisfactory performance on a sample of writing. The application essay should include a narrative of professional experience and a statement of professional goals.
8. TOEFL pbt score of 580 or TOEFL ibt score of 92, IELTS of 7 or PTE Academic of 68. There may be additional requirements for International students educated in another country.
9. Favorable recommendation of committee based on review of admission requirements.

#### Procedure:

1. Students are referred to the NDSU graduate school website for policies and requirements for admission to and progression in graduate school <http://www.ndsu.edu/gradschool> and to the department website for MS Requirements: [http://www.ndsu.edu/gradschool/graduate\\_programs/nursing/](http://www.ndsu.edu/gradschool/graduate_programs/nursing/)
2. Students must submit the completed application to the Graduate School.
3. A subcommittee of the Department of Nursing Graduate Committee will review the application materials and make recommendations for admission to the Department.
4. Prior to course enrollment, the following needs to be submitted to the Academic Assistant for graduate programs in the Nursing Department by the date indicated in admission letter:
  - Documentation of health status including immunizations.
  - Acceptable criminal background checks.
  - Documentation of health insurance.

- Documentation of provider BLS.
  - Signature form for College of Pharmacy, Nursing, and Allied Sciences student conduct policy.
  - Adhere to other current Department of Nursing policies.
5. Student must complete a degree plan by the second semester as indicated in the Graduate Policy Handbook.

Approved: 12-13-2010

Revised: 1-23-2012

Documentation: Department Meeting Minutes

### Doctor of Nursing Practice Program Admissions Criteria and Enrollment Procedures

The nurse practitioner faculty members evaluate applicants for admission to the Doctor of Nursing Practice degree program and determine which applicants will be accepted for enrollment in the program

In order that all applicants are treated fairly and equally, the Department of Nursing has written guidelines for the admission process to the Department's Graduate Program: Doctor of Nursing Practice degree. The following admission requirements are used as criteria in the selection process:

1. A baccalaureate degree in nursing from a nationally accredited, upper-division program which included supervised clinical practice in a variety of nursing settings, including community/public health.
2. A minimum undergraduate cumulative GPA of 3.0.
3. Proficiency in computer skills and access to a computer with Internet capabilities.
4. Successful completion of undergraduate courses and inferential statistics (Pre/Co requirement for Nursing 704).
5. Current unencumbered licensure as a registered nurse. International students must have a US registered nurse license as part of admission requirement.
6. Completion of an interview.
7. Three letters of recommendation. Two of the required references are to be from professional colleagues that address clinical competence and ability to succeed in graduate study.
8. Satisfactory performance on a sample of writing. The application essay should include a narrative of professional experience and a statement of professional goals.
9. General clinical experience of one year preferred for the Doctor of Nursing Practice option.
10. TOEFL pbt score of 580 or TOEFL ibt score of 92, IELTS of 7 or PTE Academic of 68. There may be additional requirements for International students educated in another country.
11. Favorable recommendation of committee based on review of admission requirements.

#### Procedure:

1. The applicant is referred to the NDSU graduate school website for policies and requirements for admission to and progression in graduate school <http://www.ndsu.edu/gradschool> and the Department website for the DNP (BSN applicant) requirements [http://www.ndsu.edu/nursing/doctor\\_of\\_nursing\\_practice/](http://www.ndsu.edu/nursing/doctor_of_nursing_practice/)
2. The applicant must submit a completed application to graduate school. Application and directions are at <https://ndusndsugrad.askadmissions.net/emtiinterestpage.aspx?ip=application>.
3. The applicant schedules an interview with a subcommittee of the Department of Nursing Graduate Committee in the spring semester of each year.
4. A subcommittee of the Department of Nursing Graduate Committee reviews the application materials and makes recommendations for admission.
5. The Graduate Council votes on recommended candidates.

6. The Academic Assistant for the Department of Nursing graduate programs will inform the NDSU Graduate School of the selected candidates for admission.
7. Prior to course enrollment, the following needs to be submitted to the Academic Assistant for graduate programs by the date indicated in admission letter:
  - Documentation of health status including immunizations.
  - Acceptable criminal background checks.
  - Documentation of health insurance.
  - Documentation of current ACLS certification.
  - Signature form for College of Pharmacy, Nursing, and Allied Sciences student conduct policy.
  - Adhere to other current Department of Nursing policies.
8. Student must complete a degree plan by the second semester as indicated in the Graduate Policy Handbook.

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Revised: 1-23-2012

Documentation: Department Meeting Minutes

## Post-Master's Doctor of Nursing Practice Program Admissions Criteria and Enrollment Procedures

The nurse practitioner faculty members evaluate applicants for admission to the Post-Masters Doctor of Nursing Practice degree program and determine which applicants will be accepted for enrollment in the program

In order that all applicants are treated fairly and equally, the Department of Nursing has written guidelines for the admission process to the Department's Graduate Program: Post-Master's Doctor of Nursing Practice degree. The following admission requirements are used as criteria in the selection process:

1. Earned master's degree in nursing with a major in advanced practice nursing and a GPA of at least 3.3 in the master's degree program.
2. A minimum undergraduate cumulative GPA of 3.0.
3. Proficiency in computer skills and access to a computer with Internet capabilities.
4. Current unencumbered licensure as a registered nurse. International students must have a US registered nurse license as part of admission requirement.
5. Favorable recommendation following an interview with faculty.
6. Three letters of recommendation. Two of the required references are to be from professional colleagues that address clinical competence and ability to succeed in graduate study.
7. Satisfactory performance on a sample of writing. The application essay should include a narrative of professional experience and a statement of professional goals.
8. Advanced practice clinical experience of one year preferred for the Doctor of Nursing Practice option.
9. TOEFL pbt score of 580 or TOEFL ibt score of 92, IELTS of 7 or PTE Academic of 68. There may be additional requirements for International students educated in another country.
10. Favorable recommendation of committee based on review of admission requirements.

### Procedure:

1. The applicant is referred to the NDSU graduate school website for policies and requirements for admission to and progression in graduate school <http://www.ndsu.edu/gradschool> and the Department website for DNP (MS applicant) requirements [http://www.ndsu.edu/nursing/doctor\\_of\\_nursing\\_practice/](http://www.ndsu.edu/nursing/doctor_of_nursing_practice/)
2. The applicant must submit a completed application to graduate school. Application and directions are at <https://ndusndsugrad.askadmissions.net/emtinterestpage.aspx?ip=application>
3. The applicant must submit a print out of the registered nurse license and advanced practice license verification from each state where licensed.
4. The applicant must submit a copy of most recent certification/re-certification for advanced practice specialty.
5. The applicant provides evidence of a minimum of 500 practice hours in master's degree program.

6. The applicant provides evidence of completion of graduate level pathophysiology, pharmacology, and advanced health assessment courses.
7. The applicant submits evidence of cumulative hours (approximate) of advanced practice, if applicable.
8. The applicant submits a narrative description of current and past clinical practice.
9. The applicant submits a portfolio of 10-15 pages in length identifying a practice improvement issue, clinical management problem or research area the applicant plans to address while in the program. The paper will cite appropriate professional or scientific resources and follow APA format. There is an application fee of \$250 for portfolio evaluations.
10. An interview with a subcommittee of the Department of Nursing Graduate Committee is scheduled during spring semester each year.
11. A subcommittee of the Department of Nursing Graduate Committee will review the application materials and make recommendations for admission.
12. The Graduate Council votes on recommended candidates.
13. Academic Assistant for the Department of Nursing Graduate program will inform the NDSU Graduate School of the selected candidates for admission.
14. Prior to course enrollment, the following needs to be submitted to the Academic Assistant for graduate programs by the date indicated in admission letter:
  - Documentation of health status including immunizations.
  - Acceptable criminal background checks.
  - Documentation of health insurance.
  - Documentation of provider BCLS and ACLS certification if required by specialty.
  - Signature form for College of Pharmacy, Nursing, and Allied Sciences student conduct policy.
  - Adhere to other current Department of Nursing policies.
15. The student must complete a degree plan by the second semester as indicated in the Graduate Policy Handbook.

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Revised: 1-23-2012

Documentation: Department Meeting Minutes

## Master's to Doctor of Nursing Practice/Family Nurse Practitioner Program Admissions Criteria and Enrollment Procedures

The nurse practitioner faculty members evaluate applicants for admission to the Master's to Doctor of Nursing Practice family nurse practitioner degree program and determine which applicants will be accepted for enrollment in the program

In order that all applicants are treated fairly and equally, the Department of Nursing has written guidelines for the admission process to the Department's Graduate Program: Master's to Doctor of Nursing Practice degree. The following admission requirements are used as criteria in the selection process:

1. Earned master's degree in nursing with a major in nursing and a GPA of at least 3.3 in the master's degree program.
2. A minimum undergraduate cumulative GPA of 3.0.
3. Proficiency in computer skills and access to a computer with Internet capabilities.
4. Current unencumbered licensure as a registered nurse. International students must have a US registered nurse license as part of admission requirement.
5. Favorable recommendation following an interview by faculty.
6. Three letters of recommendation. Two of the required references are to be from professional colleagues that address clinical competence and ability to succeed in graduate study.
7. Satisfactory performance on a sample of writing. The application essay should include a narrative of professional experience and a statement of professional goals.
8. TOEFL pbt score of 580 or TOEFL ibt score of 92, IELTS of 7 or PTE Academic of 68. There may be additional requirements for International students educated in another country.
9. Favorable recommendation of committee based on review of admission requirements.

### Procedures:

1. The applicant is referred to the NDSU graduate school website for policies and requirements for admission to and progression in graduate school <http://www.ndsu.edu/gradschool>. DNP (MS applicant) Requirements: [http://www.ndsu.edu/nursing/doctor\\_of\\_nursing\\_practice/](http://www.ndsu.edu/nursing/doctor_of_nursing_practice/)
2. The applicant must submit a completed application to graduate school. Application and directions are at <https://ndusndsugrad.askadmissions.net/emtinterestpage.aspx?ip=application>
3. The applicant must submit a print out of the registered nurse license from each state where licensed.
4. The applicant must submit a narrative description of current and past clinical practice.
5. An interview will be scheduled with a subcommittee of the Department of Nursing Graduate Committee.
6. A subcommittee of the Department of Nursing Graduate Committee will review the application materials and make recommendations for admission.
7. The Graduate Council votes on recommended candidates.

8. The Academic Assistant for the Department of Nursing Graduate program will inform the NDSU Graduate School of the selected candidates for admission.
9. Prior to course enrollment, the following needs to be submitted to the Academic Assistant for graduate programs by the date indicated in admission letter:
  - Documentation of health status including immunizations.
  - Acceptable criminal background checks.
  - Documentation of health insurance.
  - Documentation of provider BCLS and ACLS certification if required by specialty.
  - Signature form for College of Pharmacy, Nursing, and Allied Sciences student conduct policy.
  - Adhere to other current Department of Nursing policies.
10. Student must complete a degree plan by the second semester as indicated in the Graduate Policy Handbook.

Approved: 1-23-2012

Documentation: Department Meeting Minutes

## Student Academic and Conduct Standards Policy 3.01

NDSU College of Pharmacy, Nursing & Allied Sciences

### Introduction

The mission of the NDSU College of Pharmacy, Nursing, and Allied Sciences is to educate students and advance research and professional service in pharmacy, nursing, and allied sciences. The College has established professionalism and ethics as one of its core values.

Pharmacists, nurses, and other allied health care professionals must live up to the high ideals of their profession. Their lives must be guided by the principles of honesty and integrity, in order to ensure that the public can regard their words and actions as unquestionably trustworthy.

To develop an understanding of and respect for these principles of honesty and integrity as applied to the academic work of pharmacy, nursing, and allied science students, the College of Pharmacy, Nursing, and Allied Sciences has developed this student conduct policy. This policy is applicable to anyone enrolled as a pre-professional student in pharmacy, nursing, or allied sciences as well as any students taking a course for credit in the College and to pharmacy, nursing, and allied sciences students enrolled in courses in other colleges of the University. Acceptance of this policy is required as a condition of admission to the College.

### Academic Standards

The academic standards of the College of Pharmacy, Nursing, and Allied Sciences differ from those of the University and any student who fails to meet or exceed the University standards may be placed on University probation or suspension (see the current NDSU Bulletin for university information on academic deficiencies).

**Semester Grade Point Average (All Students):** To be in good academic standing within the College, all undergraduate and professional students shall maintain a semester grade point average of 2.00 or above for each semester enrolled in the College of Pharmacy, Nursing, and Allied Sciences. All graduate students are expected to maintain a 3.0 grade point average as well as any other academic policies outlined by the graduate school.

Any student who fails to attain this standard may be placed on College probation or warning. Students who have been placed on academic warning or probation for two (2) consecutive or three (3) non-consecutive semesters shall be suspended from enrollment in the College. After two suspensions, students will be terminated from the College. (Termination from the College does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

A student who is suspended and desires readmission into the College must file a request for readmittance with the Associate Dean of Academic Affairs and Assessment at least 60 days prior to the beginning of the semester in which readmission is sought. In addition, professional students must seek readmission to the professional programs in Pharmacy, Nursing, and Allied Sciences through the Admissions Committee of their respective program.

**Minimum Grade Requirement (Professional Students):** To be in good academic standing within the College all students enrolled in the professional programs of the College must complete all required courses within the College with a grade of "C" or above. Graduate students are also expected to uphold policies and procedures consistent with the graduate school.

**Students Enrolled in College Affiliated Educational Training Programs (Professional Students):** To be in good academic standing within the college, all students enrolled in College affiliated internships, clinical, or experiential training programs are also required to uphold the academic standards of that affiliate and will be subject to the terms of probation, suspension, and

termination of the affiliated program. Students failing to meet affiliated program academic standards may also lead to termination from the college.

**Repeating Professional Courses:** Professional courses in the College may be taken no more than three (3) times for a letter grade or withdraw.

### **Conduct Standards**

High standards of professional conduct are expected from all students, both to facilitate the learning of all students and to promote professional values. Individuals are expected to represent the College, professional program or profession in a positive, professional manner. Students conducting clinical experiences, rotations and/or internships must also uphold the specific policies of their clinical site.

Students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are considered unacceptable. If there is doubt about whether or not academic or professional conduct is appropriate, individuals should query the Dean's Office.

Examples of unprofessional conduct include, but are not limited to the following:

#### **Academic Misconduct:**

1. Cheating, includes but is not limited to the following:
  - a. The receipt, possession or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College requirements.
  - b. Arranging to have others take examinations or complete assignments (i.e. papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments or doing academic work for another student.
  - c. Stealing, or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
  - d. Copying, in part or in whole, exams or assignments that will be kept by the instructor and are handed out in class only for review purposes.
  - e. Knowingly submitting a paper, report, presentation, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading, without the instructor's permission.
  - f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
  - g. Plagiarism: Submitting work that is, in part or in whole, not entirely the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another students and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
  - h. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
  - i. Aiding or abetting dishonesty: Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, presentations, examinations or laboratory data and products.
2. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
3. Violation of any IRB and/or University research processes.

#### **Professional Misconduct**

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of any code of ethics of the profession in which the student is enrolled.
3. Contributing to, or engaging in any activity which disrupts or obstructs the teaching, research, or outreach programs of the College or University, on campus or at affiliated training sites.
4. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the

obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival and/or cancelled classes.

5. Approaching faculty, staff or students in less than a professional manner and treating faculty, staff, peers and patients in a disrespectful and inconsiderate way (i.e. addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.
6. Failure to deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College of Pharmacy, Nursing, and Allied Sciences.
8. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
9. Falsifying applications, forms, documents, reports or records of any kind or providing false information to the University personnel prior to admission to the College, or while an active member of the College's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College and University.
11. Violation of patient respect and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing or unauthorized use of any property of the College, University, or training sites.
13. Computer Usage that violates NDSU/NDUS and/or clinical sites acceptable use policies.
14. Sexual harassment as defined by NDSU, NDUS and/or clinical sites.
15. Harassment, Threats of Violence, Intent to do Harm (NDSU, NDUS)
16. Endangering patients, faculty, staff, and/or fellow students or damaging their property.
17. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the University campus, in any practice/learning setting, or when representing the College.
18. Any violation and/or conviction of any federal, state or municipal law as well as a University rule or rule at a professional experience site.
19. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College as improper behavior and any individual violating this law is required to undergo an alcohol/drug evaluation.

## **Reporting Process**

### **Academic Misconduct**

1. Students are required to report any academic misconduct to the Associate Dean of Academic Affairs and Assessment within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.
2. The course instructor who suspects that academic misconduct has occurred in his/her course or other instructional context has an initial responsibility to inform the student(s) involved of his/her suspicion of the academic misconduct and the grounds for suspicion.
3. The course instructor will report academic misconduct violations to their Department Administrator within 7 days of the occurrence or discovery of the misconduct.
4. The Department Administrator will report the academic misconduct to the Associate Dean for Academic Affairs and Assessment.

### **Professional Misconduct**

1. Students are required to report any professional misconduct to the Associate Dean for Student Affairs within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.

2. Faculty members are required to report unprofessional conduct within the classroom setting. Similarly, other College personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
3. The faculty member/College personnel will report professional misconduct violations to their Department Administrator within 7 days of the occurrence or discovery of the misconduct.
4. The Department Administrator will report the professional misconduct to the Associate Dean for Student Affairs within 7 days of the discovery of the misconduct.
5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, he/she should remind the student of the policy and direct the student to self report any professional misconduct violations to the Associate Dean for Student Affairs within 7 days of the occurrence.

## **Disciplinary Sanctions**

### **Academic Misconduct**

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, test, or course.
2. The course instructor will notify the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335 and submitting it to the student and the Department Administrator.
3. The Department Administrator will submit a copy of the form to the Associate Dean for Academic Affairs and Assessment.
4. The Associate Dean for Academic Affairs and Assessment will submit the form to the Registrar and Provost/VPAA in accordance with University Policy 335.
5. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file

### **Professional Misconduct**

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty and staff in the College. Hence, the Associate Dean for Student Affairs has the initial and primary responsibility for administering and enforcing professional misconduct issues.
2. The Associate Dean for Student Affairs will work collaboratively with the Department Administrator (and where appropriate, individual instructors) to resolve professional misconduct issues.

### **Department Related Sanctions**

Additional academic and/or professional disciplinary sanctions for the department/program may be assigned by the Department Administrator depending upon the circumstances and nature of the misconduct. The Department Administrator will notify the student in writing of the sanction and rights to due process and forward a copy to the Associate Dean for Academic/Student Affairs.

### **College Related Sanctions**

The Associate Dean for Academic Affairs/Student Affairs/Dean is responsible for assigning disciplinary sanctions for the **College** and will notify the student in writing. Disciplinary action for academic and professional misconduct will depend on the circumstances, and may include, but is not limited to, any of the following:

1. Probation
2. Supervised probation
3. Suspension from the College or University.
4. Termination from the College and/or Expulsion from the University.

Termination from the College of Pharmacy, Nursing, and Allied Sciences does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.

## **Students Right to Appeal**

Students sanctioned for violations of the College Student Academic and Conduct Standards Policy have the right to appeal. Student appeals must follow the appeal procedure outlined below.

## **Student Appeals Procedure**

1. If the student chooses to appeal a course instructor's sanction, it must be pursued in the following sequence: course instructor, Department Administrator, Associate Dean for Academic/Student Affairs and Dean
2. Department and College related sanctions may be appealed to the Associate Dean for Academic/Student Affairs followed by the Dean.
3. In cases of sanctions involving College suspension or termination, the appeal will follow the process outlined in University Policy 335: Code of Academic Responsibility and Conduct.
4. An appeal for any sanction must be made in writing within 15 business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student's file.
5. Appeal letters must specify in detail one or more of the following bases of appeal:
  - (a) the sanction was too severe for the offense;
  - (b) the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
  - (c) the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or
  - (d) the student's/student organization's rights were violated (specify those rights believed to have been violated).

## **Appeal Review Process**

1. Appeals made to the Associate Dean for Academic/Student Affairs will be reviewed by the Academic Affairs Committee or Student Affairs Committee of the College depending upon the conduct violation in question.
2. The Academic Affairs/Student Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
  - (a) issue a decision based solely on the written materials;
  - (b) issue a decision based on a review of written materials and discussion with the involved principals;
  - (c) recall one or more witnesses;
  - (d) refer the decision to the full faculty for action
  - (e) return the case for reconsideration of the decision and/or sanctions.
3. The Academic Affairs/Student Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies.
4. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.

## **Unresolved Appeals**

After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will make the final decision on any appeals.

## **Incomplete Disciplinary Process**

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major or program of study offered by the College of Pharmacy, Nursing and Allied Sciences. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

### **Annual Pledge and Signature**

I have read and understand the above policy and I agree to accept and abide by this Student Academic and Conduct Standards Policy of the College of Pharmacy, Nursing, and Allied Sciences. I understand that violations of this policy and sanctions imposed based on violations of this policy as well as information used to substantiate violations (i.e. criminal background checks) may be shared with college affiliated educational training programs. I am also aware of and assume responsibility for following other College and Department policies as stated in the student handbook.

Please indicate your major:

- Pre-Pharmacy
- Pharm.D.: Year 1 2 3 4
- MS in Pharmaceutical Sciences
- Ph.D. in Pharmaceutical Sciences
- Pre-Medical Laboratory Science
- Medical Laboratory Science
- Pre-Radiologic Sciences
- Radiologic Sciences
- Pre-Respiratory Care
- Respiratory Care
- Pre-Nursing
- Nursing
- MS in Nursing
- DNP in Nursing

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Revised: May 14, 2008, April 15, 2009, April 21, 2011  
Source: Faculty Meeting Minutes

### Right to Terminate Enrollment

The College of Pharmacy, Nursing, and Allied Sciences reserves the right to terminate the enrollment of any student at any time, if the student demonstrates that he or she is unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination will include, but not be limited to, violation of state or federal statutes or regulations.

Approved: 10-27-93

Source: Faculty Meeting Minutes

### Status Documentation

On acceptance to the pharmacy or nursing program, students must submit documentation of health status. This documentation will include:

- Record of immunizations or other immunity for measles, mumps, rubella, varicella, poliomyelitis, tetanus, diphtheria, hepatitis B
- Results of tuberculin testing
- Physical examination by the student's health care provider (MD, DO, NP) within one year
- Allergies
- Health problems that may be of significance in clinical practice
- Permission to release information to clinical agencies
- Affirmation of veracity of the record

Health status documentation forms to be completed by the student and his/her health care provider are available from the department secretary.

Tuberculin testing must be done annually and the report submitted to the appropriate department.

The expense of the physical examination and any needed immunizations is the student's responsibility.

Approved: 12/10/03

Documentation: Faculty Meeting Minutes

### Health Insurance

Upon admission to the professional program students in the College of Pharmacy, Nursing, and Allied Sciences are required to have adequate health insurance coverage in case they require health care or hospitalization while they are enrolled.

The College does not provide coverage for students while they are in clinical experiences, and students are not covered by the agency's workers' compensation.

Insurance company and policy number will be provided by the student to the secretary in the department in which the student is enrolled before any experience in the clinical areas. Insurance may be obtained through the University or a company selected by the applicant.

Approved: 12-10-03

Source: Faculty Meeting Minutes

### Criminal Background Checks

NDSU (and the College of Pharmacy, Nursing, and Allied Sciences) reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, and suspend or terminate the enrollment of students, who NDSU and/or the College of Pharmacy, Nursing, and Allied Sciences determine represent a safety risk to NDSU or the College, students, employees, property, or affiliated teaching sites and their employees and patients. An individual who is disqualified from having patient contact based on a background check may be unable to meet program requirements and/or to complete their intended degree. The State regulatory boards may deny licensure to an individual with a criminal background. All students will be required to complete a criminal background check as determined by their discipline. Students may be required to obtain two background checks (a multi-state and an FBI check) at multiple points in their educational program. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes and/or professional program application(s).

Approved: 2/2/96

Revised: 12/8/99; 12/10/03; 2/2/10

Documentation: Faculty Meeting Minutes

### Professional Dress

Professionalism is a core value of our program. Students are to dress appropriately during the laboratory and experiential components of the professional program in order to promote and maintain a positive professional image. In addition, appropriate professional clothing is to be worn when representing the College at professional out-reach activities. Violations of the College or departmental dress code may result in sanctions. Students should refer to their respective department or affiliated clinical/experiential dress code policy for further details.

Approved: 1-26-94

Revised: 3-3-99, 10-20-08

Source: Faculty Meeting Minutes

### Instructional Continuity

1. Individual faculty members shall develop an Instructional Continuity Plan for each face-to-face course they teach.
2. The goal of an Instructional Continuity Plan is to:
  - a. Identify alternative methods of instruction in order to deliver a quality learning experience for students in the event of a disruption of classroom activities for a week or longer; and
  - b. Address medical situations (e.g. illness, hospitalization, contagious disease) which preclude individual students from physically coming to class for a week or longer.
3. The Instructional Continuity Plan shall be communicated orally to students on the first day of class, in writing in the course syllabus, and as an announcement posted on the Blackboard course homepage.
4. The Instructional Continuity Plan for classroom disruption shall contain general guidelines addressing the following components:
  - a. Course Communication - Method of communication between instructor and student as well as expectations for turnaround time on responses. Consider the possibility that internet access or delivery is unavailable. (Examples of alternative methods of communication include email, Blackboard announcements on course homepage, and phone.)
  - b. Course Content – Methods for alternative delivery of content and how you will make course materials available to students. (Examples include electronic copies of lecture materials stored on Blackboard, archived Wimba lectures, audio lecture recordings uploaded to Blackboard, use of Blackboard Discussion Board, and Wimba live.)
  - c. Assignments and Assessments – Modifications in the event a campus closure should coincide with an exam or assignment due date. (Examples include submitting assignments using the Assignment feature in Blackboard or via U.S. Mail, on-line assessments using Blackboard, & extended deadlines.)
  - d. Course Requirements and Grading – Modification in grading in the event of a change in course requirements.
5. The Instructional Continuity Plan addressing medical situations that preclude individual students from attending class shall contain the following general guidelines:
  - a. Student Communication – Expectations for students to notify the instructor within 48 hours of the extended absence to request an alternative course delivery method, state the reason for the absence, and anticipated length of the absence. Students are also expected to communicate with the instructor on a weekly basis during their absence.
  - b. Instructor Assurance – Instructors will provide students with reasonable accommodations to ensure instructional continuity.

## EXAMPLE INSTRUCTIONAL CONTINUITY PLANS

### Example - Instructional Continuity Plan for Disruption of Classroom Activities:

*"In the event this class is not able to meet face-to-face for an extended period of time (e.g. 1 week or longer) the instructor will **communicate** with the student using Blackboard announcements &/or Blackboard email. In the likelihood the internet is disabled, the instructor will communicate with the student using U.S. Mail. Students may communicate with instructors using Blackboard email or by phone (Office phone # \_\_\_\_\_). Depending upon the nature of the classroom disruption, please allow 48-72 hours for a response.*

*During the campus closure, **course content** will be delivered using archived Wimba lecture technology. Directions on how to use this technology will be posted on Blackboard. (Students are encouraged to familiarize themselves with these instructions and clarify any questions regarding this technology at the beginning of the semester.) If the internet is disabled, students are expected to use the required textbook identified on the syllabus to supplement their lecture handouts.*

*If the classroom disruption coincides with the time an **assignment** is due or on an **exam** day, alternative arrangements will be made and communicated to the student using Blackboard or U.S. Mail as described above.*

*Lastly, depending upon the nature and length of classroom disruption, **course requirements may be modified and grading adjusted** accordingly. Any modifications in course requirements or grading will be communicated to the student using Blackboard or U.S. Mail as described above.*

*For questions regarding this Instructional Continuity Plan, please talk with your instructor as soon as possible."*

### Example - Instructional Continuity Plan for Individual Medical Reasons:

*"In the event a student becomes ill, hospitalized, contracts a contagious disease (flu or other) or has a medical condition which precludes them from physically coming to class for a week or longer, the instructor will provide reasonable accommodations to ensure instructional continuity provided the student: 1) Notifies the instructor within 48 hours of the extended absence to request an alternative course delivery method; 2) identifies the reason for and anticipated length of the absence; and 3) Communicates weekly with the instructor during the absence."*

Approved: October 21, 2010

Source: Faculty Meeting Minutes

## Student Technical Standards

The North Dakota State University College of Pharmacy, Nursing and Allied Sciences' (NDSU CPNAS) mission is to educate students and advance research and professional service in pharmacy, nursing, and allied sciences. As a corollary to this mission, the NDSU CPNAS seeks to train students who have the ability, interest and work ethic necessary to gain licensure without restrictions and embark upon a successful career as a health care professional. Thus, all professional programs offered by the NDSU CPNAS require students to undertake the full set of activities that are necessary to complete their program(s) of study.

The goal of every licensed health professional is to provide safe and effective care to patients. In order to provide that care, individuals must demonstrate the physical, cognitive and social skills necessary to learn, practice and master each of the competencies of one's profession. Failure to demonstrate these competencies not only endangers the patients under the provider's care, but also impacts the ability of other health care professionals to provide safe and effective patient care.

To that end, the NDSU CPNAS has established the following technical standards as minimal guidelines regarding the competencies necessary to complete the professional program. For simplicity, these competencies are organized into three general categories: physical, cognitive and social.

### Physical Competencies

1. Students must demonstrate sufficient motor skill capacities to evaluate and execute medication orders, use diagnostic equipment specific to the discipline, undertake physical assessments of patients and effectively deliver therapies commensurate with the discipline.
2. Students must demonstrate sufficient physical stamina to productively contribute to a practice or classroom setting over a standard length of time. As an example, students on clinical rotations should demonstrate the physical stamina to keep up with their peers and supervisors as they perform patient care activities over the course of a typical shift.
3. Students must demonstrate the physical capacity to observe their surroundings and environment (in both the classroom and in the practice setting) using visual, auditory and somatic senses.

### Cognitive Competencies

1. Students must demonstrate the innate ability to collect, comprehend, and interpret information from their physical surroundings. That is, a student must demonstrate not only the physical ability to interact with a patient, a peer, a teacher or other environmental stimuli, but must also demonstrate the cognitive ability to process the interaction and develop an appropriate response. As a practical example, a health care professional must not only demonstrate the physical faculties to communicate with a patient, but also the mental capacity to understand the patient's needs and formulate an appropriate response.
2. Students must consistently demonstrate the ability to think analytically and critically. Students must be able to use these skills (both independently and as part of a team of professionals) to solve practical patient care problems. Students must be able to think critically and analytically in

an efficient and timely manner, and under stressful conditions. It is important to stress that this competency is as much a function of practice as it is a function of innate cognitive ability (item 1).

3. Students must demonstrate the ability to adapt to new information, situations, problems and environments. Students must demonstrate the ability to incorporate those new stimuli into their decision making processes and respond in an appropriate fashion. As an example, students must demonstrate the ability to incorporate new concepts, patient care standards and past academic and/or work experience into their current and future patient care activities.

### **Social Competencies**

1. Students must demonstrate the ability to adhere to the regulatory and institutional constraints imposed by the discipline, most notably by the law and the licensing board of the discipline in question.
2. Students must demonstrate the ability to act in an ethical and professional manner commensurate with the standards of the discipline. It is important to note that, while laws and regulations are themselves ethical and moral guidelines, they are minimalist in nature. Acting in a truly ethical and professional manner may require holding oneself to stricter standards of behavior than what is required by regulatory and institutional constraints. It also requires a high degree of maturity and emotional stability.
3. Students must demonstrate the ability to observe, understand and show compassion for patients.
4. Students must demonstrate effective interpersonal communication skills, including verbal, non-verbal and written communication skills. Students must demonstrate sufficient fluency (verbally, non-verbally and written skills) in the native language where the instruction takes place.
5. Students must demonstrate cultural competency, and understand the ideologies, socio-cultural and political characteristics which frame the lives and daily activities of their peers, co-workers and/or patients.

### **Reasonable Accommodations under the Americans with Disabilities Act (ADA)**

Consistent with NDSU, state and Federal policies, students with documented evidence of disabilities have every right to request reasonable accommodations of instructors (defined in the broadest sense to include faculty, preceptors, administrators and supervisors), and instructors are required to accommodate reasonable requests. However, such requests are not reasonable if they disrupt, are detrimental to and/or endanger patients, students, co-workers and/or instructors. As such, students who, after reasonable accommodations are made, do not meet and/or do not consistently demonstrate the competencies identified above are ineligible for admission or progression in the NDSU CPNAS' professional programs. Students who are admitted to one of NDSU CPNAS' professional programs and consistently fail to demonstrate these competencies are guilty of academic and/or professional misconduct, and thereby subject to sanctions outlined in the Student Conduct Policy (College Policy Manual Standard 3.01).

### **Additional Technical Standards**

Specific professional programs housed in the NDSU CPNAS (and the departments sponsoring those programs) may choose to add additional competencies not specifically identified in this policy. Students should make every effort to obtain and understand these additional competencies from the academic administrator for that program (i.e., a chair and/or associate dean). Students found to be negligent in these additional competencies are also deemed in violation of the Student Conduct Policy.

### **Failing to Meet, Reporting and Adjudicating Technical Competencies**

Applicants to one or more NDSU CPNAS professional programs who do not consistently demonstrate one

or more of these competencies will be ineligible for admission/progression and removed from the admissions/program pool by the admissions committee administering that process. Students who are admitted to a professional program and who realize (either through their own efforts or as demonstrated by a licensing board, a preceptor or a faculty member in the student's program) that they do not (or no longer) consistently demonstrate the requisite technical competencies to obtain licensure have an ethical obligation to self-report that information to the College's administration (i.e., the appropriate department chair, the Associate Dean for Nursing, the Associate Dean for Academic Affairs and/or the Associate Dean for Student Affairs). Once self-reporting occurs, these administrators will work with the student to transition out of the professional program in question in a timely fashion. Once realized, failure to self-report a consistent lack of technical competencies represents a violation of the Student Conduct Policy (College Policy Manual, Policy 3.01). As such, all procedures for reporting and adjudicating technical competency issues for students currently enrolled in a NDSU CPNAS professional program, and who fail to report this information in a timely fashion will proceed in a manner consistent with the Student Conduct Policy.

Approved: 10/21/2010

Source: Faculty Meeting Minutes

## Student File Contents

The Family Educational Rights Protection Act (FERPA) and North Dakota open records laws guarantee students the right to examine their academic files as long as the guidelines and protocols outlined in the Act and the College of Pharmacy, Nursing and Allied Sciences Policy Handbook (hereafter, simply referred to as the "Handbook") are followed appropriately. The purpose of this policy is three-fold. First it defines the contents that can be included in a student's academic file. All other information germane to student records (including, but not limited to an advisor, faculty member or administrator's personal notes regarding personal interactions with the student) that is not included in a student's academic file must be contained in a separate file (hereafter denoted as a "personal file"). Second, it identifies the individuals with discretionary power to peruse and disseminate information contained in a student's personal file. Third, it defines the means (not already identified explicitly under FERPA) by which a student can gain access to the information contained within his/her academic file.

### Student Academic File Policy

All students who are currently registered in a pre-professional, professional and/or graduate program housed within the College of Pharmacy, Nursing and Allied Sciences (hereafter, denoted as the "College") will have an academic file created and maintained within the College. The file will potentially (depending on whether that documentation is collected and deemed necessary by a program) contain the following information:

- A student's complete set of admission actions, including (but not limited to) any completed application forms held in the College of Pharmacy, Nursing and Allied Sciences, letters of admission and student background checks conducted as a part of the admission process(es);
- Original, signed copies of the College' Student Conduct Policy Form;
- Official documentation regarding academic and/or professional misconduct, including the nature of the misconduct, official evidence to substantiate the misconduct (i.e., police and other official citation reports), the sanctions assessed and documentation substantiating whether (and if so, to what extent) the student satisfied the remediation outlined in the sanctions;
- A student's complete academic transcript, including transcripts from NDSU, transfer universities and (if applicable) high school;
- Any advising records, notes and worksheets detailing the student's academic progress that are recorded on advising worksheets formally adopted by an academic program, department or the College as a whole;
- Formal evaluations (written or otherwise) of a student's clinical, experiential and/or cooperative education activities;
- If applicable, all formal reports and/or results of a preliminary and/or final examinations for the granting of an academic degree housed within the College;
- Any and all official interaction between the student and the appropriate licensing board that directly relates to the student's academic and professional progress, including (but not limited

- to) formal applications for licensure, both intern and otherwise (i.e., R.N., R.Ph., etc.) and current licensure(s) on file;
- Official documentation relating to scholarships, employment and/or other financial assistance directly relating to academic progress;
  - If applicable, official documentation verifying that the student has met all Federal, University, College and (where available and necessary) hospital-specific requirements (including NDSU Hiring Form 100/102 and successful completion of NDSU's safety and sexual harassment training) to lawfully accept employment.

### **Student Personal File Policy**

All other information directly or indirectly relating to a student's academic and professional progress that is not included in the student's academic file shall be contained in the personal file. This file shall remain distinct and separate from the student's academic file in both its creation and maintenance. The appropriate College faculty and/or administrators creating and maintaining the file may exercise complete discretion in determining whether (and if so, how much) to disclose the contents of the personal file to a student and/or their legal representative(s).

### **Student Personal and Academic File Procedures**

All files are property of the College. All files will be housed in a secure area, preferably a locked file cabinet. Faculty may have access to files where appropriate and necessary. However, faculty who request such files must check them out and return them within 24 hours. Faculty members who fail to conform to the aforementioned procedures are subject to the faculty misconduct sanctions outlined in the Handbook.

Students do not have unsupervised and unlimited access to their academic (or, if allowed, personal) file. Instead, students may obtain access to their information via the following procedures:

1. Make a formal request through an official University medium (i.e., through the postal service or via NDSU email) to the Dean's Office of the College to view the information in her/his academic file. Within that request, the student must proactively acknowledge that failure on his/her part to follow these established procedures and/or act in a professional manner during the requested meeting will result in a violation of the Student Conduct Policy.
2. Work with the appropriate College administrator and/or their designee maintaining the file to arrange a mutually agreeable time to view the content of the file.
3. At the time the meeting is finalized, the appropriate College administrator (or their designee) will also inform the student about whether (and, if so, how much) information from the student's personal file will be available at the meeting. If the student does not raise the issue, the appropriate College administrator is not obligated to proactively inform the student about the presence of a personal file.
4. At the time of the meeting, the student shall be supervised by a College administrator, faculty or staff member at all times, and the file is not to leave the physical location where the appointment takes place.
5. At the time of the appointment, the student may request a photocopy of any information contained in her/his academic file. The student is allowed to retain these copies permanently for their own

use. However, the College administrator is solely responsible for making those copies to ensure the integrity of the file in question. The student will be billed eight cents per reproduced page, and payment will be made in cash at the time of the appointment.

6. The student is not allowed to take notes or otherwise make unauthorized and/or subjective reproductions of the information contained in his/her academic file.

Approved: 10/21/2010

Source: Faculty Meeting Minutes

### Academic Remediation

Remediation is available to professional pharmacy students failing to achieve a minimum grade of "C" in a graded course or "P" in a pass/fail course and is at the discretion of the course instructor and existing college policies. Remediation will be tailored to the individual student and may include, but is not limited to, one or more of the following in conjunction with academic advising: repetition of course or pharmacy practice experience, re-examination, additional course work, reduced course load, independent study, and campus tutoring. The instructor will notify the Associate Dean for Academic Affairs and Assessment with the student's name and written plan of remediation.

Approved: 9-21-2011  
Source: Faculty Meeting Minutes

### Minimum Grade Requirement for Pharmacy Coursework

A grade of C or better is required in **all** required courses in the pre-pharmacy and professional curricula (courses listed by name or number).

The College does not permit any course required with name and number to be taken pass/fail, with the exception of labs offered only this way. Course work utilized for NDUS general education credits must be taken for a letter grade.

Approved: 5-28-91

Source: Faculty Meeting Minutes

**Maximum Time Frame for Completion of Entry-Level and Post-B.S.**

Eight (8) years is the maximum time frame to complete all requirements for the professional Pharm.D. Program. This policy does not apply to students enrolled in Pharm.D. dual degree programs.

Approved: 4-16-92

Revised: 3-3-99; 5-08-03; 2-23-10

Source: Faculty Meeting Minutes

### Prerequisites for Professional Courses

Prerequisites for all courses taught in the professional curriculum are to be established by the faculty and any changes made in prerequisites for professional program must be approved by the faculty.

All prerequisite course work in the professional program, whether offered from within or without the College of Pharmacy, Nursing, and Allied Sciences, must be completed with a minimum grade of C in order for the student to progress.

It is the responsibility of individual course instructors to check and enforce their own course prerequisites.

Approved: 5-8-92  
Revised: 2-18-94, 8-26-94 (as corrected 9-16-94), 12-10-03  
Source: Faculty Meeting Minutes

### Repetition of Professional Courses

The total number of professional pharmacy course repeats due to failure (i.e., grade less than a C) is limited to three (3).

Withdrawal (for reasons other than extenuating conditions\*) from a professional pharmacy course with a grade less than a C is considered the same as a failure.

A fourth occurrence of receiving a grade less than a C (or withdrawal due to a grade less than a C) in a professional pharmacy course will result in termination from the pharmacy program.

\*All extenuating circumstances must be approved by the Associate Dean for Academic Affairs and Assessment before the withdrawal takes place.

Approved: 10-27-93  
Revised: 5-2-01, 12-10-03, 11-28-12, 12-13-12  
Source: Faculty Meeting Minutes

### Advanced Pharmacy Experience (APE)

1. Students will consider all information and activities relating to a pharmacy and patients as confidential and, under no circumstances, will knowledge so acquired be disclosed to unauthorized persons. Failure to comply with the rule will result in automatic dismissal from the program.
2. Students will be expected to be engaged in purposeful, learning activities for a minimum of 40 hours per week.
3. Students will not request or accept pay or remuneration. With the prior approval of the Experiential Program Director, students may accept from the preceptor/pharmacy reimbursement for room, and/or board and/or commuting expense.
4. Students are required to carry at least minimal limits of professional liability insurance and health/medical insurance coverage. Copies of this information will be kept in the Office of Experiential Programs.
5. During the Advanced Pharmacy Experience a maximum of 3 credits of elective coursework may be taken provided the course(s) are in the evening or otherwise pose no conflict.
6. Students may accept jobs not related to rotation experiences provided that such employment **does not** interfere with Advanced Pharmacy Experiences.
7. Students will not be assigned a Community/Hospital Pharmacy Experience Rotation in a pharmacy where the student has previously worked for a salary.
8. Students will be limited to no more than three 5-week Advanced Pharmacy Experiences out of the tri-state area (ND, SD, and MN).
9. Students are limited to no more than one 5-week Advanced Pharmacy Experience for which the College provides a stipend. Students must fill out a "Study Abroad Form" for the International Rotations.
10. Prior to the start of their next rotation, students are required to forward a copy of their resume and a cover letter to the preceptor by the Thursday or Friday of the second to the last week of the prior rotation. A phone call, the week prior to the next rotation, is also recommended so that questions such as where to report, what time, where to park, proper attire, are answered.
11. Students will present a neat, professional appearance at all times. Dress will be in conformation with the regulations of the institution/pharmacy. While on duty students will display their name badge provided by the College.

12. The student will comply with all regulations and practices specified by the pharmacy/institution. The student shall be punctual, perform all assigned tasks willingly and cheerfully, and maintain a friendly and professional relationship with employer(s), patients, and other health care providers.
13. Students must receive active immunization against Hepatitis B. If this immunization cannot be completed, the student must sign and submit to the Experiential Director, a "Waiver of Liability" form. A TB test is required on a yearly basis.
14. A criminal background check, on each student, will be completed prior to the start of rotations. Records will be kept on each student in the Experiential Programs office.
15. The College of Pharmacy, Nursing, and Allied Sciences retains the right to remove a student from an Advanced Pharmacy Experience site and reassign the student if, in the opinion of the Experiential Program Director, and through consultation with the Dean or Pharmacy Practice Department Chair, an incompatibility exists between the student and the preceptor or other personnel.
16. Students must be registered interns in North Dakota as well as in the state(s) in which they practice.
17. Students may complete no more than two "like" rotations, i.e. no more than 2 elective psychology rotations or no more than 2 Community Advanced Pharmacy Experience rotations.
18. Students will be limited to one non-clinical rotation as part of the 45 week Advanced Pharmacy Experience.
19. The Rotations Committee has final authorization regarding the student's rotational selections and evaluation of new rotation sites. All recommendations for new sites will be forwarded to the Department of Pharmacy Practice for final approval.
20. The Annual Leave Form will be utilized for all time off (sick, personal, professional). A student is allowed 5 personal days during the 45 weeks, with no more than 2 days occurring during a 5 week rotation.
21. Students are responsible for the completion of the Advanced Pharmacy Experience evaluation forms. These forms are required for the processing of the semester grade.
22. Personal phone calls should be scheduled during break times. Avoid making or receiving personal telephone calls, especially in the prescription work designated area.
23. Upon failure of one or more rotations in the experiential year, a student will be required to successfully complete a remediation that will be designed to meet the individual student needs. All components of remediation must be successfully completed before return to rotations. Each plan will be based on the student's needs and stipulate a time line based on plan criteria. If the student does not successfully complete the mediation plan, College policy 3.03, Right to Terminate Enrollment, will be considered.

24. If a student is unsuccessful in completing the requirements of any three Advanced Pharmacy Experience rotations, the student shall be permanently dismissed from the College of Pharmacy, Nursing, and Allied Sciences.
25. During any Advanced Pharmacy Experience rotation, if a student puts patients, preceptors or the practice at risk, that student may be immediately dismissed from the rotation and given a failing grade for that rotation.

### **Eligibility Requirements**

To be eligible for Advanced Pharmacy Experience registration all students must have completed all Pharm.D. third year coursework, earning a grade of "C" or better. Students must also hold licensure either as a registered pharmacist or registered intern in the state of North Dakota, as well as in any state where all or any part of the Advanced Pharmacy Experience will be completed.

### **Rotation Changes**

If a student wishes to make a change in the established schedule, the student must submit a completed "Schedule Change Request". This form requires the approval and signature of both preceptors involved in the change. A copy of the completed form must be sent to the Experiential Program Director.

### **Annual Leave Form**

The "Annual Leave Form" will be utilized for all time off (sick, professional and personal). A student is allowed 5 personal days during the 45 weeks, with no more than 2 days occurring during a 5 week rotation. Preceptors have discretion to approve or deny requests for personal leave. A copy of the form requires the signature of the preceptor.

### **Holidays**

All students are allowed time off during official University holidays and spring break. Official University Holidays are as follows:

<b>New Year's Day</b>	<b>Independence Day</b>
<b>Martin Luther King, Jr., Day</b>	<b>Labor Day</b>
<b>Presidents' Day</b>	<b>Veteran's Day</b>
<b>Good Friday</b>	<b>Thanksgiving Day</b>
<b>Easter Monday</b>	<b>Thanksgiving Friday</b>
<b>Memorial Day</b>	<b>Christmas Day</b>

### **Storm Days**

In the Fargo-Moorhead area, students are not expected to report to Advanced Pharmacy Experience sites if classes at the University have been cancelled due to inclement weather conditions. Students located outside the F-M area shall follow the local public school policy, and in case of closure, shall contact their preceptor directly for instructions.

### **Preceptor Evaluation**

The "Student Evaluation Form", to be completed by the preceptor. The preceptor is required to:

1. Provide the student with verbal constructive feedback, midway and throughout the rotation.
2. Provide a written "Student Evaluation" and constructive feedback at the conclusion of the rotation.
3. Provide a copy of the written "Student Evaluation" to the student.

4. Email, mail or fax a copy of the written "Student Evaluation" to the Director of Experiential Programs within one week following the completion of each rotation.

### **Student Evaluation**

A Student Evaluation must be completed for all nine (9) rotations and emailed, mailed or faxed to the Director of Experiential Program within one week following the completion of each rotation.

It is recommended that this evaluation be discussed with the preceptor during the feedback session at the conclusion of the rotation, as comments and observations will provide the preceptor with invaluable feedback regarding his/her site, service, and individual performance as a preceptor.

### **Grading System**

The Grading System used to monitor academic performance for the Advanced Pharmacy Experience consists of:

**P (Pass):** Indicates that the student has successfully completed the work of the Advanced Pharmacy Experience.

**F (Fail):** Indicates either that student performance was unsatisfactory or that the student did not complete the work of the Advanced Pharmacy Experience.

Approved: 8-11-04

Source: Faculty Meeting Minutes

### Pharm.D. Professional Electives

A minimum of four elective credits are required for graduation with the entry-level Pharm.D. degree.

Electives are subject to the following rules:

1. NDSU courses 300 level or higher fulfill the requirement as an elective.
2. Elective courses must be taken while enrolled in the entry-level Pharm.D. program (e.g. beginning Fall Semester P1 year).
3. Elective courses must be taken for a letter grade, and a grade of C or better is required.

Students may petition the Curriculum Committee to accept courses not covered in the above university policy by the following process:

1. Student shall direct a letter to the Curriculum Chair justifying the request.
2. Committee member shall obtain a syllabus for review and contact the instructor to address other criteria as needed.
3. Upon receipt of all required information, the Committee shall review information, determine status of request, and inform student.
4. The course will be added to the approved or non-approved special request elective list, as appropriate.
5. No petitions will be considered for coursework taken prior to enrollment in the Pharm.D. program.

Faculty approval March 10, 2004

Revised & approved: December 13, 2005; November 1, 2006

### Double Counting of Credits

A maximum of nine(9) semester credits which are required in the BS in Pharmaceutical Science/PharmD degree may be double counted from any other degree program. This policy shall apply to students who have obtained a previous graduate degree or are in process of obtaining a graduate degree and then choose to pursue the PharmD degree. It shall not apply to students enrolled in the joint PharmD/PhD program.

Any credits beyond this limit must be fulfilled with additional elective courses in compliance with the Policy on Electives. A plan of study must be filed with the Curriculum Committee and the Registrar's Office for any student who deviates from the standard curriculum. The plan must fulfill all curricular and credit requirements. A copy of the plan of student for the graduate degree will also be filed with the Curriculum Committee.

Approved: 3-10-04

Source: Faculty Meeting Minutes

## STUDENT COMPLAINT PROCEDURES

The Accreditation Council for Pharmacy Education (ACPE), at the behest of the U.S. Secretary of Education, requires all accredited pharmacy programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited colleges or schools of pharmacy must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the College (and the pharmacy program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. The complete set of ACPE standards regarding student complaint policies can be found on pages 32-33 (Standard 20) of the following website

[http://www.acpe-accredit.org/pdf/ACPE\\_Revised\\_PharmD\\_Standards\\_Adopted\\_Jan152006.pdf](http://www.acpe-accredit.org/pdf/ACPE_Revised_PharmD_Standards_Adopted_Jan152006.pdf)

The NDSU College of Pharmacy, Nursing and Allied Sciences takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. To that end, a copy of the NDSU College of Pharmacy, Nursing, and Allied Sciences policy relating to this issue is available on its website at [www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy). Students who have difficulty accessing this webpage may also obtain a copy of the complaint policy in the Dean's Office (Sudro Hall 123). A discussion of this policy shall take place annually during the orientation process for first professional year students.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean, and shall be available for review by ACPE or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

### ***Student Complaints Regarding Grades***

#### ***University Grade Appeal Policy***

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy (section 337), which includes hearing procedures, is available at [www.ndsu.edu/fileadmin/policy/337.pdf](http://www.ndsu.edu/fileadmin/policy/337.pdf). While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. Grade changes are also considered only for those students who have not yet earned a degree for which the course in question was applied.

For a student who has reason to believe that they have been issued an incorrect or inappropriate grade, he/she must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term in the same academic year.

A grade appeal is formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the Department Head, and the Dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the Department Head or Dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit a formal written appeal to the Grade Appeals Board Chair. Such

an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

### **Non-Grade Student Complaints**

Pre-professional and professional pharmacy students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related issues, including (but not limited to) ACPE standards, policies and procedures. Additionally, because the pharmacy program spans multiple departments, the non-grade complaints are handled through the Dean's Office, rather than by the departments themselves.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the "plaintiff(s)") will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean's Office in the NDSU College of Pharmacy, Nursing, and Allied Sciences.
2. The written complaint must include a description of the issue, policy, procedure or ACPE standard in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to either the Associate Dean for Academic Affairs (as the Chair of the College Academic Affairs Committee) if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs (as the Chair of the College Student Affairs Committee) if the complaint is primarily non-academic. The plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint concerning the identity of the Associate Dean handling the complaint.
4. The Associate Dean for Academic (or, if a non-academic issue, Student) Affairs shall convene a meeting of College Academic (or, if a non-academic issue, Student) Affairs Committee to review the complaint. Because the procedures for both Associate Deans and Committees are similar in procedure, they will henceforth be referred to generically as "Associate Dean" and "Committee", respectively. The Committee meeting shall occur within thirty days from the time that the Associate Dean receives the written complaint.
5. Once the Committee has met, the Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Pharmacy, Nursing, and Allied Sciences. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complain would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost and Vice President for Academic Affairs. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

Approved: 4/21/2011  
Source: Faculty Meeting Minutes

### **Undergraduate Basic Cardio-Pulmonary Resuscitation (CPR) Requirements**

Nursing students must maintain certification for basic cardio-pulmonary resuscitation from the time clinical experiences begin in the undergraduate professional program through graduation. Courses (Adult – 2 person, child and infant for the Health Care provider) approved by the American Red Cross or the American Heart Association meet this requirement. Each student is responsible for securing certification and for submitting verification of certification on admission to the program and at each year thereafter.

Approved: 3-30-1988

Revised: 12-8-1999, 2-6-2012

Documentation: Department Meeting Minutes

**Advanced Placement - Undergraduate**

The student who wishes to challenge a course must follow the course challenge policy of the University.

Approved: January 26, 1988

Revised: 12-8-1999; 2-6-2012

Documentation: Department Meeting Minutes

### Credit Progression for the Professional Nursing Major

Students are accountable for maintaining credit progression for graduation. Support courses provide a foundation to all nursing courses. All support courses in the major must be completed at a "C" or better prior to enrollment in NURS 341/342 and future nursing courses. The support courses are:

- Developmental Psychology/Life Span Development
- Nutrition Science
- Anatomy and Physiology I
- Anatomy and Physiology I Lab
- Anatomy and Physiology II
- Anatomy and Physiology II Lab

The following course must be completed with a "C" or better prior to enrollment in Nursing 352/362/402/403:

- Pharmacology

Failure of the student to complete the requirements will result in the inability of the student to progress in the Professional Nursing Major.

The undergraduate academic assistant will review all transcripts for deficiencies (D or lower) of students enrolled in the Professional Nursing major. The academic assistant will notify the chair of the Admissions and Academic Progression Committee and the student's advisor of the deficiency. The chair of the Admissions and Academic Progression Committee will notify the student of the requirement and will follow-up with the student and the advisor that the requirement has been completed.

Approved: 4-12-2000

Revised: 2-6-2012

Source: Faculty Meeting Minutes

## Undergraduate Grading System

To prepare students for success in the nursing course and the NCLEX and to be consistent in grading for all professional nursing courses, a standardized grading scale is used in the nursing department.

The following grading scale is used for theory and clinical components in the undergraduate nursing curriculum:

A = 92 – 100%

B = 84 – 91%

C = 75 – 83%

D = 67 – 74%

F = 66% or less

In courses that combine clinical and didactic, a student is required to achieve a 75% or higher on course exams and quizzes as well as cumulatively to pass the course.

Approved: 12-10-1997

Revised: 12-8-1999, 2-6-2012

Reviewed 9-9-1998

Documentation: Faculty Meeting Minutes

### Minimum Nursing Course Grade: Undergraduate Program

In order to prepare students for success in the professional nursing program and on the NCLEX examination, a minimum grade is required in all nursing courses. The policy includes:

1. A required nursing course must receive a grade and not be on a pass/fail basis.
2. Undergraduate students must achieve a minimum grade of C in each of the nursing courses required in the major.
3. A grade of D or less is unacceptable, and the course must be repeated if the student wishes to continue in the program.
4. A student may enroll in a nursing course only twice. Refer to the Readmission Policy (Policy No. 3.46

The procedure for enforcing the minimum nursing course grade is:

1. Course coordinators/instructors will notify the Chair of the Nursing Admission and Progression Committee of the student's grade of D or less prior to or at the time the grades are due.
2. The Chair of the Nursing Admission and Progression Committee will notify the student and the student's advisor of the inability of the student to progress. The Chair will also notify the course instructors of subsequent courses and the Department Chair.
3. The Chair of the Nursing Admission and Progression Committee will notify the student of the inability to progress in the professional nursing program and of the Readmission Policy.

Approved: 1-21-1987

Revised: 5-11-94; 4-12-2000; 2-6-12

Documentation: Faculty Meeting Minutes

### **Grade Appeal in the Nursing Programs**

The undergraduate or graduate nursing student who wishes to appeal a grade must follow the grade appeal policy of the University.

Approved: August 1987

Revised: 2-6-2012

Documentation: Department Meeting Minutes

### Readmission to the Undergraduate Program

A student who has failed a nursing course or has withdrawn from the program will need to seek readmission prior to progressing in the Professional Nursing Program.

A student who has failed a nursing course or withdrawn from the program and wishes to be readmitted must submit the attached appeal form to the Nursing Admissions and Academic Progression Committee. Each request for readmission will be considered on an individual basis with consideration given to prior academic and clinical performance

#### Procedure:

1. The student must submit the Appeal Form (see attached) within five (5) business days after the final grade is posted on Blackboard.
2. The Admission and Academic Progression Committee will review each student's request individually.
3. The Admission and Academic Progression Committee will forward their decision to the Department Chair for the final decision regarding the student's request.
4. The student will be notified via a letter from the Chair of the Admission and Academic Progression Committee and the Department Chair.

Approved: 1-21-1987

Revised: 4-12-2000; 2-6-2012

Documentation: Faculty Meeting Minutes

**North Dakota State University Department of Nursing  
Policy 3.46 Attachment:  
Admissions & Academic Progression Appeal Form**

(Please print all information) Due within five (5) business days after the grade is posted on Blackboard

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

I am requesting permission to continue progression in the Professional Nursing major

- I withdrew for the Professional Nursing program and I am asking for permission to resume my enrollment in the program.
- I was dismissed from the Professional Nursing program and I am asking for permission to resume my enrollment in the program.
- I have failed to achieve a grade of C or better in the following nursing course(s)

\_\_\_\_\_ and wish to attempt this course again. I understand that inability to achieve a C or better on the second attempt will result in dismissal from the Professional Nursing major.

- I have failed to achieve a grade of C or better in the following course \_\_\_\_\_ and wish to progress to the following course \_\_\_\_\_

My barriers to success in the Professional Nursing major included: (may attach additional pages)

\_\_\_\_\_  
\_\_\_\_\_

My plan for success in the Professional Nursing major includes: (may attach additional pages)

\_\_\_\_\_  
\_\_\_\_\_

Student Signature/Date: \_\_\_\_\_ Advisor Signature/Date: \_\_\_\_\_

Please attach any letters of support or documentation of extraordinary circumstances to be considered in this appeal.

Committee Decision: \_\_\_\_\_

Associate Dean Decision: \_\_\_\_\_

Letter sent to student on: \_\_\_\_\_ Copy placed in Student File: \_\_\_\_\_

### **Critical Incidents**

The occurrence of a critical incident will be documented on an incident form. Examples of critical incidents include, but are not limited to: medication errors, unsafe care, poor preparation for clinical or laboratory experiences, tardiness, unexcused absences, and unprofessional demeanor. A combination of isolated events often becomes a significant concern and this documentation enables faculty to provide assistance to students exhibiting at-risk behaviors. The documentation of a critical incident will be reviewed and signed by the student as soon as possible after the incident occurs. The incident documentation does not become part of the student's permanent file unless the student is dismissed from the program. The incident documentation will include a plan for remediation. All critical incident reports are reviewed by the Chair of the Department of Nursing.

Approved: 5-11-1994

Revised: 4-12-2000; 2-6-2012

Documentation: Department Meeting Minutes

## Professional Appearance

Professional appearance instills confidence in others, sends a clear message that the professional is credible and reflects self-confidence and good health.

The following are minimal expectations for professional appearance for a Department of Nursing student:

### Personal Appearance/Professional Dress General Guidelines

- The Agency's guidelines will be followed.
- The overall appearance will convey an image of professionalism.
- The NDSU pre-licensure student nurse uniform consists of:
  - A white uniform top and green uniform pants. The student may wear a white short-sleeved top under the scrub top. No writing is allowed on the short-sleeved top.
  - White or flesh-colored socks or stockings.
  - Mostly white shoes that are not canvas or open-toed.
  - The approved personal identification name badge.
  - Laboratory coat.
  - Pant length should be  $\frac{3}{4}$  to 1 inch from the floor.
- Fingernails will be unaugmented (i.e., no acrylic nails), short, and without bright enamel.
- The hair style will be such as the course instructor deems appropriate to the essential hygiene of the clinical area.
- The color or shape of any undergarments will not be visible.
- Jewelry will be minimal such as wedding ring, engagement ring, stud earrings (one set only) no dangling adornment (religious or secular), no observable ornamental device piercing any body part other than the earlobe.
- Strong odors including, but not limited to, perfumes, colognes, aftershaves, or cigarette smoke are not permitted (this includes strongly scented lotions).
- Tattoos must be covered.
- Gum chewing is not appropriate in the clinical site, the classroom, or other places in which one is in a nursing role.
- The course instructor is responsible for sharing with clinical instructors assisting in the conduct of the course the expectations regarding faculty and student attire in the clinical areas utilized in the course.
- Insofar as agency guidelines are not violated, the course instructor is the arbiter of "appropriate" as descriptors of attire and general personal appearance.

## Specific Situations

1. **Visiting an agency for purposes other than giving or supervising care of clients.**

Students wear the NDSU nursing uniform or business professional clothes and, if indicated, a lab coat. If the student elects to wear street clothes and lab coat, the approved institutional identification name badge must be worn on the upper chest area of the lab coat. Jeans, shorts, sweats, low-cut tops, and sandals are not appropriate attire and cannot be worn to the clinical site.

2. **Supervising or providing care to clients under agency agreement.**

Students in traditional in-patient settings on clinical units where nursing staff wear uniforms wear the complete NDSU pre-licensure student nurse uniform, without modification.

Students in specialty units within institutional settings wear the identification name badge portion of the student uniform with attire that meets the specifications of the unit. For example, street clothes such as NDSU Nursing polo with or without a lab coat may be worn with the approved institutional identification name badge on the upper chest area in mental health and managerial areas; hospital-issued clothing may be worn in areas such as obstetrics and surgical care.

Pre-licensure students in community settings wear the approved identification badge with unremarkable professional dress and whatever other attire is specified by the course requirements, for example, a lab coat.

Students will receive information on the Professional Appearance Policy during their sophomore year of nursing school. Instructors may have additional requirements for professional appearance based on the course and clinical requirements. Students must also adhere to the clinical agency policy on professional appearance when applicable. At the discretion of the instructor, students may be dismissed from clinical for non-adherence to the policy.

Approved: 8-1987

Revised: 1-9-91; 12-8-1999; 12-3-2003; 4-19-2011; 2-6-2012

Documentation: Faculty Meeting Minutes

### **Clinical Expenses**

Students are responsible for their own transportation to clinical experience settings. A limited number of clinical experiences outside the Fargo-Moorhead metro area may be required. Students are responsible for meals and housing costs associated with clinical experiences.

Approved: 4-8-1987

Revised: 4-12-2000; 2-6-2012

Documentation: Department Meeting Minutes

### **Dismissal From the Nursing Program**

A student may be dismissed from the nursing program for failure to meet academic requirements (see Policy 3.44) or for egregious behavior incongruent with behavior expected of a professional nurse.

The egregious behavior may be a significant incident or a series of incidents which constitute a pattern of behavior indicative of noncompliance with norms of professional nursing. Examples of egregious behavior include, but are not limited to: all forms of academic cheating, alcohol and other drug abuse, and violation of the Code of Ethics for Professional Nurses.

Following a recommendation by faculty for dismissal of a student, the Chair of the Nursing Department will notify the student and the College of Pharmacy, Nursing, and Allied Sciences' Admissions and Progression Committee of the dismissal from the nursing program. The College of Pharmacy, Nursing, and Allied Sciences Academic Performance and Progression Committee will take action regarding the student's status in the College. The student has the right to utilize the University's process to appeal decisions regarding dismissal.

Approved: December 3, 2003

Reviewed: 2-6-2012

Documentation: Department Meeting Minutes

### Repetition of Pre-Nursing Core Courses

Because admission to the Professional Nursing major is competitive and based on selective GPA, students could be retaking courses over a number of times in an effort to increase selective GPA. In this case, the selective GPA may not accurately reflect the student's ability to be successful in the nursing program.

#### **Procedure/ Guidelines:**

1. A core course is one that is included in the selective GPA used for the admission process.
2. No pre-nursing core course in which a grade has been issued may be repeated more than once. The grade received during the student's second attempt will be used in evaluation for admission.
3. The number of pre-nursing core courses which may be repeated shall be limited to three.
4. A withdrawal from a course is considered an attempt.
5. A course in which a grade was not received is not considered an attempt (such as Advance Placement Exams).
6. A course taken at another University and then retaken at NDSU is considered a repeated course. The grade received at NDSU will be used in evaluation for admission.

#### **For Information Only: NDSU Registration and Records Policy:**

If a course is repeated at another accredited institution and an attempt is made to transfer the credit back to NDSU, the course/credit will be considered duplication and will not be accepted in transfer. If students wish to take advantage of the repeated course opportunity to improve a grade, then that course must be repeated at NDSU, with one exception only: NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.

Approved: 2-6-2012

Documentation: Faculty Meeting Minutes

## Undergraduate Preceptor

In the pre-licensure program, preceptors are utilized in the capstone or synthesis course (Nursing 450). The undergraduate preceptor policy is as follows:

Definition A preceptor is a registered nurse with a high level of expertise in a specific nursing area who enhances clinical learning experiences for students on a one-to-one basis. Preceptors are identified by faculty in collaboration with health care agency personnel.

Qualifications Registered nurse preceptors must possess at least a bachelor's degree in nursing and have sufficient knowledge and expertise in their specified area to be recognized by peers as clinically expert. They are identified by their supervisors as good role models for professional nursing practice. The individual selected must have a positive attitude towards nursing, the educational process, and students as evidenced by willingness to be a preceptor and by dialogue with the instructor.

Responsibilities of the Preceptor A preceptor provides direct supervision of a nursing student's practice experience after the student has received clinical and didactic instruction in foundation courses and is nearing completion of the nursing program. Preceptor involvement in the student's learning experience is under the direction of the faculty member (s) responsible for the course in which the student is enrolled. Preceptors may supervise no more than one student at one time. The preceptor has the following responsibilities:

1. Assist in planning experiences for the student based on the student's learning needs and clinical objectives.
2. Provide guidance and supervision for the student in the clinical setting.
3. Guide the student in relating clinical experiences to theoretical concepts and course objectives.
4. Emphasize evidence-based practice.
5. Support and foster the promotion of positive self-esteem in the student.
6. Exhibit positive role model behaviors in the clinical laboratory setting.
7. Provide evaluative feedback regarding the student's clinical laboratory performance to the student and faculty member.
8. Guide the student in interacting with other disciplines on the health care team.

Responsibilities of the Faculty Member Working with the Preceptor The faculty member's primary responsibility is to facilitate student learning. The following are specific responsibilities:

1. Retain responsibility for the overall planning and evaluation of learning experiences and student performance in the achievement of course objectives.
2. Plan with the student and preceptor learning experiences that are consistent with learning objectives.
3. Communicate as needed with the student and preceptor on an ongoing basis for guidance and feedback concerning the experience.
4. Acknowledge the valuable contribution the preceptor brings to the educational process.

The preceptor assignment process proceeds as follows:

1. In consultation with instructor, the student identifies a first, second, and third choice of type of unit and institution desired for the preceptorship.
2. The instructor verifies that NDSU has a clinical experience agreement with the identified institutions. If no agreement is in place, one is initiated.
3. The instructor contacts the education director or other identified agency liaison about student(s) request(s).
4. The agency liaison determines the availability of desired experience and possible preceptors.
5. The instructor and agency liaison confer regarding experience, availability, and credentials of possible preceptors. The instructor and agency liaison mutually agree on the student/preceptor dyad.
6. The instructor contacts the preceptor and presents the overall purpose and expectations of the experience and answers any questions the preceptor may have.
7. The student is informed of the designated preceptor and is given preceptor contact information.
8. The student contacts the preceptor and arranges for an initial meeting as well as for days and hours of clinical experience.
9. The student writes a learning agreement. After approval by the instructor, the student discusses learning agreement with preceptor.
10. The student submits clinical hours to instructor.
11. The instructor confers with the preceptor and/or student as indicated during the experience.
12. Midway through the experience and at the end of the experience the student and preceptor do an evaluation of the student's performance and of the preceptor's contribution to student learning.
13. The student meets with the instructor for evaluation that is based on: a) written assignments, b) self-evaluation and, c) preceptor evaluation.
14. The class meets for group discussion of the experience and sharing of learning.

Approved: 2-6-2012

Source: Faculty Meeting Minutes

### Provider Basic Cardiac Life Support and Advanced Cardiac Life Support

DNP students must be certified in Provider Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) to participate in clinical activities with clients. Master's Nurse Educator students must be certified in Provider Basic Cardiac Life Support (BCLS).

All BCLS and ACLS certification and recertification must be obtained through the American Heart Association at the Health Care Provider level. Courses without student demonstration of competency will not be accepted.

The purpose of requiring BCLS and ACLS certification for Graduate students providing direct patient care is to assure faculty, preceptors, and the clinical agencies that NDSU nursing graduate students possess a basic level of knowledge and competency in basic and advanced life support.

#### Procedure:

1. Graduate students are responsible for providing documentation of current BCLS, provider, and ACLS certification prior to starting clinical courses.
2. The Academic Assistant for graduate programs will confirm evidence of current certification on an ongoing basis. BCLS certification must be the course for providers which include 1- and 2-person, as well as adult/infant BCLS, airway obstruction, and use of an automatic defibrillator.
3. Students will not be permitted to participate in clinical activities with clients until proof of BCLS and ACLS has been submitted and reviewed by the Academic Assistant for graduate programs.

Approved: 12-13-2010

Revised: 1-23-2012

Documentation: Department Meeting Minutes

### Graduate Students Health Status

The NDSU graduate nursing program requires that students provide evidence of the following:

1. General health status.
2. Tuberculin test (PPD) annually.
3. MMR immunization or proof of immunity through serum rubella screening for antibodies. (MMR not necessary if student's birth year is prior to 1956).
4. Completion of Hepatitis B series, documented immunity through serum Hepatitis B screening for antibodies or declination.
5. Diphtheria/pertussis/tetanus immunization (Tdap).

The purpose for requiring evidence of health status and current immunization is to provide a safe environment and protect fellow students, faculty, health care agencies, and patients from communicable diseases. Proof of health status and immunization is also required by health care agencies accepting students for clinical experiences.

#### Procedure:

1. The student is responsible to have their health care provider complete the certification of health status form and return the completed form to the Academic /Assistant prior to beginning the Graduate nursing program.
2. The student must resubmit a health care status report as necessary during their program of study if any changes in health status should occur.
3. The student is required to submit proof of current tuberculosis status (PPD); Hepatitis B immunity or Hepatitis B immunization; measles/mumps/rubella (MMR) immunity or immunization; and Tdap immunization prior to starting the graduate program.
4. When health requirements of a clinical agency exceed NDSU graduate nursing requirements, the student will be advised of additional information or immunization requirements prior to the start of clinical experience in that agency. The student will be responsible for providing the required additional information to the Academic Assistant prior to starting clinical experience at that agency. The Academic Assistant will assure that the agency has the required information prior to student placement in that agency.
5. The student is responsible to inform the program Director of any changes in health status while they are a student at NDSU.
6. Any student not meeting health status reporting requirements will not be permitted to begin classes or continue in the program until proof of health care status is received.

Approved: 11-22-2010

Revised: 1 -23-2012

Documentation: Department Meeting Minutes

### Faculty/Graduate Students Ratio in Clinical Areas

Faculty supervision of students in clinical areas follow an established ratio determined by type of supervision as follows: direct (1:2) or indirect (1:6) per course as deemed appropriate based on program needs. The recommended ratio for indirect faculty supervision encompasses coordinating the clinical experience, interacting with the preceptor, and evaluating the student.

The purpose of the Faculty/Student Ratio in Clinical Areas policy is to detail requirements and specific Faculty-to-student ratios for supervision of students in the clinical setting by faculty. In accordance with the National Organization of Nurse Practitioner Faculty (NONPF) Guidelines for Evaluation of Nurse Practitioner Programs, Criterion IV.B(1), faculty have ultimate responsibility for supervision and evaluation of students and oversight of the clinical learning environment. The faculty/student ratio must be sufficient to ensure adequate supervision. Thus, ratios may vary relative to certain practice areas and the individual Faculty member. The intent of the faculty/student ratio is based on the premise that preparing competent health care providers is a faculty-intense process that requires considerable faculty role modeling and direct student evaluation to determine competence.

1. Faculty supervision of students in clinical areas follow an established ratio determined by type of supervision as follows: direct (1:2) or indirect (1:6) per course as deemed appropriate based on program needs. The recommended ratio for indirect Faculty supervision encompasses coordinating the clinical experience, interacting with the preceptor, and evaluating the student.
2. The faculty/student ratio for teaching will take into account the cumulative teaching/administrative duties of the faculty member, as well as clinical practice responsibilities. Travel to distance sites associated with clinical student supervision will also be considered when making faculty/student assignments.

Approved: 12-13-2010

Reviewed: 1-23-2012

Documentation: Department Meeting Minutes

### Graduate Credit Allocation

The credit hours for courses are based on semester hours. The meeting times for classes, laboratory practice and clinical experiences is based on a ratio calculation. The ratio is the amount of contact hours allocated for each credit hour (credit hours: contact hours). A contact hour is the time required for the student to meet for classes, participate in laboratory practice and/or provide care in a clinical setting.

The Graduate Program adheres to the Department of Nursing policies at a ratio of:

Lecture/Discussion	1 credit = 1 hour/week (1:1)
Seminar	1 credit = 1 hour/week (1:1)
Laboratory Experience	
Nurse Educator and CNS	1 credit = 3 hours class/clinical/week (1:3)
FNP	1 credit = 2 hours class/clinical/week (1:2)
Clinical Experience	
Nurse Educator and CNS	1 credit= 3 hours supervised clinical/week (1:3)
FNP	1 credit = 2 hours supervised clinical/week (1:2)

The purpose of credit allocation is to ensure that students' workload achieves the expected learning outcomes. Nurse Educator students are required to complete a minimum of 43 credit hours. FNP students are required to complete a minimum of 86 credit hours.

An assignment of credit allocation for a course is made at the time of proposal submission for the course. The lines of approval are: 1) Graduate Council; 2) Department Faculty; and 3) Graduate School; the proposed credit allocation changes for a developed course will follow the same procedure.

Approved: 12-13-2010

Reviewed: 1-23-2012

Documentation: Department Meeting Minutes

### **Graduate Course Grading Scale**

All graduate courses in the Department of Nursing will have the following scale to determine course grades:

- A = 92 – 100%
- B = 84 – 91%
- C = 75 – 83%
- D = 67 – 74%
- F = 66% or less

The above grading scale establishes a consistent standard of grading within the Department of Nursing Graduate Program.

The above grading scale will be included in all nursing course syllabi and will be used to calculate course grades.

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Documentation: Department Meeting Minutes

### Current Students Requesting to Change Tracks

When a student makes a request to change tracks within the nursing program, several factors will be considered including the student's current academic standing within the track he/she is currently enrolled, the student's individual reason for requesting the change, and space availability in the track to which the student is requesting the transfer. The student should be in good academic standing in his/her current track at the time the track-change request is made. The entire set of circumstances related to the change request will be considered prior to making a final decision. The final decision to approve or deny the request will be made by the Program Director for the track to which the student is requesting the transfer.

The purpose of the Current Students Requesting to Change Tracks policy is to formalize the method for determining if a student may be allowed to change tracks within the Nursing Program.

1. The student will submit a written request to change tracks to the Program Director responsible for the track in which the student is currently enrolled. The written request should detail the rationale for the track-change request.
2. The Program Director will review the student's request and his/her current academic standing, inform the Program Director (if different) for the track to which the student is requesting the transfer, and determine if space is available in the track to which the student is requesting the transfer.
3. If the track to which the student is requesting the transfer has no space available, the student will be instructed that her/his Graduate Program application currently on-file, along with the written request to change tracks, will be submitted for review during the next admission cycle for the track being requested. The student's application for the new track will be considered equally with the entire set of applications for that admission cycle.
4. The final decision to approve or deny the student's request to change tracks rests with the Program Director for the track to which the student is requesting the transfer

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### Graduate Nursing Program: Preceptor Policy

At the graduate level, preceptors are utilized in practicum courses for all MS and DNP programs and 730 clinical applications course for DNP students. Any accredited healthcare agency, has the potential of being a clinical site for graduate nursing students. The preceptor assignment process and criteria are located in the handbook.

The graduate preceptor policy is as follows:

Definition. A preceptor for DNP students is a master's or doctoral degree prepared nurse or a physician with a high level of expertise in a specific healthcare area who enhances clinical learning experiences for students on a one-to-one basis. A preceptor for Nurse Educator students is a faculty member or clinical nurse educator with at least a master's degree and who enhances learning experiences on a one-to-one basis. Preceptors are identified by faculty in collaboration with health care agency personnel.

Qualifications. Preceptors must be educated at the same or higher level as the academic program in which the student is enrolled or must have demonstrated competencies that are appropriate for the student's learning experience. Preceptors must practice in their respective discipline and have sufficient knowledge and expertise in their specified area to be recognized by peers as clinically expert. They are identified by their supervisors as good role models as an educator or practitioner. The individual selected must have a positive attitude towards nursing, the educational process, and students as evidenced by willingness to be a preceptor and by dialogue with the instructor. Preceptors must have the following qualifications in specific programs:

Criteria for preceptors in DNP clinical courses:

1. Nurses: Master's Degree or higher in nursing from an accredited university or must have demonstrated competencies that are appropriate for the student's learning experience; current license in the state where the student will engage in clinical experiences; authorization to practice as an advanced practice nurse in the state which they practice; and practicing in the advanced nursing role.
2. Physicians: Doctor of Medicine, Podiatry, or Osteopathy from an accredited university and currently licensed and practicing.
3. Physician Assistants supervised by Doctor of Medicine or Osteopathy from an accredited university and currently licensed and practicing; authorization to practice in the state in which they practice; and practicing in the physician assistant role.
4. Area of practice must be relevant to the educational clinical practice component.
5. Able to provide adequate supervision, teaching, and provide feedback to students regarding their achievement of clinical objectives and learning needs.
6. Able to facilitate active participation of students in the delivery of health care.
7. Commitment to the concept of advanced practice nursing.

Criteria for preceptors for graduate students in the post-masters DNP or in DNP courses not considered NP practitioner clinical courses:

1. Formal education and professional experience as required for the professional practice area; preferably an earned graduate degree or its equivalent in a specialty area of practice.
2. State licensure as required for the professional role and practice area.

3. Clinical practice expertise derived from practical and theoretical preparation for individuals in clinical practice roles.
4. Administrative or management expertise derived from practical and theoretical preparation for individuals in administrative or public health positions.

Criteria for preceptors in the Nurse Educator Program:

1. Nurses: Master's Degree in nursing from an accredited university; current RN license in the state where the student will engage in clinical experiences and be in an educational role.
2. Faculty: Master's degree in nursing or higher degree in nursing or a related field from an accredited university; current RN license in the state where the student will engage in clinical experiences and be in an educational role.
3. Position must include a strong educational component.
4. Able to provide adequate supervision, teaching, and provide feedback for students for achievement of educational clinical practice and academic component.
5. Able to facilitate active participation of students in the delivery of health care.
6. Committed to the concept of diverse areas of nursing education.

Responsibilities of the Preceptor. A preceptor provides direct supervision of a graduate nursing student's practicum or practice experience after the student has received clinical and didactic instruction in foundation courses. Preceptor involvement in the student's learning experience is under the direction of the faculty member responsible for the course in which the student is enrolled. Preceptors may supervise no more than one student at one time. The preceptor has the following responsibilities:

1. Assist in planning experiences for the student based on the student's learning needs and clinical objectives.
2. Provide guidance and supervision for the student in the clinical setting.
3. Guide the student in relating clinical experiences to theoretical concepts and course objectives.
4. Emphasize evidence-based practice.
5. Support and foster the promotion of positive self-esteem in the student.
6. Exhibit positive role model behaviors in the clinical laboratory setting.
7. Provide evaluative feedback regarding the student's clinical laboratory performance to the student and faculty member.

Responsibilities of the Faculty Member Working with the Preceptor. The faculty member's primary responsibility is to facilitate student learning. The following are specific responsibilities:

1. Retain responsibility for the overall planning and evaluation of learning experiences and student performance in the achievement of course objectives.
2. Plan with the student and preceptor learning experiences that are consistent with learning objectives.
3. Communicate as needed with the student and preceptor on an ongoing basis for guidance and feedback concerning the experience.
4. Acknowledge the valuable contribution the preceptor brings to the educational process.

The preceptor assignment process proceeds as follows:

1. In consultation with faculty, the student may identify a preceptor and institution desired for the preceptorship experience.
2. The instructor verifies that NDSU has a clinical experience agreement with the identified institutions. If no agreement is in place, one is initiated.
3. The instructor contacts the education director or other identified agency liaison about student(s) request(s).

4. The agency liaison determines the availability of the requested experience and possible preceptors.
5. The instructor and agency liaison confer regarding experience, availability, and credentials of possible preceptors. The instructor and agency liaison mutually agree on the student/preceptor dyad.
6. The instructor contacts the preceptor and presents the overall purpose and expectations of the experience and answers any questions. The preceptor is provided with a handbook or packet as a reference for the clinical experience.
7. The student is informed of the designated preceptor and is given preceptor contact information.
8. The student contacts the preceptor and arranges for an initial meeting as well as for days and hours of clinical experience.
9. DNP students follow the process in the prepared contract between the agency and Nursing Department. Students in the Master's Programs develop a learning agreement. After approval by the faculty member, the student discusses the learning agreement with the preceptor.
10. Each semester, the student submits documentation of clinical hours that is signed by the preceptor to the instructor.
11. The instructor confers with the preceptor and/or student every semester in person or via telephone as indicated during the experience.
12. Midway through the experience and at the end of the experience, the student and preceptor perform an evaluation of the student's performance and of the preceptor's contribution to student learning.
13. The student meets with instructor for evaluation that is based on: a) written assignments, b) self-evaluation and, c) preceptor evaluation.
14. Depending on the course, the class may meet for a group discussion of the experience and sharing of learning.

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