



UNIVERSITY OF  
**South Carolina**

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**College of Nursing**

**Faculty/Staff Handbook**

**2020 - 2021**

Revised March 9, 2021

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# I ORGANIZATION

## I.1 Mission, Vision, and Values Statements (Approved April 2018)

**Mission:** UofSC Nursing provides nationally recognized educational programs and advances science, practice, and policy to optimize health for all.

**Vision:** To be a preeminent College of Nursing of distinction that pioneers innovation, leadership, and excellence.

**Values:** Diversity, Inclusivity, Commitment, Caring, Integrity, Respect, Professionalism

## I.2 Strategic Plan

[K:\Dept\Nursing\Strategic Plan \(Public\)](#)

## I.3 General Information

**Address:**

1601 Greene Street  
Columbia, SC 29208-0001

WEBPAGE: [http://www.sc.edu/study/colleges\\_schools/nursing/](http://www.sc.edu/study/colleges_schools/nursing/)

FACEBOOK: <https://www.facebook.com/UofSCNursing>

INSTAGRAM: <https://www.instagram.com/uofscnursing/>

TWITTER: <https://twitter.com/uofscnursing>

Faculty/Staff Contact List: [http://www.sc.edu/study/colleges\\_schools/nursing/faculty-staff/](http://www.sc.edu/study/colleges_schools/nursing/faculty-staff/)

## I.4 Organizational Charts

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Organizational Charts](#)

## I.5 Position Descriptions

Position descriptions for the College of Nursing Leadership team are accessible on the k-drive: [K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Position Descriptions](#).

## I.6 Office of the Dean

**Dr. Jeannette Andrews, Dean and Helen Gurley Wolford Professor of Nursing**

7-3862, [jandrews@mailbox.sc.edu](mailto:jandrews@mailbox.sc.edu), Room 202

Know urgently:

- Any immediate financial, personnel, or public relations risk (anything that could hit the front page);
- student, faculty, staff injury or illness requiring hospitalization

Know within a week or two:

- General challenges, barriers, successes within your unit.
- Follow-up to requested actions.

Other:

- Deans needs to review all major PR materials before they are sent out;
- Anything that impacts our brand.

**Jessica McCormick, Executive Assistant to the Dean**

7-3862, [jmccorm@mailbox.sc.edu](mailto:jmccorm@mailbox.sc.edu), Room 202

- Manages, prioritizes and coordinates the dean's appointment calendar.
- Manages all calls for the dean and serve as dean's liaison.
- Plans, manages, and disseminates dean's office communications.
- Provides oversight for the CON calendar.
- Manages all travel for the dean, faculty recruits, consultants, and others as requested by the dean.
- Special Projects: Designs and executes special projects. Coordinates and manages special reports and presentations for the dean and external statewide projects and initiatives.
- Works directly with the dean and senior leadership to identify priority areas for systems, process, operation improvement and special projects.
- Prepares general correspondence for the dean's signature and maintains the dean's office files.
- Provides administrative support for multiple CON councils, committees, task forces, and search committees.

## I.7 Office of Academic Affairs

**Dr. Alicia Ribar, Interim Associate Dean for Academics**

7-9505, [RibarA@mailbox.sc.edu](mailto:RibarA@mailbox.sc.edu), Room 214

Know urgently:

- Any immediate student academic issue that has not been resolved with course faculty and/or assistant deans,
- Student affairs personnel issues not resolved with executive director of student affairs, or
- Clinical education risk involving either undergraduate & graduate students

Know within a week or two:

- General challenges with courses,
- Barriers to efficiently delivering the curriculum,
- Successes with assistant deans & program directors.

- Follow-up to requested actions.

Other:

- I like to review all reports that involve academic and student affairs reporting;
- Anything that impacts our accreditation or relationships with internal/external stakeholders (e.g., BON, CHE, academic provost, deans of university undergraduate or graduate school).

**Cheryl Nelson, Executive Director of Student Affairs**

7-8777, [cynelson@mailbox.sc.edu](mailto:cynelson@mailbox.sc.edu), Room 213A

Know urgently:

- Any immediate student academic and non-academic issues (injury or illness requiring hospitalization, mental health, financial, etc.);
- Clinical education risk involving either undergraduate & graduate student;
- Student affairs personnel annual/sick leave or injury or illness requiring hospitalization;
- Any student affairs personnel issues not immediately resolved with faculty/program directors, and/or assistant deans.

Know within a week or two:

- General challenges and successes within student affairs, barriers to efficiently performing job.
- Upcoming deadlines that impact student affairs. Follow-up to requested actions.

Other:

I like to review all recruitment materials generated and utilized by student affairs

## **I.8 Office of Diversity, Equity, and Inclusivity**

**Dr. Coretta Jenerette, Associate Dean for Diversity, Equity, and Inclusivity**

6-8332, [cjeneret@mailbox.sc.edu](mailto:cjeneret@mailbox.sc.edu), Room 603

Know urgently:

- Any immediate hardship or food insecurity for CON students
- Concerns of students/faculty/staff related to diversity, equity, and inclusivity

Know within a week or two:

- Follow-up to requested actions

Other:

- Presentation requests

**Whitney Sudduth, Administrative Coordinator 1**

7-5217, [simmon36@mailbox.sc.edu](mailto:simmon36@mailbox.sc.edu), Room 601B

Duties include:

- Manages, prioritizes and coordinates the associate dean for diversity, equity, and inclusivity's calendar

- Responsible for ordering, processing, and reconciliation of office supplies, business cards, personnel name tags, and printer/toner for the entire college
- Coordinates all nursing textbook adoptions
- Manages all aspects of domestic and foreign travel arrangements for the associate dean for diversity, equity, and inclusivity
- Responsible for conducting literature searches using PubMed and Cinahl and obtain copies of published papers
- Manages the Carolina Cares Cupboard under the directions and supervision of the associate dean for diversity, equity, and inclusivity

## I.9 Office of Faculty Affairs

### **Dr. Robin Dail, Associate Dean for Faculty Affairs**

6-6187, [rdail@mailbox.sc.edu](mailto:rdail@mailbox.sc.edu), Room 516

#### Know Urgently:

- Illness or injury with any faculty including associate deans and dean,
- Deficits with teaching assignments: faculty not assigned to a scheduled class, class needs to be canceled due to lack of enrollment (eliminating a faculty assignment), over-enrollment in a class necessitating more faculty.
- Faculty misconduct, faculty incivility situation, faculty missing assigned classes, faculty legal issues impacting work or nursing license.

#### Things I need to know within a week or two:

- Faculty member received a grant, award, published a paper.
- Faculty hire, faculty resignation, faculty retirement, faculty requested sabbatical, FMLA.

## I.10 Office of Practice

### **Dr. Joy Deupree, Associate Dean for Practice Innovation, Partnerships, & Policy**

803-777-7367, [deupree@mailbox.sc.edu](mailto:deupree@mailbox.sc.edu), Room 502F (CELL-205-601-4141)

#### Things I need to know **urgently** from any faculty member who is seeing patients as part of the faculty practice plan:

- While caring for a patient, should a death occur, contact me immediately on my cell phone.
- Any pending lawsuits or notification of a potential lawsuit against the faculty member who rendered the care while under a faculty practice contract should be brought to my attention as soon as you learn of the potential or actual lawsuit.
- Any HIPPA violations involving a faculty member while under a faculty practice plan contract is expected to report the violation to me immediately by calling my cell phone number listed above.
- A faculty member who is suspended from a faculty practice contract for any reason should notify me immediately.

- A faculty member who quits going to the agency while under contract and does-not fulfill the contract obligations or is asked to leave by the contracting agency should notify me immediately.

Things I need to know within a week or two

- A faculty member who wishes to change their practice or discontinue the practice contract.

IMPORTANT: Any faculty member interested in exploring a contract with an agency should set up an appointment with the Associate Dean before having any discussions with any agency or agency representative. Should someone approach you about working for them as a faculty member under a contract with the College of Nursing, you should contact me to discuss prior to entering into any conversations with the agency or representative.

### I.11 Office of Research

**Bernie Pinto, Associate Dean for Research**

7-9272, [pintob@mailbox.sc.edu](mailto:pintob@mailbox.sc.edu), Room 302B

Things I need to know urgently:

- Anything that pertains to faculty not being able to meet grant-related deadlines (e.g., filing progress reports) or that impacts their role on grants in another department/school/non-UofSC entity (e.g., prolonged absences).
- IRB violations (including ethics, data breaches, etc.) on studies
- Any serious adverse events related to funded projects/grants housed at the CON (e.g., death, participant hospitalizations related to their role on the study)

Things I need to know in a week or two:

- Unexpected changes in faculty (CON) and staff on funded projects (e.g., Co-I faculty no longer on the study).

**Gene Brown, Faculty Development Program Coordinator**

7-6488, [brownda2@mailbox.sc.edu](mailto:brownda2@mailbox.sc.edu), Room 302A

Job Description: Provides technical and professional faculty development support services for the CON's OR. These support services include but are not limited to, primary leadership in the planning and implementation of a minimum of two major annual faculty development events, and numerous smaller events throughout the year (e.g., workshops, Research and Scholarship Day). Support is also provided for faculty and PhD student research and scholarship dissemination through development of posters and papers for conference presentations, and manuscript development as needed; development of literature searching skills to enhance research program development, and the development of scientific evidence for sponsored award applications.

Assumes primary responsibility for Office of Research web page development and maintenance and represents the Office on committees associated with web page development and management. Assumes primary responsibility for publicizing and disseminating information regarding faculty accomplishments.

**Lisa Spruill, Pre-award Program Coordinator**

7-6510, [lspruill@mailbox.sc.edu](mailto:lspruill@mailbox.sc.edu), Room 3021

Job Description: Provides advanced technical and professional support to faculty in the pre-award development and submission of sponsored award applications, and their post-award management for the CON's OR. These support services include but are not limited to, pre-award planning, organization, development, preparation, and submission of diverse types of sponsored award applications; and post-award management in areas such as budget reconciliation/re-budgeting, award reporting, etc. Key position responsibilities include ensuring that all pre- and post-award activities are in compliance with CON, University, and sponsor policies and procedures; that principal investigators and project directors comply with contractual policies and procedures; and acting as a liaison for the OR in the revision and implementation of sponsored award policies and procedures when necessary.

## I.12 Office of Operations

**Ashley Maciaszek, Assistant Dean for Finance and Operations**

7-3861, [AshleyPM@mailbox.sc.edu](mailto:AshleyPM@mailbox.sc.edu), Room 202B

Things I need to know urgently:

- Anytime there are urgent issues that involve any area of operations
- Building/security: i.e., intruders, theft, potential safety hazards
- IT/classroom support/testing lab: any urgent needs that haven't been resolved within a reasonable period of time
- An unexpected use of financial resources or unexpected revenues that require any urgent changes
- HR: any injuries or incidents involving employees
- Any urgent change that significantly changes the resource needs/allocations in the college
- Post-award issues that could be viewed as urgent, such as a data breach
- Projects that are deemed urgent that requires ops personnel to complete

Things I need to know within a week or two:

- Anytime there are issues that involve any area of operations: building/security, it/classroom support/testing lab, hr, finance/business, clinic
- Operations issues that are not being addressed
- Any questions about the overall priorities in operations

- Contractual obligations/needs
- Any proposals that significantly change the resource needs/allocations in the college
- Post-award issues

**Patricia “Patty” Moorer, Administrative Assistant**

7-7387, [pattym@mailbox.sc.edu](mailto:pattym@mailbox.sc.edu), Room 202

Each full-time faculty and staff member is assigned a telephone and number in their office. These phones can be upgraded with Electronic Voice Mail (EVM) and many other features (<https://www.uts.sc.edu/telephone/specialfeatures.shtml>). Long distance is standard on all phone installations. International calling can also be added if necessary. Please do not use directory assistance (411) from your university phone. This charges the college an unnecessary fee.

Cell phones can also be obtained with permission from the Operations Dean. Cell phones must be purchased from Verizon and used only for university business. If you need assistance with your phone, please contact the Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)).

**I.12.1 Business Operations****Faith Young, Business Director**

7-5296, [Youngfn@mailbox.sc.edu](mailto:Youngfn@mailbox.sc.edu), Room 321

- Responsible for budget preparation, allocation, and implementation
- Review and approve all financial transactions to ensure compliance with university, state and federal fiscal policies including travel, purchasing card, payment requests and requisitions
- Financial analysis and reporting to internal and external stakeholders
- Submit and audit fee requests to the bursar’s office each semester
- Quarterly financial review of departmental accounts and communication with department contacts
- Account maintenance including opening, closing and assigning approval levels
- Request, review and approve all fund transfers including start-up packages, academic partnerships, tuition differential, honors college and doctoral graduate stipends
- Contract review and records management
- Procure and maintain nursing’s medical malpractice coverage
- Provide new hire orientation and post-award training

**Jane Sharpe, Assistant Business Manager**



7-3227, [ljsharp@mailbox.sc.edu](mailto:ljsharp@mailbox.sc.edu), Room 320

Accounting or procedure questions related to:

- P Card transactions
- Operating budget
- Foundation accounts
- Nurse Faculty Loan Program
- Faculty Practice Plan

### **Vacant, Post Award Grants Manager**

- Post-award budget management
- Liaison with USC's Grants and Funds Management office (GFM)
- Time and effort management
- Post award reporting
- Grant close-out

### **I.12.2 Facilities**

#### **Vacant, Operations Coordinator**

7-3861, Room 202

Emergency Procedures:

[https://sc.edu/about/offices\\_and\\_divisions/law\\_enforcement\\_and\\_safety/emergency-procedures/index.php](https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/emergency-procedures/index.php)

- Building maintenance requests: heating & air conditioning, lights, plumbing, electrical, furniture
- Custodial requests
- CON meeting room scheduling
- Keys & locks, mailbox combinations

### **I.12.3 Information Technology**

The Technology Resource Center (TRC) maintains and supports all aspects of the College of Nursing's information technology activities. A detailed description of the staff support structure is accessible on the k-drive. [K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\IT Resources\Office of Technology Resource Center \(IRC\) Staff Support.doc](#)

#### **Ryan Webber, Director, Information Technology**

7-1213, [rwebber@mailbox.sc.edu](mailto:rwebber@mailbox.sc.edu), Room 313

#### **Rachel L. Coleman, Systems Support Technician**

7-2028, [reliving@mailbox.sc.edu](mailto:reliving@mailbox.sc.edu), Room 314

**Carl Burnitz, Systems Support Technician**

6-7208, [burnitz@mailbox.sc.edu](mailto:burnitz@mailbox.sc.edu); Room 316

### **I.12.4 Human Resources**

**Becki Dangerfield, HR Director**

7-6198, [bodanger@mailbox.sc.edu](mailto:bodanger@mailbox.sc.edu), Room 202C

- Recruitment, employment and retention of faculty, staff, and student assistants
- Employment Eligibility Verification (E-Verify) program administrator
- Employee Performance Management System (EPMS) planning & review for classified staff
- Employee relations issues
- Workers' compensation coordinator for faculty and staff
- Position description management
- Internet-based Time & Attendance Management System (ITAMS)
- University Benefits Office, Human Resources, and Payroll Department liaison

### **I.13 Centers and Labs**

#### **I.13.1 ACORN Center**

**Dr. Cindy Corbett, Director**

6-6275, [corbett@sc.edu](mailto:corbett@sc.edu), Room 615

As one of South Carolina's **SmartState Centers**, the Center for Advancing Chronic Care Outcomes through Research and Innovation (ACORN) focuses on innovative, multidisciplinary research to improve health and quality of life among people with chronic conditions. According to the Centers for Disease Control and Prevention, 6 in 10 adults in the US have a chronic condition and 4 in 10 have two or more chronic diseases. Chronic conditions result in significant morbidity, are the leading cause of death in the US, and account for 90% of the nation's \$3.3 trillion in annual health care expenses.

[https://sc.edu/study/colleges\\_schools/nursing/centers\\_and\\_labs/center\\_chronic\\_care/index.php](https://sc.edu/study/colleges_schools/nursing/centers_and_labs/center_chronic_care/index.php)

#### **I.13.2 Cancer Survivorship Center**

**Dr. Sue P. Heiney, Co-Director**

7-8214, [heineys@mailbox.sc.edu](mailto:heineys@mailbox.sc.edu), Room 617

**Dr. Swann Adams, Co-Director**

7-7634, [adamss@mailbox.sc.edu](mailto:adamss@mailbox.sc.edu), Room 618

**Our Mission** is to create, expand, and disseminate knowledge addressing survivorship across the cancer continuum.

**Our Vision** is to conduct research that alleviates the impact of cancer in South Carolina, the nation, and the world.

[https://sc.edu/study/colleges\\_schools/nursing/centers\\_and\\_labs/cancer\\_survivorship\\_center/index.php](https://sc.edu/study/colleges_schools/nursing/centers_and_labs/cancer_survivorship_center/index.php)

### **I.13.3 Center for Nursing Leadership**

**Dr. Ronda Hughes, Director**

7-0119, [hughesrg@mailbox.sc.edu](mailto:hughesrg@mailbox.sc.edu), Room 405

Established in 2004, the Center for Nursing Leadership at the University of South Carolina in Columbia is a statewide organization that works with healthcare organizations, clinicians, and educators across South Carolina and the nation.

Through events, such as our **Annual Leadership Summit**, workforce and systems research, Big Data and analytics, advocacy, as well as **leadership fellowship programs**, the Center for Nursing Leadership provides information and learning opportunities for current and aspiring nurse leaders. The Center supports nurse and other healthcare leaders in understanding the complexity of healthcare in order to improve practice, effectiveness, and the value of healthcare, which ultimately improves system and patient outcomes.

[https://sc.edu/study/colleges\\_schools/nursing/centers\\_and\\_labs/center\\_nursing\\_leadership/index.php](https://sc.edu/study/colleges_schools/nursing/centers_and_labs/center_nursing_leadership/index.php)

### **I.13.4 Clinical Simulation Laboratory (CSL)**

**Dr. Crystal L. Murillo, Director/Assistant Professor**

7-6533, [cgraham3@mailbox.sc.edu](mailto:cgraham3@mailbox.sc.edu), Room 102

See [https://sc.edu/study/colleges\\_schools/nursing/centers\\_and\\_labs/simulation\\_lab/](https://sc.edu/study/colleges_schools/nursing/centers_and_labs/simulation_lab/)

The mission of the College's Clinical Simulation Lab is to combine theory-based simulation methodology, evidence-based practice, and research to facilitate transformative experiential learning experiences that prepare students to enhance patient safety and advance healthcare education.

#### **I.13.4.1 CSL Orientation/Resources for Faculty**

- There are simulation related brown bag series held throughout each semester. Faculty development sessions are also held each semester (Fall and Spring).

- Simulation forms/documents can be accessed [K:\Dept\Nursing\Nursing Teaching Resources \(Public\)\Simulation Resources](K:\Dept\Nursing\Nursing Teaching Resources (Public)\Simulation Resources).
- There is a faculty orientation course on blackboard. Go to [https://blackboard.sc.edu/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id= 1 1](https://blackboard.sc.edu/webapps/portal/frameset.jsp?tab_tab_group_id= 1 1)
- Once there, search for CSL Resource Center-Faculty csirc-fac (Clinical Simulation Lab Resource Center-faculty) in the course list on the right on the home page.
- If you cannot find the course once you log in to Blackboard, email Lonnie Rosier at [lrosier@sc.edu](mailto:lrosier@sc.edu). He will add you to the course in order to give you access to the materials. This site will provide all the information you need to be orientated to simulation and the simulation facilitator role.

## **I.14 Calendars**

### **I.14.1 Academic Calendar**

[https://www.sc.edu/about/offices\\_and\\_divisions/registrar/academic\\_calendars/index.php](https://www.sc.edu/about/offices_and_divisions/registrar/academic_calendars/index.php)

### **I.14.2 University Holiday Schedules**

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/benefits/time\\_away/holidays/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays/index.php)

### **I.14.3 CON Communication Calendar**

CON Employees can add information to the CON Communication Calendar through outlook.

To access the “CON Communication, Nursing” and conference rooms (WMBB 303, WMBB 402, WMBB 403, WMBB 508, WMBB 510, WMBB 515, WMBB 602, WMBB 616 in the College)

- 1) In the Outlook Calendar: Go to Home, New Item, Meeting, put in “To” appropriate room, i.e., CON Communication, Nursing
- 2) Select Scheduling Assistant – this will allow you to see if the room is available the date/time you are requesting.
- 3) Click Appointment to go back to the main screen so you can add additional information.
- 4) Then send. You will receive a confirmation or declination of your request (if the room is not available).

## **I.15 College Documents: k-drive**

Use the following directory path to access electronic copies of college documents such as course syllabi, committee minutes, etc. These documents are stored on the K drive. If you cannot access the K drive, please contact the Systems Support Technician, (803) 777-2028 or Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)).

On the K drive, there are several public folders:

- Annual Reports and Surveys (Public)
- Committee and Councils (Public)
- CON Guidelines and Procedures (Public)
- Evaluations (Public)
- Nursing Teaching Resources (Public)
- Office of Academic Affairs (Public)
- Office of Diversity, Equity, and Inclusivity (Public)
- Office of Faculty Affairs (Public)
- Office of Practice (Public)
- Office of Research (Pubic)
- Strategic Plan (Public)
- Syllabi (Public)
- Tenure and Promotion (Public)

For example, \*My Computer ->Nursing K drive ->Syllabi (Public)

## II ACADEMIC AFFAIRS

Undergraduate and Graduate Handbooks:

[https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php)

### II.1 Family Educational Rights and Privacy Act (FERPA)

[https://sc.edu/about/offices\\_and\\_divisions/registrar/transcripts\\_and\\_records/privacy/ferpa/index.php](https://sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa/index.php)

The Family Education Rights and Privacy Act (FERPA), passed by Congress in 1974, requires educational institutions to provide students access to their educational records, to allow students to correct inaccurate or misleading information in these records, and to limit the release of information to third parties.

The rights parents exercise with respect to their children's education records transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

If the student has requested non-disclosure of even basic "directory" information (email address, ID photo, basic enrollment information), you will see a highlighted notation when you drill down to student information from the VIP class roll.

Faculty are responsible for controlling access and protecting the student records you possess:

- Do not provide anyone with student information, including schedules.
- Keep confidential paper in file cabinets and shred rather than trash.
- Keep your faculty/staff VIP PIN secure and keep VIP & IMS screens hidden from unauthorized individuals.
- Even with written and dated permission from the student, do not use any part of the social security number (USC does not want to contribute to the identity theft problem).
- Don't leave graded assignments together in a public place for others to pick up.
- Do not inadvertently display confidential information on distributed class materials.
- Decline requests from parents - refer them to the Associate Dean for Academics or University Registrar.
- Do not volunteer confidential information in letters of recommendation (get specific written request from student).

### II.2 Standards of Conduct for Students

Students with standards of conduct violations are referred to the Executive Director of Student Affairs. Faculty who have issues with students are referred to the Assistant Dean of Undergraduate or Graduate Programs, or Associate Dean for Academics. The

Standards of Conduct can be found in the appropriate Student Handbook. ([https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php)).

### **II.3 Baccalaureate Nursing Education**

Baccalaureate nursing education encourages the synthesis of knowledge and skills needed to begin professional nursing practice and to take on beginning leadership roles. The baccalaureate program, consisting of lower and upper divisions, provides students with essential knowledge and skills. Lower division courses provide a foundation in liberal arts, sciences, and nursing to develop basic skills in analysis, synthesis, and evaluation. In the upper division, nursing courses combine didactic material with clinical practice to continue the preparation for the practice of professional nursing.

#### **II.3.1 Bachelor of Science in Nursing (BSN) Learning Outcomes**

At the conclusion of the program, the BSN graduate will:

- Provide evidence-based clinically competent care across the continuum of care.
- Demonstrate cultural awareness, sensitivity, and competency in providing nursing care to individuals' families, and groups within a diverse society.
- Make clinical judgments using reflection, critical thinking, and problem-solving skills.
- Use information and health care technologies for effective health care delivery.
- Exhibit personal professional behavior in all professional activities.
- Perform health-promotion, risk-reduction, and disease-prevention care activities for individuals, groups, and populations.
- Work effectively as a member of the interdisciplinary health care team.
- Assume leadership roles within the scope of professional practice.
- Perform the professional roles of care provider, coordinator of care, member of a profession, and lifelong learner.

#### **II.3.2 Undergraduate Academic Regulations**

The [Undergraduate Studies Bulletin](https://sc.edu/about/offices_and_divisions/registrar/academic_bulletin/index.php) ([https://sc.edu/about/offices\\_and\\_divisions/registrar/academic\\_bulletin/index.php](https://sc.edu/about/offices_and_divisions/registrar/academic_bulletin/index.php)) is the official document of record concerning undergraduate academic programs. In addition, the [College of Nursing Undergraduate Student Handbook](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php) ([https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php)) is a useful reference on many aspects of academic and student life at the College of Nursing and the University. Policies and procedures of all undergraduate programs are described in the Undergraduate Student Handbook.

#### **II.3.3 Progression Requirements**

See [College of Nursing Undergraduate Student Handbook](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php) ([https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php))

[x.php](#)) and the university undergraduate bulletin for progression requirements and criteria for lower division and upper division students.

### **II.3.4 Unsatisfactory Performance**

See [College of Nursing Undergraduate Student Handbook](#) ([https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php)) for the policy on student unsatisfactory performance.

### **II.3.5 Undergraduate Student Evaluation of Faculty and Program**

At the conclusion of each undergraduate nursing course, students will be asked to complete evaluations of the course and faculty. After the completion of the term and the recording of grades, copies of the results are compiled by the evaluation coordinator and distributed to the Associate Dean for Academics, Assistant Dean for Undergraduate Studies and to the faculty member for information and self-improvement. Each academic council evaluation committee will also be charged with reviewing courses on an annual schedule.

## **II.4 Graduate Nursing Education**

### **II.4.1 Master's Program**

The College of Nursing offers online master's degrees and post-master's certificate in adult gerontology acute care nurse practitioner, family nurse practitioner, psychiatric mental health nurse practitioner, and nursing administration. Each track provides students with knowledge and skills required for advanced practice nursing and to assume leadership positions within their field.

#### **II.4.1.1 Master's Program Outcomes**

At the conclusion of the program, the master's graduate will be able to:

- Apply knowledge from core courses in the assessment of clients.
- Integrate core and clinical course content in the diagnosis and treatment of clients.
- Use core and clinical course content within the context of the community and to understand community as client.
- Apply theory to practice problems, to analyze practice guidelines, and to conduct an evidence-based practice project
- Examine laws governing advanced practice, to understand scope of practice, and to apply evidence-based practice knowledge in treatment planning.

#### **II.4.1.2 Admission Requirements**

See [Graduate Studies Bulletin](#) ([https://sc.edu/about/offices\\_and\\_divisions/registrar/academic\\_bulletin/index.php](https://sc.edu/about/offices_and_divisions/registrar/academic_bulletin/index.php)) for admission criteria to the master's program. Application is made and admission granted



through the [USC Graduate School Application Portal](http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply) (<http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply>).

Course planning with the student's advisor is required before registration. All students are required to submit a master's degree Program of Study form to the Office of Academic Affairs at the earliest convenient date (no later than the end of the first semester). These forms may be obtained in the Office of Academic Affairs and must be completed with the assistance of the academic advisor. The original will be forwarded to the Dean of The Graduate School for approval. Copies of the approved program will be kept in the student's permanent file in the Office of Academic Affairs, College of Nursing.

#### **II.4.2 Certificate of Graduate Study in Advanced Practice Nursing**

The post-master's Certificate of Graduate Study in Advanced Practice Nursing (nurse practitioner) is restricted to students who hold a master's degree in nursing. The program of study is designed to augment the student's prior graduate study through advanced practice preparation in one of three emphasis areas: adult gerontology acute care nurse practitioner, family nurse practitioner, or psychiatric mental health nurse practitioner. Students who complete the program of study are eligible to apply to take a national certification examination in the applicable nurse practitioner specialty area.

##### **II.4.2.1 Certificate Program Outcomes**

At the conclusion of the program, the Certificate graduate will:

- Apply knowledge from core courses in the assessment of clients.
- Integrate core and clinical course content in the diagnosis and treatment of clients.
- Use core and clinical course content within the context of the community and to understand community as client.
- Apply theory to practice problems, to analyze practice guidelines, and to conduct an evidence-based practice project.
- Examine laws governing advanced practice, to understand scope of practice, and to apply evidence-based practice knowledge in treatment planning.

##### **II.4.2.2 Admission Requirements**

See [Graduate Studies Bulletin](http://bulletin.sc.edu/index.php?catoid=94) (<http://bulletin.sc.edu/index.php?catoid=94>) for admission criteria to the post-master's program. Application is made and admission granted through the [USC Graduate School Application Portal](http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply) (<http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply>).

#### **II.4.3 Doctoral Programs**

The College of Nursing offers two types of doctoral degrees: Doctor of Nursing Practice (DNP) and Doctor of Philosophy in Nursing Science (PhD).

### **II.4.3.1 DNP Program**

The DNP curriculum will provide students with the knowledge and skills needed to manage individual and population-focused health care, evaluate evidence for clinical practice, innovate the practice of nursing, exert leadership and influence health care policy. Current options are adult gerontology acute care nurse practitioner, family nurse practitioner, psychiatric mental health nurse practitioner and nurse executive leadership options.

#### **II.4.3.1.1 DNP Program Outcomes**

##### DNP Program Learning Outcomes

At the conclusion of the program, the DNP's graduate will be able to:

1. Identify direct and indirect clinical problems in complex health settings and work with interprofessional teams to address them.
2. Differentiate theoretical knowledge as it applies to direct or indirect clinical care.
3. Translate evidence to address population health problems.
4. Integrate data bases and information literacy in designing interventions for advanced practice.
5. Execute evidence-based interventions to improve health care outcomes.

#### **II.4.3.1.2 Admission Requirements**

See [Graduate Studies Bulletin \(http://bulletin.sc.edu/index.php?catoid=94\)](http://bulletin.sc.edu/index.php?catoid=94) for admission criteria to the DNP program. Application is made and admission granted through the [USC Graduate School Application Portal \(http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply\)](http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply).

### **II.4.3.2 PhD Program**

The PhD curriculum provides students with the knowledge and skills needed to conduct original research and become nurse scientists and nursing faculty. The PhD program is designed for small cohorts (7-10 students each year) with flexible scheduling and tuition support.

The PhD degree is designed to prepare graduates for a lifetime of intellectual inquiry that manifests itself in creative scholarship and research. Students in this doctoral program acquire the knowledge and skills to conduct research that is theory generating and/or theory testing, and the ability to generate and refine nursing science as the basis for nursing practice, education, and/or administration.

#### **II.4.3.2.1 PhD Program Outcomes**

At the conclusion of the program, the PhD graduate will:

- Demonstrate skills necessary to analyze, apply, and develop theories within the context of the planning and implementation of nursing and health research.

- Be able to identify and implement the necessary steps in the research process for nursing practice, education, and research.

#### **II.4.3.2.2 Admission Requirements**

See [Graduate Studies Bulletin](http://bulletin.sc.edu/index.php?catoid=94) (<http://bulletin.sc.edu/index.php?catoid=94>) for admission criteria to the PhD program. Application is made and admission granted through the [USC Graduate School Application Portal](http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply) (<http://www.gradschool.sc.edu/prospective/apply-grad.asp?page=apply>).

#### **II.4.4 Graduate Academic Regulations**

The [Graduate Studies Bulletin](http://bulletin.sc.edu/index.php?catoid=94) (<http://bulletin.sc.edu/index.php?catoid=94>) is the official document of record concerning graduate academic programs and regulations. In addition, the [College of Nursing Graduate Student Handbook](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php) ([https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php)) is a useful reference on many aspects of academic and student life at the College of Nursing and the University. Policies and procedures of all graduate programs are described in the Graduate Student Handbook.

#### **II.4.5 Graduate Student Evaluation of Faculty and Program**

At the conclusion of each graduate nursing course, students will be asked to complete evaluations of the course and faculty. After the completion of the term and the recording of grades, copies of the results are compiled by the evaluation coordinator and distributed to the Associate Dean for Academics, and Assistant Dean for Graduate Studies and to the faculty member for information and self-improvement. Each academic council evaluation committee will also be charged with reviewing courses on an annual schedule.

#### **II.4.6 Independent Study**

NURS 769 and NURS 840 are graded courses taught by arrangement between student and faculty. The student compiles a course outline with a title, objectives, number of credits, and a description of activities and/or outcomes. A copy of the Independent Study Contract (GS-50) form is signed and dated by both the instructor and the student and must be turned in to the appropriate Student Service Coordinator for all graduate programs prior to registration. Forms are available at <http://gradschool.sc.edu/forms/>.

#### **II.4.7 Non-USC Student Request for Faculty Preceptor**

Below listed are the responsibilities when faculty preceptorship is requested by non-USC students.

##### **Administration**

- Course/professor assignments are made by the Assistant Deans in collaboration with Associate Dean for Academics.

### Non-USC Student

- Preceptors at an agency must have a current contractual agreement with the University of South Carolina or be a faculty member at the College of Nursing. In addition, students may ask their professor or the Clinical Compliance Coordinator for suggestions. If a non-contract facility is chosen:
  - The facility must be approved by the professor of record.
  - A contract must be initiated and completed before clinical may begin. Contracts can take up to four months to complete therefore, the student must be aware of the lead time required for a new contract.
- Non-USC students should contact the agency's Student Services Coordinator to see if the agency has additional requirements the student must meet in order to complete a clinical learning experience with this agency/preceptor.

## II.5 Attendance Policies

### II.5.1 Class/Clinical

The College of Nursing adheres to the University's attendance policy which states: absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to extract a grade penalty for such absences.

### II.5.2 Clinical Practice for Clinical Courses

The College of Nursing adheres to the University's attendance policy which states: absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to extract a grade penalty for such absences.

### II.5.3 Online Courses

Attendance for online courses is calculated by the student's presence in the course LMS (Blackboard). Students are expected to log in as specified by course syllabus. Unsatisfactory class participation may be considered adequate reason for the instructor to request the student to withdraw from a course or extract a grade penalty for lack of presence.

## II.6 Exam Administration Protocol

Faculty are encouraged to discuss individual course testing and project activities. This helps limit the overload of tests/projects due each week.

### EXAM SOFT

The College of Nursing uses ExamSoft testing software. All upper division undergraduate nursing courses will use ExamSoft for course examinations. Faculty should contact the IRC staff for support needs for ExamSoft or contact ExamSoft directly at <https://examsoft.com/about/support>.

## II.6.1 ATI Exams

The College of Nursing uses ATI as one of several methods to evaluate student readiness to progress in certain courses, particularly the clinical courses in upper division. The following guidelines have been approved by Faculty Council and are part of the UG Clinical course template

### II.6.1.1 ATI Exam Procedure

The ATI exam will be administered at the end of the course. The ATI is worth 10% of the course grade and will be calculated into the 75% average that is required to pass the didactic portion of the course. The recorded grade for the ATI will be attained in the following manner:

- A student scoring in Proficiency Level 3 will receive 100 (A) for the ATI.
- A student scoring in Proficiency Level 2 will receive 89 (B) for the ATI.
- A student scoring in Proficiency Level 1 will receive 69 (F) for the ATI.
- A student scoring below Proficiency Level 1 will receive 60 (F) for the ATI.

Any student scoring at Level 1 or below will need to complete a minimum of 2 hours of a focused review. The review must be completed and a printout (if requested by the faculty member) verifying the review turned in to the course coordinator at least 48 hours prior to the end of the semester (**date will be given after ATI proctored test is administered**). Failure to complete the review by the assigned time will result in the recorded ATI grade being revised as follows: the level 1 grade of 69 will be reduced to 60; the below level 1 grade of 60 will be reduced to 51. This revised grade will be utilized in calculating both didactic average and course grade.

The proctored testing is administered at the end of the semester and scheduled through the IRC.

## II.6.2 Computer Test Scoring Analysis Procedure (Scantrons)

The College makes use of a computerized test scoring and analysis procedure. In order to have a test processed by this program, students must make their answers on a test scantron form. Answers must be marked firmly with a #2 pencil. Erasures must be complete and the form should be free of all extraneous pencil marks in order to be processed without error. The instructor must provide a test scantron with the correct answers marked as described above to serve as a key in programming the equipment. The test analysis program will handle multiple choice examinations of up to 200 questions.

Scantrons and a Request for Graded Output form may be obtained from the Faculty Support Administrative Assistant in WMBB 501. Scantrons are submitted to USC Scanning Services (a division of University Technology Services) located at 1211 Wheat Street. Allow at least 1-2 days for processing of Scantrons. An electronic

evaluation of the test is emailed to the professor as indicated on the scantron request form. To open the results you will need a password (normally 1st 3 letters of the submitting faculty's last name and course #).

Test scantrons given on the branch campuses are returned via USPS Ground or FEDEX to Distributed Learning (DL) on the Columbia campus for scoring and analysis, unless other arrangements have been made. This process can take up to 5 days.

Scored scantrons can be picked up from Scanning Services by the faculty member responsible for the course for up to seven days after processing. After seven days, Scanning Services will automatically return any remaining scantrons to the faculty member via Campus Mail.

### **II.6.3 Final Exams**

The College of Nursing Final exam schedule is prepared by the Course Coordinators in conjunction with Assistant Deans and dates/times are communicated with the IRC staff if requesting proctor assistance. No final examination may be held outside of the published final examination dates and times without authorization from the Assistant Deans for Undergraduate or Graduate Studies. In any course which meets once a week, no quiz, test or examination may be given during the last class meeting prior to the regular final examination period. Graduating seniors are exempt from this policy. Final exams for graduating undergraduate seniors are given during the last week of class to facilitate the NCLEX review course.

Exams must be saved throughout the semester and paper exams added to the department files for electronic archiving purposes. Send an electronic word - format copy of exams to the Faculty Affairs Support Administrative Assistant who will archive exams on the K drive.

### **II.6.4 Retention/Destruction of Confidential Materials and Tests**

It is the College of Nursing's responsibility to ensure that all confidential materials are reduced to an illegible condition upon disposal. Confidential is defined as records which are exempt from public disclosure including FERPA protected records or data. Please dispose of any materials in the two designated shred bins located in the mailroom (WMBB 210) and the 5th floor workroom (WMBB 520).

The CON is mandated by State law to adhere to the Public Records Act, which can be found <https://www.scstatehouse.gov/code/t30c001.php>. The University Policy establishing compliance to this act can be found at <http://www.sc.edu/policies/lib103.pdf>.

Please review the below schedule for complete details in order to ensure the College of Nursing is meeting the retention schedule and required archival of information. The

archiving policy applies to all documents, INCLUDING ELECTRONIC RECORDS/DOCUMENTS.

Any records that are being shredded or destroyed must have the destruction form completed and approved by the Archives Office prior to destruction. This is applicable for original or copy documents that are housed in the university department.

[k:\\Dept\\Nursing\\CON Guidelines and Procedures \(Public\)\\Records Retention](k:\\Dept\\Nursing\\CON Guidelines and Procedures (Public)\\Records Retention)

## **II.7 Grading Policies**

Students will be informed of all course requirements, criteria, and methods of grading, plus weight of each grade component, in the course syllabus.

For undergraduate courses, the scale is A = 92-100; B+ = 90-91; B = 83-89; C+ = 81-82; C = 75-80; D+ = 73-74; D = 70-72; and F = 69 and below.

For graduate courses, the scale is A = 90-100; B+ = 87-89.99; B = 80-86.99; C+ = 77-79.99; C = 70-76.99; D+ = 67-69.99; D = 60-66.99; and F = 59.99 and below.

### **II.7.1 Grade Books and Student Records**

Class rosters are available on Self Service Carolina (SSC) <https://my.sc.edu/>. All new faculty should secure a SelfService Carolina account and current faculty should maintain directions and passwords for Self Service Carolina. The faculty member should consult the appropriate Student Services Coordinator for master's, certificate, DNP or PhD program for questions about student SSC enrollment.

Course faculty are responsible for accurately recording course grades. Grades must be posted through SSC system according to the university published academic calendar and adhere to university registrar deadlines. Additional information regarding processing grades can be found at [https://www.sc.edu/about/offices\\_and\\_divisions/registrar/toolbox/grade\\_processing/index.php](https://www.sc.edu/about/offices_and_divisions/registrar/toolbox/grade_processing/index.php)

Students are entitled to be informed of their progress in relation to clinical course objectives. Students should receive a written evaluation of their progress at mid-term and at the end of the course. Midterm and final conferences for clinical courses are a good opportunity for dialogue between clinical faculty and student, as well as for sharing the written summative evaluative feedback from faculty.

A file for each student is maintained in the Office of Academic Affairs. Student records are confidential and are available to faculty on a "need to know" basis. Students may inspect their files and have copies made of file contents but must formally make such a request to the Associate Dean for Academics.

## II.7.2 Submitting Final Grades

Final grades are submitted through Self Service Carolina <https://my.sc.edu/>.

Assign grades for each student and complete any Grade Roll Discrepancy and Assignment of Incomplete Grade forms. USC requires a special form for recording incomplete grades. Please contact Cheryl Nelson at (803) 777-8777 [cheryl.nelson@sc.edu](mailto:cheryl.nelson@sc.edu) or Gail Vereen at (803) 777-3780 [gsveree@mailbox.sc.edu](mailto:gsveree@mailbox.sc.edu) for the access code for secure forms. These forms are obtained from the Registrar's website [https://www.sc.edu/about/offices\\_and\\_divisions/registrar/toolbox/faculty\\_staff\\_forms/index.php](https://www.sc.edu/about/offices_and_divisions/registrar/toolbox/faculty_staff_forms/index.php). The instructor giving the incomplete grade has the responsibility of making arrangements with the student to complete the course. A copy of the form is placed in the student's file including the plan to make up the work and the date the work is to be completed. Makeup for courses prerequisite to subsequent nursing courses must be successfully completed prior to the beginning of the next semester in which the student is enrolled.

Once final grades are submitted on Self Service Carolina and final grade report production has occurred, corrections must be made on the appropriate grade forms which can be acquired from the Office of Academic Affairs and submitted to the appropriate academic dean for signature.

## II.8 Student Processes/Resources

### II.8.1 Campus Resources for Students

Cheryl Nelson, Executive Director of Student Affairs, (803) 777-8777, [cheryl.nelson@sc.edu](mailto:cheryl.nelson@sc.edu)

- Advisement and support to graduating students for out of state NCLEX RN applications.
- Coordinates student activities with other appropriate offices/organizations on campus.
- Provides faculty and student support regarding student injuries or exposures.
- Serves as advocate for students regarding student life issues, graduation, and scholarship applications. Makes appropriate referrals on as needed basis.
- Oversees selection of student representatives for CON and other committees.
- Student Success  
Center: [https://sc.edu/about/offices\\_and\\_divisions/student\\_success\\_center/index.php](https://sc.edu/about/offices_and_divisions/student_success_center/index.php)



- Blackboard Support, Blackboard Learn Help for Students: <https://help.blackboard.com/Learn/Student>
- Career Center: [www.sc.edu/career](http://www.sc.edu/career)

### **II.8.2 Student Counseling for Negative Behavior Pattern**

This is part of the UG Clinical/didactic course templates.

#### **Purpose**

To track and reduce incidence of negative behavior patterns across semesters in undergraduate students and to require student accountability for professional behavior patterns across semesters. If a student engages in disruptive activities or exhibits behavior that does not conform to the professional behavior requirements of the clinical course, the student will be counseled regarding their behavior by their Clinical Instructor and their Clinical Course Coordinator. During the counseling meeting, a STAR Counseling Form will be initiated to outline the problem behavior and the expected behaviors that the student must exhibit until the end of the clinical course in order to pass the course. The counseling note will be signed by all parties including the student and placed in the student's file. The Assistant Dean for Undergraduate Studies and the Executive Director of Student Affairs will be notified of the STAR Counseling Form completion and the problem behavior. The Assistant Dean for Undergraduate Studies and the Executive Director of Student Affairs will then track the student over the present and future semesters for repeated negative behavior patterns. Once the Assistant Dean for Undergraduate Studies is aware that a student is developing a negative behavior pattern i.e. has two or more counseling notes in their student file, the Assistant Dean for Undergraduate Studies will place the student on professional probation and will issue a counseling note explaining expected behaviors which will remain with the student for the remainder of their undergraduate tenure at the USC CON.

### **II.8.3 Dropping a Course**

Dropping a course refers to a student terminating registration in a particular section of a course while retaining enrollment in the University for the term. Students are able to change their course schedule prior to the drop/add deadline at the beginning of the semester via Self-Service Carolina. It is important to know when the last day is to add or drop a course for the semester. Any courses dropped prior to the drop/add deadline will not be recorded on the student's permanent record. Courses dropped after the drop/add period and before the WF deadline will have a "W" recorded on the transcript. A grade of W will not be calculated in the GPA; however, it will be recorded on the permanent record. Courses dropped after the WF deadline will be recorded as a WF on the permanent record and treated as an F in the calculation of the GPA. In summer sessions and other shortened sessions, the WF deadline will be 50 percent of the total number of class hours instead of at the first 7 weeks. It is the student's

responsibility to consult the session calendar for each course to know applicable dates. Session deadlines may also be found on the Web by going to the Parts of Term Dates: <https://my.sc.edu/codes/partofterms/index>

#### **II.8.4 Withdrawal from the University**

Undergraduate students considering withdrawal from the university should contact the University Advising Center, (803) 777-1222. Additional information can be found at [https://www.sc.edu/about/offices\\_and\\_divisions/advising/withdrawal/index.php](https://www.sc.edu/about/offices_and_divisions/advising/withdrawal/index.php). Students in the upper division must also sign a CON specific Leave of Absence form.

Graduate students considering withdrawal from the university should contact their Program Director and graduate student services coordinator.

#### **II.8.5 Procedure for Disposition of Formal Complaints**

Students are encouraged to meet with their course faculty if they have academic work problems. Further procedures for resolution of differences are outlined in this handbook and at [https://www.sc.edu/about/offices\\_and\\_divisions/provost/planning/academicprograms/state-authorization/complaint-policies.php](https://www.sc.edu/about/offices_and_divisions/provost/planning/academicprograms/state-authorization/complaint-policies.php). For assistance with the Student Grievance policy, please contact the Executive Director of Student Affairs at (803) 777-8777.

#### **II.8.6 Petitions Process**

Students who feel they have extenuating circumstances that precluded academic success or deviation in the academic policies and/or procedures of the University or the College of Nursing should apply through the petition process of the Student Petitions Committee of the College. Petition forms and information are available from the Executive Director of Student Affairs, who is prepared to assist the student with completion of this form. Petitions are reviewed at specified times throughout the year.

#### **II.8.7 Student Grievances**

For nonacademic issues, see the current policy in the [USC Policies and Procedures Manual](#) ([https://sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/universitypolicies/policies\\_and\\_procedures\\_manual/index.php](https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/index.php)). For academic issues refer to both the current [USC Policies and Procedures Manual](#) and the [College of Nursing policy](#) ([https://sc.edu/study/colleges\\_schools/nursing/internal/current\\_students/index.php](https://sc.edu/study/colleges_schools/nursing/internal/current_students/index.php)).

The undergraduate/graduate student academic grievance policies describe the process utilized in the College of Nursing to resolve students' academic problems or complaints. The student should seek resolution with the faculty member first and, if not resolved, the student should initiate resolution through a defined set of procedures. For assistance with the USC Student Grievance Policy-Academic and/or the College of Nursing

Student Grievance Policy-Academic or the USC Grievance Policy-Non-Academic, students are urged to contact the Executive Director of Student Affairs, (803) 777-8777.

## **III COURSE DEVELOPMENT, DISTRIBUTION, AND MATERIALS**

### **III.1 Nursing Course Descriptions**

Full descriptions can be found at [www.sc.edu/bulletin](http://www.sc.edu/bulletin).

### **III.2 Process for Course/Curriculum Revision**

Faculty should submit identified revisions of individual courses to the appropriate academic councils.

#### **III.2.1 Undergraduate Courses**

Revisions of undergraduate courses/curriculum must be submitted to the staff member for the BSN Council as an agenda item for the Council's approval. After the revision request has been approved by BSN Council, the request will be taken to the Faculty Council for information. If the revision requires university approval it is submitted to the Course and Curriculum committee and USC Faculty Senate for approval.

#### **III.2.2 Graduate Courses**

Revisions of graduate courses/curriculum must be submitted to the staff member for the MSN, DNP, or PhD Council to be added as an agenda item for appropriate council's vote. After the revision request has been approved by either the MSN, DNP, or PhD Council, the request will be forwarded to the USC Graduate Council for approval if revision requires university approval.

### **III.3 Syllabi**

Faculty need to adhere to standardized templates for undergraduate didactic and clinical courses as well as graduate courses. There are two templates: ADA Compliant Clinical Course Template and ADA Compliant Didactic Course Template. Once a syllabus is finalized for a course it should be emailed to Administrative Assistant for the Assistant Deans for Undergraduate/Graduate Studies for placement on the K drive syllabi archive.

[K:\Dept\Nursing\Syllabi \(Public\)\SYLLABUS TEMPLATES](K:\Dept\Nursing\Syllabi (Public)\SYLLABUS TEMPLATES)

### **III.4 Textbooks**

Faculty members are responsible for selection of required and recommended textbooks for the course(s) they are assigned to teach in conjunction with the respective academic council approvals. It is assumed that faculty work closely together in textbook selection to minimize the number of texts required and the costs to the student. The Office of Academic Affairs will provide the most accurate projections of student enrollment anticipated for each class prior to the deadline for adopting textbooks. Generally,

textbook adoptions are due in March (for Summer), April (for Fall) and October (for Spring). Faculty will be notified of exact deadlines to adopt textbooks by the DEI Administrative Coordinator, Whitney Sudduth.

#### **III.4.1 Textbook Adopting Procedure**

Textbook adoptions are submitted online to the University Bookstore by the faculty at [www.sc.bncollege.com](http://www.sc.bncollege.com). Select the "Faculty Resources" link in the upper right corner of the webpage to place adoptions via FacultyEnlight. Textbook adoptions are placed a major semester ahead of time. The bookstore will notify faculty of record when the process is open and the due date for adoptions. Please note: adoptions for all sections of each course must be placed through FacultyEnlight; whether or not a textbook is being used. If NO textbook is used, select "no textbook material for this course." An email confirmation is sent by FacultyEnlight upon receipt of the adoption. The DEI Administrative Coordinator, Whitney Sudduth, will oversee faculty textbook adoptions and assist faculty in adhering to federal law (HEOA 2008) deadline requirements.

#### **III.5 Distributed Learning**

Director of Distributed Learning—Vera Polyakova-Norwood:  
[vnorwood@mailbox.sc.edu](mailto:vnorwood@mailbox.sc.edu)

##### **III.5.1 Online Learning Policy**

Faculty in the College of Nursing who teach in the online format must work with the Director of Distributed Learning (DL) to design and develop learning environments enabling students to achieve desired learning outcomes. Faculty must contact the Director of DL at least one semester before the course is offered, if appropriate. Faculty must use the template developed by the Director of DL which is based on the Quality Matters rubric and ADA requirements. Formative mid-term evaluations are conducted online every semester. Online courses must be open and accessible to students by the first day of class. Faculty must add the Director of DL in the blackboard course as a Teaching Assistant.

#### **Purpose**

Teaching online requires a different pedagogy and unique technical skills when compared to classroom teaching. This type of teaching often involves significant changes in the presentation of course content, teaching strategies, and evaluation methods. This policy gives faculty guidance in the developing, teaching, and maintaining of online courses. The purpose of the policy and procedure is to ensure that faculty adheres to the standard online template (as approved by the CON Faculty) for course delivery in order to maintain consistency and standards for online teaching and learning.

### III.5.2 Procedures for Developing an Online Course

- Faculty must meet with the Director of DL at least one semester and as necessary before the course is offered to discuss teaching and learning needs and develop a teaching strategy for the course.
- Faculty and Director of DL collaborate on developing the course in Blackboard using the College of Nursing template. Faculty will create the navigation system, course weekly guides, group areas, and set up blogs and wikis, etc.
- Faculty create learning materials such as recording lectures, loading videos, writing guidelines for assignments, creating case studies, producing tutorials for use of technology, etc.
- Faculty and the Director of DL review the course site and role play as a student and trouble shoot as needed.

### III.5.3 Teaching an Online Course

- Faculty greets all students the first week of class with a welcome on the announcement page and responds to student introductions on discussion board.
- Faculty encourages students to ask questions about the course on the class discussion board so that so everyone can be aware of the answers. Reply to student postings on “Questions about the Course.”
- Faculty will give students the expected response time for emails and postings.
- Faculty must provide meaningful feedback on topic related online discussions, case studies, blogs, etc.
- Director of DL will submit formative mid-term evaluation results to individual faculty who will determine if any changes need to be made in the course.

### III.5.4 Maintaining an Online Course

- Faculty may copy a previous course to be used again. However, there are many items that must be updated such as the weekly guides, calendar, dates for tests and projects, deadlines for posting, etc.
- Faculty must update all items that are associated with specific students such as wikis, group discussion boards, and blogs.

### III.5.5 Resources for Distributed Learning

Resources for Distributed Learning can be found at [K:\Nursing Teaching Resources \(Public\)\Distributed Learning \(Public\)](#)

Resources for Distributed Learning include materials on making distributed courses accessible to all learners. These materials are located in the ADA folder.

CON uses the following technologies to develop distributed learning courses:

- Blackboard - course management system.

- Adobe Presenter – creates multimedia presentations by adding voice narration to PowerPoint slides and publishes presentations to the Web.
- Adobe Connect – virtual meeting software to conducting synchronous class meetings and asynchronous recordings.
- Dragon NaturallySpeaking – speech recognition software enables users to perform dictation and transcription. CON faculty use this software to transcribe multimedia lectures.

### **III.5.6 How To Request An Adobe Connect Account**

#### Adobe Connect Request

To request an account for Adobe Connect, please email the Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)). Be sure to include the following information:

- Name
- Email Address
- Course or purpose for the software
- If you need Adobe Presenter (Voice over PowerPoint software) or Adobe Connect (Virtual Meeting Access).
- Department/Fund Code IF not for an academic purpose

The Nursing Helpdesk will submit your request to UTS and obtain a license for the software. They will contact you within two business days with your login instructions. Once UTS has provided this information, please let the Nursing Helpdesk know and they will schedule a time to orient you to the software. Please be aware that this software is for academic use only. If this software is needed for a non-academic purpose, the requestor must also submit a department and fund code for billing.

### **III.5.7 How To Request Dragon Naturally Speaking**

If you teach a distributed learning course and re-use recorded lectures over several semesters, you must provide transcripts for them. Dragon NS can considerably speed up the process of getting transcripts.

Contact Vera Polyakova-Norwood, CON Director of Distributed Learning.

#### **III.5.7.1 Technical Support for Dragon Naturally Speaking**

Contact CON Help Desk or you may also contact Vera Polyakova-Norwood, CON Director of Distributed Learning.

### **III.6 Blackboard**

Most nursing courses, regardless of distance learning or on-campus only class options, use the Blackboard learning management system (LMS) which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams and much

more. General information about Blackboard is available at the [Division of Information Technology Blackboard Page](https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/blackboard/index.php) ([https://sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/end\\_user\\_services/available\\_technology\\_resources/blackboard/index.php](https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/blackboard/index.php)).

Blackboard Basics (Instructors): “How-To” Guide is located in the Blackboard Support module on the user’s My USC screen. This is an excellent resource for anyone who is using instructor features and functions in Blackboard.

Blackboard Policy for all CON Courses can be found here [K:\Dept\Nursing\Nursing Teaching Resources \(Public\)\Distributed Learning \(Public\)\OC BbTemplate Fall 2014 Final.pptx](K:\Dept\Nursing\Nursing Teaching Resources (Public)\Distributed Learning (Public)\OC BbTemplate Fall 2014 Final.pptx)

Center for Teaching Excellence (CTE) offers workshops on Blackboard and other educational technologies through the year. To see the schedule for the training events, please visit [the Center for Teaching Excellence](https://www.sc.edu/about/offices_and_divisions/cte/) ([https://www.sc.edu/about/offices\\_and\\_divisions/cte/](https://www.sc.edu/about/offices_and_divisions/cte/)).

### **III.6.1 Technical Support for Blackboard**

Technical support for Blackboard users:

[https://sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/end\\_user\\_services/available\\_technology\\_resources/blackboard/index.php](https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/blackboard/index.php)

### **III.7 Copyright Issues**

Information and educational tools on [the University Libraries website](http://guides.library.sc.edu/copyright) (<http://guides.library.sc.edu/copyright>) are offered to assist faculty, staff, and students of the University in making good decisions about the appropriate use of copyrighted materials.



## IV CLINICAL EDUCATION

### IV.1 Course Coordinators

Course coordinator(s) for the undergraduate Program would be responsible for the following:

- Planning and developing course content utilizing a variety of teaching/learning techniques to stimulate and enhance the learning process for the student(s).
- Preparing and presenting course content and change requests to curriculum meeting.
- Develop appropriate evaluation tools to measure outcomes of the learning process (tests, projects, blogs, and wikis).
- Prepare course syllabus and clinical packets (where appropriate) for students and adjunct clinical faculty.
- Maintain consistency and level appropriate expectations throughout the clinical courses (materials covered, behavior, appearance, expected outcomes, attendance, etc.).
- Participate in meetings with other course coordinators at least twice per semester to ensure continuity across the curriculum.
- Input in recruitment and appointment of adjunct clinical faculty.
- Responsible for orientation and evaluation of clinical faculty, including scheduling computer training, unit orientation, and ensuring instructors meet specific agency requirements.
- Plan and implement detailed orientation for entire adjunct clinical faculty with emphasis on consistency in expectations of the students, assignments, grading and evaluation processes.
- Perform site visits at each clinical facility where clinical faculty are located a minimum of twice per semester, based on coordinator assignment, to evaluate both the clinical instructor and the effectiveness of the clinical experience for the students.
- Meet with clinical faculty at mid-term to discuss and evaluate progression of the students, problems incurred during the semester, clarification of assignments, and evaluation of the total clinical student experience for the semester.
- Participate in counseling sessions with clinical faculty and student(s) for serious infractions of rules, regulations, medication errors, clinical incompetence, and code of ethics in the clinical area.
- Maintain weekly communication with clinical adjunct faculty via e-mail, telephone, or clinical visits.
- Accrue, maintain, and post student grades.

- Provide counseling at mid-semester for those students in danger of academic or clinical performance failure.
- Maintain open communication with the Assistant Dean for Undergraduate Studies regarding the status of the course and any problems incurred.
- Maintain active membership in the Undergraduate Curriculum Committee.
- Develop/identify agencies/sites for clinical rotations as appropriate.

#### **IV.1.1 Clinical Schedules/Sectioning**

Faculty in clinical courses will advise their Clinical Coordinator about any special considerations relative to agency/clinical section issues. Assignment of students by sections to clinical agencies is made in collaboration by the Office of Undergraduate Studies and the Course Coordinators. Students continuing in clinical courses do not have the option of preferencing for their clinical assignments with the exception of the Capstone Course. It should be noted that clinical sectioning is not finalized until after the first day of classes. Students should not have clinical assignments in areas where they are employed. The potential problems of bias in assistance and evaluation of students are self-evident. Students are responsible for notifying the Office of Undergraduate Studies should such a conflict arise. The office will initiate a change in assignment. The Administrative Assistant in the Office of the Undergraduate Studies in consultation with the Assistant Dean for Undergraduate Studies notifies the agencies regarding the clinical courses to be taught and the names of the instructors for each section. Once units are assigned by the agencies, the Assistant Dean for Undergraduate Studies assigns faculty to the units and provides student information to the Education Department of each facility who, in turn, notify the units of the schedule.

#### **IV.1.2 Posting of Section Assignments**

Clinical faculty should post the student names and patient assignment in a place congruent with the agency policy. Tasks for which students are responsible should be identified on the assignment schedule.

#### **IV.1.3 Faculty and Student Orientation**

Each faculty member is responsible for orientation of the students to the clinical agencies. The Course Coordinator or agency liaison faculty persons will orient new faculty. In the larger agencies, the agency liaison faculty member or the clinical coordinator arranges the core orientation of all students assigned to the agency based on agency and faculty input.

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Preceptor Handbook](#)

#### **IV.1.4 Clinical Safety Policy**

A student is required to withdraw from a clinical component of a course before the term is completed if: 1) Upon evaluation the student demonstrates failure of clinical/course

objectives for the semester and/or 2) The actions of the student have endangered a patient's life or caused patient harm. The student will be required to withdraw with an WF if it is past the deadline for withdrawal. If a student's condition requires that they use crutches, walker, cane or arm cast they will not be allowed to participate in clinical activity until the student submits a statement from their provider of care stating they may resume all activities without any assistive devices and attests to a return to full duty status. The course coordinator and Assistant Dean will determine if a student who has sustained an injury or illness limiting their mobility has completed enough clinical hours to meet course objectives.

#### **IV.1.5 Medication Administration Policy for Undergraduate Nursing Students**

##### Performance Outcome

Medications are accurately dispensed in a safe and timely manner. Students will receive the appropriate didactic and clinical instructions according to course objectives:

The nursing student will report all medication errors immediately to the clinical instructor and/or preceptor.

- The patient's condition will be assessed, and the error will be reported to the charge nurse and/or nurse manager.
- The student making the error or the one discovering an error will complete required documentation, with faculty assistance, according to hospital protocol.
- Errors in documentation of medications will be considered unsatisfactory student performance and will be reflected on the clinical evaluation form. Examples include (but are not limited to):
  - Failure to complete documentation of medication administration
  - Failure to have a co-signature on narcotic waste
  - Failure to document a reason for omitting a medication
  - Failure to acquire and communicate appropriate assessment data as indicated by the healthcare institution policy
- Students will be counseled after each medication error. Two or more medication errors will result in clinical failure for the course. Examples of medication errors include (but are not limited to):
  - Not following all rights of medication administration
  - Inability to calculate correct dosage
  - Omission of an ordered medication
  - Duplication of medication that has already been given
  - Administration of a discontinued medication
  - Leaving medication at bedside without an order (unless per hospital policy)
  - Failure to check healthcare provider orders, take an apical pulse, B/P, check lab values or other appropriate assessment data prior to giving medication

Medication errors that endanger the patient's life or actually cause patient harm can be grounds for immediate termination from the course.

Note: Students will still be held accountable for medication errors even if an instructor or staff nurse prevents the error from occurring.

#### **IV.1.6 Drug Calculation Tests (Undergraduate Clinical Courses)**

Students must take a medication calculation tests prior to entry into each clinical setting with the exception of N411-Mental Health. The following guidelines are part of the Undergraduate Clinical Course template and must be included in your syllabus.

#### **IV.1.7 Medication Quiz Guidelines**

- The required passing score for the medication calculation quiz is 90%.
- The student will take the medication calculation quiz as scheduled by the course coordinator.
- The student will have no more than three attempts TOTAL to pass the medication calculation quiz.
- Failure to pass at 90% or greater will require a second attempt with time to be set by the course faculty. Note: There is to be a minimum of 48 hours before the 2nd attempt to allow for remediation. The student must show proof to the course faculty that he/she has completed the appropriate medication calculation remediation as directed at time of the quiz.
- If the second attempt is successful, the grade from the first attempt will be recorded in Blackboard.
- Failure to achieve a 90% or greater on the second re-attempt will result in a clinical /lab day failure.
- Prior to the third attempt, remediation will be required. The retest schedule will be determined by the course coordinator. If the student is successful at 90% or greater, the grade from the first medication calculation test will be recorded in Blackboard.
- If the third attempt is below-90, this will result in a 2nd clinical /lab day failure, 2 clinical day failures will result in course failure.

#### **IV.2 End-of-Course Report/Clinical Site Evaluation**

Course and Teacher Evaluations (CEQ/TEQ) are administered at the end of each semester. Course evaluations are completed by students electronically. Courses offered via distance education are evaluated electronically using "Central", the College of Nursing database. Evaluations are made available approximately 2 weeks before the end of classes. Data are returned and processed in the Office of Research. Approximately one month after evaluations have closed, instructors electronically receive reports and written outcomes. These reports and comments should be included with the instructors' annual evaluation.

### IV.3 Clinical Facilities/Practicum Considerations

A list of clinical agencies with which the College has contracts is available upon request from the office of the Clinical Compliance Coordinator in the Office of Academic Affairs.

#### IV.3.1 Process for Establishing New Contracts or Changing Contracts

**Undergraduate Students** - Clinical faculty should contact their course coordinator with questions regarding policies and procedures for undergraduate student experiences or contact the Office of Undergraduate Studies ((803) 777-7412).

**Graduate Students** - The Office of Academic Affairs, has created a Clinical Experience Information Packet to orient graduate clinical faculty to graduate clinical procedures and policies. Please contact the Clinical Compliance Coordinator ((803) 576-7301) to receive a packet. **\*All Graduate Clinical Faculty must contact the Clinical Compliance Coordinator for orientation to CON's graduate clinical process.\***

#### IV.3.2 Faculty Co-Signing Student Documents on Patient Records

Student entries into patient records need to be co-signed by faculty. If electronic charting is being utilized, see hospital specific policy for methods for including signature and/or notation. If student is in an advanced practicum, the clinical preceptor will co-sign entries into the patient record.

#### IV.3.3 Student Clinical Evaluations

All students receive an evaluation of their clinical experience. These evaluations should be collected by the faculty/course coordinators at the end of the semester and turned into the Office of Academic Affairs. They are maintained in the student's file for a period of 5 years.

### IV.4 Faculty CastleBranch Requirements

#### IV.4.1 CON Faculty: [Faculty CastleBranch Requirements](#)

[K:\\Dept\\Nursing\\CON Guidelines and Procedures \(Public\)\\CastleBranch](#)

Clinical faculty will utilize Castlebranch to submit their clinical and health document requirements. Accounts should be created and/or updated as appropriate by the following deadlines.

- **Fall Semester – no later than August 15<sup>th</sup>**
- **Spring Semester – no later than January 15<sup>th</sup>**

**There is no charge to faculty for these services.** When you place your initial online order you will be prompted to create your secure Castlebranch account. To update or renew documents in Castlebranch, you **do not** need to create an additional account. Requirements must not expire during the semester of your clinical appointment.

**IV.4.2 Graduate TFAC:**

Graduate TFAC Will Upload Nursing License and HIPPA Privacy Basics for Faculty Attestation Form in CastleBranch.

**IV.5 Preceptors**

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Preceptor Handbook](#)

**IV.5.1 Grading Policies**

The following policies are in place to promote quality learning outcomes and fairness to all students.

**IV.5.1.1 Rounding Policy**

There is no grade rounding.

**IV.5.1.2 Exams Policy**

The [CON Syllabus Templates \(K:\Dept\Nursing\Syllabi \(Public\)\)](#) provides the undergraduate and graduate exam policies.

**IV.5.1.3 Late Assignments Policy**

Late assignments will not be accepted. Extensions may be granted in case of extreme emergencies. Students should contact the faculty in advance (at least 48 hours) to make other arrangements.

**IV.5.1.4 CON Graduate Course Progression Policy**

- A minimum grade of 80% (B) is required in all graduate NURS courses.
- If a grade lower than B is earned, this course must be repeated.
- Any student receiving two (2) grades of 79.99% (C+) or lower in the same NURS course or in any two NURS courses will be dismissed from the College of Nursing.

**IV.5.1.5 CON Graduate Course Attempt Policy**

- A student may attempt each NURS course twice in the graduate program.
- A grade of W (withdrawal) in any graduate course will constitute an attempt.

## V COMMUNICATIONS

Jan Johnson, Communications Director

Office 420

[jinjohnso@mailbox.sc.edu](mailto:jinjohnso@mailbox.sc.edu)

803-777-1842 (office)

803-225-4480 (cell)

Mollie Roe Dawson, Communications Coordinator

Office 418

[roemb@email.sc.edu](mailto:roemb@email.sc.edu)

803-777-3039 (office)

803-413-8160 (cell)

### Communications Toolbox:

[https://sc.edu/study/colleges\\_schools/nursing/internal/faculty\\_staff/communications/index.php](https://sc.edu/study/colleges_schools/nursing/internal/faculty_staff/communications/index.php)

### V.1 Marketing Requests

Please fill out all marketing requests [here](#).

*\*materials with a college logo or UofSC logo need to be approved by Jan Johnson or Mollie Roe Dawson*

### V.2 Professional Photo

Headshots are taken in the War Memorial Building off of the Horseshoe. They are usually on Tuesday mornings 9-10 (you can request another day/time) – email [csphoto@mailbox.sc.edu](mailto:csphoto@mailbox.sc.edu) to schedule an appointment.

*\*Due to COVID they are not currently taking photos and our office can take a temporary one*

To take a headshot at the College of Nursing email [roemb@email.sc.edu](mailto:roemb@email.sc.edu).

### V.3 Event Photos

UofSC Services can be requested online [here](#).

If available, our office can take event photos. If not available, you can request our camera for your use at the event.

**V.4 Email Signature**

Can be created online [here](#).

**V.5 CON Logos**

The CON logos can be found online [here](#) available to download.

**V.6 Powerpoint**

The CON powerpoint template can be found online [here](#) available to download.

**V.7 Letterhead**

The CON letterhead can be found [here](#).

**V.8 Social Media Sites**

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [LinkedIn](#)
- [YouTube](#)

If you need help/tips on how to use social media, please contact our office. Tag us to share your photos @UofSCNursing.

**V.9 Media Requests**

If you are contacted by the media for an interview, please run by our office before committing to the interview. If you would like us to pitch an idea to the media, please send us details and we will discuss options for coverage.

**V.10 Marketing/Promotional Materials/Giveaways**

Please contact our office if you are in need of giveaways. We keep a small amount on hand. If you need to order something specific, please fill out the marketing request form.

**V.11 Printing Services**

Print Shop request forms online [here](#).

**Printing & Marketing Mail**

1600 Hampton St., Suite 120

Contact: Martha Rogers, [roger266@mailbox.sc.edu](mailto:roger266@mailbox.sc.edu); Phone: 803-777-5146

**Printing Services @ Russell House**

Email: [psrh@sc.edu](mailto:psrh@sc.edu); Phone: 803-777-3820



**USC Copier Center**

Email: [reschke@mailbox.sc.edu](mailto:reschke@mailbox.sc.edu); Phone: 803-777-7460

**V.12 Story ideas/features**

We are always looking for interested items to feature throughout our communications. Please send us your ideas or contact us to discuss upcoming events, ideas.

**V.13 Events – University Calendar**

Submit your public events to the university's [online calendar](#).

**V.14 University Newsletter**

[Sign up here](#) for the University's news digest, @UofSC Today, delivered to your email inbox.

**V.15 College Mailing List**

You will be added to the College's internal mailing list (sent weekly) and external mailing list (sent monthly). If you are not receiving these emails, please contact our office.

## **VI DIVERSITY, EQUITY AND INCLUSIVITY**

### **VI.1 Eight Techniques for Effective Communication**



Card.pdf

### **VI.2 Carolina Cares Cupboard Request Form**



Cupboard  
registration form\_CI

## VII FACULTY AFFAIRS

### VII.1 College of Nursing Bylaws

[K:\Dept\Nursing\Committees and Councils \(Public\)\Nominations and Bylaws](K:\Dept\Nursing\Committees and Councils (Public)\Nominations and Bylaws)

### VII.2 USC Faculty Manual

[http://www.sc.edu/policies/facman/Faculty\\_Manual\\_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)

### VII.3 Faculty Reporting Structure

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Organizational Charts](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Organizational Charts)

### VII.4 Faculty Reporting Dates

#### VII.4.1 9-Month Faculty

- 9-month faculty are expected to work at least through commencement in December, ensuring all grades are in/course work completed before leaving
- 9-month faculty are expected to report to work no later than the second Wednesday in January

#### VII.4.2 USC Holiday Schedule

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/benefits/time\\_away/holidays/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays/index.php)

- New Year's Day
- Martin Luther King, Jr. Day
- National Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- Day After Christmas
- December Holiday (2<sup>nd</sup> day after Christmas)
- December Holiday (3<sup>rd</sup> day after Christmas)
- December Holiday (4<sup>th</sup> day after Christmas)
- New Year's Day

### VII.5 Required College of Nursing Events/Meetings

(and designated staff)

- CON ReCONnect
- Annual Retreats
- Faculty Council Meetings

- Academic Council Meetings - faculty should be an active member of at least one academic council
- Each New Graduate Student White Coat Ceremony (Graduate Faculty)
- Each Stethoscope and Commitment Ceremony (Undergraduate Faculty)
- Open House (Fall each year)
- Viana McCown (when offered)
- Research Day/Mary Ann Parsons Lectureship (Spring)
- Faculty are required to attend all College of Nursing Convocation Ceremonies
- Faculty are required to attend at least one USC Graduation Ceremony, Doctoral Hooding, or Freshman Convocation per academic year

## VII.6 Requesting Leave

### VII.6.1 Faculty Leave Procedures

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Human Resources\Leave Procedures and Form\con faculty leave procedures](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Human Resources\Leave Procedures and Form\con faculty leave procedures)

### VII.6.2 Travel

Faculty should complete the [Travel Request Worksheet](#) located on the k-drive and submit to your respective administrative coordinator.

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Travel](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Travel)

#### VII.6.2.1 Requesting Travel

- a. Faculty/staff will submit College of Nursing Travel Worksheet to respective supervisor's administrative assistant/coordinator via email to review for completion
  - i. Office of Faculty Affairs: Whitney Sudduth
  - ii. Office of Academic Affairs: Vanessa Stoquert
  - iii. Office of Research: Gene Brown
  - iv. Office of Operations:

Note: If travel expenses are funded by grants, indirect costs, or e-incentive accounts, the administrative coordinator will confirm available funding with the Business Director, Faith Young. After confirmation, the travel request will be processed.
- b. Administrative assistant/coordinator will submit the Travel Request to reporting supervisor, Associate/Assistant Dean, for approval (via email)
- c. After the TA is FULLY APPROVED by the traveler, supervisor, CON Business Director and USC Travel Office, faculty/staff can proceed to book travel arrangements

### VII.6.2.2 Returning from Travel

- d. Faculty/staff will submit all original receipts (airline, parking, taxi's, lodging, rental car, etc.) to your administrative coordinator within 7 days of travel.
  - i. Office of Faculty Affairs: Whitney Sudduth
  - ii. Office of Academic Affairs: Vanessa Stoquert
  - iii. Office of Research: Gene Brown
  - iv. Office of Operations:
- e. The administrative coordinator will enter the reimbursement request into PeopleSoft. Once completed, faculty/staff will receive an email from PeopleSoft requesting approval. Once the expenses are confirmed by the traveler, the reimbursement will be approved by the supervisor, CON Business Director and then USC Travel Office.
- f. If travel expenses are funded by grants, indirect costs, or e-incentive accounts, the final expense report is sent to the Business Director, Faith Young, to reconcile accounts.

### VII.7 Faculty Office Hours

Tenured track and clinical teaching faculty will post and hold a minimum of 2 open hours per week; other office hours by appointment. Faculty are encouraged to hold at least 4 office hours per week.

### VII.8 Promotion/Hiring Criteria

Effective July 1, 2020, faculty salary promotion increases apply to all tenured/tenure-track and clinical faculty members receiving a promotion. The salary promotion increases are as follows:

- |  |         |
|--|---------|
| ➤ Promotion from Instructor to Assistant Professor (all tracks)          | \$4,000 |
| ➤ Promotion from Assistant Professor to Associate Professor (all tracks) | \$6,000 |
| ➤ Promotion from Associate Professor to Professor (all tracks)           | \$8,000 |

Promotion increases are processed upon receipt of Provost(clinical-track) and Board of Trustees(tenured/tenure-track) approval. Faculty are provided notification from the Provost; Board of Trustees; and Dean regarding their promotion increase and effective date.

#### VII.8.1 Tenure

Tenured track faculty should demonstrate research and scholarship as described by the T&P criteria appropriate to rank and our strategic plan. T& P Criteria reflect the minimum criteria for each rank. More in depth information can be found on the T&P Criteria Document located on the K drive.

[K:\Dept\Nursing\Tenure and Promotion \(Public\)\1 - CON TP Criteria](#)

### VII.8.2 Clinical

Clinical track (teaching or practice) faculty should demonstrate scholarship as described by the Clinical Track Faculty criteria appropriate to rank and our strategic plan. Goal for clinical track faculty is to have a minimum of one publication per year and one poster/podium presentation at a regional or national conference. More in depth information can be found on the Clinical Faculty Annual Evaluation and Promotion document located on the K drive.

[K:\Dept\Nursing\Committees and Councils \(Public\)\Clinical Faculty Evaluation and Promotion Committee](K:\Dept\Nursing\Committees and Councils (Public)\Clinical Faculty Evaluation and Promotion Committee)

### VII.8.3 Research

Research faculty's goal is to have 75-80% of their effort funded in grants by year 3. Minimum of two publications (assistant professor) to four publications (professor) per year.

### VII.9 Faculty Annual Reviews

All faculty will complete and submit electronic evaluation forms to their supervising/reporting associate dean/dean (Dail, Deupree, Pinto, Ribar, or Andrews) by Feb 1<sup>st</sup>. The following four forms are required:

1. **Faculty Goals and Accomplishments Worksheet** (these will include current year goals and associated accomplishments as well as goals for the upcoming year.)
2. **Candidate Teaching Summary** (only list courses taught in Spring, Summer and Fall of the calendar year. NOT the academic year.)
3. One **Peer Teaching Observation** from a course that occurred within the evaluation year. (ask a peer to participate as your peer observer in an online or in person course).
4. **USC format CV** updated as of the January before turning it in. Products (pubs, presentations etc.) are only counted once in each year.

**Annual Review Documents are located [here](K:\Dept\Nursing\Office of Faculty Affairs (Public)\2020 Annual Review Documents) (K:\Dept\Nursing\Office of Faculty Affairs (Public)\2020 Annual Review Documents).**

- The reporting associate dean will review all submitted evaluation documents and schedule a conference with the faculty member. All signed documents are turned into the Dean's office upon completion of the conference. Faculty members will receive a copy of the signed evaluation document.
- All faculty on tenure track who are pre-tenure will have an additional review from the Tenure and Promotions Committee. These forms are turned in electronically to the chair of T & P. The reporting dean will deliver this document to the faculty member during the scheduled evaluation conference.

- Faculty members must schedule a conference to discuss readiness for promotion with their reporting dean and chair of the appropriate promotions committee prior to submitting any documents for promotion.

[K:\Dept\Nursing\Tenure and Promotion \(Public\)](#)

### **VII.10 Faculty Workload**

The mission of the University, the goals of the College, the T&P guidelines, and the Clinical Faculty Evaluation and Promotion guidelines provide the basis for faculty responsibilities. Faculty are expected to teach courses, mentor students, engage in scholarship, participate in committee/departmental work, and be involved in community service. Components of faculty workload are negotiated on a per annum basis. The work schedules of full-time faculty are necessarily flexible but, as a guide, the normal teaching assignment will be twelve hours or its equivalent.

The Office of Academic Affairs will send every faculty member an email requesting teaching preferences at least one semester prior to assignment. An attempt will be made to match instructors with classes they prefer to teach. It is important that all faculty input preferences in a timely manner.

#### **VII.10.1 Clinical Track Faculty**

Generally, all faculty are assigned a 100% workload. Teaching effort is determined by the following:

- Scholarship: 10% effort
- Service: 10% effort
- Mentoring: 5% effort
- Practice: 20% effort (if active contract via CON Practice Plan)
- Administrative: Effort is determined by the Dean
- Teaching: Effort is determined by what percent of effort is leftover. One course is generally 25% effort, depending on students enrolled and UG/Grad.

#### **VII.10.2 Tenure Track Faculty**

Generally, all faculty are assigned a 100% workload. Teaching effort is generally determined by the following:

- Scholarship 40% effort (Faculty are expected to achieve funding up to 40% effort). If additional research effort is obtained over 40%, this effort will be added for scholarship total.
- Service: 10% effort
- Mentoring: 5% effort
- Administrative: Effort is determined by the Dean

- Teaching: Effort is determined by what percent of effort is leftover. One course is generally 25% effort, depending on students enrolled and UG/Grad.

### **VII.10.3 Research Track Faculty**

Generally, all faculty are assigned a 100% workload. Teaching effort is determined by the following:

- Scholarship: 40% effort (Faculty are expected to achieve 75-80%effort)
- Service: 10% effort
- Mentoring: 5% effort
- Administrative: Effort is determined by the Dean
- Teaching: Effort is determined by what percent of effort is leftover and at the discretion of the supervising AD.

### **VII.11 Summer Faculty Compensation**

- 9 Month Faculty requesting summer salary must complete the Summer Research and Scholarship Salary Request form and turn in to their supervising associate dean by March 1<sup>st</sup> for dean approval. Faculty and mentor signatures and account codes must be completed prior to request form submission.
- Faculty must attend all required meetings and meet all preparation expectations as defined by supervisor.
- A completed Summer Salary Request-Report Form must be completed and returned to the supervising associate dean by October 31<sup>st</sup>. Faculty and mentor signatures must be completed prior to submission.
- Requests are only granted if funds are available and the request meets the CON needs.

[K:\Dept\Nursing\Office of Faculty Affairs \(Public\)\Summer Salary Form](K:\Dept\Nursing\Office of Faculty Affairs (Public)\Summer Salary Form)

### **VII.12 Faculty Mentoring**

#### **VII.12.1 Mentor Assignment**

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Mentoring Plan](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Mentoring Plan)

#### **VII.12.2 Faculty Mentoring Plan**

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Mentoring Plan](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Mentoring Plan)

### **VII.13 New Faculty Orientation**

Those with appointments at the rank of Assistant Professor or above also are oriented to tenure and promotion criteria, and applicable policies and procedures. New faculty should plan to meet with their reporting Associate Dean-early in their first semester at the College to discuss interests, professional goals, and career development. The Dean, in collaboration with the Associate Deans and Faculty Chair, will assign a mentoring team consisting of a teaching mentor and scholarship mentor.



All new faculty will be given a C.O.N. New Faculty Resource Guide at the start of their employment. This guide has useful information that will help new faculty assimilate into their new role.

[K:\Dept\Nursing\Office of Faculty Affairs \(Public\)](K:\Dept\Nursing\Office of Faculty Affairs (Public))

All faculty are added to the CON Blackboard organizations CON-FAC-ORIENTATION: College of Nursing Faculty Orientation and NURS-FACULTY-COUNCILS: Nursing Faculty Councils. The faculty orientation page is required to be completed within the first 6 months of employment with the CON. This site provides important information and requires users to take a simple quiz.

The Faculty Council organization is where all CON Councils house documents and program information. All faculty will have to access this group to download documents to prepare for Faculty Council meetings and communicate with other council members as needed. All information should be accessed and read prior to coming to Faculty Council.

#### **VII.14 Associate Faculty Status Process and Policy**

Associate Graduate Faculty Status with rights and privileges in the Doctor of Nursing Practice (DNP) Program

*Eligibility criteria:*

- Full time research faculty or full-time clinical faculty (at the rank of Clinical Assistant or higher) appointment in the College of Nursing or jointly with another unit on campus
- Earned PhD, DNP or other terminal doctoral degree.

#### **Process**

All faculty appointed as full time research faculty or full time clinical faculty (at the rank of Clinical Assistant or higher) in the College of Nursing or jointly with another unit on campus will be nominated for Associate Graduate Faculty Status during their first semester of employment by the Chair of the CON Faculty Council.

Each faculty member considered for Associate Graduate Faculty Status is to submit a current CV *with evidence of mentoring and scholarship* to the Chair of the CON Faculty council prior to the scheduled meeting.

In accordance with USC Graduate School guidelines, faculty eligible to vote on the application include all current regular and associate Graduate Faculty in the College of Nursing.

As required by the Graduate School, approval of the application will consist of a majority favorable vote.

Following approval by the CON, the application will be submitted by the Associate Dean for Academic Affairs to The Graduate Council for final approval. The Associate Dean or designee will complete Form G-AGF, Associate Graduate Faculty Nomination Request,

as required by the Graduate School. Attachments to the nomination form will include a copy of the nominee's curriculum vitae and a memo providing justification for the appointment that addresses the nominee's qualifications and verifies that the CON's current regular graduate faculty and the CON's combined and regular associate graduate faculty support this nomination (by a majority vote).

### **Associate Faculty Status – USC Graduate School**

Non-tenure-track USC faculty members and scholars who hold the PhD or other terminal degree may be appointed to associate membership in the Graduate Faculty. Associate Membership appointments to the Graduate Faculty are granted upon nomination by an academic unit to the Dean of Graduate Studies for a period not to exceed 6 years. Associate membership is appropriate for full-time USC clinical faculty, research faculty and other USC scholars holding an appropriate terminal degree. Associate members may teach graduate courses, direct theses and dissertations and participate in graduate student committees, serve on Graduate Council or its committees, and vote on matters coming before the Graduate Faculty.

### **Guidelines for - ASSOCIATE GRADUATE FACULTY NOMINATION REQUEST is posted on Form G-AGF, Associate Graduate Faculty Nomination Request**

[https://sc.edu/study/colleges\\_schools/graduate\\_school/for-faculty\\_staff/graduate\\_faculty/faculty\\_types\\_nominations/index.php](https://sc.edu/study/colleges_schools/graduate_school/for-faculty_staff/graduate_faculty/faculty_types_nominations/index.php)

### **Suggested memo of the nomination that provides justification for the appointment addressing the nominee's qualifications and verification that the unit's current regular graduate faculty and the unit's combined and regular associate graduate faculty support this nomination (by a majority vote).**

The College of Nursing Faculty Council nominates [Name] for Associate Graduate Faculty membership in the Graduate School, University of South Carolina. [Name] meets all of the criteria for Associate Graduate Faculty status. [Name] holds a terminal (DNP, PhD, or other terminal degree); teaches graduate courses, serves on the College of Nursing Faculty Council, Graduate Council and other sub-committees and tasks forces that oversee the College's academic programs; serves as a mentor to graduate students, is a member on [DNP projects], and is active in all aspects of the graduate level programs.

[Name] is committed to student and faculty mentoring and would be an excellent addition to the Graduate Faculty in the College of Nursing. The College of Nursing Graduate Council that includes regular and associate Graduate Faculty voted unanimously to approve this nomination for Associate Graduate Faculty status. On behalf of the College of Nursing faculty, thank you for your consideration of this nomination.

Attached is [Name] curriculum vitae.

## VIII OFFICE OF RESEARCH

### VIII.1 Overview

The Office of Research (803) 777-7413 is dedicated to the ongoing support of faculty research and scholarship. The Office's primary goal is to facilitate faculty development as scientists and scholars to enhance health care processes and client outcomes. Key Office activities include:

- Support for pre-award applications
- Support for all phases of the sponsored award life cycle from pre-award application and submission to post award implementation and management
- Development of faculty as scientists and scholars through joint activities with the Nursing's Research & Scholarship Council
- Provision of specialized expertise to enhance research and scholarship activities
- Sponsorship of visiting scholars

A brief description of these offices and services supporting CON research as well as the internal UofSC approval process as it relates to CON researchers is described below.

### VIII.2 Support

The CON Office of Research (OR) works in coordination with the USC Office of Research and Sponsored Awards Management, to assist nursing faculty and graduate students to secure funding for their scholarly, research, teaching, and community service activities. The RO is staffed by:

- **Associate Dean for Research.** The Associate Dean for Research is responsible for the administration of all research efforts of the University of South Carolina, College of Nursing. With the faculty and other administrators, the Associate Dean facilitates the development of research proposals, monitors the status of faculty and graduate student research, and works with the Associate Dean for Faculty Affairs to establish research workloads with faculty. Faculty members may meet with the Associate Dean for Research when feedback is needed for a grant submission or in the development of a new or extended program of research. To schedule a meeting, call (803) 777-9272 or send a message to [pintob@mailbox.sc.edu](mailto:pintob@mailbox.sc.edu).
- **Biostatistician.** Statistical support for research and scholarly activities is available from the CON biostatistician. Dr. James Hardin at the School of Public Health can help faculty, staff, and students prepare statistical expertise for study design and data analysis section of a proposal and estimate the amount of salary support needed in the funding proposal for grant-related statistical services. The biostatistician can also provide consultation on the benefits of various statistical software packages and data management including setting up survey, creating coding, data entry, data cleaning, data analysis, and data archiving activities. Dr. Hardin is also available to review manuscripts, presentation, or posters. Funded proposals that include using CON statistical services should include salary support in the new grant application. His email address is [j.hardin@sc.edu](mailto:j.hardin@sc.edu).

- **Program Coordinator for Sponsored Awards.** The Program Coordinator for Sponsored Awards will assist faculty in preparing sponsored awards applications. All requests for sponsored awards preparation assistance should be initiated well in advance of the deadline date for submitting the application. College of Nursing faculty/staff who wish to apply for or participate in a College of Nursing sponsored award, or participate in a non-College of Nursing sponsored award must submit a Notice of Intent to Submit/Participate in a Sponsored Award Application Form (available on the K drive under Office of Research (Public), Sponsored Awards-Pre-Award) to the Office of Research as soon as the award is identified. The Office of Research must coordinate the submission of the completed grant application to the UofSC Research Office for university approval.
- **Program Coordinator for Faculty Development.** The Program Coordinator for Faculty Development will assist faculty with podium and poster presentation development and design; notify faculty of research funding and educational opportunities and programs; update faculty web CVs and Office of Research website; plan & coordinate mock reviews for external sponsored award research applications; provide staff support for CON Research & Scholarship Council and Awards Committee; assist in planning & coordinating Research & Scholarship Council annual programs; assist faculty with CITI training and IRB applications; and act as library liaison for faculty.
- **OR Graduate Research Assistant.** The OR GRA is available to help faculty with research-related tasks such as conducting literature searches, creating endnote libraries and similar activities. Contact Dr. Pinto, who supervises the GRA, with a brief description of the task(s) for which you need assistance.

### VIII.3 Research Policies and Procedures

Policies related to research and grants can be found at [K:\Dept\Nursing\Office of Research \(Public\)\Research Policies & Procedures](K:\Dept\Nursing\Office of Research (Public)\Research Policies & Procedures)

#### VIII.3.1 IRB Procedures

[K:\Dept\Nursing\Office of Research \(Public\)\Resources\IRB Procedures](K:\Dept\Nursing\Office of Research (Public)\Resources\IRB Procedures)

#### VIII.3.2 Research Sponsored Awards, Pre-Award

For sponsored awards pre-award information, please refer to Program Coordinator for Sponsored Awards and documents located at [K:\Dept\Nursing\Office of Research \(Public\)\Sponsored Awards-Pre Award](K:\Dept\Nursing\Office of Research (Public)\Sponsored Awards-Pre Award).

### VIII.4 Research Templates

#### VIII.4.1 Research Poster Template

[K:\Dept\Nursing\Office of Research \(Public\)\Resources\Research Templates](K:\Dept\Nursing\Office of Research (Public)\Resources\Research Templates)

#### VIII.4.2 Paper Presentation Template

[K:\Dept\Nursing\Office of Research \(Public\)\Resources\Research Templates](K:\Dept\Nursing\Office of Research (Public)\Resources\Research Templates)

**VIII.4.3 Faculty Web Page Template**

[K:\Dept\Nursing\Office of Research \(Public\)\Resources\Research Templates](K:\Dept\Nursing\Office of Research (Public)\Resources\Research Templates)

## IX PRACTICE

### IX.1 Practice Plan

Based on a model of health promotion, illness prevention, and health maintenance, faculty practice sites offer advanced practice nursing services to clients across the lifespan, nursing consulting opportunities, and student/faculty scholarship opportunities. The CON faculty practice sites enhance the University's mission of education and research by having: 1) readily available practice sites for students and faculty, 2) sites readily available for faculty and student research and scholarship, and 3) serving the needs of the community to improve health.

Indirect positives include the recruitment of students into graduate nursing programs, faculty meeting ongoing certification requirements, learning the business of a practice, mentoring students, and changing payer reimbursement policies and other health policy legislative initiatives to improve patient access, patient outcomes, and nursing scope of practice.

The practice plan creates a system of support for excellence in practice, research, and teaching as well as responding to the community to serve the needs of the population by providing quality health care services. The University Specialty Clinics College of Nursing Faculty Practice Plan is conducted in accordance with the University of South Carolina, Palmetto Health Medical Group Bylaws and Operating Guidelines of the USC Practice Plan.

College of Nursing faculty interested in an external practice (educational consulting, nursing services, legal consulting, etc.) must go through the College of Nursing Practice Plan and the Associate Dean for Practice, to secure a contract for such services. All faculty must adhere to the CON Faculty Practice Guidelines, which are given to faculty annually in August.

The Faculty Practice Plan Policies and Procedures are accessible on the K: drive at [K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Faculty Practice Plan](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Faculty Practice Plan).

## X BUDGET & FINANCE RESOURCES

**University Policies** are formal policies and procedures at the University of South Carolina that have campus-wide or system-wide application. The University of South Carolina *Policies and Procedures Manual* contains all current system-wide university policies and campus-specific policies for the Columbia campus.

**This document is intended to serve as a job aid. At all times USC policies and procedures supersede this.** The College of Nursing abides by all current University Administrative Policies that are listed here:

<http://www.sc.edu/policies/policiesbydivision.php>

The College of Nursing Faculty/Staff Handbook is accessible on the college's k-drive at: K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Faculty\_Staff Handbook

### X.1 Contracts

- Policy <http://www.sc.edu/policies/btru104.pdf>
- The Board of Trustees is the only authorized person to sign contracts or agreements on behalf of the University.
- A contract approval form must be completed for all contracts, memorandums of understanding, or any contractual agreements. Please complete 2 original copies of the Contract Approval Form and attach 2 copies of the contract. If the contract has not been signed by the non-University entity, please complete 3 copies of each. Route the documents to Business Director, Faith Young, for the Certification of Department Head signature and send to the Office of General Counsel for review and signature.
- The Contract Approval Form can be found here: [http://trustees.sc.edu/forms/ContractApprovalForm\\_rev.pdf](http://trustees.sc.edu/forms/ContractApprovalForm_rev.pdf).
- Please provide a copy of the final executed contract to the Business office once all parties have signed the contract or agreement.

### X.2 Educational Foundation

- Check Request Form: [https://www.uofscfoundations.org/sites/default/files/pdf/check\\_request.pdf](https://www.uofscfoundations.org/sites/default/files/pdf/check_request.pdf)
- Foundation Accounts Payable Policy: <https://www.uofscfoundations.org/sites/default/files/pdf/EF%20AP%20Policy%20Manual%20FINAL%201-1-2020.pdf>
- Other foundation forms including deposit transmittals, meal forms, and missing original documentation forms can be found at: <https://www.uofscfoundations.org/educational-foundation/university-employees/form-center>

### X.3 Grants Management

- Nursing Pre-Award contact: Lisa Spruill
- Nursing Post-Award contact: Faith Young
- The Office of Sponsored Awards Management (SAM) supports faculty and staff by facilitating proposal submission, award negotiation, and administration of externally funded sponsored projects. More information about their office can be found here:  
[https://sc.edu/about/offices\\_and\\_divisions/sponsored\\_awards\\_management/index.php](https://sc.edu/about/offices_and_divisions/sponsored_awards_management/index.php)
- The Grants and Funds Management Office (GFM) is responsible for the accounting of all restricted funds (contracts and grants). Grants and Funds Management prepares invoices, electronic banking transactions and financial reporting for each grant or contract. More information about their office can be found here:  
[https://sc.edu/about/offices\\_and\\_divisions/controller/grants\\_and\\_funds\\_management/index.php](https://sc.edu/about/offices_and_divisions/controller/grants_and_funds_management/index.php)
- Policy: <http://www.sc.edu/policies/ppm/fina300.pdf>

### X.4 Malpractice Insurance

- Faculty members are covered under the university's policy for those activities related to the teaching role in the clinical setting.
- Faculty members should obtain individual malpractice insurance if they are engaged in clinical work outside of their role as faculty.

### X.5 Meal Reimbursements

- Meals are **NOT** reimbursable through State "A" monies unless the Provost's and Board of Trustees approval has been received on the "A" fund letter also known as the food memo.
- Please contact Business Director, Faith Young prior to agreeing to food purchases that are not covered under the "A" fund letter.
- Meals while on University travel are covered under the travel policy below.

### X.6 Memberships

- Memberships paid by the CON **must be approved by the Dean**. Regardless if memberships are being paid with a University purchasing card, the Dean must approve all memberships in advance.
- Attach the Dean's e-mailed approval to the payment method for tracking purposes.

### X.7 Office Supplies

- Staples Advantage is the preferred vendor for University office supplies. Whitney Sudduth and Sherene Chavous are the nursing contacts for Staples office supply orders.
- The SC Consolidated Procurement Code and University Policy BUSA 7.00 (<http://www.sc.edu/policies/ppm/busa700.pdf>) require us to purchase goods or



services from State term contracts. The term contracts for toner purchases can be found here:

<https://procurement.sc.gov/files/contracts/Toner%20Contract%20Sheet%20March%2016%202018.pdf>

## X.8 Printing Services

- All printing and copying services must be done through the University Printing office. If Printing Services is unable to meet your deadline or if you find the cost cheaper you can go to another vendor if you have official approval from University Printing Services.
- Please see their website for more details on their services:  
[https://www.sc.edu/about/offices\\_and\\_divisions/communications/services/printing/index.php](https://www.sc.edu/about/offices_and_divisions/communications/services/printing/index.php)
- Printing – The Printing Request Form can be found here:  
[https://sc.edu/about/offices\\_and\\_divisions/communications/documents/printing\\_services\\_forms/printing-request.pdf](https://sc.edu/about/offices_and_divisions/communications/documents/printing_services_forms/printing-request.pdf) This form must be completed for all printing services. Printing services will charge the account you specify on the form.
- Copying - All departmental orders brought to Quick Copy must have a Printing Request Form. That form is located here:  
[https://sc.edu/about/offices\\_and\\_divisions/communications/services/printing/printing\\_services\\_russell\\_house/index.php](https://sc.edu/about/offices_and_divisions/communications/services/printing/printing_services_russell_house/index.php) If you expect to use the shop on a regular basis, a blanket order may be established whereby the department or organization will be billed monthly or quarterly.

## X.9 Peoplesoft

- Access Form:  
[https://sc.edu/about/offices\\_and\\_divisions/peoplesoft\\_finance/internal/resources/ps\\_access\\_request\\_for\\_finance\\_2019\\_01\\_31\\_bh.pdf](https://sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/resources/ps_access_request_for_finance_2019_01_31_bh.pdf)
  - Network ID is the username you use to sign into your computer. Route to Business Director, Faith Young for signature and processing.

### X.9.1 Cash Advances

- Cash Advances are payment types that are issued to advance funds for educational programs (study abroad), trips, and research participants. All Cash Advances must be settled within 30 days of the ending period for the Advance.
- A cash advance that was approved for a designated individual and purpose CANNOT be used for another purpose or individual.
- Request and settlement forms can be found here:  
[https://www.sc.edu/about/offices\\_and\\_divisions/controller/general\\_accounting/accounts\\_payable/index.php](https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/accounts_payable/index.php)
- Cash Advance Policy: <http://www.sc.edu/policies/ppm/fina219.pdf>

### X.9.2 Employee Reimbursement (non-travel):

- Employee reimbursements should only be used if there is no other viable payment method available.
- Information for preparing employee reimbursements can be found here: [https://www.sc.edu/about/offices\\_and\\_divisions/controller/general\\_accounting/acc\\_counts\\_payable/index.php](https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/acc_counts_payable/index.php)

### X.9.3 Honorariums

- Honorariums are given to show appreciation to a guest lecturer. The honorarium cannot be a negotiated fee or price established between the parties.
- Honorariums cannot be made to University employees.
- This type of payment is exempt from withholdings but must be declared by the recipient as taxable income for Federal and State purposes.
- Honorarium Instructions: [https://www.sc.edu/about/offices\\_and\\_divisions/controller/documents/honorarium\\_payment\\_request\\_uscitizens\\_7\\_13\\_20.pdf](https://www.sc.edu/about/offices_and_divisions/controller/documents/honorarium_payment_request_uscitizens_7_13_20.pdf)
- The Honorarium Payment Form can be found here: [https://www.sc.edu/about/offices\\_and\\_divisions/controller/documents/honorarium\\_payment\\_form.pdf](https://www.sc.edu/about/offices_and_divisions/controller/documents/honorarium_payment_form.pdf)
- Honorarium Policy: <http://www.sc.edu/policies/ppm/fina213.pdf>

### X.9.4 Suppliers

Supplier Management is a unit of the Controller's Office that manages supplier setup in accordance with university policies and procedures. The University has a supplier self-service onboarding portal. More information about supplier onboarding and change requests can be found here:

<http://www.sc.edu/policies/ppm/fina213.pdf>

### X.9.5 Training

- Available online and in person at: [https://www.sc.edu/about/offices\\_and\\_divisions/peoplesoft\\_finance/internal/training/](https://www.sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/training/)
- Peoplesoft Resources: [https://sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/peoplesoft/resources/](https://sc.edu/about/offices_and_divisions/division_of_information_technology/peoplesoft/resources/)

## X.10 Procurement

- The Purchasing Department has the authority and responsibility for procuring the requirements for all materials, equipment and services within the University System in accordance with the rules and regulations of the South Carolina Consolidated Procurement Code, as mandated by the South Carolina General Assembly, to the dollar limit certified by the South Carolina State Fiscal Accountability Authority.

- Policy <http://www.sc.edu/policies/ppm/busa701.pdf>
- Utilize the purchasing card for all eligible transactions.
- Utilize PeopleSoft Payment Request for expenses that cannot be billed to the purchasing card, but meet the payment request matrix guidelines found here: [https://www.sc.edu/about/offices\\_and\\_divisions/controller/documents/payment\\_request\\_matrix\\_7-15-20.pdf](https://www.sc.edu/about/offices_and_divisions/controller/documents/payment_request_matrix_7-15-20.pdf)  
Please allow up to 30 days for accounts payable to process the payment.
- Expenses beyond the scope of the purchasing card and payment request should be submitted through a Requisition to Purchase Order in PeopleSoft. Purchases from \$10,001.00 to \$50,000.00 will require a minimum of 10 to 21 days processing time. The Purchasing department will prepare a formal written solicitation as well as advertise the requirements in the South Carolina Business Opportunities publication. Purchases exceeding \$50,000.00 will require a minimum of 21 to 60 days. The Purchasing department will prepare a formal sealed solicitation for issuance.
- Food policy/meals <http://www.sc.edu/policies/busf705.pdf>
  - Only allowed if written into your grant, or on the Provost A fund letter. All other food purchases need special approval.

### **X.11 Purchasing Card**

- As state agency, the university participates in the Purchasing Card (P-Card) program. P-Cards help streamline low-value purchases of supplies, materials, equipment, and services.
- Jane Sharpe serves as the Nursing purchasing card liaison.
- Application: <http://purchasing.sc.edu/doc/app.pdf>
- Complete Section I, and route to Business Director Faith Young for section II completion and processing. Once you return the form we will order your card then get you set up for USC and Nursing Training.
- Procedure Manual: <http://purchasing.sc.edu/card.shtml>

### **X.12 Sales Tax**

- The University is NOT exempt from sales tax if we are not charged tax, we are assessed “use tax” for purchases.

### **X.13 Signature Authority**

- The following individuals have signature authority on behalf of the Dean and the College of Nursing:
  - Ashley Maciaszek – Assistant Dean of Operations
  - Faith Young – Business Director

### **X.14 Travel**

- A traveler (employee or student) on official business is expected to obtain approval and to exercise discretion for all travel prior to making travel arrangements and expenditures.

- Policy and Forms: [K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\Travel](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\Travel)
- Official University Travel policy: <http://www.sc.edu/policies/ppm/fina100.pdf>
- Once the TA has been approved, airline tickets may be booked through a USC approved travel agent who can bill the department directly. Alternately the traveler may elect to personally pay for the airfare and then be reimbursed.
- Instate travel with no overnight stay does NOT allow for meal reimbursements.
- A travel expense report should be submitted in Peoplesoft on behalf of the traveler.
- Travel Resources:  
[https://www.sc.edu/about/offices\\_and\\_divisions/controller/general\\_accounting/travel/index.php](https://www.sc.edu/about/offices_and_divisions/controller/general_accounting/travel/index.php)

#### **X.15 University Financial Systems:**

[https://www.sc.edu/about/offices\\_and\\_divisions/budget/financial\\_systems/index.php](https://www.sc.edu/about/offices_and_divisions/budget/financial_systems/index.php)

#### **X.16 University Fund Types**

- A Funds – State appropriated funds
- E Funds – Indirect Costs, Research Funds, Incentive Funds
- Grant Funds – F, G, K, L
- Foundation Funds – Private Funds such as scholarships, discretionary, professorships
- Further information on the Peoplesoft Chart of Accounts information can be found here:  
[https://www.sc.edu/about/offices\\_and\\_divisions/controller/chart\\_of\\_accounts/index.php](https://www.sc.edu/about/offices_and_divisions/controller/chart_of_accounts/index.php)

### **X.17 College of Nursing Business Contact List**

**Faith Young, Business Director**

Room 321, [youngfn@mailbox.sc.edu](mailto:youngfn@mailbox.sc.edu), 777-5296

**Jane Sharpe, Assistant Business Manager**

Room 320, [LJSharpe@mailbox.sc.edu](mailto:LJSharpe@mailbox.sc.edu), 777-6100

**Erica Neet, Development Administrative Assistant**

Room 422, [neete@mailbox.sc.edu](mailto:neete@mailbox.sc.edu), 777-3468

**Vanessa Stoquert, Academic Affairs Administrative Coordinator**

Room 215, [STOQUERT@mailbox.sc.edu](mailto:STOQUERT@mailbox.sc.edu), 777-9505

**Whitney Sudduth, DEI Administrative Coordinator**

Room 601B, [Simmon36@mailbox.sc.edu](mailto:Simmon36@mailbox.sc.edu), 777-5217

## XI INFORMATION TECHNOLOGY SERVICES

### XI.1 The Technology Resource Center

The **Technology Resource Center (TRC)** is the computer lab for the College of Nursing and the hub of Nursing technical support. The TRC is located in WMBB 315 and contains 52 PC workstations. These workstations are loaded with the Windows 10 operating system and contain current office automation software. Usage is restricted to current Nursing faculty, staff and students. ATI testing for students are held in the TRC. During summer months, the TRC, in concert with OAA hosts new nursing student orientation.

The TRC offers the following services to students:

- Black and White Printing

During normal operations, the TRC is open from 8:30 a.m. – 5:00 p.m. Monday through Friday.

### XI.2 Nursing Technical Resources

The TRC staff also supports all the technical aspects for the college. All requests for technical assistance in the College of Nursing should be referred to the TRC. The TRC serves as the primary contact with University Technology Services and works with them on larger technical issues.

Contact information for the TRC:

Email: [NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)

All requests are put into a ticketing system and tracked once submitted. If you have not received an email after submitting a technical request, please contact the TRC.

The TRC is responsible for all IT functions at the college and supports the items below:

### XI.3 Faculty/Staff Computers and Software

Each full-time faculty and staff member is issued 1 computer and 2 monitors. A laptop or desktop based computer systems will be distributed, based on job duties, work style and supervisor/employee preference. Part time faculty who are coordinating or teaching a course may also be issued a computer with approval from the Dean. Computers are typically refreshed every four to five years. Computers are obtained through Dell and are configured in coordination with USC standards and image. The hard drives for these computers are encrypted in case of physical loss. Personal use of these computers is discouraged except in emergency situations and those who abuse it may be subject to disciplinary actions (<http://www.sc.edu/policies/it106.pdf>).

All computers are loaded with the Microsoft Office Suite, Adobe Acrobat professional as well as UofSC security software. Additional software can be loaded with approval from the college IT staff. A full list of available software can be found at <https://my.sc.edu/software/>. If the software package you need is not listed contact the TRC and we will assist you with ordering it. The TRC maintains a budget for faculty and staff software purchases throughout the year.

Remote access can also be configured to reach college resources from home or when traveling through the Virtual Private Network. Contact the TRC helpdesk for assistance with configuring this.

#### **XI.4 Network Accounts**

All employees of the college are issued network accounts upon being hired by the college. This username allows access to the following systems:

- [Email](#)
- [Blackboard](#)
- [University Library](#)

This account cannot be created until HR has submitted paperwork and the hire date begins. Please contact Nursing HR for information regarding this. To reset the password for your network account, visit <http://my.sc.edu> to begin.

#### **XI.5 Shares/Document Storage**

Each faculty and staff member at the college has a cloud based OneDrive directory with 5TB of storage. We encourage users to store all of their work documents to this Onedrive location, for easy access on and off campus. This location is backed up and file recovery is available to the user.

The college shares also house the college intranet or K drive. This is a place where folders can be shared, and access granted to selected users. Users can contact the Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)) to request a share be created or access granted to an existing one.

There is also a restricted research share for sensitive files hosted by AWS that houses research data in a secure environment. If you will be working with research data please contact the Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)) so we can setup a consultation with you and meet your security and storage needs.

#### **XI.6 Phones**

Each full-time faculty and staff member is assigned a telephone and number in their office. These phones can be upgraded with Electronic Voice Mail (EVM) and many other features (<https://www.uts.sc.edu/telephone/specialfeatures.shtml>). Long distance is standard on all phone installations. International calling can also be added if

necessary. Please do not use directory assistance (411) from your university phone. This charges the college an unnecessary fee.

Cell phones can also be obtained with permission from the Operations Dean. Cell phones must be purchased from Verizon and used only for university business. If you need assistance with your phone, please contact the Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)).

### **XI.7 Videoconferencing**

The university provides each user access to Microsoft Teams, which includes a robust video conferencing platform that integrates with outlook.

### **XI.8 Copiers, Printers, and Scanning**

The college has large multi-function copy/scan/print/fax machines in the following rooms: 202, 210, 302, 520, 401 and 601. Each of these machines can be mapped to your computer and used as printers. The machines can also be setup to track accounts and bill to grants or other administrative codes. Each machine is also configured to fax and scan by the menu on the machine. Color printing is also available, please see area admins for information on color printers. If you need access to one of these please contact the Nursing Helpdesk ([NURSHD@mailbox.sc.edu](mailto:NURSHD@mailbox.sc.edu)).

If you need an individual printer it must be approved by the Dean of Operations.

### **XI.9 Classrooms**

All of the CON classrooms are outfitted with a computer, projection and video conferencing/distance delivery technology. These classrooms are managed jointly by the TRC as well as central IT.

### **XI.10 Central**

Central is the administration database for the college. It manages student demographics, grades, enrollments, clinical placements, faculty demographics and more. Most of the data is pulled from the Banner system and imported here. Central can create many reports for you or grant access to a multitude of student information. If you need access, contact the Cheryl Nelson ([cynelson@email.sc.edu](mailto:cynelson@email.sc.edu)).

### **XI.11 Website**

The PR office and UTS Web communications manage the College of Nursing website (<https://www.sc.edu/nursing>). If you see any errors, need changes, or would like to add content, please contact Mollie Roe ([roemb@email.sc.edu](mailto:roemb@email.sc.edu)).



## XII HUMAN RESOURCES

### Becki Dangerfield, HR Director

7-6198, [bodanger@mailbox.sc.edu](mailto:bodanger@mailbox.sc.edu), Room 202C

The CON HR Director plans, organizes, directs and manages the college's human resources and program support activities. Provides oversight for administrative and human resources activities to include faculty contract letters, unclassified and classified hires, criminal background checks, drug screenings, position descriptions, employee relations issues, facilitates EPMS planning/reviews for classified/unclassified employees, serves as E-Verify Program Administrator. Serves as departmental liaison with University Benefits Office, Human Resources and Payroll departments for dissemination of information to faculty and staff and serves as Worker's Compensation Coordinator.

### XII.1 Faculty: Certifications, Organizations and Licensure

It is the responsibility of each faculty member to provide evidence (hard copy) of certification(s); organizations; and licensure upon receipt/renewal to the HR Director for their personnel file.

### XII.2 Injuries (Incident Reports/BBP Exposure/Injury – Workers Compensation)

Contact the CON HR Director should you have a worker's compensation claim.

Faculty and staff who are injured or involved in any incident that is potentially injurious no matter how minor the event may seem at the time, while at the College, at a clinical agency or during university related travel, must immediately contact the HR Director at (803) 777-6198 for assistance in completing appropriate accident reports and university paperwork in order to assure, if applicable, insurance coverage of subsequent injury or illness arising from the accident. This CON incident report does not replace the agency report. For student injuries, see the undergraduate or graduate handbook.

For university information about workers compensation:

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/benefits/workers\\_compensation/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/workers_compensation/index.php)

### XII.3 Dress Code

The CON dress code is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves, the college and university. The goal is to be sure that we maintain a positive appearance and not to offend customers, clients, or colleagues.

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.

- Employees must always present a clean, professional appearance.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.

Faculty should adhere to the same standards as our students in the clinical setting.

#### **XII.4 Jean Friday: Giving Back and Supporting Student Scholarships**

Our participation goal in the Annual Family Fund Campaign is 80% which provide our employees the option to wear jeans on Friday during the current academic year. A pledge/gift may be made to the College of Nursing Reserve Fund, Fund #1B1527 for College of Nursing student scholarships. Gifts to this fund will include student financial assistance unavailable through existing aid.

#### **XII.5 Leave Procedures**

All Faculty and Staff are required to obtain prior approval by their supervisor for using annual leave. Please consult with your direct supervisor in the manner requests should be made. You should retain a copy of the approval for your files. All faculty and staff are required to follow USC HR leave polices HR 1.03 though HR 1.21. See complete policy and procedural information and relevant forms at [https://sc.edu/about/offices\\_and\\_divisions/human\\_resources/policy\\_procedure/index.php](https://sc.edu/about/offices_and_divisions/human_resources/policy_procedure/index.php). Additional policies and procedures for Faculty are located at [https://www.sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/index.php](https://www.sc.edu/about/offices_and_divisions/provost/policiesandprocedures/index.php). Please contact the college's HR Director with questions.

##### **XII.5.1 Leave Accrual**

Each type of leave has unique eligibility requirements, accrual rates and procedures. Please review the university's summary of leave benefits: [https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/benefits/time\\_away/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/index.php)

##### **XII.5.2 Recording Leave**

All faculty, staff, and hourly student workers are responsible for submitting their timesheets to their respective supervisor for approval through the ITAMS system. Weekly for Non-Exempt employees and bi-weekly for Exempt employees. Weekly timesheets are required to be submitted and approved **by 12:00 p.m. Monday following the week worked**. Timesheets for hourly employees (temporary staff; students as applicable) must be completed and approved each week to avoid non-payment for the upcoming pay period. If your timesheet requires adjustment after approval, please contact the CON HR Director for assistance. Additional information about ITAMS and Training

Guides: [https://sc.edu/about/offices\\_and\\_divisions/payroll/payroll\\_toolbox/itams\\_reference/index.php](https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/itams_reference/index.php)

## **XII.6 University Holiday Schedule**

The university holiday schedule can be found at <http://hr.sc.edu/benefits/holidayschedule.html>.

## **XII.7 USC Division of Human Resources**

### **XII.7.1 Benefits**

All benefits and an individual's right to them are subject to state regulations, university policies and procedures, the individual plan documents, and the duly executed and recorded Notice of Election forms. From time to time, the Benefits Office will send you information about your benefits through campus mail while updating notices on the Benefits web pages at

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/benefits/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/index.php).

### **XII.7.2 New Employee Guide**

As you settle into your position, it's normal to have a lot of questions. In addition to seeking assistance from the College of Nursing Operations Team and your supervisor, the University's HR department has compiled a variety of online tools and resources, including a checklist and several orientation classes, depending on your position with the university at

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/new\\_employee/index.php](https://www.sc.edu/about/offices_and_divisions/human_resources/new_employee/index.php).

### **XII.7.3 Professional Development**

The Office of Organizational and Professional Development (OPD) develops and delivers training and professional development programs and provides consultative services to improve individual, team, and organizational effectiveness and achieve university goals. To explore professional development opportunities at the University of South Carolina, please visit

[https://www.sc.edu/about/offices\\_and\\_divisions/human\\_resources/professional\\_development/](https://www.sc.edu/about/offices_and_divisions/human_resources/professional_development/).

### **XII.7.4 Policies and Procedures**

University policies and procedures can be found at

[https://sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/universitypolicies/policies\\_and\\_procedures\\_manual/index.php](https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/universitypolicies/policies_and_procedures_manual/index.php).

Division of Human Resources can be found at

[https://sc.edu/about/offices\\_and\\_divisions/human\\_resources/policy\\_procedure/index.php](https://sc.edu/about/offices_and_divisions/human_resources/policy_procedure/index.php)

## XIII BUILDING/FACILITIES

### XIII.1 Building Emergency Action Plan

In collaboration with the University's Department of Environmental Health and Safety and Division of Law Enforcement and Safety, the College of Nursing has developed a **Building Emergency Action Plan (BEAP)**. The BEAP outlines information and procedures for various emergency situations and includes evacuation maps specifically for the Williams-Brice building. Two versions of the document are available on the K drive: one formatted with bookmarks for viewing digitally or printing single-sided, and one specially formatted for printing double-sided. Please note that hardcopies of this document should be printed in color. For questions regarding this document, please contact Felicia Stevenson, Operations Coordinator, in the Dean's office.

[K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\1 - Building Emergency Action Plan](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\1 - Building Emergency Action Plan)

### XIII.2 Campus Safety

#### XIII.2.1 USC Police Department

USC PD works diligently around the clock to provide a safe, secure campus environment.

**Emergencies:** 911

**Police Dispatch:** 803-777-4215

1415 Henderson St., (1600 Hampton St. Annex), Columbia, SC 29208

[https://www.sc.edu/about/offices\\_and\\_divisions/law\\_enforcement\\_and\\_safety/index.php](https://www.sc.edu/about/offices_and_divisions/law_enforcement_and_safety/index.php)

#### XIII.2.2 Rave Guardian Safety App

Download the safety app to connect with university police in an emergency and have access to key information in an instant. The RAVE Guardian Safety App is available on the [Apple App Store](#) for iPhones and [Google Play](#) for Android devices.

##### **What is RAVE?**

A mobile app that turns any cell phone into a personalized protection network. It connects you directly with USCPD during an emergency and provides important information instantly.

- **Create a Detailed Caller Profile:** Students, faculty and staff can set up complete profiles in RAVE Guardian. By providing information about any medical conditions, your course schedule, addresses, campus ID photo and other critical data, it's easier for USCPD to find and help you in case of an emergency. **Make sure you use your sc.edu email address when registering.**

- **Make Fast-Response Panic Calls:** These instantly connect with USCPD or with local 911. If the call is placed to USCPD, Rave Guardian automatically delivers your complete caller profile to our telecommunications personnel. The app also sends GPS coordinates pinpointing where the call was made. Help will be sent depending on the nature and location of the call; it could be USCPD or local police, fire or emergency medical assistance.

If we can't reach you after the call comes in, **we'll use the GPS coordinates the app sends us and your profile picture to locate you.**

For calls originating off campus, **we'll notify the appropriate local jurisdiction if we need help searching for you.**

When you are not near campus and use the 911 Emergency option, the full details of your profile and your GPS information may not be available, but the app can still **connect you with the nearest 911 dispatch center.**

- **Set Safety Networks & Timers:** The app lets you set safety timers notifying people you trust ("guardians") of your whereabouts. Simply set the timer before you leave, inputting information about your destination and/or route and the approximate amount of time you think it will take you to get there. When you arrive, deactivate the timer. If you don't deactivate it in time, the app will prompt to do so. If it is not deactivated, your "guardian" will be notified. If you've selected USCPD as your guardian, our dispatchers will attempt to locate you. If they cannot, an officer will be dispatched to check on you.
- **Make Anonymous Crime Tips:** You can send crime tips and pictures using the app. Dispatchers will assess the information. If help is needed immediately, an officer will be sent. Less urgent matters will be forwarded to investigators. Issues that aren't police matters — streetlight outages or water line breaks — will be forwarded to the right agency. Tips also will be forwarded to outside police agencies if appropriate.

### **XIII.2.3 Carolina Alert**

The central hub for all emergency information for the University of South Carolina. This site details how the University is preparing for emergencies and informs students, faculty, and staff how they can be ready for a crisis on campus. During an emergency, the website may be updated with official University announcements, situation reports, or protective action recommendations.

The site also will include information about situations that aren't immediately threatening to life safety but still warrant a notification (i.e. crime alert, University closing, health advisory, weather advisory, etc.).

[https://sc.edu/about/offices\\_and\\_divisions/law\\_enforcement\\_and\\_safety/carolina-alert/index.php](https://sc.edu/about/offices_and_divisions/law_enforcement_and_safety/carolina-alert/index.php)

### **XIII.3 Security**

The building doors are locked and opened each day by University Police. Nursing faculty members all are assigned keys through the dean's office to their office and the conference rooms/exterior doors. Staff members are assigned keys based on their employment assignment. Custodial services have building keys but do not have access to areas with an alarm that require a code.

Faculty and staff should not share or loan their keys or access codes to anyone else. Personnel accessing the building during non-business hours are held responsible for securing the building.

#### **XIII.3.1 Building Security Systems**

The College of Nursing building has intrusion detection systems in the following areas:

- The Clinical Simulation Lab (WMBB 105)
- Simulation Supply Room (WMBB 124)
- Mail Room and Student Record Supply (WMBB 210)
- Information Resource Center (WMBB 315)

These systems are activated at office closing time by personnel in the corresponding office. Access codes are kept by supervisors in the functional areas and with the Office of the Dean. The alarm is monitored by the USC Police Department 24 hours a day and they will dispatch an officer in the event of an alarm.

The building is equipped with a camera recording system as well. There are cameras in the following locations:

- On all floors with views to elevators, side hallways, and stairwell doors
- Building entrances
- The Clinical Simulation Lab
- Technology Resource Center (WMBB 315)

#### **XIII.3.2 Office Security**

Everyone is ultimately responsible for securing their contents. All should assume personal responsibility for turning off lights and locking their office and/or suite when they leave in the evenings. Further, the practice of propping open hallway office doors

when the occupant is away from their office is discouraged. When faculty and staff are not in their offices during normal working hours, the door should be closed and locked. Faculty and staff offices and valuables (personal as well as those belonging to the College of Nursing) should be secured.

### **XIII.3.3 Access to Another Individual's Office**

Before the Dean's Office will loan a key to another person's office, a **written request** from the office occupant or a confirming telephone call from the occupant is required. Custodial personnel or Dean's Office personnel are not authorized to open or allow access to an administrative or faculty office, instruction area or laboratory for other than the assigned occupant(s). If a student needs to get something from a faculty office when the faculty member is not there, the faculty member must inform the custodian what and how to get it. Students will not be given access to faculty offices on their own request.

### **XIII.4 Room Scheduling**

#### **XIII.4.1 Meeting Rooms**

- a. Available Meeting/Conference Rooms:  
Room 303 (seats 8), Room 402 (seats 35-40), Room 403 (seats 10), Room 508 (seats 16), Room 510 (seats 12), Room 515 (seats 24), Room 602 (seats 16), Room 616 (seats 12)
- b. How do I schedule a CON conference room?
  - 1) Go to *File, New Item, Meeting*, put in "To" appropriate room, i.e., Room 303, Nursing
  - 2) Select *Scheduling Assistant* – this will allow you to see if the room is available the date/time you are requesting.
  - 3) Click *Appointment* to go back to main screen so you can add additional information.
  - 4) Then send. You will receive a confirmation or declination of your request (if room is not available).
- c. How do I schedule the TRC? You submit your request via email to [Nursing Helpdesk \(NURSHD@mailbox.sc.edu\)](mailto:NursingHelpdesk@mailbox.sc.edu).

Detailed outlook instructions are available on the k-drive: [K:\Dept\Nursing\CON Guidelines and Procedures \(Public\)\IT Resources\Outlook Calendar Instructions](K:\Dept\Nursing\CON Guidelines and Procedures (Public)\IT Resources\Outlook Calendar Instructions)

#### **XIII.4.2 CON Classroom 409**

Nursing-only classroom, reserved through Outlook in same manner as meeting rooms, but oversight is through OAA: to book, please contact an OAA administrative coordinator. Nursing class schedules take precedence over all non-class events.

### **XIII.4.3 University Classrooms**

University Classrooms in the College of Nursing are WMBB 125, 127, 133, 231, and 423.

Classroom availability within the university can be verified by accessing the following site: <https://25live.collegenet.com/sc/>. Only individuals with a USC network ID can access 25LIVE. Faculty, staff, and recognized student organizations can be given full permission to the database. External customers are not given access.

To receive 25LIVE access:

[https://www.sc.edu/about/offices\\_and\\_divisions/provost/academicpriorities/special\\_initiatives/calendar\\_and\\_space/signup-for-25live.php](https://www.sc.edu/about/offices_and_divisions/provost/academicpriorities/special_initiatives/calendar_and_space/signup-for-25live.php)

This will allow you to view all locations and availability within the university and potential alternatives if your first choice is unavailable. It will also allow you to submit your request directly to the Registrar's Office. You may also contact the Associate Dean for Academic Affairs' Assistant (Vanessa Stoquert, 7-9505, [stoquert@mailbox.sc.edu](mailto:stoquert@mailbox.sc.edu)). Please provide date(s), # of students, time, and the purpose for your request.

Note: Rooms cannot be scheduled for student organizations via 25Live. These requests must be submitted through the Russell House. Additional information can be found at [https://sc.edu/about/offices\\_and\\_divisions/russell\\_house/reserve-space/index.php](https://sc.edu/about/offices_and_divisions/russell_house/reserve-space/index.php).

### **XIII.5 Guidelines for Building Use and Classrooms**

To maintain the quality, character and safety of the College of Nursing building, the following conditions have been adapted:

1. Post no papers, signs or decorations on painted, varnished and/or stained surfaces; use bulletin boards for this purpose.
2. Signage at interior doors shall be restricted to the engraved plastic room numbers and label holders furnished during construction, except for:
  - a. Department or unit identification
  - b. Special designations

The Operations Coordinator must approve signs for the above-excepted situations as to type, size and location. Personal names shall not be attached to walls or doors; use removable cards in the label holders for this purpose, along with schedules, office hours, etc.

3. Items fixed to the walls, ceiling or floor must remain as is unless Operations Coordinator approves removal or relocation. These include cabinetry, utilities, adjustable shelf standards, chalkboards, bulletin boards, plastic letter holders, drapery rods, projection screens or other similar equipment required for the proper functioning of the space. None of these are to be added or attached to walls without prior approval of the Operations Coordinator.



4. Items of decoration such as pictures and paintings may be affixed to the walls with appropriate picture hooks or other hanging devices if arranged with the Operations Coordinator.
5. Nails, tacks, screws, or tape are not to be used for fastening personal items to the doors, walls or ceilings, except on the tack able wall surfaces.
6. Items to be hung from the ceiling such as potted plants, scrolls, tapestries, or other items must be approved by the Operations Coordinator, who will arrange for their installation. Painting of any wall, ceiling, or floor surfaces is prohibited. If you are considering a floor covering it must be approved by the Operations Coordinator.
7. Do not turn off any building systems, lights or building component alarms.
8. If building equipment appears to be operating incorrectly, or not at all, report same to Operations Coordinator at (803) 777-3861 or by email to [stevenfr@mailbox.sc.edu](mailto:stevenfr@mailbox.sc.edu).
9. Do not alter or attempt to change the settings on thermostats (if installed). This will only succeed in upsetting the temperature controls of the building.
10. Do not use wedges to hold open doors that open onto corridors. This is in violation of the fire codes.
11. Become familiar with the location of all fire extinguishers, fire escape routes, first aid kits and life safety regulations at the first opportunity. Do not block fire doors. This is illegal.

Space Heaters, Electrical Appliances & Other Hazards: Faculty and staff are advised to visit <http://www.sc.edu/ehs/fireSafety.htm> for information regarding environmental health and safety issues.

### **XIII.6 Parking Passes for Guests**

There are three options.

- a. The College has two reserved parking spaces in the Pendleton Parking Garage. To reserve a space, please contact the dean's office with the date(s)/time(s) needed.
- b. To obtain a visitor parking pass for the "B" Lot, you will contact the Operations Coordinator. There is an \$8.00 charge associated with this pass. Be aware that the visitor pass does not guarantee a parking space in the "B" Lot.
- c. To reserve parking in "B" Lot for guests, you will contact the administrative support for your respective supervisor. There is a \$25 set up fee and \$10/space per day charge associated with this pass. Prior approval must be received from your respective supervisor. This permit guarantees a parking space in the "B" Lot.

[https://sc.edu/about/offices\\_and\\_divisions/parking/parking/permits/special\\_event/index.php](https://sc.edu/about/offices_and_divisions/parking/parking/permits/special_event/index.php)

**XIII.7 Office Assignments**

Office Assignments are made by the Dean and Assistant Dean for Finance and Operations. Requests for office changes should be made in writing, to the Assistant Dean for Finance and Operations.

Offices are equipped with a desk, chairs, filing cabinet and bookcase(s). Furniture should not be moved from one office to another as all furniture is inventoried. Requests for additional furniture should be made through the Operations Coordinator.

**XIII.7.1 Insurance of Personal Items**

Employees are welcome to decorate their office with art, furniture or other personal items. Please be aware that the University insurance policy only covers items purchased with USC funds. You would be responsible for filing a claim with your personal insurance company for any items that are damaged. Please consider this when deciding to bring any item of value or personal sentimental value to campus.

**XIII.8 Keys**

Keys to office door, file cabinets, exterior door, and conference/meeting rooms are issued upon employment and obtained from the Operations Coordinator. Staff will also receive a mail room key. There is a charge for all replacement keys. Prior to final clearance of any College employee who is terminating employment, all keys to the College facilities that are in the employee's custody must be returned.

You are responsible for locking your office and securing personal items. If you lock yourself out of your office, you will need to go to either an administrative assistant or the Dean's Office to obtain a key.

**XIII.9 Maintenance and Facilities Requests**

All requests are submitted to the Operations Coordinator.

**XIII.10 Lost and Found**

Items should be turned into the Dean's Office.