LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF NURSING

2013-2014

FACULTY
HANDBOOK

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Faculty Handbook

General Information

Welcome to the Louisiana State Health Sciences Center School of Nursing (LSUHSC SON). This Faculty Handbook is the work of faculty, administrators and staff dedicated to excellence in academic programs, professional practice, and nursing scholarship. The purpose of this handbook is to provide faculty with information relating to the SON that can assist you in your role. We hope you will benefit from the information and suggestions found in the Faculty Handbook, and will contribute to this reference with your own ideas as you develop your role as a nursing faculty member. This faculty handbook is considered to be a work in progress, continually updated as policies, procedures, and guidelines for implementation of faculty roles evolve. Please refer to this document as it is updated periodically to assure accuracy and currency of information. The Faculty Handbook can be accessed at: http://nursing.lsuhsc.edu/FacultyStaff/index.html under Handbooks/Policies.
Faculty Handbook

Accreditation

LSU Health Sciences Center, has regional accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Postsecondary awards, certificates, or diplomas of less than one academic year (less than 900 contact or clock hours); Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours); Associate Degrees; Postsecondary awards, certificates or diplomas of at least two but less than four academic years (at least 1800 but less than 3800 contact or clock hours); Bachelors Degrees; Post-baccalaureate Certificates; Masters Degrees; Post-Masters Certificates; Doctoral Degrees; First-Professional Degrees; First-Professional Certificates (Post-Degree). Louisiana State University Health Sciences Center School of Nursing has specialized nursing accreditation by the Commission on Collegiate Nursing Education. The Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs. (222 South Prospect Avenue, Park Ridge, Illinois 60068-4001, phone: 847-655-1160) a specialized accrediting body recognized by the Council on Recognition of Postsecondary Accreditation. The Commission on Collegiate Nursing Education and Council on Accreditation of Nurse Anesthesia Educational Programs are recognized as accreditation agencies by the U.S. Department of Education. The School of Nursing is accredited by the Commission on Collegiate Nursing Education until 2019 and the Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs until 2013. The School of Nursing is also approved by the Louisiana State Board of Nursing.

The SON received a ten year accreditation until 2019 by the Commission on Collegiate Nursing Education (CCNE) in 2009. The Nurse Anesthesia Program received a ten year accreditation until May 2023, the post masters DNP in Nurse Anesthesia was approved by the COA in May 2012, and the BSN to DNP in Nurse Anesthesia was approved by the COA in November 2012.

The Louisiana State Board of Nursing approves all nursing education programs and courses in the state of Louisiana, preparing persons for examination, licensure, and registration to practice. The Louisiana State Board of Nursing grants an initial approval for new programs, full approval to a program that meets all established standards determined by the board, and conditional approval if the board has determined that the program fails to meet one or more of the established standards. The SON has to submit an Annual Report to the Louisiana State Board of Nursing on a yearly basis. The SON has full approval by the Louisiana State Board of Nursing.

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To access information about this process and the established standards relating to Nursing Education Programs go to: Rules and Regulations Title 46 Professional and Occupational Standards Part XLVII.Nurses Subpart 2. Registered Nurses Louisiana State Board of Nursing Chapter 35. Nursing Education Programs and Chapter 45. Advanced Practice Registered Nurses at: http://www.lsbin.state.la.us/Documents/rules.asp
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Mission Statement

LSUHSC

The mission of LSUHSC can be accessed at:
http://www.lsuhsc.edu/administration/chancellor/mission.aspx

School of Nursing (http://nursing.lsuhsc.edu/AboutUs/Mission.html)

The mission of the SON is to provide local, national, and international leadership in the education of professional nurses to function as generalists, advanced practitioners, educators, scholars, and researchers who shape the delivery of nursing practice and education. The mission is achieved through several strategies:

- Provide clinically relevant teaching, learning, and practice in culturally diverse settings, community service, and research which builds the science of nursing, Development and dissemination of scientific, ethical and evidence based practice knowledge,
- Prepare nurse generalists, advanced practice nurses, nurse scholars, nurse scientists, nurse educators, and nurse executives that expand the nursing workforce and expand the development of the nursing discipline,
- Advance and disseminate evidence based practice nursing models that enhance health care delivery,
- Provide evidence based quality health care services,
- Engage in interprofessional and transdisciplinary domains of scholarship (discovery, integration, application, and teaching),
- Launch innovative programs and entrepreneurial nursing initiatives,
- Serve as leaders within nursing discipline and health care delivery systems in the local, state, national, and international arena,
- Create an organizational and environmental climate and culture that supports our core values and promotes quality enhancement, continual learning, entrepreneurship, scholarly dialogue, mentor-protégé relationships, and positive morale in a caring environment.
Faculty Handbook

Vision
The vision of the School of Nursing is to achieve national eminence as a leader of excellence in nursing education, research, practice, service, and community outreach.

Core Values
Core Values are the beliefs that describe, define, and direct our work through the university and its operations. Essentially, values underlie what are primary to our belief system. The word value comes from the French verb, valor, meaning "to be worth." Valor and worthiness guide the work we do. Through our mission, philosophy and sharing of experiences, LSUHSC School of Nursing has discovered and unearthed its “core values.” As a fundamental set of guiding principles, core values provide direction and purpose. The LSUHSC School of Nursing core values are C-PRIDE (Caring, Professionalism, Respect, Integrity, Diversity, and Excellence).

The SON’s Vision and Core Values can be accessed at:
http://nursing.lsuhsc.edu/AboutUs/VisionCoreValues.html
Louisiana State University Health Sciences Center
School of Nursing

Core Values Purpose
To integrate moral values that embody the relationship between the individual and the School of Nursing.

Core Values

Caring – We will support a healing and holistic culture that nurtures the individual, facilitates the teaching learning process, advocates for the needs of others and mentors our novice students and colleagues.

Professionalism – We will create a climate that encourages personal development of the professional qualities of accountability, responsibility, dependability, and commitment by providing opportunities for collaboration, cooperation, mentoring and lifelong learning.

Respect – We will acknowledge the value of others, by treating them with respect and promote good human relations through courteousness, consideration and responsiveness to others.

Integrity – We will act in an honest, ethical, and professional manner.

Diversity – We will welcome and appreciate a work force and student body whose diversity mirrors the population we serve by fostering an environment that encompasses individuality, sensitivity, tolerance, goodwill, social justice and cultural competence.

Excellence – We will encourage, collaborate and share knowledge and experience among faculty and students in developing and implementing innovations for the advancement of nursing education, practice and research.

Affirmed by School of Nursing Faculty Organization April, 2008.
Faculty Handbook

Philosophy

Nursing is a professional discipline concerned with the promotion of health, the prevention and treatment of disease, and the alleviation of human suffering. The faculty ascribes to the belief that the purpose of nursing is to promote the well-being and empower of individuals, families, groups, and communities.

We believe that professional nursing accomplishes these goals through a blend of health care sciences, clinical expertise, and caring practices. We believe that nursing care is designed to address specific features of human environments that impact individuals’ responses to health care and is sensitive to cultural diversity. Nursing collaborates with other disciplines to promote human wholeness and healing within a caring environment.

Six Core Values have been identified by faculty as guiding their teaching and practice. The Core Values include: Caring, Professionalism, Respect, Integrity, Professionalism, Diversity, and Excellence.

This philosophy supports the mission of the LSUHSC, which promotes excellence in the endeavors of teaching, research, and service that will benefit the citizens of the State of Louisiana. The SONs Philosophy Statement can be accessed at:

http://nursing.lsuhsc.edu/AboutUs/Philosophy.html
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LSUHSC Strategic Plan can be access at: http://www.lsuhsc.edu/administration/chancellor/

School of Nursing Strategic Map http://nursing.lsuhsc.edu/AboutUs/StrategicMap.html
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Governance

Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO) is part of the Louisiana State University System, which is dedicated to advancing teaching, research, health care, and medical education with facilities and programs in each of Louisiana’s 64 parishes. Students incorporate new knowledge and apply advanced technologies in producing innovations that create knowledge-based jobs as well as enhance the quality of life through improved disease management and medical treatments. The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College serves as the management Board for LSUHSC-NO. The Board of Regents for Higher Education has jurisdiction over the Louisiana State University System. More information about the LSU System and Board of Regents can be found on the following home pages: http://www.lsusystem.edu/index.php/board-of-supervisors/ and http://www.regents.state.la.us/.

LSUHSC-NO is comprised of six schools that include the School of Medicine, School of Nursing, School of Allied Health, School of Dentistry, School of Graduate Studies, and School of Public Health.

The School of Nursing offers programs of study leading to the following degrees: Bachelor of Science in Nursing, Master of Nursing, Master of Science in Nursing, Doctor of Nursing Practice, and Doctor of Nursing Science. For a detailed description of the programs, refer to the LSUHSC NO, Catalog/Bulletin at http://www.lsuhsnc.edu/catalog/or at http://nursing.lsuhsnc.edu/AcademicPrograms/AcademicPrograms.html

LSU Board of Supervisors Bylaws

The bylaws can be accessed at: http://www.lsusystem.edu/index.php/policies/bylaws-regulations/

School of Nursing Bylaws

The School of Nursing is governed by established nursing bylaws. The SONs Nursing Bylaws can be accessed under Handbooks/Policies at: http://nursing.lsuhsnc.edu/FacultyStaff/index.html

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LSUHSC Organizational Chart

LSUHSC’s administrative structure can be accessed at: http://www.lsuhsc.edu/administration/chancellor/

School of Nursing Organizational Chart

The SONs administrative structure is composed of the Dean, Associate Deans, Assistant Deans, and Department Chairs and Program Directors. To learn more about the Dean and Associate Deans go to: http://nursing.lsuhsc.edu/AboutUs/Deans.html. A copy of the School of Nursing and other SON departments’ organizational charts are located at: http://nursing.lsuhsc.edu/AboutUs/OrganizationalCharts.html
Governance

School of Nursing Organizational Chart
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Governance

SON Standing Committees and Councils

A master calendar of faculty standing committees and Councils can be accessed at:
http://www.lsuhsnc.edu/webevents/

Standing Committees and Councils of the Faculty Organization include:

SON Committees

- Faculty Organization
- Admission, Progression and Graduation
- Bylaws, Nomination and Elections
- Curriculum
- Quality Enhancement
- Faculty Life
- Student Life
- Promotion and Tenure
- Technology
- Multicultural Affairs

SON Councils

- Administrative Council
- Academic Graduate Council
- Academic Undergraduate Council

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Governance

School of Nursing Standing Committees and Councils

The functions of the Standing Committees and Councils can be located in the SON Nursing Bylaws located at: http://nursing.lsuhsc.edu/FacultyStaff/index.html

The expectation for faculty to participate in SON standing committees is addressed in policy F-3:CommitteeAssignments at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

The SON committee minutes can be accessed on the T: drive, Committee folder

Faculty can access policy F-16: CommitteeMinutes at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

School Committees with Student Representation

Many of the committees of the SON have student representation. The purpose, functions, and membership of the SON are described in the SON Bylaws at: http://nursing.lsuhsc.edu/FacultyStaff/index.html
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Governance

Policies and Procedures

LSUHSC-NO operates under numerous policies and procedures. Specifically, LSUHSC NO operates under the following:

- Board of Regents
  http://regents.state.la.us/

- LSU System Bylaws and Regulations
  http://www.lsusystem.edu/index.php/policies/bylaws-regulations/

Of particular interest to faculty members, is ARTICLE VIII- Rights, Duties and Responsibilities of the Academic Staff and Chapter II – Appointments, Promotions and Tenure

- LSUHSC IRB and Sponsored Project Policies

To access policies relating to LSUHSC IRB and Sponsored Project Policies go to Office of Research Services at: http://www.lsuhsc.edu/no/administration/rs/

- LSU System Permanent Memoranda (PM)
  http://www.lsuhsc.edu/administration/pm/

Specific PM of interest to faculty members includes the following:
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Governance

Policies and Procedures

**PM-11 Outside Employment of University Employees:** Policy addresses the process that should be followed when a faculty engages in outside employment.

**PM-13 University Travel Regulations:** Outlines the process for authorizing travel, who (and for what) is eligible for travel reimbursement, prior approval for travel, and reimbursement for lodging and meals.

**PM-17 Fair Use of Copyrighted Material:** Describes the various components to follow the United States Copyright Act of 1976 and its amendments.

**PM-20 Leave Policies for Academic & Unclassified & Classified Personnel:** Policy describes the various types of leaves and policies related to the leaves.

**PM- 33 Drug-Free Workplace and Drug Testing Policy:** Policy outlines the Louisiana Revised Statutes 49:1001, *et. seq.* that requires drug testing of certain public employees as a condition of hiring, random testing of certain other employees, and specifies that all such testing be conducted pursuant to written policy.

**PM- 35 Review of Faculty Ranks:** Establishes a set of guidelines for the LSUHSC campus for use of reviewing faculty performance.

- **LSUHSC-NO Chancellors Memoranda (CM)**

  [http://www.lsuhsc.edu/administration/cm/](http://www.lsuhsc.edu/administration/cm/)

Specific CM of interest to faculty members includes the following:
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Policies and Procedures

CM-16 Home Visits for Surveys and Questionnaires: Discusses the condition under which students or faculty can make home visits in the community for data collection or educational purposes.

CM-23 Drug Free Workplace: Standards expected for a drug free workplace as conditions of employment and consequences for violation of the policy.

CM-25 Policy on AIDS (HIV) and Hepatitis Virus (HBV): Definition of exposure to these agents and policies for prevention of and reaction to exposure of employees and students.

CM-37 LSUHSC New Orleans Campus Fitness for Duty: Discusses conditions under which employees and students who may be impaired in their ability to function must be evaluated before returning to work or school activities.

CM-38 Substance Abuse and Procedures LSUHSC NO: Conditions under which the university may require drug testing, treatment, and disciplinary sanctions of persons believed to be under the influence of substances.

CM-42 Information Technology (IT) Infrastructure: Definitions and terms of employee and student use of IT infrastructure at LSUHSC.

CM-44 Violence in the Workplace: Standards that are expected for personal behavior at LSUHSC and disciplinary response to prohibited behaviors.

CM-49 Sexual Harassment/Gender Discrimination: Definition of what behaviors are considered to be sexual harassment and gender discrimination and procedures to deal with such events.

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Policies and Procedures

CM-51 Policy on Hurricane Emergency Procedures for LSUHSC NO: Conditions governing students and employees for an impending and actual weather emergency.

CM-53 HIPAA Privacy Policy: Links to different aspects of laws governing privacy of health information.
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Governance

Policies and Procedures

- LSUHSC SON Policies and Procedures

The SON operates under specific policies and procedures relating to the operation of the SON and the programs of study. The following policies and procedures can be accessed at: [http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html](http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html). The policies are organized under the following categories:

- Computer Support
- Faculty
- Faculty Development, Continuing Nursing Education and Entrepreneurial Enterprises
- Nursing Skills and Technology Center
- Office of Business Affairs
- Office of Nursing Research, Scholarship & Science
- Student Services
Faculty Handbook

Calendars/Schedules

Academic Semester Calendar

The academic semester calendar is prepared by the Dean in collaboration with the Registrar and the Director of Student Affairs. All faculty are encouraged to give suggestions or feedback regarding the development of the SON calendar, which is available under Calendars/Schedules at: http://nursing.lsuhsc.edu/FacultyStaff/index.html

SON Master Calendar

The SON master calendar includes dates of committee meetings and other activities in order to provide the opportunity for faculty to participate in the decision-making process of faculty governance. In order to insure no faculty member is disenfranchised due to teaching or scheduling conflicts, time is reserved during the week for committee meetings, usually on Mondays. Out of necessity, some meetings do overlap and for that reason faculty are encouraged to consult the master calendar before volunteering for specific committees. The Associate Deans will work with each faculty to identify committee assignments most consistent with the faculty’s individual skills, interests and professional goals. The master calendar is reviewed and updated as needed, but at least on an annual basis. The Master Schedule can be accessed under School Calendar, then clicking on School of Nursing at: http://www.lsuhsc.edu/webevents/processViewCalendar.asp

Campus Events Calendar

The campus events calendar is available for faculty and staff and contains all the events that are scheduled throughout the health sciences center. The campus events calendar can be accessed at: http://www.lsuhsc.edu/webevents/

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Administrator On-Call Calendar

The administrator on-call calendar provides the names and dates that the administrative team members are assigned to be on-call and accessible for issues that occur in the Health Sciences Center and/or the SON. The administrator on-call calendar is updated monthly by an administrative assistant and can be accessed under Calendars/Schedules at: http://nursing.lsuhs.edu/FacultyStaff/index.html

Faculty Directory

The faculty directory is routinely updated and can be accessed at: http://nursing.lsuhs.edu/Faculty/FacultyDirectory.cfm

Student Directory

The student directory can be accessed at: http://nursing.lsuhs.edu/StudentInformation/StudentDirectory.html
Faculty Handbook

School of Nursing Faculty Orientation

All new faculty members are expected to attend Faculty Orientation for the SON. The faculty will receive notice about the date and time of the orientation session. The orientation program typically lasts one day and covers such topics as: overview of SON organization, faculty governance, faculty and student roles and issues, academic programs, library and technology resources, faculty advising and mentorship, faculty benefits, and the disaster plan. Faculty completing the Faculty Orientation will have an opportunity to complete an evaluation of the program.
Faculty Handbook

Academic Advisement

Academic advising is an important part of the faculty teaching role. New undergraduate students are assigned a faculty advisor by the Director of Student Affairs. Masters students are assigned to the graduate faculty teaching in the master’s core and specialty courses. Doctoral students are advised by a faculty advisor in their respective role and population concentration. In the DNP program students are assigned to graduate faculty in the respective role and population concentration. The program director of the DNS program, serves as faculty advisor until the student has a major professor. Faculty advisors conduct advising sessions with their advisees on a regular basis, in particular prior to registration each semester. Items of discussion in the advisement sessions include course planning, progress in the academic program of study, and improving academic performance. The academic advisor must approve enrollment in coursework, petitions and any alteration in the academic program. The academic advisor will be available during scheduled hours for pre-advisement and by appointment. The SONs policy and procedure on F-15:AcademicAdvising can be accessed at:

http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

A copy of the Advisor/Advisee list can be accessed at:

http://nursing.lsuhsc.edu/FacultyStaff/index.html under the Academic section.

There are several other references that faculty may access that provides additional information on the academic advising process:

- LSUHSC NO Catalog
- LSUHSC NO Faculty Handbook
- SON Student Handbooks
- Course syllabi

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Faculty Handbook

Academic Advisement

The SON Policies and Procedures related to Academic Advising, F-15 Academic Advising which can be found on the nursing website at: http://nursing.lsuhscl.edu/Administration/PoliciesAndProcedures.html.

Several forms that will assist faculty with student advisement include and can be accessed at: http://www.lsuhsc.edu/no/students/Forms.aspx

- **Faculty Clearance for Alteration in Student Progression Form**: This form must be filled out when a student drops courses or resigns from the SON. Faculty member is to sign the form after discussing a future plan of study with the student. The form is kept in the Office of Student Affairs.

- **Petition Form**: This form is used when a student has taken a course from another institution and intents to have this course substitute for a course taken at LSUHSC-SON. A course description, syllabus, course outline or additional information should be included so the complete content of the course. The form is kept in the Office of Student Affairs.
Faculty Handbook

Academic Advisement

- **Request for Incomplete Grade**: This form is filled out by faculty when a student is granted an extension to complete a course. The faculty needs to check the most current LSUHSC catalog to determine the date that the incomplete grade must be converted to a letter grade. The form is kept in the Office of Student Affairs.

- **Request for Grade Change Form**: This form is filled out by faculty for a student who has received a course extension. It must be completed for conversion of incomplete grade (“I”) to a letter grade (A, B, C, etc.). The form is kept in the Office of Student Affairs.

Additional forms that can be located at: [http://www.lsuhscl.edu/no/students/Forms.aspx](http://www.lsuhscl.edu/no/students/Forms.aspx)

- Change of Address
- Request for Duplicate Diploma
- Transcript Request
- Certificate Order Form
- Request for Transfer Credit
- Request for Authorization to Serve Alcohol
- Request for Revised Course
Faculty Handbook

Course Coordinator Responsibilities

Course Coordinators have oversight for the teaching, supervisory and evaluative activities of a course in either the undergraduate or graduate program, to include the following responsibilities:

- Orient and mentor faculty to the course.

- Undergraduate course coordinators participate with other course coordinators in regular meetings with the Program Director and Associate Dean of the Undergraduate Program for planning and addressing issues relating to the undergraduate program.

- Lead faculty in syllabus preparation, selection of text and library materials, and acquisition of audiovisual, skills, and simulation lab materials for the course.

- Coordinate student assignments to clinical and lab groups, determines content outline, and plans faculty teaching, clinical assignments and schedules and schedules for the ATI exam in the undergraduate nursing programs.

- Complete end-of-semester report.

- Monitor student classroom evaluations, prepares test plans and coordinates exam development and exam preparation, provides for monitoring of the exam environment, reviews statistical and item analyses for exams, and prepares end of semester reports.

- Facilitate faculty/student problem solving as necessary.

Course Coordinator position description can be accessed at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html, F-21:CourseCoordinator.
Faculty Handbook

Program Director Responsibilities

A Program Director is responsible and has oversight for the operational management of a specific program. A Program Director shall counsel, guide and mentor nursing faculty. The Program Director shall plan and address issues relating to their respective program in collaboration with the Associate Dean. Some of their responsibilities include:

- Participate in recruitment and retention of nursing faculty.
- Promote faculty development.
- Establish program track policies and procedures.
- Monitor student progression statistics and program track outcomes.
- Participate in the performance appraisal, re-appointment, and promotion of faculty.
- Foster productive interpersonal and professional relationship.
- Promote School of Nursing vision, mission and core values, and strategic initiatives.
Faculty Handbook

SON Faculty Credentials

Faculty members are expected to maintain current credentials including the following:

- Current, unencumbered registered nurse license in the state of Louisiana
- Current BLS
- Certification in specialty

The Faculty Directory can be accessed at: http://nursing.lsuhsnc.edu/Faculty/FacultyDirectory.cfm

Curriculum Vitae

Faculty members are expected to maintain current curriculum vitae in the SON standardized format. The format can be accessed under Documents at: http://nursing.lsuhsnc.edu/FacultyStaff/index.html

Licensure

- Faculty

Upon hire, the Office of Business Affairs will conduct primary verification of all faculty professional licenses. Annually, the Office of Business Affairs will conduct primary verification on all current faculty professional licenses. This verification will be maintained in the faculty’s personnel file.
Faculty Handbook

- Students

All RN and LPN students must hold a current unencumbered license to practice nursing in the state of Louisiana. The Office of Student Affairs will verify all students who have licenses on a yearly basis. Refer to policy SS-6: Licensure Verification of Students at http://nursing.lsuhsfc.edu/Administration/PoliciesAndProcedures.html.
Faculty Handbook

Louisiana State Board of Nursing

The faculty should become familiar with the laws governing the practice of registered nurses in the State of Louisiana: Rules and Regulations Title 46 Professional and Occupational Standards art XLVII.Nurses Subpart 2. Registered Nurses Louisiana State Board of Nursing, in particular Chapter 35. Nursing Education Programs and Chapter 45. Advanced Practice Registered Nurses. Chapters 35 and 45 can be accessed at: http://www.lsbin.state.la.us/Documents/rules.asp

Faculty should become familiar with the LSBN requirements and exceptions for faculty. This information (forms) can be found at the following site:
http://www.lsbin.state.la.us/departments/education.asp

In addition, the site provides you information and forms for preceptor qualifications, clinical facility survey, annual report for MSN programs, annual report for Undergraduate programs, fingerprint card request form, and certifications recognized as meeting CE requirements.
Faculty Handbook

SON Faculty Evaluation Guidelines

Faculty

Full-time, part-time and non-tenured faculty members are evaluated on an annual basis by the Dean and/or Associate Dean, and Program Director. The Associate Dean is expected to meet with individual faculty.

- Faculty members are responsible for submission of a self-evaluation, updated curriculum vitae and documentation of activities from the prior year addressing the following components: 1) teaching, 2) scholarship, 3) service, 4) practice, and 5) research.

- Evaluations cover the previous calendar year and are conducted annually.

- Accomplishments are reviewed and recommendations for continued or new activities are to be determined.

- It is critical for Associate Deans to provide constructive feedback to faculty, so that performance and responsibilities can be adjusted.

The faculty evaluation guidelines, Policy F-34 Faculty Evaluation Process can be accessed at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

Tenured Faculty

LSUHSC-NO adheres to the basic policies for tenure established by the University System. Tenure is not a guarantee of lifetime employment, particularly in the face of institutional change or financial exigency. It does assure that the employee will not be dismissed without adequate justification and without due process. Tenured faculty in the SON also adhere to Policy F-34 Faculty Evaluation Process and are formally evaluated every 3 years; interim evaluations are conducted at years 1 and 2.

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Faculty Handbook

SON Faculty Evaluation Guidelines

SON Promotion and Tenure Procedural Guidelines

The promotion and tenure procedural guidelines and evaluation criteria can be accessed under Academic at: http://nursing.lsuhsc.edu/FacultyStaff/index.html
Faculty Handbook

Clinical Affiliations

Clinical practicum must be approved by course faculty. The SON must have a current clinical affiliation agreement with each clinical site before beginning the clinical experience. The Associate Dean for Professional Practice, Community Service and Advanced Nursing Practice and the Assistant Dean for Clinical Nursing Education are responsible for drafting all clinical affiliation agreements for the SON. A list of clinical affiliations can be found at: https://nursing.lsuhsc.edu/secure/Intranet/SharedFiles/list.cfm?dir=Clinical%20Agencies&pre=main

Undergraduate clinical agency requirements can be found at: https://nursing.lsuhsc.edu/secure/Intranet/SharedFiles/list.cfm?dir=Clinical%20Agency%20Requirements&pre=main and graduate clinical agency requirements can be found at: https://nursing.lsuhsc.edu/secure/Intranet/SharedFiles/list.cfm?dir=Clinical%20Agency%20Requirements%20(Graduate)&pre=main

Faculty must complete the Louisiana State Board of Nursing Clinical Facility Survey Form for every new clinical site. The form will be completed by the respective faculty and signed by the Associate Dean. The clinical rotation cannot begin until this form is completed. The form will be sent to the Louisiana State Board for Approval and a copy will be maintained in the clinical affiliation contract file. The form can be accessed on the policy and procedures under Administration. The Policy F-9 Selection of Clinical/Community Agencies describes the process for selection and a copy of the form to be completed. Policy and procedure F-2: ClinicalRotations addressing the process for securing an agency for clinical rotations. The policy can be accessed at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

All new clinical faculty members will be mentored by the course coordinator or designee. Clinical faculty may also be required to attend course and facility orientation and submit required compliance information for that facility.
Faculty Handbook

Operation Guidelines for Faculty

Mandatory Compliance Training

LSUHSC-NO maintains compliance with all applicable laws, regulations, and policies. In an effort to ensure that LSUHSC-NO faculty complete compliance training that the University requires in their designated role, the Office of Compliance Programs has created multiple training modules (s) for each training requirement. Training compliance is mandatory and faculty must comply along with monitoring and completing updates as required. To access the site go to: http://www.lsuhsc.edu/no/administration/ocp/training%2005-31-05.aspx

If you have any questions or concerns, please contact Compliance Training Coordinator at kguth@lsuhsc.edu or (504) 331-5054.

Course Evaluations

Course evaluations are considered a mandatory requirement at the end of the semester for all students. The evaluation summaries and reports are sent to faculty and the SON administration for review and improvement when indicated. The evaluations are completed for the classroom instructor, clinical site, theory, and clinical course. To access the course evaluation site go to: http://nsgweb2.lsuhsc.edu/etw/ets/et.asp?nxappid=WCQ&nxmid=start&i=3

Standardized Testing for Undergraduate Nursing Programs

1. A standardized test (ATI) is a course requirement for most courses in the SON.
2. Course Coordinators prepare each semester’s schedule of standardized exams in coordination with IT personnel.
3. Standardized testing dates/times are listed on individual course Lecture and Exam Schedule; proctors are assigned by the course coordinator.
4. Students purchase the standardize testing services each semester.
Faculty Handbook

Operation Guidelines for Faculty

5. Students under the American Disabilities Act (ADA) who have documentation regarding their disability in the Office of Student Affairs will take a computerized standardized exam.

6. Students must achieve a score of 50% or greater on the non-proctored practice exam before they can take the proctored exam. Proof of the students score must be provided before taking the proctored exam.

7. If a student passes the ATI proctored exam with a proficiency level of 2 or 3; two (2) points will be added to the final exam grade. If a student passes the ATI proctored exam with less than a proficiency level of 2, no points will be added to the final exam grade and the student will be required to remediate and retake the ATI exam on the scheduled retest day.

8. If the student passes the retest ATI proctored exam with a proficiency level of 2 or 3, one point will be added to the final exam grade.

9. If a student is absent for the scheduled ATI proctored exam, the student will be required to take the exam on the scheduled ATI retest day. If a student passes the retest ATI proctored exam with a proficiency level of 2 or 3, one point (1) will be added to the final exam grade.

10. If a student scores proficiency level one (1) or below on the retest exam, it is required that the student makes an appointment with their instructor to discuss and develop a plan for improvement.

11. The course coordinator summarizes the standardized test results in the End of Semester Report.

12. The Associate Dean for Undergraduate Nursing Programs submits reports to the Evaluation Committee or Curriculum Committee each semester on the results of the standardized test results for all levels of students.
Faculty Handbook

Operation Guidelines for Faculty

Exit Surveys

The SON uses Educational Benchmarking, Inc (EBI) to collect data from the BSN and MN graduating students regarding satisfaction of their educational experience. The exit survey is a web-enabled and the graduating students will receive an email 3-4 weeks prior to the end of the semester to complete the Exit Survey.

Family Educations Rights and Privacy Act (FERPA)

LSUHSC-SON adheres to the intent of the Family Education Rights and Privacy Act (Section 513, P.L. 93-380, Education Amendments of 1974 commonly known as the Buckley Amendment). The full description of the policy can be located at:

SON policy and procedure: F-17:FacultyAccessstoStudentRecords can be located on the nursing website at: http://nursing.lsuhs.edu/Administration/PoliciesAndProcedures.html

Each nursing student is responsible for reading and signing the following documents prior to orientation: a) honor code, b) agreement to adhere to health policies, c) technical standards, and d) waiver of vaccination and release from responsibility form.

LSUHSC Catalog/Bulletin

The LSUHSC Catalog/Bulletin is located at http://www.lsuhs.edu/catalog/
In addition to this electronic format, the printed form of the current catalog is available from the LSUHSC-NO Office of the Registrar located in the Library, Administration, and Resource Center on the first floor.

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Faculty Handbook

Operation Guidelines for Faculty

LSUHSC SON Course Module Format

The SON has developed a standardized template for developing modules in the course syllabus. The SON course module format can be accessed under Documents at: 
http://nursing.lsuhsc.edu/FacultyStaff/index.html

LSUHSC SON Course Syllabus Format

The SON has developed a standardized template for developing the course syllabus. The SON course syllabus format can be accessed under Documents at: 
http://nursing.lsuhsc.edu/FacultyStaff/index.html

E-Value

E-Value is a web and PDA-based healthcare education program that provides tools and support services for the SON. E-Value can be accessed at: https://www.e-value.net/

Some of the tools and support services offered include:

- MyFolio™ Electronic Portfolio
- Outcomes and Performance Reporting
- Student and Faculty Administrative Tools
Faculty Handbook

Operation Guidelines for Faculty

Office Hours

Faculty members shall maintain office hours. A minimum of 8 hours per week is expected for all full-time faculty members to be present and available on campus. Office hours will be posted outside the faculty’s office.

Pre/Co requisites

The pre/co requisites for the undergraduate program can be accessed in the LSUHSC catalog.

SON Handbooks

The SON Student Handbooks and Faculty Handbooks can be accessed under Handbooks/Policies at: http://nursing.lsuhsc.edu/FacultyStaff/index.html

Supplies

Miscellaneous supplies are kept and available for faculty on the 3rd and 4th floors in the School of Nursing. Most supplies can be found in the supply cabinets; however, certain supplies, such as printer cartridges and binders, may need to be requested from the Administrative Assistant.

Textbooks

Policy F-14: NewTextbook/TextbookAdoption addresses the process for ordering new textbooks. When ordering a new textbook or changing a textbook the faculty should complete the Textbook Change/AdoptionForm and forward to the respective Council and Curriculum Committee for information. After approval, the form is to be submitted to the Library Acquisitions Department. The LSUHSC Bookstore requires the completion of the TextbookAdoptionRequestForm when ordering a book. The policy and forms can be found at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

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Faculty Handbook

Operation Guidelines for Faculty

Desk copies of books are usually requested by the course coordinator from the textbook company, and then disbursed to faculty.

Travel Guidelines (Mileage Reimbursement)

The completion and submission of travel requests is the responsibility of the faculty member requesting travel. Travel request forms are required for all work-related travel done by an employee any time during the year. Travel requests are required to be pre-approved and should be submitted to the appropriate person prior to departure with the following information:

- Traveler’s signature
- Source of funds

Refer to PM-13:UniversityTravelRegulations which outlines the process for authorizing travel, who (and for what) is eligible for travel reimbursement, prior approval for travel, and reimbursement for lodging and meals. The University Travel Regulations policy can be accessed at: [http://www.lsuhsc.edu/administration/pm/](http://www.lsuhsc.edu/administration/pm/)

Emergency Preparedness

Emergency Preparedness is an integral part of the SON. The SON has developed the following resources for the faculty regarding emergency preparedness:

- CM-51: Policy on Hurricane Emergency Preparedness for LSUHSC NO at: [http://www.lsuhsc.edu/no/administration/cm/cm-51.aspx](http://www.lsuhsc.edu/no/administration/cm/cm-51.aspx)
Faculty Handbook

Operation Guidelines for Faculty

- F- 5: Emergency Procedures for Faculty and Staff at:
  http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html
- F-8: Emergency Procedures for Students at:
  http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html
- The Locator Database for faculty can be accessed at:
  http://nursing.lsuhsc.edu/FacultyStaff/Locator.html
- Link to Subscribe to Emergency Alert System (Text Messaging Alert System) is located at:
  http://www.lsuhsc.edu/alerts/

Faculty can access the Emergency Preparedness Communication site at:
http://nursing.lsuhsc.edu/Special/EmergencyPrep.html

Point of Dispensing (POD)

LSUHSC, SON is designated as a closed POD working with the Louisiana Department of Health and Hospitals Office of Public Health, Region 1. The primary purpose of a closed POD is to provide medications and vaccinations to the LSUHSC-NO community, which includes faculty, staff, students, and family members. The site can be accessed at:
http://nursing.lsuhsc.edu/FacultyStaff/index.html

Scheduling of Classrooms and Conference Rooms

The SON has guidelines for requesting classroom and conference room requests. Please refer to current policy and procedure F-1:ClassroomandConferenceRoomRequestsGuidelines at:
http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html. The policy and procedure is being revised to reflect a new process in scheduling classrooms and conference rooms in the HSC and SON.

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School of Nursing Departments

Faculty Development, Continuing Nursing Education and Entrepreneurial Enterprises

The Faculty Development, Continuing Nursing Education and Entrepreneurial Enterprises is located on the fourth floor of the SON. The Department is accredited as a provider of continuing education in nursing through the American Nurses Credentialing Center’s Commission on Accreditation from February 2011 through March 2015.

Faculty who are employed 75% or more are funded to attend four days of continuing education program sponsored by the Faculty Development, Continuing Education and Entrepreneurial Enterprises.

The Department’s information can be accessed through the following site:
http://nursing.lsuhs.edu/ContinuingEducation/ContinuingEducation.html

Emergent Nurse Leadership Program

The Emergent Nursing Leadership Program is a leadership program that is offered at the SON. The purpose of the program is to prepare aspiring individuals for leadership roles in academic and practice settings. It will allow registered nurses to engage in leadership development in their current positions and immediately begin applying the leadership concepts to practice. Information on the Emergent Nurse Leadership Program can be accessed at:
http://nursing.lsuhs.edu/ContinuingEducation/ENL/index.html
Faculty Handbook

School of Nursing Departments

Computer Support

The SON Computer Support Department strives to meet the computer needs of the faculty members, staff, and students. The Department works “hand-in-hand” with LSUHSC NO Center’s Computer Services Department. The services provided include networking, Email, access to the Internet, School of Nursing website, computer anti-virus support, and wireless network support. The software used and supported includes Microsoft Office Professional, Adobe Acrobat and Adobe Reader, Classroom Performance System (CPS), Turnitin, SPSS for Quantitative Analysis and QSR NVivo 8 for Qualitative Analysis. For more detailed information on the technology utilized and available at the SON, go to HelpDocs on the Nursing website: https://nursing.lsuhsc.edu/secure/Intranet/Help/index.html

School of Nursing faculty can conduct live classes using Wimba or Polycom. The School of Nursing uses Echo 360 to capture a class and provide the ability for students to download a rich media file or podcast of the classroom presentation. Moodle is used for online courses and for online testing. Faculty members have access to the T: drive to store and share files. In addition to installing and maintaining the hardware and software in the Nursing school, the IT staff works one on one with faculty, staff, and students who come for assistance. All course syllabi can be found on the FTP server located at: https://nursing.lsuhsc.edu/FTPSite/

The Computer Support Department can be accessed at: http://nursing.lsuhsc.edu/Administration/ComputerSupport.html

Policies and procedures related to the Computer Support Department can be accessed at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

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Faculty Handbook

School of Nursing Departments

Faculty Practice

The SON has a Faculty Practice Incentive Income Plan that allows faculty to participate in professional nursing activities that result in generation of income in addition to base salary. The Faculty Practice Incentive Income Plan can be found under Documents at:
http://nursing.lsuhsce.edu/FacultyStaff/index.html

In addition, CM-19: Statement of Principles-Faculty Clinical Practice LSUHSC addresses the policy related to faculty practice and can be accessed at:
http://www.lsuhsce.edu/administration/cm/
Faculty Handbook

School of Nursing Departments

Registered Nurse Refresher Program (RNRP)

SON offers a Registered Nurse Refresher Program (RNRP). This program is designed to address the learning needs and skills development of the registered nurse (RN) who wishes to return to clinical practice. It is a service provided by the Faculty Development Department. The site can be accessed at: http://nursing.lsuhssec.edu/RNRP/index.html
Faculty Handbook

School of Nursing Departments

Nursing Skills and Technology Center

The Nursing Skills and Technology Center (NSTC) is located on the fifth floor of the SON. The normal hours of operation are Monday through Friday from 8am -5pm. The Center is closed on the weekend, (but can be available per request), and designated LSUHSC holidays. It serves as the hub to the learning resource environment for the SON. The Nursing Skills and Technology Center provides the following services and accommodations for both students and faculty:

- Instructional media
- Multipurpose laboratories
- Computer/audiovisual study stations
- Testing rooms
- Student group work rooms
- Hospital practice setting
- Human simulator

To access the Nursing Skills and Technology Center handbook go to:


To access more information about the Nursing Skills and Technology Center go to:
http://nursing.lsuhsc.edu/Administration/NSTC.html. Policies and procedures related to the Nursing Skills and Technology Center can be accessed at:
http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

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School of Nursing Departments

Office of Business Affairs

The Office of Business Affairs is responsible for the management of the school’s financial resources and operational budget to ensure the availability of funding in order to fulfill the mission and strategic plan initiatives of the school.

This office is responsible for the procurement of goods and services, processing departmental travel reimbursements, maintenance of faculty practice contracts, inventory control of fixed assets & equipment, processing personnel employment records of faculty and staff, management of institutional space, and coordination of annual reporting to nursing associations and external agencies.

The Office of Business Affairs can be accessed at http://nursing.lsuhs.edu/Administration/OfficeofBusiness.html. The site provides a link to a) Faculty Exit Questionnaire, and b) Instructions for New Hires.

Policies and procedures related to the Office of Business Affairs can be accessed at: http://nursing.lsuhs.edu/Administration/PoliciesAndProcedures.html
Faculty Handbook

School of Nursing Departments

Office of Nursing Research, Scholarship, and Science

The Office of Nursing Research, Scholarship, and Science (ONRSS) is located on the fifth floor of the SON and is open Monday through Friday from 8:00a.m. to 5:00p.m. The ONRSS will be closed on weekends and all university holidays. In addition to assisting the SON faculty with the identification of appropriate funding sources for research and other programmatic activities and promoting continuous quality improvement through a systematic evaluation process, the Office of Nursing Research, Science, and Scholarship has the following responsibilities:

- Administration of research projects and evaluation
- Leadership in the conduct of dissemination of nursing research
- Consultation
- Faculty development in research and scholarship
- Program evaluation
- Support services such as coordination of statistical and editorial services
- Review of Institutional Review Board and other regulatory applications
- Facilitating research from researchers who are external to the LSUHSC system
- The LSUHSC School of Nursing Doctor of Nursing Science program
- Ongoing faculty education about human subject protection issues

ONRSS is staffed with an Associate Dean and ONRSS Department Head, Program Director for Nursing Science, and Director of the Doctoral Program, and a faculty member who is responsible for generating a performance improvement plan for the School of Nursing. A program manager provides grant and research-related support and a graduate student worker enters data, writes reports, creates databases, and performs other duties as needed by ONRSS.

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School of Nursing Departments

ONRSS sponsors monthly Research Brown Bags, an informal venue for research presentations from SON and LSU Health Sciences Center faculty and graduate students. Semi-annual Scholar’s Day events feature nationally renowned nurse leaders and researchers, ONRSS faculty consult with several community organizations and agencies regarding programs of research and research conferences.

For assistance with any research-related questions or projects, including referrals for editorial and/or statistical assistance, please contact the Office of Nursing Research, Scholarship and Science. To access more information on the Office of Nursing Research, Scholarship and Science including information on the LSU Health Sciences Center’s Office of Research Services and other research related information go to the main page at the following website: 
http://nursing.lsuhsc.edu/Administration/Research/index.html

Policies and procedures related to the Office of Nursing Research, Science and Scholarship can be accessed at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html
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School of Nursing Departments

Office of Student Affairs

Office of Student Affairs provides and coordinates a variety of services for students, faculty, and administration of the School of Nursing. Staff members provide, coordinate, and evaluate student services and special programs in the realm of recruitment, preadvisement, orientation, retention, student life, career services, commencement, and link to alumni association. The principal objective is to make available support services to enable students to be successful academically by maximizing the educational environment and experiences.

Faculty and/or students may seek assistance on a walk-in basis, by calling (504) 568-4197, or by email: nsstuaffairs@lsuhsc.edu. Office is located on the 4th floor in the School of Nursing. To access the Office of Student Affairs go to:
http://nursing.lsuhsc.edu/Administration/OfficeofStudentAffairs.html

Services include:

- Coordinate student recruitment
- Manage inquiries and admissions applications
- Track and provides information
- Coordinate pre-registration
- Maintain permanent student records
- Write letters of good standing
- Coordinate Family Day and student orientation
- Support the Admission, Progression and Graduation Committee
- Coordinate special events
- Send out mid-term jeopardy letters
- Develop graduation list
- Conduct degree audits
Faculty Handbook

School of Nursing Departments

- Develops class rosters

Policies and procedures related to the Office of Student Affairs can be accessed at: http://nursing.lsuhsct.edu/Administration/PoliciesAndProcedures.html
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Faculty Resources

LSU Parking

Faculty may obtain permits to park at the parking office located at: Clinical Sciences Research Building, Room 265 or email park@lsuhsc.edu

Library Services

The LSUHSC-NO School of Nursing is served by the John P. Isché Library which is located in the Resource Center at 433 Bolivar St. The entrance to the Library is on the 3rd floor although the Library itself occupies the 3rd through 5th floors of the building. The Library is staffed with masters-prepared Librarians, support staff who have at least a bachelor’s degree, and student workers. The Library’s webpage can be found at: http://www.lsuhsc.edu/NO/Library/

The Library hours can be accessed at: http://www.lsuhsc.edu/NO/Library/information/hours.html

The main phone number is (504) 568-6100. The general inquiry e-mail is reference@lsuhsc.edu
New Faculty receive an introduction to the Library at their general orientation. Additional information may be obtained from the webpage or by making an appointment with the Library’s Liaison to the School. Library instruction is given to students upon request of the Faculty.

All resources (books & journals, print & electronic) held by the Library are listed in Innopac, the Library’s catalog (http://innopac.lsuhsc.edu/). The Library attempts to acquire and place on Reserve a copy of all of the books listed in the School’s syllabi as required or recommended or which contain assigned readings. Some books may be available electronically. Faculty members are to notify the Library via the Liaison Librarian of what resources their students will be using each semester. The Libraries’ hours are posted on the webpage as is a list of the staff members. Mary L. Marix, M.L.S., AHIP, is the Library’s liaison to the School of Nursing. She can be reached at (504) 568-8339 and mmarix@lsuhsc.edu

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Faculty Resources

Human Resources Management

The Human Resources Management can be accessed at:
http://www.lsuhsc.edu/no/administration/hrm/

Specific policies that faculty members should become knowledgeable about include:

- **PM-20LeavePoliciesforAcademic&Unclassified&ClassifiedPersonnel** at:
  http://www.lsuhsc.edu/administration/pm/. This policy describes the various types of leaves and policies related to the leaves.

- **Annual and Sick leave information** can be accessed at:
  http://www.lsuhsc.edu/no/administration/hrm/benefit/leave.aspx

- **CM-28EducationalPrivilegesforFull-TimeNonacademic&OtherAcademic Employees**. This policy addresses who has privileges to go back to school. The policy can be accessed at: http://www.lsuhsc.edu/administration/cm/

- **CM-50FamilyandMedicalLeavePolicy**. This policy addresses the eligibility and process for faculty members to access family and medical leave when needed. The policy can be accessed at: http://www.lsuhsc.edu/administration/cm/

Bookstore

Nursing textbooks, basic science textbooks, and most required supplies and equipment can be purchased or ordered from the LSUHSC Book store at: 433 Bolivar Street, Resource

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Building, 2nd floor (568-2504). The hours are from 8:00am-4:00pm Monday through Friday. You can access the bookstore website at: http://www.lsuhsc.edu/administration/ae/

Office of the Registrar
The University Registrar can be reached at (504) 568-4829 and Wfaust@lsuhsc.edu. Additional information regarding Office of the Registrar appears in the Health Sciences Center Catalog/Bulletin. Representatives of the Office of the Registrar are available for consultation with applicants or students. Inquiries should be made to: Office of the Registrar, 433 Bolivar Street, New Orleans, LA 70112.

Wellness Center
The Wellness Center is dedicated to promoting the health and well-being of all members of the LSU Health Sciences community in a safe and educational environment. Additional information including hours and directions appear in the Health Sciences Center Catalog/Bulletin and wellness@lsuhsc.edu.

Communication
In the event of an emergency situation, the administration of LSU Health Sciences Center-NO has the capability to transmit pertinent information via websites, phone trees, e-mail, text messaging, and digital monitors to the entire population of students, faculty, and staff.
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Email and Moodle

The SON requires that faculty and students use their LSUHSC e-mail address as their “official email address” E-mail and Moodle, are the official means of communication and considered extensions of the classroom. Inappropriate messaging (political, harassing, sexually suggestive, or, profanity of any kind), may result in academic probation, suspension or dismissal. CM-42: Information Technology (IT) Infrastructure outlines the processes to protect the performance, integrity, security, reliability, and continuity of vital services of the LSUHSC information technology infrastructure through good citizenship and legal and ethical use. The site is located at: http://www.lsuhsc.edu/administration/cm/

Digital/Flat Screen Monitors

Digital/Flat Screen Monitors are located Campus wide. Weather information streams along the bottom. In the event of an emergency situation these monitors will be used to provide pertinent information. The policy and procedure for submitting information for display on the digital/flat screen monitor can be accessed at: http://www.lsuhsc.edu/alerts/digitalsignage.aspx

The templates that are to be used to create the posting can be accessed at https://nursing.lsuhsc.edu/secure/Intranet/SharedFiles/list.cfm?dir=Digital Signage Templates&pre=main. The one labeled Easel should be used for the entire HSC, and use Event if it is something of interest to the SON only. Once items have been formatted into a template, they can be sent for posting to: ds-son@lsuhsc.edu

Identification Cards

Identification cards are to be worn at all times at any LSUHSC related activities After hours entry including the weekends is permitted with identification cards only.

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Student Health

Student Health (504) 525-4839) [http://www.lsuhs.edu/orgs/studenthealth/](http://www.lsuhs.edu/orgs/studenthealth/)

For Academic & Neuropsychological Assessment contact student affairs (504) 568-4180 or Campus Assistance Program (504) 568-8888.

For Free Off-Campus Counseling (504) 455-7296 or at (504) 568-4318

The Campus Assistance Program can be contacted at: (504)568-8888 or [http://www.lsuhs.edu/no/organizations/CampusHealth/ceap.htm](http://www.lsuhs.edu/no/organizations/CampusHealth/ceap.htm)

The Department of Communication Disorders (504) 568-4348. Peer Advocate Liaison (PAL) Program [http://www.lsuhs.edu/orgs/campushealth/pal.aspx](http://www.lsuhs.edu/orgs/campushealth/pal.aspx)

Financial Aid

Financial Aid, including grants, loans, scholarships, and part-time employment are handled through the Office of Student Financial Aid and Insurance. Each student's need for aid will be evaluated on information supplied and in accordance with Financial Aid Policy of the Health Sciences Center. The Director of Financial Aid can be reached at (504) 568-4820 and [pgorman@lsuhsc.edu](mailto:pgorman@lsuhsc.edu).

Change of name by marriage etc. should be reported to Financial Aid by all students using their services. Additional information regarding financial aid appears in the Health Sciences Center Catalog/Bulletin. Representatives of the Office of Student Financial Aid are available for

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consultation with applicants or students. Inquiries should be made to: Office of Student Financial Aid, 433 Bolivar Street Suite 215, New Orleans, LA 70112.

Office of Research Services

The LSUHSC Office of Research assists investigators in identifying funding opportunities in addition to three main responsibilities:

- Management of pre-award sponsored project activity. This includes evaluation and routing for signatures on all grant applications, research agreements, and clinical trials.

- Management of the Institutional Review Board (IRB) which provides oversight for the protection of human subjects used in research.

- Management of the Institutional Animal Care and Use Committee (IACUC) which provides oversight for the welfare of animals used in research.

The LSUHSC Office of Research Services can be accessed at: http://www.lsuhsc.edu/no/administration/rs/

School Organizations

- STT Epsilon Nu: http://nursing.lsuhsc.edu/SigmaThetaTau/SigmaThetaTau.html

- Nursing Alumni Association: http://nursing.lsuhsc.edu/NursingAlumniAssociation/Alumni.html

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- Southeast Louisiana American Assembly for Men in Nursing
  http://nursing.lsuhsc.edu/SELAAAMN/index.html

Professional Resources

Additional resources that can be accessed for faculty include:

- American Nurses Association: http://www.nursingworld.org/
- American Association of Colleges for Nurses: http://www.aacn.nche.edu/
- Commission on Collegiate Nursing Education: http://www.aacn.nche.edu/Accreditation
- Louisiana State Board of Nursing (LSBN): http://www.lsbn.state.la.us/
- Louisiana State Nursing Association (LSNA): http://www.lsna.org/
- National League of Nursing (NLN): http://www.nln.org
- Southeast Louisiana American Assembly for Men in Nursing
  http://nursing.lsuhsc.edu/SELAAAMN/index.html
- Sigma Theta Tau International – Nursing Honor Society
  SigmaThetaTauInternationalHomepage