



DOWNSTATE

HEALTH SCIENCES UNIVERSITY

College of Nursing
Faculty Orientation Manual
2023-2024

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OTHER RESOURCES & REFERENCES

- ☐ STUDENT HANDBOOK (<https://www.downstate.edu/education-training/college-of-nursing/about-us/manuals-handbooks.html>)
- ☐ CON BULLETIN ON THE WEBSITE (<https://www.downstate.edu/education-training/college-of-nursing/about-us/manuals-handbooks.html>)
- ☐ SUNY BOARD OF TRUSTEES AGREEMENT BETWEEN STATE OF NY & UUP
<https://uupinfo.org/contract/pdf/22-26/State-UUP-Agreement.pdf>)
- ☐ PRECEPTORS MANUAL

Introduction

SUNY Downstate Health Sciences University, located in central Brooklyn, New York, is the only academic medical center for health education, research, and patient care serving Brooklyn's 2.5 million residents. SUNY Downstate Medical Center comprises a College of Medicine, College of Nursing, College of Health-Related Professions, Schools of Graduate Studies and Public Health, and University Hospital of Brooklyn. It also includes a major research complex and biotechnology facilities.

SUNY Downstate ranks eighth nationally in the number of alumni who are on the faculty of American medical schools. More physicians practicing in New York City graduated from Downstate than from any other medical school. With 1,040 residents (young physicians in training), Downstate residency program is the 16th largest in the country.

SUNY Downstate Health Sciences University is the fourth largest employer in Brooklyn. Eighty-six percent of its employees are New York City residents; 68 percent live in Brooklyn. The medical center's total direct, indirect, and induced economic impact on New York State is in excess of \$2 billion. SUNY Downstate Health Sciences University attracted close to \$100 million in external research funding in 2011, which includes \$26 million from federal sources. It ranks fourth among SUNY campuses in grant expenditures, and second among SUNY's academic health centers.

In 2010 SUNY Downstate celebrated its sesquicentennial, commemorating the year that the Long Island College Hospital (as it was then known) first opened its doors to students. Yet Downstate traces its roots back even further (to 1856) when a small group of physicians set up a free dispensary in Brooklyn to care for poor immigrants.

May 31, 2019, the State University of New York Health Science Center at Brooklyn will, effective immediately, be officially known as the "State University of New York Downstate Health Sciences University"

Known as the German General Dispensary, its original aim was to care for indigent Germans living in Brooklyn, but changing demographics soon required it to broaden its outreach. In 1857 it was reorganized as a charitable institution and renamed The St. John's Hospital—the first of many name changes.

Officially chartered by the state in 1858 as the Long Island College Hospital of the City of Brooklyn, it was authorized to operate a hospital and confer medical degrees on candidates who attended two lecture courses and completed a three-year preceptorship under a practicing physician. The notion that cares at the hospital bedside should be included as an essential part of medical training was revolutionary for its time, but other medical schools soon adopted the approach, and it came to be regarded as essential pedagogy.

In 1860 the school officially opened its doors to 57 (male) students. It was one of

only 11 medical schools to admit African American students. The first faculty included many distinguished physicians, such as Dr. Austin Flint, Sr., remembered for his role in introducing the stethoscope into standard medical practice in this country. Dr. Flint delivered the commencement address on July 24, 1860, when the school graduated its first new doctors.

In the following decades, The Long Island College Hospital greatly expanded its facilities and medical school curriculum. By the time of the First World War, admission was opened to women and postgraduate training had been introduced. In 1930, the college and hospital were separated so that each would be under its own governing board. The following year, the school was rechartered as the Long Island College of Medicine.

In 1945, the college purchased a large tract of land that would become the site of the future Downstate Medical Center. The "Downstate" era began on April 5, 1950, with the signing of a merger contract between the State University of New York (SUNY) and the Long Island College of Medicine. The medical center came to be known as Downstate to distinguish it from the SUNY medical center in Syracuse, New York, which is known as "Upstate." Several years later the current campus was built in the East Flatbush section of Brooklyn.

In 1954 President Dwight D. Eisenhower laid the cornerstone for the Basic Sciences Building. In the following years, the complex grew rapidly, with a student center, residence halls, and a nurse's residence. In 1966 Governor Nelson Rockefeller officiated at the dedication of University Hospital of Brooklyn (UHB), Downstate own teaching hospital. The School of Graduate Studies, the College of Health-Related Professions, and the College of Nursing were established that same year. In 1987 Governor Mario Cuomo and Mayor Edward Koch helped break ground for the new Health Science Education Building, where most student classes now take place.

More recently, the medical center has entered a period of renewed growth and expansion. In addition to the completion of a multimillion-dollar capital improvement program for the hospital and new clinical and research facilities, the campus has expanded to include a Biotechnology Park and Advanced Biotechnology Incubator, and School of Public Health. The School of Public Health was structurally engineered by Leslie E. Robertson Associates and designed by Ennead Architects.

The Advanced Biotechnology Incubator, designed for start-up and early-stage biotech companies, includes a commercial synthetic chemistry facility. Construction is underway to develop biotech research and manufacturing at the Brooklyn Army Terminal. These initiatives are part of a strategic plan to position SUNY Downstate as the center for biomedical discovery and development in Brooklyn.

SUNY Downstate offers students a broad professional education that prepares them for practice or careers in any location and community. Most students are drawn from the New York City metropolitan area. Many have immigrant backgrounds and are members of racial and cultural groups who are underrepresented in the health professions. The differences in background and outlook enhance the quality of the educational experience of all students.

Downstate Colleges of Medicine, Nursing, and Health Related Professions and its School of Graduate Studies and School of Public Health collectively offer more than 30 health-focused programs.

College of Medicine

The College of Medicine, which grants the MD degree, is the 32nd oldest college of medicine in the country. With approximately 800 enrollees, it is one of the largest colleges of medicine in New York State. It ranks eighth out of 140 accredited medical schools in the nation in the number of alumni who hold faculty positions at U.S. medical schools. More physicians practicing in New York City graduated from Downstate College of Medicine than from any other medical school. In addition to granting the MD degree, the College sponsors a combined MD/PhD degree with the School of Graduate Studies.

School of Graduate Studies

Of the School's three multidisciplinary core programs, Neural and Behavioral Science is the oldest. Faculty research in neurosciences is especially deep, ranging from the molecular to the behavioral. The Program in Molecular and Cellular Biology has concentrations in cardiovascular, fundamental cellular and molecular biology, cancer biology, and more. The Program in Biomedical Engineering, run jointly with the Polytechnic Institute of NYU, features concentrations in neurorobotics, imaging, and materials.

The School of Graduate Studies has also partnered with the College of Nanoscale Science and Engineering (CSNE) of the University at Albany to offer a combined MD/PhD degree program in nanoscale medicine. This clinical scientist education program provides hands-on training in the development and application of nanotechnology to advance health care. MD training at Downstate is coupled with PhD training in either nanoscale science or nanoscale engineering.

School of Public Health

The first new school was established at SUNY Downstate in 1966, it was launched in 2001 as an MPH degree program within the Department of Preventive Medicine and Community Health in the College of Medicine. In 2008 it was declared school status and was fully accredited by the Council on Education for Public Health in 2010. It currently offers five master's and three doctoral programs, as well as combined degree programs.

College of Health -Related Professions

An upper-division undergraduate and graduate school, the College has graduated close to 4,000 allied health professionals since its establishment in 1966. Approximately 80 percent of students have four-year college degrees in other fields upon enrollment. Its direct-entry midwifery program was the first of its kind in the nation.

College of Nursing

The College of Nursing was established in 1966 and currently offers an undergraduate, upper-division RN- to-BS degree program for students who are already licensed as professional nurses and an Accelerated BS program for students

who hold a degree in another field and seek basic preparation for beginning nursing practice. At the Master's level the College offers programs of study in Family Nurse Practitioner, Women's Health Nurse Practitioner, and Nurse Midwifery. Post-master's certificates in Family Nurse Practitioner, Women's Health Nurse Practitioner and Nurse Educator are also offered.

Mission of SUNY Downstate

Mission

- ☐ To provide outstanding education for physicians, scientists, nurses, and other healthcare professionals.
- ☐ To advance knowledge through cutting-edge research and translate it into practice.
- ☐ To care for and improve the lives of our globally diverse communities.
- ☐ To foster an environment that embraces cultural diversity.

Vision

SUNY Downstate will be nationally recognized for improving people's lives by providing excellent education for healthcare professionals, advancing research in biomedical science, health care, and public health, and delivering the highest quality, patient-centered care.

Values

PRIDE - To take satisfaction in the work we do every day, and to value our collective contributions to the SUNY Downstate community.

Professionalism - We commit to the highest standards of ethical behavior and exemplary performance in education, research, and patient care.

Respect - We value the contributions, ideas and opinions of our students, coworkers, colleagues, patients, and partnering organizations.

Innovation - We research and develop new and creative approaches and services for the anticipated changes in healthcare.

Diversity - We embrace our rich diversity and commit to an inclusive and nurturing environment.

Excellence - We commit to providing the highest quality of education and service to our students, patients, and community by holding ourselves, our coworkers, and our leaders to high standards of performance.

Roles of Faculty and Students SUNY-DMC Governance

University-wide Governance

The responsibility for the governance of the SUNY system rests with the Board of Trustees, consisting of 18 distinguished citizens, 15 appointed by the Governor for staggered seven-year terms, and the elected presidents of the Student Assembly, the University Faculty Senate, and the Faculty Council of Community Colleges. The basic structure of the University is described by the Policies of the Board of Trustees, which include definitions of the roles, authority, and responsibilities of the University and campus officers and the faculty, as well as the principles governing the appointment, evaluation, and promotion of faculty and professional staff. The board appoints the chancellor, who is the chief executive officer of the University. The board is also responsible for determining educational policy for the University, setting tuition, and approving its budget. The Policies are available in the Benefits Office and online.

Because term appointments to the board are staggered, membership changes. An up-to-date listing of board members can be found at http://www.suny.edu/Board_of_Trustees/index.cfm.

University Faculty

The Policies of the Board of Trustees provide that the University faculty is responsible for "the conduct of the University's instruction, research, and service programs." (Article VI: University Faculty Section 3, Responsibilities.)

The University faculty comprises the chancellor, the executive and administrative officers of the University (all of whom have voting privileges), and all members of the faculty of each college (with voting privileges limited to staff having academic rank and term or continuing appointments). Voting members also include the chief administrative officer of each college and such other officers and staff members as may be specified by the faculty bylaws of each college.

College of Nursing

Mission

To influence healthcare and health outcomes and promote equity for all populations by educating current and future diverse, nurse leaders who are at the forefront in the delivery of outstanding care and contribute to the advancement of the discipline of nursing.

Vision

To transform healthcare for all populations through innovations in nursing education, practice, and research.

Vision

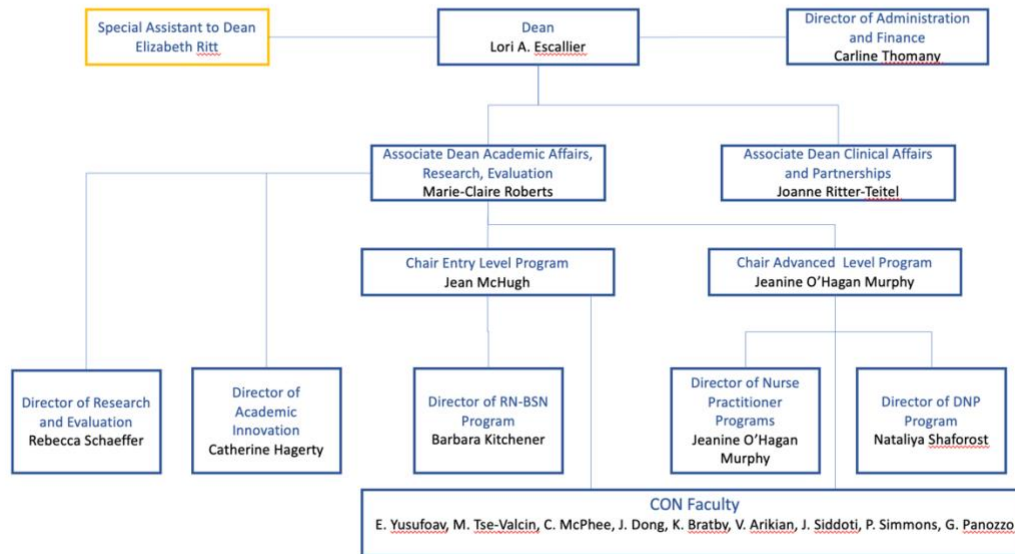
To promote equity in healthcare for all populations through exemplary nursing education, scholarship, and research.

COLLEGE OF NURSING TABLE OF ORGANIZATION

(PART 2/3: STRUCTURE)



DOWNSTATE
HEALTH SCIENCES UNIVERSITY



SUNY DOWNSTATE COLLEGE OF NURSING

MASTER MEETING GRID

2023-2024 ACADEMIC YEAR

Committee	Chairs	Voting Members	Ex Officio (non-voting members/attend as needed)	Support Staff	Student Rep & Ad Hoc members	Meeting Dates and Platform information
Faculty Assembly of the College of Nursing (FACON)	Dr. V. Arlikian Dr. K. Brathy	All ranked → .5 PT and FT faculty are voting members. The Dean has faculty rank and as such is a voting member.	Support Office Staff	Ms. Y. Rogers	Entry-level: Marianna Nerantzidis Advanced-Level: Keisha Laporte	1- Monday 1:00-3:00 PM In-person
Admissions Committee*	Dr. J. McHugh	(Target 7) • Dr. B. Kitchener • Dr. J. McHugh • Dr. J. O'Hagan-Murphy • Dr. N. Shafroost • Dr. C. McPhee	Office of Student Affairs Representative (Dr. Jeffrey Putman) Office of Student Admissions Representative (Mr. Kenneth Lytle) FSA Presiding Officer Associate Deans	Ms. P. Johnson	Entry-level: Sienna Nicajish Advanced-Level: Zelda McKenzie	2- Monday 1:00-2:00pm In-person
Curriculum Committee*	Dr. N. Shafroost	(Target 5) • Dr. K. Brathy • Dr. N. Shafroost (Dr. B. Kitchener) • Dr. J. Sidoti • Dr. C. Hagerty • Prof. E. Yusafova	FSA Presiding Officer Associate Deans Program Chairs Track Directors	Ms. L. Solomon	Entry-Level: Ashley Hall Advanced-Level: Liselle Bryant	3rd Monday 12 -1:00pm In-person
Educational Policy Committee*	Dr. Kitchener	(Target 4) • Dr. B. Kitchener • V. Arlikian • Dr. Yusafova • Dr. Shafroost • Dr. J. Sidoti	Student Affairs Dr. Jeffrey Putman Registrar Mr. E. Graciano FSA Presiding Officer	Mrs. Perez	Entry-level: Briana Mehling Advanced-level: Geralde Vivi	3rd Monday 1-2:00pm In-person
Elections and By-Laws Committee	Dr. Ritter-Teitel	(Target 3) • Dr. J. Ritter-Teitel • Dr. C. McPhee • Dr. Tse-Valcin	Dr. V. Arlikian Associate Deans Program Chairs Track Directors	Ms. V. Martindale	No student reps	3- Monday 3 - 4:00PM In-person Meets as needed.
Faculty Development Committee	Dr. MC Roberts	(Target 3) • Dr. MC Roberts • Dr. M. Tse-Valcin • Dr. G. Raponza • Dr. C. Hagerty	FSA Presiding Officer	None	No Student reps	4th Monday 11-12:00PM In-person
Evaluation Committee*	Dr. MC. Roberts	(Target 5) • Dr. J. Ritter-Teitel • Dr. J. McHugh • Dr. MC. Roberts • Dr. C. Hagerty • Dr. J. O'Hagan-Murphy	FSA Presiding Officer Associate Deans Program Chairs Track Directors	Mr. Chambers	Entry-Level: Devorika Kar Advanced-Level: Juliet Martley	4- Monday 12-1:00PM In-person
Committee on Academic and Professional Qualifications (CAPQ)	Dr. Brathy	(Target 5) • Dr. K. Brathy • Dr. J. McHugh • Dr. J. O'Hagan-Murphy • Dr. Ritter-Teitel • Dr. C. Hagerty	FSA Presiding Officer Associate Deans Program Chairs Track Directors	Ms. C. Thomany	No student reps.	4- Monday 2-3 pm In-person Meets as needed.
Simulation Committee	Dr. C. Hagerty	(Target 3) • Dr. E. Yusafova • Dr. MC. Roberts • Dr. C. Hagerty	FSA Presiding Officer	Ms. Y. Rodgers	Entry Level: Melissa Bolton	Thursdays 1-2 pm In person and/or Teams

The Chair or Director for each committee/council is responsible for distributing the

meeting link to members and to Carline (for insertion on the CON master calendar).

Rescheduled meetings may need to take place on days other than Mondays so as to not interfere with meetings already planned on the grid.

Ad hoc meetings will be scheduled outside of this calendar, by the respective coordinator, for the following:

- Convocation Workgroup
- White Coat Ceremony Workgroup
- Awards Workgroup
- Sigma Theta Tau Psi Tau

STATE UNIVERSITY OF NEW YORK HEALTH SCIENCE CENTER AT BROOKLYN COLLEGE OF NURSING

FACULTY AND PROFESSIONAL STAFF BY-LAWS PREAMBLE

In keeping with the policies of the Board of Trustees of the State University of New York and in compliance with the directive set forth in the Faculty and Professional Staff By-Laws of the College of Nursing of the State University of New York, Downstate Health Sciences University(SUNY, DMC), we do hereby enact these By-laws for the purpose of establishing the organization of the Faculty and Professional Staff of the College of Nursing, and designating the policies and procedures necessary for the definition and execution of its duties and responsibilities.

ARTICLE I DEFINITION OF TERMS

Item 1. University: State University of New York.

Item 2. Board of Trustees: Board of Trustees of the State University of New York.

Item 3. Chancellor: The Chief Administrative Officer of the State University of New York

Item 4. Campus: State University of New York. Downstate Health Sciences University abbreviated as SUNY DHSU.

Item 5. President: The Chief Administrative Officer of HSCB.

Item 6. College: The College of Nursing of SUNY DHSU.

Item 7. Dean Chief Administrative Officer of the College

Item 8. Faculty The faculty of the College of Nursing hold academic appointments. in the College

Item 9. Academic Staff: Those persons having academic rank or rank in the College as defined in Article II, Policies of the Board of Trustees.

Item 10. Consult with Faculty: Consultation shall take the form of a discussion with and recommendation from faculty. Initiating this must occur prior to initiating official action.

Item 11. Term of Membership: This shall be two (2) years with the potential for re election of membership for one (1) more term of two (2) years. A committee member shall serve maximum of two (2) consecutive terms of four (4) years on a committee.

Item 12. Professional Staff: All persons in the department of instruction at the

College and those occupying positions designated by the President and confirmed by the Faculty and Professional Personnel Policies or defined in the contract negotiated under the Taylor law, supporting the educational and research goals of the school.

ARTICLE II

AUTHORITY AND RESPONSIBILITIES OF THE FACULTY PROFESSIONAL STAFF

The Faculty and Professional Staff are authorized to develop and implement programs and policies in accordance with the standards of Article of Governance of the University Faculty Senate of the State University of New York as promulgated by the Policies of the Board of Trustees. The responsibilities of the Faculty and Professional Staff include the following:

Item 1. Development and implementation of educational, research, and service, programs of the College.

Item 2. Establishment and continuous review of academic standards.

Item 3. Formulation and implementation of Faculty and Personnel Policies relative to appointments, promotions, and selection of academic and professional staff.

Item 4. Participation in formulation and implementation of budgetary policies of the College.

Item 5. Encouragement of student participation in the development of educational programs of the College.

Item 6. Participation with the CON administration in the periodic assessment of faculty and professional staff and participation in administrative activities related faculty and professional staff responsibilities.

ARTICLE III

ORGANIZATION OF THE FACULTY ASSEMBLY

Section A: Faculty Assembly of the College of Nursing

The organization shall be known as the Faculty Assembly here to fore referred to as Assembly.

Item 1. Membership shall consist of the faculty of the College of Nursing as defined in Article I, Items 7, 8, and 9.

Item 2. The voting member shall consist of faculty of the College of Nursing.

Item 3. There shall be one non-voting student representative from the entry-level program and one from the advanced-level program on the Admissions Committee, the Curriculum Committee, the Evaluation Committee, Educational Policy Committee, and the Simulation Committee.

Section B: ☐ Elected Officers of the Faculty Assembly

Item 1. The elected officers of the Faculty Assembly shall consist of a Presiding Officer and a Presiding Officer-Elect. The term of office is two years. The Presiding Officer-Elect shall be elected every two years. The Presiding Officer-Elect shall assume the office of the Presiding Officer automatically at the expiration of Presiding Officer's term or when that office becomes vacated, completing the expired term and then serving the full term as above.

Item 2. The duties of the Officers shall be as follows: Presiding Officer:

1. Presides over Faculty Assembly and performs such duties as appropriate to the office.
2. Serves as a member of the SUNY DHSU Center-wide Committee of the Faculty Assembly and other appropriate Center-wide Committees.
3. Serves as an ex-officio member of all Faculty Assembly committees unless otherwise specified.
4. Appoints a parliamentarian yearly.
5. Creates ad hoc committees and appoints ad hoc committee members, as necessary.
6. In collaboration with the Faculty Advisor to the Nursing Student Council (NSC) oversees the process of student representation on standing committees.

Presiding Officer-Elect:

1. Assists the Presiding Officer to perform his/her duties.
2. Presides in the absence of the Presiding officer.

Item 3. Representatives to the Center-wide Committee by the Faculty and Professional Staff

Three representatives from the Faculty Assembly shall be elected every two years and function in accordance with Article VI of the Policies of the Board of Trustees of the State University. They shall represent Faculty Assembly at the meetings of the Center-wide Committee. Following a Center-wide committee meeting, a representative shall report to Faculty Assembly, proceedings of the center-wide committee. A representative may ask a designee to act in her/his absence.

Section C: ☐ Standing Committees of the Faculty Assembly

1. Admissions
2. Curriculum
3. Committee on Academic and Professional Qualifications
4. Educational Policy

5. Elections and By-Laws
6. Evaluation
7. Faculty Development
8. Simulation

Section D: Meetings of the Faculty Assembly

Item 1. Regular Meetings

The Presiding Officer must schedule at least four regular meetings of the Faculty Assembly per academic year. These meetings shall be scheduled at least quarterly in September, December, March, and May; additional meetings may be scheduled more often as needed.

Item 2. Special Meetings

Special meetings of the Faculty Assembly may be called by the Dean or Presiding Officer. Members of the Faculty Assembly may request a special meeting, through written application, with signatures of 25% of the members of the Faculty Assembly, to the Presiding Officer. Such meetings shall be called within ten days of receipt of such application and every effort shall be made to notify all members of the Faculty Assembly. The business of such meetings shall be indicated on the notice of the meeting and shall be limited to the matter set forth in the application.

Item 3. Quorum: A quorum, a majority of the membership of the Faculty Assembly, is necessary to conduct business. The Presiding Officer should ensure that a quorum is present before calling the meeting.

Item 4. The agenda may include:

1. Approval of minutes of the previous meeting (if applicable)
2. Reports (written unless there is something to report, or action is needed).
3. Report of the Presiding Officer
4. Reports of the Dean
5. Reports of the Associate Deans
6. Reports of Program Chairs
7. Reports of the Track Directors
8. Reports of Standing Committees
9. Report of the Professional Office Staff
10. Reports of Special Committees/Ad Hoc Committees
11. Reports of Student Council Representative(s)
12. Old Business: unfinished business
13. New Business: Items of new business may be presented at any meeting of the Faculty Assembly.

NB: The Presiding Officer may revise the order of the agenda, as necessary.

Item 5. Motions

1. A motion may be presented for action and seconded by any member of the Faculty Assembly. The Presiding Officer shall call for a discussion, in accordance with Robert's Rules of Order. The Presiding Officer shall present

the motion for a vote by asking for a show of hands for or against the motion. A simple majority determines approval or rejection of the motion.

2. The Dean of the College of Nursing, as a Professor and member of the faculty, may vote on motions made at the Faculty Assembly.
3. A motion may be presented for vote by e-mail sent to all voting members of the Faculty Assembly under any of the following circumstances:
4. By petition of three members present at the Assembly Meeting.
5. By petition of twenty-five percent of members who were present at the Assembly meeting. The petition must be received by the Presiding Officer no later than five business days after the meeting in which the motion was presented.
6. The vote by e-mail should occur within ten business days of the meeting in which the motion was presented.

Item 5. Voting/Elections

A written secret ballot shall be used for:

1. Elections when more than one candidate is nominated for a position.
2. Any motion under the circumstances listed in item 5 is deemed sensitive by the majority.

Item 6. Unless otherwise provided by these By-Laws, the latest edition of the Robert's Rules of Order shall govern the conduct of business of the Faculty Assembly

ARTICLE 1V

Standing Committees of the Faculty Assembly

Item 1. When a committee votes, each committee member shall be entitled to one vote; once a quorum is established, the vote of majority prevails.

Item 2. A quorum shall consist of a simple majority of the members of a committee.

Item 3. Unless otherwise specified in these By-Laws, the Presiding Officer, the Dean, and the Associate Deans shall be ex officio members of the standing committees.

Item 4. Unless otherwise specified in these By-Laws, membership of a committee is limited to two, two-year terms unless extensions are needed to meet accreditation requirements or the needs of the CON.

Item 5. Unless otherwise specified by these By-Laws, each committee shall elect a chair, for one term of two years, and any such officers from its members as the committee shall deem necessary. The officers shall be eligible for reelection.

Item 6. If a vacancy occurs on a committee, the vacancy shall be filled by the Presiding Officer in collaboration with the Committee chair.

Item 7. Each committee shall hold its initial meeting as soon as possible after the academic year's start, in September. The chair of the committee from the preceding year, whether she/he remains a member, shall be responsible for calling this initial meeting. He/she shall preside at this meeting for the purpose of electing a new chair to whom he/she shall deliver the records of the committee.

Item 8. All committees shall be responsive, on behalf of CON, to relevant inquiries, recommendations, or communications.

Item 9. All committees shall serve as the liaison to corresponding Center-Wide Committees, administrative offices, and other groups of SUNY DHSU.

Item 10. All committees, when necessary, shall submit budget requests to the Dean.

Item 11. The chair of each committee shall submit an annual report in June of each year of the committee's activities to the Faculty Assembly.

Item 12. Standing Committees will be responsible for reviewing and revising core documents and/or manuals:

1. Admissions
2. Curriculum – Preceptor Manual
3. CAPQ—CAPQ Manual
4. Educational Policy
5. Elections and By-Laws—Faculty Assembly Bylaws and Faculty Handbook
6. Evaluation --- CON Systematic Evaluation Plan
7. Faculty Development – Faculty Orientation Manual
8. Simulation – Manual for the Simulation Center

Section B: Selection of Standing Committee Members

Item 1. The Elections and By-Laws Committee will prepare a slate of committee nominees at the beginning of the fall semester.

Item 2. Each Faculty Assembly member shall vote on the proposed slate and any nominations from the membership at the beginning of the fall semester.

Item 3. Each Committee shall have at least three members; have odd numbers; and reflect academic programs as appropriate.

Item 4. Each faculty member of the Faculty Assembly shall serve on a minimum of one standing committee.

Section C. Student Representation

Item 1. The entry- and advanced-level programs shall each have a representative as a non-voting member of all standing committees, except the meetings of the Committee on Academic and Professional Qualifications (CAPQ), the Bylaws Committee and The Faculty Development Committee

Item 2. Student representatives of the Faculty Assembly will report on the work of the Nursing Student Councils.

Section D. Professional Staff Representation

Item 1. The professional and office staff will meet regularly in an Ad Hoc Professional Staff Committee chaired by a member appointed by the Dean.

Item 2. The Ad Hoc Committee of the Professional and Office staff will report regularly to the Faculty Assembly.

Section E. Membership of Center-wide Committees

Item 1. The chair or designee of each standing committee shall serve as a member of the corresponding Center-wide committee.

Section F. Membership and Responsibilities of Standing Committees

Item 1. Admissions Committee

A. Membership

- i. Seven elected faculty members representing each of CON's entry-level and advanced-level programs.
- ii. Members shall be added as new programs are introduced.
- iii. One ex-officio, non-voting, representative from the Office of Student Admissions.
- iv. Two student representatives, one representing the entry-level program and the other representing the advanced-level program will serve as non-voting members.

B. Responsibilities

- i. Review and develop the admission policies of the College of Nursing and make policy change recommendations to the Faculty Assembly.
- ii. Select and/or approve qualified applicants for admission to the College of Nursing's programs.
- iii. Develop and maintain standardized rubrics for admissions to be used

across programs.

Item 2. Curriculum Committee

A. Membership

- i. Five elected faculty members representing each of CON's entry-level and advanced-level programs
- ii. Two student representatives, one representing the entry-level program and the other representing the advanced-level programs, will serve as non-voting members.

B. Responsibilities

- i. The committee shall review and approve curriculum changes proposed by each academic program and make recommendations for approval to Faculty Assembly
- ii. The Committee shall review curriculum issues in the CON and assess the significance for the programs of the CON.
- iii. Revise and maintain the Preceptor Handbook

Item 3. Committee on Academic and Professional Qualifications (CAPQ)

A. Membership

- i. Five faculty represent the following ranks: professor, associate professor, and/or assistant professor. The composition of faculty on this committee may change to reflect needed work.
- ii. There will be no ex-officio or student members on this committee.

B. Responsibilities

- i. Review personnel policies relating to Faculty and Professional Staff of the College of Nursing in accord with the Systematic Evaluation Plan to ensure/maintain congruency with the policies of the Board of Trustees of the State University of New York (SUNY).
- ii. Develop, implement, and revise policies relating to appointments, continuing appointments, and faculty evaluation and make recommendations to the Faculty Assembly and Dean of the CON as needed.

Item 4. Educational Policy Committee

A. Membership

- i. Three elected faculty at least one of whom shall represent the entry-level program and one, the advanced-level program.
- ii. Ex-officio members shall include a representative from the Office of Student Affairs and a representative from the Registrar's Office.
- iii. Two student representatives, one representing the entry-level program and the other representing the advanced-level program will serve as non-voting members.
- iv. Track directors and program chairs, non-voting, will be invited to discuss student progress as indicated.
- v. Student members will not attend meetings where student information is discussed.

B. Responsibilities

- i. Evaluate the educational policies of CON and, when advisable, make recommendations to the Faculty Assembly.
- ii. Make recommendations to the Faculty Assembly regarding the evaluation of student academic performance, awarding of honors, and the granting of diplomas.
- iii. Review all student progression issues and make recommendations to the Dean.
- iv. Students may appeal decisions. Appeals occur outside of the Committee structure; the appeals committee will be appointed by the Dean; Committee members may serve on the Appeals Committee.

Item 5. Elections and By-laws Committee

A. Membership

- i. Three faculty members representing academic programs.

B. Responsibilities

- i. Prepare slate of nominations for Presiding Officer-Elect and membership on standing committees that is consistent with these By-Laws.
- ii. Recommend candidates, as appropriate, for other university committees.
- iii. Facilitate election of officers and Faculty Assembly committees at beginning of each fall semester.
- iv. Supervise any special elections.
- v. Review By-Laws every three years or as needed or assure that By-Laws are consistent with the policies of the Board of Trustees of SUNY, University policies and procedures, the College of Nursing Systematic Evaluation Plan (SEP) and accrediting bodies. Make recommendations for changes to the Faculty Assembly.
- vi. Collaborate with Associate Dean for Academic Affairs to develop, review and revise the Faculty Handbook.

Item 6. Evaluation Committee

A. Membership

- i. Five elected faculty at least one of whom shall represent the entry-level program and one, the advanced-level program.
- ii. Two student representatives, one representing the entry-level program and the other representing the advanced-level program will serve as non-voting members.

B. Responsibilities

- i. Ensure that data collection, analyses, and recommendations are implemented according to the CON Systematic Evaluation Plan.
- ii. Evaluate outcomes in relation to established standards and trends in nursing education and make recommendations to the Faculty Assembly.

- iii. Update the CON Systematic Evaluation Plan as needed.

Item 7. Faculty Development Committee

- A. Membership
 - i. Three members who represent each of the academic programs.
 - ii. There are no Ex officio or student members.
- B. Responsibilities
 - i. Identify opportunities for faculty development to ensure that program and student learning outcomes are met.
 - ii. Conducts periodic faculty educational needs assessment,
 - iii. Maintains the Faculty Orientation Manual and program.

Item 8. Simulation Committee

- A. Membership
 - i. Five elected faculty members representing both the entry-level and advanced-level programs.
 - ii. Two student representatives, one representing the entry-level program and the other representing the advanced-level program will serve as non-voting members.
- B. Responsibilities
 - i. Align the CON Simulation Lab with the standards of the International Nursing Organization of Clinical Simulation Laboratories (INASCL)
 - ii. Align the CON Simulation Lab with the standards for the Society for Simulation and Healthcare (SSH).
 - iii. Collaborate with the Track Directors to validate and standardize clinical scenarios.
 - iv. Develop debriefing for all faculty and provide education and training.
 - v. Develop and maintain the CON Manual for the Simulation Center.

ARTICLE V ELECTIONS

Any voting member of the FACON shall be eligible to hold office as Presiding Officer-Elect and cast a ballot in all elections.

Item 1. Requirements for Election

- a. A simple majority of the votes cast shall suffice for election.
- b. When there are more than two candidates for office, the candidate with the highest number of votes shall be elected, regardless of the number of members who chose to vote.

Item 2. Presentation of Amendments

- a. These By-Laws may be amended at any regular meeting of the Faculty Assembly by a recorded majority vote of all members, provided notice of any proposed amendment, including of any proposed amendment,

including a draft thereof, shall have been given two weeks prior to the meeting.

Item 3. Method of Voting Amendments

- a. Within two weeks of a termination of discussion of a proposed amendment, a secret ballot box shall be placed in a specified location (accompanied by the text of the proposed amendment and, when appropriate, the text of the existing By-Laws) shall be sent by the Elections and By-Laws Committee to the voting members of Faculty Assembly. The ballots shall be counted by the Elections and By-Laws Committee.
- b. The results of the vote are to be made public by the Committee. The results of the vote and the count shall be made available to all members within two weeks of the vote. The passed amendment shall be submitted to the Board of Trustees, Chancellor and Provost of the State University of New York, the University Senate, the President of the Center, and the Dean of the College of Nursing.
- c. The By-Laws may be amended through a majority approval of the votes of Faculty Assembly.
- d. An amendment to these By-Laws shall be in effect immediately upon adoption unless the motion to adopt designates a specific frame.
- e. Copies of the adopted and dated amendment at the time of approval will be sent to all Faculty Assembly members and added to the CON By-Laws.

"Working Version" is meant to communicate that, as the school continues to improve its policies and practice, they will be incorporated into the orientation manual in a timely and appropriate fashion. All updates will be made when necessary and will be placed on the College's SharePoint site with the notation of their source and date of adoption. Faculty should always consult the "Shared drive" for the most recent version of this document. This is not an official publication, in that it is not intended to supersede, but rather to supplement and interpret other official publications and documents of the university or the state, such as the Policies of the Board of Trustees or state education, finance, civil service, and retirement.

New employees are asked to refer also to the material distributed at the time of appointment and to publications available from the Office of Human Resources.

In addition, many of the publications and policy statements referred to in this handbook can be found on the Downstate website.

APPENDIX I

Guidelines for Appointment, Evaluation, and Promotion at the College of Nursing

*Taken from the 2023 CAPQ Manual

<u>Criteria for Appointment, Evaluation, Reappointment and Promotion of College of Nursing Faculty</u>			
I. <u>MASTERY OF SUBJECT MATTER:</u> As demonstrated by such things as advanced degrees, licenses, honors, awards reputation for clinical and didactic expertise in subject matter field, development of courses, content, teaching tools.			
Instructor/Lecturer	Assistant Professor	Associate Professor	Professor
<u>For Appointment</u> <ul style="list-style-type: none"> ○ Has a master's degree in nursing, ○ Is prepared in an area of clinical specialization. ○ At least one year of teaching and clinical experience in a college or university nursing program or acceptable equivalent is preferred. ○ Enrollment in a doctoral program of studies is desired. <u>For Reappointment</u> <ul style="list-style-type: none"> □ Discusses recent developments in theoretical area of expertise. □ Demonstrates knowledge of recent developments in current theoretical and clinical area(s) of expertise. □ Enrollment in a doctoral program of studies is desired. 	In addition to all the stated criteria for Instructor/Lecturer, the Assistant Professor: <u>For Appointment</u> <ul style="list-style-type: none"> □ Has an earned doctorate in nursing or related discipline. <u>For Appointment or Promotion</u> <ul style="list-style-type: none"> □ A. Has at least two years teaching experience in a college or university nursing program or acceptable equivalent. <u>For Reappointment</u> <ul style="list-style-type: none"> □ Acts as a resource for faculty in an area of clinical expertise <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> □ Acts as a consultant in nursing or a related discipline. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> □ Holds a joint appointment in another college of DHSU, is an adjunct or has an honorary appointment in another institution. 	In addition to all the stated criteria for previous ranks, the Associate Professor: <u>For Appointment or Promotion</u> <ul style="list-style-type: none"> □ Has at least four years teaching experience in a college or university nursing program. □ Acts as a consultant in nursing or related discipline. □ Contributes to professional publications. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> □ Has been awarded recognition from a professional organization for contribution in nursing or related discipline. 	In addition to all the stated criteria for previous ranks, the Professor: <u>For Appointment or Promotion</u> <ul style="list-style-type: none"> □ Has at least six years teaching experience in a college or university nursing program. □ Receives recognition from the professional community for work in a nursing discipline.

- II. **Effectiveness in Teaching:** As demonstrated by such things as development of teaching materials of new courses and student feedback, as determined from surveys, interview and classroom observations and as determined by evaluation of colleagues and students.

Instructor/Lecturer	Assistant Professor	Associate Professor	Professor
<p>A. Implements the teaching-learning process.</p> <p>B. Seeks guidance from colleagues in implementing teaching when appropriate.</p> <p>C. Creates an atmosphere that promotes learning.</p> <p>D. Encourages student participation in their own learning.</p> <p>E. Encourages students to think independently.</p> <p>F. Relates nursing theories and evidence-based findings to specific nursing situations.</p> <p>G. Encourages the development of students' conceptual abilities.</p> <p>H. Communicates a philosophy that is compatible with that of the College of Nursing.</p> <p>I. Communicates effectively with students and peers.</p> <p>J. Uses a variety of teaching strategies.</p> <p>K. Improves performance based on self, peer, and student evaluation.</p>	<p>In addition to all the stated criteria for Instructor/Lecturer, the Assistant Professor:</p> <p>A. Offers guidance to less experienced faculty.</p> <p>B. Contributes to the teaching-learning process by serving in a leadership role.</p>	<p>In addition to all the stated criteria for previous ranks, the Associate Professor:</p> <p>A. Takes a leadership role actively in faculty development concerning the teaching-learning process.</p> <p>B. Demonstrates innovative approaches in teaching.</p> <p>C. Serves as a role model for faculty and students.</p>	<p>In addition to all the stated criteria for previous ranks, the Professor:</p> <p>A. Serves as a primary resource for the continual improvement of teaching effectiveness by mentoring faculty in such things as disseminating research, writing of grants and supporting scholarly publication.</p> <p>A. Designs novel approaches to be used in teaching and evaluation.</p> <p>B. Serves as a primary resource for tenure-track faculty by providing guidance and strategic support for their achievement of tenure.</p>

- III. **Scholarly Ability:** As demonstrated by such things as success in developing and carrying out research in the subject matter field, presentations, publications, and a positive reputation among colleagues.

Instructor/Lecturer	Assistant Professor	Associate Professor	Professor
<p><u>For Appointment:</u></p> <ul style="list-style-type: none"> Enrollment in a doctoral program of studies is desired. Demonstrate familiarity with literary sources in one's specialty area. Maintains membership in a scholarly association. <p><u>For Reappointment:</u></p> <ul style="list-style-type: none"> Utilizes evidence-based content from nursing or related disciplines. Shares knowledge or emerging trends and developments in area of expertise. Supports scholarly efforts and activities of the university and the profession. Maintains membership in a scholarly association. 	<p>In addition to all the stated criteria for Instructor/Lecturer, the Assistant Professor:</p> <ul style="list-style-type: none"> Participates in nursing and/or interprofessional research. Prepares a scholarly paper in nursing or in another discipline from a nursing perspective for publication in refereed journals or presentations at professional meetings. <p>OR</p> <ul style="list-style-type: none"> Submits an article for publication in a professional journal or textbook. <p>OR</p> <ul style="list-style-type: none"> Participates in writing grants or fellowship applications in nursing or a related discipline. <p>OR</p> <ul style="list-style-type: none"> Conducts one or more of the following activities in nursing or another discipline: scholarly paper, article, writing a grant, serving on an editorial review board, or as an abstract reviewer. 	<p>In addition to all the stated criteria for previous ranks, the Associate Professor:</p> <ul style="list-style-type: none"> Evaluates nursing and related research in the classroom and clinical settings. Has publications accepted in refereed journal or major publishers of professional textbooks. Submits a grant or fellowship application to an external funding source. <p>OR</p> <ul style="list-style-type: none"> Presents scholarly papers at professional meetings. 	<p>In addition to all the stated criteria for previous ranks, the Professor:</p> <ul style="list-style-type: none"> Is recognized as a scholar in an area of nursing expertise. Continues active research in nursing and/or with a related discipline. Mentors faculty, students, interprofessional colleagues in the development of research, scholarly papers, publications, presentations at professional meetings, and grant applications.

- IV. **Effectiveness of University Service:** ~~65A~~ As demonstrated by such things as College and University service, e.g., committee work, community outreach, administrative work, and work with students in addition to formal teacher - student relationships.

Instructor/Lecturer	Assistant Professor	Associate Professor	Professor
<ul style="list-style-type: none"> 1 Participates in College and University Committees. 1 Cascades the mission and vision of the CON to students and the community. 1 Participates in civic and/or health related community events/activities. 	<p>In addition to all the stated criteria for Instructor/Lecturer, the Assistant Professor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assumes greater responsibilities on College and University committees. <input type="checkbox"/> Serves as a preceptor or mentor for students as appropriate. <input type="checkbox"/> Represents the College at professional meetings, conferences, and conventions. 	<p>In addition to all the stated criteria for previous ranks, the Associate Professor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serves in a leadership role on college and/or University committees. <input type="checkbox"/> Participates actively in civic and/or health related activities. <input type="checkbox"/> Provides leadership in the implementation of College and University Initiatives <ul style="list-style-type: none"> o e.g., special projects, and continuing professional education. 	<p>In addition to all the stated criteria for previous ranks, the Professor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presents evidence of leadership in civic and/or health related activities. <input type="checkbox"/> Participates with other disciplines inside and outside the institution to promote nursing and changes in health policies.