

# **Western Michigan University**

## *Bronson School of Nursing Policy Statement*

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***Approved on \_\_\_\_\_ by the Western/WMU-AAUP Contract  
Administrator and the Director of Academic Collective Bargaining***

## Table of Contents

<b>Article Number</b>	<b>Page Number(s)</b>
<b>Article I: Preamble</b>	<b>4</b>
<b>Article II: Amending School Policy Statement</b>	<b>5</b>
<b>Article III: Bronson School of Nursing Operations</b>	<b>6-7</b>
Membership and voting rights	
Membership in Graduate Faculty	
Meetings	
Structure of Committees	
<b>Article IV: Standing Committees</b>	<b>8-9</b>
BSN Curriculum Committee	
Student Affairs	
Scholarship & Inquiry	
Faculty Affairs	
Promotion & Tenure	
Evaluation/Assessment Committee	
MSN Program Committee	
Terms of Membership	
<b>Article V: Committee Functions</b>	<b>10-12</b>
BSN Curriculum Committee	
Student Affairs	
Scholarship & Inquiry	
Faculty Affairs	
Promotion & Tenure Committee	
Evaluation/Assessment Committee	

MSN Program Committee	
<b>Article VI: Tenure</b>	<b>13-15</b>
General	
Professional competence	
Professional recognition	
Professional service	
Sequence of Procedure	
Appeal	
<b>Article VII: Promotion</b>	<b>16-18</b>
General	
Professional competence	
Professional recognition	
Professional service	
Sequence of procedure	
Appeal	
<b>Article VIII: Appointment &amp; Reappointment</b>	<b>19</b>
<b>Article IX: Ranked Faculty/FS Evaluation</b>	<b>20-21</b>
Self-evaluation	
Student ratings	
Classroom visitation	
Peer evaluations	
<b>Article X: Sabbatical Leave</b>	<b>22</b>
<b>Article XI: Workload</b>	<b>23-25</b>
Intent	
Principles	
Workload calculations	
<b>Article XII: Budget</b>	<b>26</b>
<b>Article XIII: Equitable distribution of teaching opportunities</b>	<b>27</b>

## **ARTICLE I**

### **BRONSON SCHOOL OF NURSING DEPARTMENT POLICY STATEMENTS (DPS)**

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within the departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

#### **Preamble**

Professionals are vitally interested in conditions attendant to their positions; they possess the right to participate in decisions by making recommendations that affect them in execution of their professional responsibilities. \*Faculty participation is imperative to create decisions that affect academic programs, mission outcomes and faculty productivity. Moreover, the sense of commitment that results from faculty participation is a precondition of continued professionalization and enables the Bronson School of Nursing, the College of Health and Human Services, and the University to utilize the knowledge, skills, beliefs, and experiences of each faculty member and to encourage creativity and productivity.

\*Refer to Article 23 of Western/WMU-AAUP Agreement.

Accordingly, the purpose of the School Policy Statement is to set forth the policies, the structure and the operating procedures of the Western Michigan University Bronson School of Nursing. The School Policy Statement is prepared, revised, and shall operate in accordance with the current Agreement between Western Michigan University and the Western/WMU-AAUP chapter.

## **Article II BSON DPS**

### **Amending the School Policy Statement**

#### **A. General.**

The School Policy Statement, in whole or in part, may be amended by a majority vote of the faculty at a scheduled faculty meeting at which there is a quorum of at least 2/3 of eligible voting faculty present.

#### **B. Recommended amendments.**

Recommended amendments in the School Policy Statement shall be submitted to faculty for consideration according to the following procedures:

1. A written request may be submitted by any standing committee of the Bronson School of Nursing to the Faculty Affairs Chair.
2. Such a written request should state:
  - a. the current policy
  - b. the proposed amendments in the policy
  - c. the rationale and need(s) for such an amendment(s)
3. Requests for amendment(s) shall be circulated to faculty by the Faculty Affairs Chair a minimum of five working days prior to the scheduled bargaining unit meeting at which the proposed amendment(s) shall be discussed.
4. Faculty will vote on the proposed amendments during a scheduled bargaining unit meeting.
5. Amendments that have been ratified by the faculty shall be submitted in writing to the Director by the Faculty Affairs Chair.
6. Procedures for submitting the recommended amendments shall conform with the procedures specified in the Western/WMU-AAUP Agreement. (Refer to Article 23.3, 23.4, 23.5, and 23.6)
7. As soon as a policy becomes effective, the chair of the committee that initiated the amendment will disseminate a written copy of the policy that articulates the change to the Director and the faculty and/or students.

**Article III BSON DPS**  
**Bronson School of Nursing Operations**

**A. Faculty**

1. Membership and Voting Rights

- a. All individuals who hold academic rank in the School have a contractual responsibility to participate in faculty deliberations. All board-appointed unit faculty of the School have voting rights.
- b. Decision Process in Faculty meetings
  - i. Decisions will be made by a two-thirds vote of the eligible voting members present.
  - ii. A quorum will be two-thirds of the voting faculty.
  - iii. Voting by proxy is not allowed.
  - iv. Sturgis Rules of Order shall govern the faculty in all parliamentary situations that are not provided for in the law, policy statements, or adopted rules.

2. Membership in the Graduate Faculty of the University

- a. Full-time members of the BSON faculty who are appointed to the faculty by the Board of Trustees of WMU may be eligible for full membership in the Graduate Faculty.
- b. Full-time members of the Graduate Faculty carry out the functions outlined in the current Senate-approved Graduate Faculty Status Policy.
- c. Faculty who teach in the Master of Science in nursing (MSN) program must have appropriate masters or doctoral preparation in a specific area of expertise required in the MSN program as determined by the Director of the BSON.
- d. Only doctoral-prepared faculty can serve as advisors on masters or doctoral theses as determined by the Director of the BSON.
- e. Part-time faculty may be eligible for associate member status in the Graduate Faculty according to the needs of the graduate program and discretion of the Director of the BSON.
- f. Part-time faculty with associate member status in the Graduate Faculty may carry out the functions specified in the current Senate-approved Graduate Faculty Status Policy.

**B. Meetings**

1. Faculty Meetings

- a. Regular meetings. The faculty will act as a body through faculty meetings during the academic year, the frequency, dates, and time to be scheduled by the Director in collaboration with the faculty.
- b. A minimum of five meetings should be held each academic year.

- c. All joint appointees, part-time, and adjunct faculty members, are encouraged to attend faculty meetings.
2. Agenda. The agenda will be developed by the Director with input from faculty. Emergent items may be discussed under the agenda item “other”.
3. Special Meetings. Any faculty member may request an open or closed departmental meeting. The agenda will be determined by the individual requesting the meeting.
4. Minutes. Written minutes shall be prepared and distributed to all faculty members and to the Director. Minutes will be filed and stored in the School for a period of ten years for documentation purposes, and then deposited in the Bronson School of Nursing archives.

### **C. Structure**

1. The chair of any committees formed by the unit faculty will be elected by the faculty of the committee. Faculty shall serve as chair of a committee for two years with possibility for re-election for one additional year. Longer terms of chairship shall be only by approval of faculty as a whole. The last year of the term will include mentoring a chair-elect as the next chair whenever possible. If the term is interrupted (i.e. LOA or Sabbatical Leave), the length of the interruption will be counted as part of the elected term
2. Committees appointed by the Director will include a recommendation for chair from the faculty.
3. Faculty will elect representation to College and University committees (e.g. Faculty Senate and AAUP).
4. Faculty may be appointed to College or University committees when a specific person/skill is requested (e.g. building committee; COGE; technology committee).

## **Article IV BSON DPS**

### **Standing Committees**

A. There shall be seven standing committees whose chairs for the following year will be selected in April of the preceding academic year. Whenever possible, each committee will include a mix of traditionally ranked faculty and faculty specialists. The functions of each committee are provided elsewhere in the School Policy Statement.

B. In February of each academic year, the Director shall put out a call for volunteers to fill committee positions that will be open for the following academic year. Vacancies will be filled and committee composition announced by the following April at the Faculty Org. meeting. This provides time for committee members to elect a chair for the following year if the chair position will be open, or the chair-elect who will be mentored the following academic year by the sitting chair.

C. At the end of each spring semester, the chair of each standing committee shall provide a written annual report to the faculty with a copy to the Director. The report will highlight membership; number of meetings; specific tasks accomplished, in-progress, and projected; recommendations for committee structure, function, or policy. The reports will be filed for documentation purposes.

D. Standing committees shall include: BSN Curriculum Committee, Student Affairs, Faculty Affairs, Promotion and Tenure, Scholarship and Inquiry, Evaluation/Assessment Committee, and MSN Program Committee.

E. The structure and membership of the committees shall be as follows:

1. The BSN Curriculum Committee. A committee composed of at least five faculty, one of whom will serve on the College Curriculum Committee. These members will minimally include: one faculty from each academic level of the BSN program. The Manager of Recruitment and Outreach will be invited to serve as a non-voting member on the committee. One or two undergraduate students, in good academic standing, will serve on the committee.

2. Student Affairs. A committee composed of at least four faculty, two traditionally ranked and two faculty specialists, teaching in the BSN program, representing each year of the BSN program. The BSN Manager of Recruitment and Outreach and up to two undergraduate students in good academic standing will serve as non-voting members.

3. Scholarship and Inquiry. A committee composed of at least four faculty, one of whom is tenured faculty and one faculty specialist. At least one student in good academic standing will serve as a non-voting member.

4. Faculty Affairs. A committee composed of at least four faculty, with a minimum of one tenured traditionally ranked faculty and one tenured faculty specialist.
5. Promotion and Tenure. A committee composed of at least three tenured faculty members at or above the rank sought by the promotion candidates (Article 17.8.3). The committee shall contain at least a majority of traditionally-ranked faculty.
6. Evaluation/Assessment Committee. A committee composed of at least four faculty, including one member from the MSN Program Committee; two student liaisons, one from the BSN program and one from the MSN program, both in good academic standing.
7. MSN Program Committee. A committee composed of at least four Doctoral-prepared faculty with Graduate Faculty Status. In addition, a representative of the BSN curriculum committee will be a voting member and the BSN Manager Recruitment and Outreach will serve ex-officio. Designate a MSN student as liaison to the committee.

F. The Director may serve ex-officio on committees with the exception of the Promotion and Tenure Committee. The Director may not attend committee meetings at which individual cases of tenure and promotion are discussed.

G. Unit faculty members, as defined elsewhere in this document will be voting members. Students will not be voting members.

H. The terms of membership will normally be two years with possibility of one reappointment (for a maximum of four years' service, or five years in the case of combined membership and elected committee chair) based on committee needs and contributions/expertise/desire of faculty members. Longer terms of membership shall be only by approval of faculty as a whole. Committee terms shall be staggered so that there is overlapping of terms and committee composition does not change by more than 50% in any one academic year.

I. Recommendations for formation of a task force/advisory committee may be made by any faculty member. Final approval/rejection will be the mandate of the Director, who is expected to consult with the faculty.

## **Article V BSON DPS**

### **Committee Functions**

#### **A. BSN Curriculum Committee**

1. Develop, monitor and recommend the overall BSN curriculum plan for the Bronson School of Nursing to the faculty and to Western Michigan University including:
  - a. Identification and development of new program components or requirements
  - b. Revision of programs based on evaluation outcomes and accreditation criteria
  - c. Review and approval of revised and proposed courses
  - d. Faculty may provide input to the committee
2. Review course content for program integrity, promoting the basic philosophy and standards of the WMU Bronson School of Nursing.
3. Establish, in collaboration with the Evaluation/Assessment Committee, the means of evaluating outcomes of academic programs in order to revise, maintain, or develop curriculum components.

#### **B. Student Affairs**

1. Recommend policy and criteria governing admission to, progression through, and separation from the BSN nursing program.
2. Monitor and make recommendations concerning admission and progression in the BSN program.
3. Develop and review policies and procedures to guide faculty in resolving informal student grievances related to professional issues in accordance with established WMU policy.
4. Make recommendations concerning individual student requests for exceptions to BSN admission and progression policies.
5. Encourage and promote the recruitment of a diversity of students.
6. Respond to student life concerns.
7. Formulate and recommend BSN student advisement policies and practices to the faculty, the advisor, and the Director.
8. Develop procedures and criteria for student awards.

#### **C. Scholarship and Inquiry**

1. Make recommendations to the Director and faculty that facilitate faculty/FS research, inquiry, and scholarly productivity within the Bronson School of Nursing.
2. Make recommendations to the Director and the faculty that foster the University community's understanding of the discipline and the profession of nursing.
3. Serve in an advisory capacity in regards to Lee Honors College.
4. Work collaboratively with the Upsilon Epsilon chapter of Sigma Theta Tau International.

#### **D. Faculty Affairs**

1. Review the Bronson School of Nursing Policy Statements annually and make recommendations to the faculty and administration for needed changes/updates (Article 23.3).
2. In accordance with contractual criteria found in the Western/WMU-AAUP agreement, any received requests for proposed changes to the Bronson School of Nursing Policy Statements shall be circulated to faculty by the Faculty Affairs Chair. A written format of this request will be provided to faculty a minimum of five working days prior to the scheduled Faculty Organization Meeting at which the proposed amendment(s) shall be discussed.
3. Promote and participate in the recruitment, orientation and retention of faculty.
4. Serve as a Search and Screen Committee that will review material, conduct reference checks, interview candidates, collect written evaluations of applicants, and make recommendations to the Director on matters of faculty appointment.
5. Collaborate with the Director and faculty in the design of professional development programs.
6. The Faculty Affairs Committee should be regarded by the unit faculty as an advisory group in the matter of the operating budget of the Bronson School of Nursing.

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

1. Encourage faculty to establish an individual promotion and tenure file.
2. Provide faculty with the procedural guidelines for tenure and promotion review and appeal as detailed in the current Western/WMU-AAUP Agreement.
3. Review faculty performance toward tenure and promotion. Only traditionally-ranked faculty will evaluate the professional recognition aspects of traditionally-ranked promotion and tenure documents.
4. In accordance with Western/WMU-AAUP criteria, review requests and make recommendations for sabbatical leave to the Director.
5. Review material and make recommendations to the Director regarding promotion.
6. Review material and make recommendations to the Director regarding tenure.
7. Only tenured faculty are eligible to serve on the tenure review committee (Article 17.6.5).
8. Only departmental faculty members at or above the rank sought by the promotion candidates may participate in the promotion review process (Article 18.6.3).

#### **F. Evaluation/Assessment Committee**

1. Formulate a Master Plan for Evaluation and Assessment for all programs in the School of Nursing in accordance with the Commission for Collegiate Nursing Education (CCNE), the University Assessment Committee and other accrediting bodies.
2. Evaluate the ongoing efforts of the School of Nursing to improve quality in accordance with internal policies and external accreditation criteria.
3. Communicate Program Evaluation and Assessment results to the School of Nursing faculty annually.

## **G. MSN Program Committee**

1. Promote and participate in the recruitment of students for the MSN program.
2. Review student applications, conduct admission interviews, and make decisions regarding students' admission to the MSN program.
3. Formulate student advisement policies, implement and monitor advisement practices.
4. Formulate progression policies and monitor progression of students.
5. Make decisions concerning individual student requests for exceptions to admission, progression, and curriculum requirement policies, including transfer credit issues.
6. Develop and review policies and procedures to guide faculty in resolving informal student grievances related to professional issues in accordance with established WMU policy.
7. Provide a liaison to the School of Nursing Evaluation/Assessment Committee for the assessment and evaluation of the MSN Program in accordance with internal policies and external accreditation criteria.
8. Develop, monitor, and make recommendations including:
  - a. Identification and development of program components or requirements.
  - b. Revision of programs
  - c. Identification and development of new courses
9. Review course content for program integrity.

## **Article VI BSON DPS**

### **Tenure**

A. The faculty accept the professional obligation of all eligible faculty to participate in the process leading to colleagues' achievement of tenure.

B. Tenured faculty members of the Promotion and Tenure Committee who are on academic duty for the given year will make recommendations for tenure. The majority of committee members will be traditionally-ranked faculty (Article 17.6.5). If there are less than 3 tenured traditionally-ranked faculty, the BSON will follow the process noted in Article 17.6.5 and 18.6.5 of the Western/WMU-AAUP Agreement.

C. Criteria for tenure evaluation are guided by the current Western/WMU-AAUP Agreement. Evaluation of candidates will include qualifying and judgmental criteria. Both categories are described in the Western/WMU-AAUP Agreement (Articles 17.1.2, 17.2 to 17.5).

D. Faculty specialists will be evaluated for tenure based on professional competence and professional service (Article 17.2, 17.3.1, 17.3.3).

Faculty Specialists may formally request that the Promotion and Tenure Committee consider professional recognition toward tenure following the process outlined in the DPS for Traditionally Ranked Faculty. For faculty specialists, the letter of appointment shall be included in their tenure file (Article 17.3).

E. Evaluation of candidates must include summary numerical student rating data. All candidates will be evaluated on professional competence and professional service criteria. In addition, traditionally-ranked faculty will be evaluated on professional recognition criteria. Evaluation of candidates may be conducted on the following criteria, in addition to material submitted by the candidate.

1. Professional Competence may include the following:

- a. Peer evaluations
- b. Self-evaluations
- c. Student evaluations
- d. Use of student rating data to improve course and/or delivery
- e. Course and curriculum development
- f. Production of any type of instructional materials
- g. Participation in student's independent study
- h. Participation in student research projects or dissertations
- i. Collaborative teaching projects
- j. Supervision of students nursing and/or interdisciplinary practice
- k. Practice site development

- l. National certification exams/attendance at professional conferences
- m. Evidence of professional development/practice expertise
- n. Awards and honors related to professional competence
- o. Participation in global engagement activities
- p. Development of and/or participation in innovation practice and other learning activities
- q. Other materials submitted by candidate

2. Professional Recognition may include the following:

- a. Refereed publications
- b. Research/grant proposals written, approved, or funded
- c. Juried presentations or invitational presentations
- d. Journal editor, editorial board member, manuscript reviewer
- e. Professional organization activities (local, state, national or international)
- f. Awards and honors related to scholarship
- g. Other materials submitted by the candidate

3. Professional Service may include the following:

- a. Participation in school, college, university, community, national, international committees
- b. Board membership or consultation to agencies (local, state, national, international)
- c. Participation on collaborative and or interprofessional initiatives/projects
- d. Demonstration of professional leadership.
- e. Participation in student, faculty, and/or administrative recruitment efforts
- f. Involvement in community development activities.
- g. Awards and honors for service
- h. Special administrative activities as assigned
- i. Student advising, (e.g. professional, career and future academic pursuits).
- j. Other materials submitted by candidate

F. Sequence of Procedure

1. The School will abide by the timetable for carrying out the tenure review of faculty that is detailed in the Western/WMU-AAUP Agreement (Articles 17.10 and 18.10).
2. The Director is expected to notify eligible faculty and convene the Promotion and Tenure Committee according to the dates specified in the Western/WMU-AAUP Agreement.
3. Each faculty member being reviewed will take the initiative to prepare and submit materials in accordance with the stated tenure criteria (Articles 17.6.2 and 18.6.2).
4. Voting by the promotion and tenure committee will be by written ballot.

5. The Committee Chair will provide the candidate written notification of the committee's recommendation, and a letter including a written evaluation and summary statement, as specified in Western/WMU-AAUP contract (Article 17.6.5 and 18.6.5).
6. A written report of the recommendation will be sent to the Director after the appeal process has been completed.

#### G. Appeal

The faculty member shall have the right to appeal either a positive or negative recommendation of the tenure committee. (17.6.9 & 18.6.9)

1. The timetable and procedure for appeal must be in accordance with the Western/WMU-AAUP Agreement (Article 17.10).
2. Appeal to the Promotion and Tenure Committee shall be made in writing. The appeal will set forth the faculty member's rationale for believing the tenure recommendation should be positive or for believing that the tenure recommendation should be changed in the review letter.
3. The faculty member has the right to present new evidence in written statements at the appeal meeting that could result in a reversal of the decision or change in the letter, in accordance with Article 17.6.9.
4. The revised letter and justification will be made to the faculty member in writing. Only the revised letter will be forwarded to the Director unless the candidate requests otherwise (Article 17.6.9).
5. If the committee chooses not to revise either all or part of the recommendation, the original letter and the candidate's appeal material remain part of the tenure file (17.6.9).

## **Article VII BSON DPS**

### **Promotion**

- A. General. A promotion is many things: it is a signal of encouragement, a vote of confidence for future performance, and an acknowledgment of current teaching, scholarly and practice performance. The faculty affirms the professional obligation of all traditionally-ranked and Faculty Specialists to participate in the process leading to promotion of colleagues.
- B. The Promotion and Tenure Committee will be composed of tenured unit faculty and Faculty Specialists on academic duty, who are at or above the rank sought by the candidate, who are not on sabbatical or leave for a given year, and who are not candidates for promotion in the given year. The majority of committee members will be traditionally-ranked faculty. Should the BSON have fewer than 3 full professors, the process outlined in Article 18.6.5 will be followed.
- C. Criteria for promotion are guided by the current Western/WMU-AAUP Agreement. Educational attainments, length of service in rank and exceptions are detailed in Article 18.
- D. Evaluation of traditionally-ranked faculty will include judgmental criteria of professional competence, professional recognition, and professional service (Article 18.3). Evaluation of Faculty Specialists will include judgmental criteria of professional competence and professional service. Faculty Specialists may formally request that the Promotion and Tenure Committee consider professional recognition toward promotion. The process outlined in the DPS for Traditionally Ranked Faculty will be followed.

For faculty specialists, the letter of appointment shall be included in their tenure file (Article 17.3) Evaluation of candidates may be conducted on the following criteria in addition to material submitted by the candidate. For faculty specialists, additional material includes their letter of appointment (18.3).

- 1. Professional competence may include the following:
  - a. Peer evaluations
  - b. Self-evaluations
  - c. Student evaluation data
  - d. Course and curriculum development
  - e. Production of instructional materials
  - f. Participation in a student's independent study
  - g. Participation in student research projects
  - h. Collaborative teaching projects
  - i. Supervision of students nursing practice
  - j. Practice site development

- k. National certification exams/conferences
- l. Administrative activities as described in candidate's position description
- m. Evidence of practice expertise
- n. Other materials submitted by candidate

2. Professional recognition may include the following:

- a. Publications (refereed journals, books, non-refereed journals, chapters, monographs, book reviews, critiques)
- b. Research/grant proposals submitted, accepted, or funded
- c. Juried presentations or keynote presentations
- d. Editor of journal, editorial boards, manuscript reviewer
- e. Professional leadership organization activities (local, state, national or international)
- f. Awards and honors
- g. Other material submitted by candidate

3. Professional Service may include the following:

- a. Documented evidence of participation in school, college, university, community, national and/or international committees
- b. Board member or consultation to agencies (local, state, national, international)
- c. Participation in collaborative practice projects
- d. Innovative practice projects
- e. Awards and honors for service
- f. Recruitment efforts
- g. Community development activities
- h. Serving on local, national, international boards
- i. Other materials submitted by candidate

## E. Sequence of Procedure

1. The timetable for carrying out promotion review of faculty is detailed in the Western/WMU-AAUP Agreement.
2. The Director is expected to notify faculty of their promotion eligibility according to the dates specified in the Western/WMU-AAUP Agreement.
3. Faculty eligible for promotion shall submit to the chair of the Committee a current file of relevant materials such as vitae, publications, papers, syllabi, evaluation data, and other exhibits the candidate wishes to be considered.
4. Voting by the promotion and tenure committee will be by written ballot.
5. The committee chair will provide written notification to the candidate by the specified date in the Agreement.

6. A written summary of the decision along with the supporting data will be sent to the faculty member, and, after the time for the appeal has expired, to the Director and the College Promotion Committee.

7. The faculty member shall have the right to appeal positive or negative recommendations of the promotion committee.

a. the timetable for appeal must be in accordance with the Western/WMU-AAUP Agreement (Article 18.11).

b. appeal to the Promotion and Tenure Committee shall be in person if desired by the faculty member. The appeal will set forth the faculty/FS member's rationale for believing the promotion recommendation should be changed.

c. the faculty member has the right to present new evidence in written statements at the time of the appeal that could result in a reversal of the decision, in accordance with Article 18.6.10.

d. the committee's final recommendation will be made to the faculty member, the Director and the College Promotion Committee.

e. if an initial negative decision becomes positive as a result of an appeal, only the revised letter will be forwarded to administration, unless the candidate requests that "the request for appeal" remain in the promotion file (Article 18.6.10).

f. If the committee chooses not to revise either all or part of the recommendation, the original letter and the candidate's appeal material remain part of the promotion file (18.6.10).

## **Article VIII BSON DPS**

### **Appointment and Reappointment of Faculty**

Appointment and Reappointment of faculty, part-time faculty, and department chairs.

**A. General.** One of the Director's responsibilities is to maintain sufficient resources to accomplish the goals of the Bronson School of Nursing. The decision to add faculty to the School is a shared responsibility. The recognition of need and the recruitment, selection, and retention of faculty engaged in high productivity across the range of professional activities requires collaboration between the Director and the faculty.

#### **B. Appointments**

1. The Director, in collaboration with the faculty, will undertake a general review of faculty needs, course enrollment, and program needs.
2. The Faculty Affairs Committee shall be responsible for:
  - a. Screening applicants
  - b. Obtaining references
  - c. Making curriculum vitae available for examination
  - d. Recommending candidates for on campus interviews
  - e. Organizing candidates' campus visits
  - f. Recommending candidates for selection to the Director and the College of Health and Human Services.
3. The course coordinators shall offer recommendations to the Director for hiring part-time faculty.

**C.** Review of probationary tenure-track faculty will be conducted according to the standard schedule for reviews in the current Western/WMU-AAUP Agreement (Article 17.2.3).

**Article IX BSON DPS**  
**Ranked Faculty Evaluation**  
**Evaluation of Professional Competence**

- A. General. The purpose of evaluation is focused on productivity, quality of contributions, and the goal of excellence in teaching and practice. See Article 16, Evaluation of Professional Competence, for specific criteria related to the evaluation process.
- B. Self-Evaluation: Professional Activities Report (PAR)
1. Pursuant to Article 42.12, all board appointed faculty shall update their curriculum vitae in the first year of a new contract and complete a Professional Activities Report (PAR) by 15 October each year. The PAR will be submitted to the Director/Dean.
  2. At the request of the director faculty may be asked to submit an annual self-evaluation. The intent of the self-evaluation is to:
    - a. Attempt to match the faculty professional goals with faculty workload, assignments, and committee work; (reference BSON Article XI, I, B7).
    - b. Encourage faculty development;
    - c. Promote self-governance ideals;
    - d. Prepare faculty for promotion and tenure processes;
    - e. Provide evaluation data for personnel decisions.
  3. According to the Western/WMU-AAUP Agreement (Article 16.1), the faculty will be evaluated to identify and reward faculty and to improve competence and performance.
- C. Student ratings. The purpose of student ratings is to 1) improve the quality of instruction, and 2) Evaluate the curricula and the programs.
1. The Western/WMU-AAUP Agreement (Article 16.4) mandates student ratings of faculty in at least one semester each academic year.
  2. The School of Nursing requires course evaluations and nursing practice agency evaluations each semester for each course and agency.
  3. Procedure.
    - a. Students will evaluate faculty and courses using online ICES. Faculty will receive teaching and course evaluations from online ICES after grades have been posted.

b. On a scheduled day and time, students will complete evaluations of the nursing practice agencies. The students will return the completed forms to the clinical faculty who will deliver them to the support staff of the School of Nursing. Faculty will receive agency evaluations from the support staff at the end of the semester.

c. Course and agency evaluation data will be reviewed by the course faculty and used to identify change in course delivery and student placement.

d. Classroom Visitation. The current Western/WMU-AAUP Agreement requires pre-tenure classroom visitations. The procedure is outlined in the current agreement (Article 16.3.3). At least one classroom visitation per year is required for all pre-tenured faculty. The probationary faculty member and that chair shall determine for each visitation, by mutual agreement, who the observer shall be (16.3.3).

The observer will prepare a narrative report, as required by the current agreement, to be sent to the Director (Article 16.3.3.3). After 3 years in the probationary track, the faculty member and the Director may determine that no further classroom visits shall be necessary for the duration of the probationary period. (Articles 16.3.3.1.1 to 16.3.3.1.2)

e. The School of Nursing will utilize the standardized student rating instrument approved by the University, including CHHS, school, and individual faculty selection of relevant criteria.

f. Peer Evaluations. While not required by the Western/WMU-AAUP Agreement, tenured faculty individuals may solicit evaluations regarding practice or classroom teaching performance from colleagues (See D. above). Peer evaluations may be included in annual reports (PAR) or promotion/tenure files.

## **Article X BSON DPS**

### **Sabbatical Leave**

#### **A. General**

Sabbatical leaves are intended to promote professional growth of faculty and to enhance scholarship and teaching effectiveness. Such leaves contribute to these ends by enabling faculty to undertake specific planned activities involving research, scholarship, and creative work of mutual benefit to the faculty, the School, the College, the University, the Community, and the discipline and profession of Nursing. Sabbaticals are for one or two semesters per the Western/WMU-AAUP Agreement (Article 26).

#### **B. Eligibility**

1. Eligibility for sabbatical leave shall be consistent with the Western/WMU-AAUP Agreement.
2. The Promotion and Tenure Committee assumes the responsibility of considering sabbatical applications.
3. The Promotion and Tenure Committee shall consider each application on its merits, in terms of projected benefits for the individual, the School, the College, The University, and the Community, as well as the prospect of success of the sabbatical. More specifically, the committee will consider the following:
  - a. The proposal's merit in its own right.
  - b. The proposal's merit for the individual.
  - c. The benefits to the School and to the Discipline of Nursing.
4. All sabbatical applications and committee recommendations will be forwarded to the Director.

## **Article XI BSON DPS**

### **Work Load**

#### **A. Intent.**

The Bronson School of Nursing faculty, in pursuit of excellence in education, research, and practice, recommend that workloads of the School be viewed as encompassing many professional duties and responsibilities, including but not limited to:

1. Teaching and/or providing instructional support in a variety of manners and settings;
2. Serving on committees (department, college, university);
3. Supervising nursing practice experiences for students;
4. Coordinating nursing courses or levels;
5. Advising and mentoring students;
6. Directing and engaging in research, publication, and other scholarly activities;
7. Fulfilling ongoing departmental needs of both a maintenance and developmental nature;
8. Supporting the proper and efficient functioning of the college and university as a whole by performing committee work, by providing consultation to the University and its communities, and by participation in a variety of other relevant activities; and
9. Contributing to the operations of professional nursing associations/accrediting bodies at the international, national, state, and regional levels.

B. The Bronson School of Nursing faculty recommend the following principles be used in determining workload:

1. For bargaining unit faculty who are not faculty specialists, the maximum fulltime faculty workload shall be twenty-four (24) credit hours of regularly scheduled courses in any one (1) academic or alternate-academic year, or six (6) credit hours in the Summer I or Summer II sessions. It shall be possible, by mutual agreement, to balance out fewer than twelve (12) credit hours (or equivalent work assignment) in one semester with more than twelve (12) credit hours (or equivalent work assignment) in another semester (Article 42.4). For faculty specialists, the maximum full-time workload shall conform to the provisions of Article 20.2.3, Faculty Specialist, of thirty (30) credit hours per academic or alternate-academic year.

2. Faculty supervision of pre-licensure students will comply with the Michigan Board of Nursing regulations. The indirect supervision of RN-BSN students is recommended to be no greater than 16 students per 1 faculty.
3. Faculty supervisory responsibilities of students in nursing practice include direct and indirect supervision of client care.
4. The ratio of faculty in a laboratory/skills section of a course will be no less than 1 faculty to 16 pre-professional and RN-BSN students and RN-BSN students.
5. Responsibilities for supportive assignments such as advising, department, College, and University work shall be assumed by individual faculty members. The Western/WMU-AAUP Agreement provides that each faculty member may be assigned up to 20 advisees, without workload adjustment (Article 42.9.1).
6. A faculty member who perceives that her/his workload exceeds the recommended parameters set forth in this policy statement shall have the right to appeal. The procedure of appeal is stated in the Western/WMU-AAUP Agreement (Article 42.10.1).
7. Workload assignments should be made in advance of the submission of the course schedule of classes to the registrar's office, in order to allow discussion between the faculty and the Director as defined in the Western/WMU-AAUP Agreement (Article 42.15).
8. Additional Professional Responsibilities. Additionally, it is recommended that faculty members who support the proper and efficient functioning of professional societies as a whole in leadership roles, editorial work, conference organization, or board work may be considered for workload adjustments by the Director.
9. Faculty who are engaged in scholarly activities as defined in the Western/WMU-AAUP Agreement (Article 42.5, 42.5.1) may be considered for workload adjustments by the Director.

10. WMU Bronson School of Nursing Workload Calculation Proposal:

The following are guidelines for faculty workload assignments in the WMU Bronson School of Nursing:

- a. Didactic (theory) credits should be assigned workload units in a 1:1 ratio for all courses taught within the School of Nursing.
- b. Clinical (practice) credits should be assigned workload units in a 1:2 ratio. For example, a six hour clinical day (2 credit hours) results in a 4 unit workload.
- c. Other
  - i. Writing intensive courses as defined by university guidelines should be given 1.5 credits per section of didactic (e.g. a total of 4.5 units for a 3 credit course).

- ii. Scholarly activity units should be allocated for traditional tenure/tenure track faculty in negotiation with the director based upon evidence of measurable progress in a program of scholarship.
- iii. Course preparation of 1 unit should be allocated for first time teaching of any course
- iv. Course development units should be allocated in negotiation with the director based on the complexity of course. The general formula should be not less than 1 unit per course.
- v. Course coordination units should be given for courses with multiple labs/clinical sections. The general formula should not be less than 1 work unit per course (not per section of a course) with multiple labs/clinical sections.
- vi. Clinical coordination units should be given for courses that include a clinical component. The general formula should not be less than 1 work unit per clinical course. Clinical coordinators who orient and supervise new clinical faculty (adjunct or otherwise) may negotiate additional workload.
- vii. Professional Competence workload units should be allocated for developing or maintaining competence required for assigned responsibilities directly related to the WMU Bronson School of Nursing upon negotiation with the director.
- viii. MSN Thesis/Project Committees
  - a. It is recommended that chairpersons be allocated 0.5 work load unit per student thesis/project per semester (typically 3 semesters duration per MSN thesis/project).
  - b. It is recommended that other committee members receive 0.5 workload unit per student thesis/project for the semester during which the thesis/project is defended.
- ix. MSN mentor teacher should receive one credit hour per MSN student only in the semester of the Clinical Practicum.
- x. Lee Honors College thesis chairs should receive 0.5 workload units per student for the semester during which the thesis is defended.
- xi. PhD Committee chair should receive 0.5 workload units per student (typically 4 semesters). Other committee members should receive 0.5 workload units per student dissertation for the semester when the dissertation is defended.
- xii. Honors Courses taught by faculty within the School of Nursing should receive an additional 1 workload unit provided there are a minimum of 5 honors students enrolled in the course.

## **Article XII BSON DPS**

### **Budget**

- A. The Director is expected to present a summary of expenditures annually so that the faculty may make meaningful recommendations to Western Michigan University and the Director concerning allocations and expenditures.
  
- B. The Faculty Affairs Committee should be regarded by the unit faculty as an advisory group in the matter of the operating budget of the Bronson School of Nursing.

## **Article XIII BSON DPS**

### **Summer and EUP workload**

Equitable distribution of opportunities to teach summer, and Extended University Programs

- A. No board appointed member on academic year appointment shall be required to teach during summer sessions and no bargaining unit faculty member on alternate academic appointment shall be required to teach in their alternate semester.
- B. The following recommendations should serve as a guide in determining faculty teaching assignments in the summer sessions, as well as Extended University Programs:
  - 1. Bargaining unit faculty have preferences for teaching summer sessions as stated in the Western/WMU-AAUP Agreement (Article 41.1). Unit faculty have priority over part-time or graduate assistants for up to 6 credit hours of summer teaching. Moreover, summer classes will be distributed equitably among unit faculty as per the Western/WMU-AAUP Agreement.
  - 2. The program needs of the School shall be the primary consideration.
  - 3. Teaching preferences of individual faculty members as communicated in writing to the Director shall be the second consideration.
  - 4. Summer and Extended University Programs will be reviewed by the appropriate School and College Committees in order to make recommendations to the Director.
  - 5. Recommendations to the Director regarding specific courses and/or faculty teaching assignments shall emanate from the course coordinator.
  - 6. The final schedule of summer and extended university programs shall be presented to faculty prior to its final submission for inclusion in the university's schedule of classes.
  - 7. Faculty should be informed of their projected teaching assignments for the school year before the beginning of the academic year.
  - 8. Faculty are limited to the number of EUP courses in addition to the regular workload as stipulated in the Western/WMU-AAUP Agreement.
- C. In order to ensure equity among faculty in the assignment of teaching responsibilities in summer, and extended university programs, the faculty recommends that:
  - 1. A rotation of assignments for summer teaching will be instituted taking into account faculty preferences, previous summer workload and competency. A list will be compiled ensuring that faculty have equal access to summer courses.
  - 2. Full time board appointed faculty who did not work full-time in either the summer sessions of the preceding year and who were employed by WMU at that time shall be given first priority for appointment in the summer sessions.

