

## **Position Descriptions**

Position descriptions for administration, faculty, and staff are located in Appendix A

## **Bylaws of the School of Nursing**

The SON Faculty Bylaws are found in Appendix B

## **Greenbook**

University Faculty personnel policies are located in what is often called the “[Greenbook](#)” and can be located in the Faculty Senate web page.

## **Faculty Meetings**

Faculty business meetings are held monthly and as deemed necessary by the President of School of Nursing Faculty. Each faculty member has one vote. Faculty are expected to actively participate in faculty committee and business meetings when not in the classroom.

## **American Association of University Professors (AAUP)**

The Cleveland State University Board of Trustees and the administration recognize the [CSU-AAUP](#) as the exclusive representative for the purpose of collective bargaining with respect to all mandatory subjects of bargaining, including wages, hours, terms, and other conditions of employment in the bargaining unit (AAUP-CSU Agreement, Article 1: Section 1.1).

## **Section 3: Faculty Employment in the School of Nursing**

### **Rank and Position Statements**

Full-time faculty ranks at CSU include college lecturer, professor of practice, tenure-track, tenured, research, clinical and visiting (AAUP-CSU Agreement, Article 12, 12.1-A)

Part-time faculty are hired to teach single term clinical courses and receive a new contract for every term served.

### **Workload and Scheduling**

Faculty members’ work schedules depend on their positions and assignments. Work schedules, which are communicated by program directors and director and chief nurse administrator, are subject to change based on student or other academic needs.

Teaching, research and providing public, departmental and University service are together regarded as normal and necessary in fulfilling an academic appointment. Such an appointment implies that faculty members will do their fair share in student advising and serve on departmental, college, and University committees in assisting in the day-to-day operations of the academic enterprise. Where appropriate, it is expected that faculty members will contribute their expertise to the public good. (CBA, Article 13)

- Faculty teaching as the Clinical Coordinator will be assigned a teaching load of 1-2 depending upon the number of clinical sections under their supervision. This is a tremendously time intensive assignment and Clinical Coordinators are responsible for the following: (1) preparing the syllabus for the related clinical courses, (2) orienting all of the clinical instructors for the 10 to 13 clinical sections per term, (3) assuring consistency among all clinical sections, (4) visiting each clinical group in the clinical setting at least once per semester, (5) managing faculty and student issues as appropriate, assuring that clinical

hours and simulation schedules are adhered to and (6) collecting, reviewing and co-signing documentation from all clinical instructors for required Ohio Board of Nursing reporting.

- The Ohio Board of Nursing regulates the faculty to student ratio in clinical settings to be no more than ten students per faculty. However, the service providers dictate the ratio in which we must follow as guests in their institutions. Depending upon the clinical site and hospital, the ratios vary from 1:8 to 1:4.

## Summer Teaching

Faculty members may volunteer to teach summer courses. If a faculty member wants to teach a summer course, preference will be given to bargaining unit members over non-bargaining unit members; followed by preference for full-time faculty members over part-time faculty. No faculty member may teach more than eight (8) credit hours of coursework at one time during a summer session (not including independent study, thesis/dissertation supervision, with a total maximum twelve (12) credit hours). Summer teaching assignments are determined by programmatic needs of the SON and will be in accordance with Article 15, Sections 1-6 of the CBA.

## Workload Credit Banking

Each faculty member is responsible for verifying the total number of hours banked each spring with the Director and Chief Nurse Administrator. Banking and utilization procedures will be in accordance with guidelines established in Article 14 of the CBA.

## School of Nursing Credit Hour Policy

The School of Nursing assigns credit hour values in the undergraduate program based upon the following:

- Recitation Courses: 1 credit hour = 15 clock hours
- Clinical Courses: 1 credit hour = 30 clock hours

Credit hour values in the graduate program vary per course and are described in the course description and course syllabus.

## Office Hours

Faculty are required to hold official office hours each week. The hours must be posted in course syllabi as well as on a Faculty Door Card (available in the SON Julka Hall Copy Room) on their office door and for online classes in Blackboard. Once posted, faculty are expected to keep their office hours unless other arrangements are made with SON administration.

Faculty teaching hybrid or online courses and are expected to be available virtually for student inquiry in a manner that ensures accessibility to students. You must specify in your syllabus your expectations for student inquiry and faculty response.

## Learning Management System

CSU utilizes Blackboard as their platform for instructional technology. The Nursing School utilizes blackboard in all programs. Please visit the *Center for eLearning's* [website](#) for more information, useful tips on getting started and faculty development offerings.

All faculty, including theory/clinical part-time faculty, are expected to utilize blackboard to communicate with students, grade assignments, and enter grades throughout the semester. Before a faculty can teach a course