



HAHN SCHOOL OF NURSING AND HEALTH SCIENCE

Beyster Institute for Nursing Research, Advanced Practice, and Simulation

FACULTY, ADMINISTRATIVE, & STAFF HANDBOOK

Academic Year 2021/2022

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UNIVERSITY OF SAN DIEGO
HAHN SCHOOL OF NURSING AND HEALTH SCIENCE

SECTION I: MISSION AND PHILOSOPHY

MISSION STATEMENT

The Hahn School of Nursing and Health Science (SON) is a community of progressive scholars in an intellectually rigorous, research intensive environment. The SON educates graduate level nurses to optimize health, promote healing, and alleviate suffering through reflective practice, knowledge generation, service to the community, and leadership at local and global levels. We seek to deepen our commitment to social justice by influencing health policy and by promoting an ethical approach to Nursing characterized by compassion and respect for the dignity of the individual.

FACULTY PHILOSOPHY

The faculty of the School of Nursing view individuals as unique holistic beings in dynamic interaction with an ever-changing environment. Each person has the potential for self-direction and self-actualization. The faculty believes clients have the right to engage actively in decisions relative to their health and health care. An individual's potential is achieved through interaction with larger systems such as family, community, and society.

Health is a dynamic state of being which is self-perceived and delineated by certain empirical parameters. This state of being is positively or negatively influenced by interactions with the environment, including the health care system. The faculty believes the health care needs of clients are best served by a delivery system that is innovative and responsive to the needs of all people.

Nursing is a scientific discipline which engages in scholarly inquiry to expand its body of knowledge as a foundation for excellence in clinical practice. Nursing care is the translation of intellectual effort into humanistic interventions which respect the dignity and worth of each person throughout the lifespan. Implicit in nursing practice is accountability to individuals, families, and communities to promote, maintain, and restore health.

The faculty believes learning is a continuing process that involves changes in knowledge, attitudes, and behaviors. Consistent with this belief, the faculty provides learning experiences that foster critical thinking and believe that **students are accountable for their own learning.** The faculty believes they have a responsibility to assist students to advance in the community of nursing scholars.

The faculty of the School of Nursing exemplifies through teaching, research, and clinical practice the personal and professional characteristics they seek to develop in students. They serve as catalysts for student learning, contributors to nursing's expanding body of knowledge, and role models in clinical practice. (See Appendix A)

SECTION II: ORGANIZATIONAL CHART AND POSITION DESCRIPTIONS



Vice President and Provost
Gail Baker

Dean Jane Georges
School of Nursing

Associate Dean
K. Marsh

Assistant to the Dean
Operations & Fiscal Affairs
L. Johnston

Executive Assistant
C. Ponce

Admin Asst
G. Mandujano

Director,
Admissions
OPEN

DNP and HCI
Programs Director
J. Mack

Dickinson
Nursing
Simulation
Center

Director,
Office of
Nursing
Research
C. Connolly

Asst
Director
Accreditation
& Program
Ops
K. Todaro

Asst
Director
Comm. &
Events
C. Scimone

Interim Dir.
PhD
Program
C. Connolly

MEPN
Program
Coord.
L. Puhek

CNS
Program
Coord.
K. Stacy

ENL/HSL
Program
Coord.
J. Baclig

PMHMP
Program
Coord.
M. Terry

FNP/ENP
Program
Coord.
M. Kabakibi

DNP
Program
Coord.
J. Burkard

HCI
Program
Coord.
D. O'Hagan

Adv
Practice
Sim
Coord.
L. Sheehan

Sr. Mgr.
Sim &
Innovative
Learning
D. Haigh

Statistical
Consultants

Health Sciences
Librarian
K. O'Grady

P. Calero
Exec Asst.

Exec
Asst
T. Guerrero

ENL, CNS Clinical
Placement Coord.
N. Kassity-Krich

OPEN
Exec Asst.

Exec
Asst
G. Manzella

Faculty
I-IV

HCI
Clinical
Placement
Coord.
K. Klimpel

Exec
Asst
N. Geissler

Faculty
I - IV

MEPN
Sim
Coord.
D. Johnston

Simulation
Specialist
C Kelly

Dissemination Team
P. Calero
A. Perez

Exec
Asst
T. Alva

Faculty
I - IV

MEPN
Clinical
Placement
Coord.
P. Mata

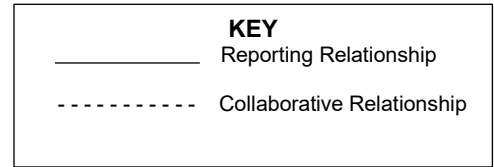
NP Clinical
Placement
Coord.
A. Wright

PT Lab Staff &
Patient Actors

Faculty
I - IV

A. Palomar-Valdez
Clinical Placement
EA

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Revised: October 13, 2021

Leadership Team

The School of Nursing Leadership Team is comprised of the Dean, the Associate Dean, Program Directors, Coordinators, and the Director of Research.

The Dean is the Chief Executive Officer of the SON and reports to the Academic Vice President and Provost. The Dean provides academic and administrative leadership for all programs in the SON. The academic responsibilities of the Dean include providing resources for faculty to be exceptional teachers, generate new nursing knowledge, and guide students in the performance of leading-edge nursing practice. The Dean oversees the development and evaluation of programs and curricula, the recruitment, appointment, and evaluation of faculty, and the fostering of faculty development. The administrative responsibilities of the Dean include creating a positive environment for research, teaching and clinical practice, supervising faculty and staff, and managing and enhancing fiscal resources through scholarships, endowments, training, foundation, research grants, and donations. The Dean fosters positive relationships and promotes the SON within the University and takes an active role in collaborating with the deans of other academic units at USD. The Dean represents the SON in local, national, and international professional and health care arenas.

The Associate Dean is the Chief Operating Officer and reports to the Dean of the SON. The Associate Dean provides operational direction and leadership in support of the Dean and the faculty by providing leadership in a variety of areas, including but not limited to student concerns and appeals, accreditation, program development, graduate policies and procedures, and program planning and administration. Upon assignment by the Dean, the Associate Dean can assume the authority and responsibilities of the Dean in the Dean's absence.

Nursing Program Directors

Program Directors report to the Associate Dean or the Dean (in the case of the PhD Program, and the Director of Research). The Dean appoints/reappoints the Director based on the evaluation of the Director's ability to fulfill the responsibilities of that role successfully. SON Directors include Directors of the PhD, DNP, Health Care Informatics, the Director of the Office of Nursing Research, and the Director of the Dickinson Nursing Simulation Center (DNSC).

Duties of the Director include but are not limited to the following:

1) Faculty

- a. Fulfill the responsibilities as a tenured or tenure-track faculty within the SON of Nursing.
- b. Promote and advocate for faculty growth and development.
- c. Collaborate with faculty, Associate Dean, and the Dean in the recruitment/hire of new faculty to meet Program needs and accreditation, licensing, and certification policies.
- d. Orient new faculty to the Program in which they are teaching.
- e. Promote effective communication between and among the Program, the SON, the Associate Dean, and the Dean.
- f. Collaborate with faculty, the Associate Dean, and the Dean in the assignment of teaching responsibilities and teaching schedules.
- g. Evaluate faculty performance based on Program contributions.
- h. Submit a letter to the NRRT file for each Category I faculty member seeking tenure and promotion or Category III faculty applying to Category I faculty.

2) Curriculum

- a. Promote regular faculty discussions, reviews, and assessment of Program curriculum.
- b. Promote curriculum evolution to meet educational and professional trends.

- c. Prepare accreditation documentation as needed.
- d. Support the maintenance of current syllabi, CVs, and other required accreditation documents.
- e. Collaborate with Associate Dean and Program Directors in establishing program evaluation processes.
- f. Promote high standards in the teaching-learning process.

3) Students

- a. Collaborate with the SON Director of Admissions on student recruitment activities.
- b. Monitor and manage the Programs' admissions and retention processes and procedures.
- c. Promote academic integrity, student achievement, and career mobility.
- d. Mediate grievances between students and faculty.
- e. Assist students in identifying career paths and petitioning for graduation.

4) Budget

- a. Collaborate with the Associate Dean and Dean on potential expenditures necessary to operate the Program.
- b. Notify the Associate Dean in a timely fashion of unusual needs in faculty, space, supplies, etc.

5) General Administration

- a. Work collaboratively with the Clinical Placement Coordinator to assure appropriate clinical placement sites for students.
- b. Maintain/update student handbooks with current policies and procedures.
- c. Hold regularly scheduled Program Team Meetings.
- d. Provide leadership in Program development.
- e. Collaborate with the Dean, Associate Dean, and Director of Admissions on marketing and advertising of programs.
- f. Respond to correspondence from interested students, faculty, media, and university officials (written and oral) regarding the Program.
- g. Represent the Program in the community, state, national, and global arena so as to enhance the Program's reputation.
- h. Provide monthly updates, as appropriate, about Programs' status.
- i. Refer students and faculty needing assistance to the appropriate administrative offices.

Director of Nursing Research

The **Director of Nursing Research** has administrative responsibility for directing the staff and activities of the Office of Nursing Research and reports to the Dean. Administrative responsibilities include: overseeing processes for the preparation of research and foundation grants, managing Office of Nursing Research staff, and coordinating this Office's research activities. In addition, the Director is actively engaged in individual research with a record of recent extramural funding. The Director makes recommendations to the Dean regarding the approval and awarding of SON Faculty Research Incentive Grants. The Director tracks pertinent statistics related to training, research, and foundation grant production, budgets, and resources, and faculty accomplishments in these areas. The Director participates in program faculty and staff employment decisions that promote an educational milieu consistent with that of other top-ranked graduate nursing programs. The Director collaborates with colleagues and potential applicants in a variety of settings. The Director coordinates research activities for the Western Institute of Nursing Research Conference and assists with other SON research activities as assigned by the Dean. The Director mentors faculty and students in their grant activities, has a collaborative relationship with the Associate Dean and other Nursing Program Directors, and, upon assignment by the Dean, can assume the authority and responsibilities of the Dean in the Dean's absence.

Director of the Doctor of Philosophy in Nursing Program

The **Director of the PhD Nursing Program** has administrative responsibility for directing and implementing this program and reports to the Dean. Administrative responsibilities include: overseeing program planning, development, implementation, and evaluation; scheduling and assigning faculty to courses; chairing the PhD Nursing Committee; facilitating the admission and progression of PhD Nursing students; enhancing resources and encouraging faculty/student clinical nursing research; writing, administering, and monitoring select student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating the *PhD Nursing Handbook*; monitoring the caliber of PhD Nursing Dissertations; assessing and reporting PhD alumni accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with accrediting organizations. The Director markets the programs on a local, regional, national, and international basis while collaborating with colleagues and potential applicants in a variety of settings. The PhD Nursing Director mentors faculty and students, has a collaborative relationship with the Associate Dean and other Nursing Program Directors and, upon assignment by the Dean, can assume the authority and responsibilities of the Dean in the Dean's absence. The Director of the PhD Nursing Program is chairperson for the standing PhD Committee.

Director of Doctorate of Nursing Practice (DNP) and Health Care Informatics (HCI) Programs

The **Director of DNP and HCI Programs** has administrative responsibility for directing and implementing these programs and reports to the Associate Dean. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. Scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that

promote an educational milieu consistent with regulating and certifying organizations. The Director markets the programs on a local, regional,

Director of the Dickinson Nursing Simulation Center (DNSC)

The **Director of the Dickinson Nursing Simulation Center (DNSC)** works in collaboration with the Program Directors, Associate Dean and reports to the Dean. The Director has administrative responsibilities that include: (1) supervising MEPN, CNS, ENL, NP, and HCI Programs Simulation Coordinators; (2) overseeing the staff, students, activities, physical plant, resources, and daily operation of innovative learning spaces in the DNSC; (3) assisting with other SON activities as assigned by the Dean. The Director orchestrates and maintains accreditation of the DNSC and establishes standardization of all healthcare programs' simulation practices according to accreditation policy and procedures. S/he is familiar with, coordinates all DNSC software programs (e.g. Typhon, CAS, ExamSoft, etc.), and is responsible for the acquisition and monitoring of innovative lab media and technology equipment. The Director participates in grant writing to acquire new and/or updated simulation equipment, stays abreast of the newest lab equipment and techniques, and develops plans for securing lab technology equipment and assuring its functional operation. The Director is involved in research and grant writing opportunities related to simulation teaching, learning, and evaluation methods and disseminates research findings. S/he makes recommendations to the Dean regarding the DNSC budget and physical plant and tracks pertinent statistics related to its activities. S/he participates in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Director has a collaborative relationship with the SON Associate Dean, Directors, and faculty.

Program Coordinators

Coordinator of the Masters Entry Program in Nursing (MEPN) Program

The **Coordinator of the MEPN Program** has the administrative responsibility for coordinating and implementing the MEPN program and reports directly to the Associate Dean. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking student statistics and graduation completion times; updating Program Handbooks in collaboration with the Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the program on a local, regional, national level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the MEPN program, including classroom, clinical, community, and lab setting.

Coordinator of the Clinical Nurse Specialist (CNS) Program

The **Coordinator of the CNS Program** has the administrative responsibility for coordinating and implementing the CNS program and reports directly to the Associate Dean. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking student statistics and graduation completion times; updating Program Handbooks in collaboration with the Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the program on a local, regional, national level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the CNS, including classroom, clinical, community, and lab setting.

Coordinator of the Executive Nurse Leader (ENL) and Health Systems Leadership Tracks

The **Coordinator of the ENL and HSL tracks** has the administrative responsibility for coordinating and implementing the ENL and HSL tracks and reports directly to the Associate Dean. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking student statistics and graduation completion times; updating Program Handbooks in collaboration with the Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the program on a local, regional, national level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the CNS, including classroom, clinical, community, and lab setting.

Program Coordinator Nurse Practitioner Program and Tracks (FNP, PNP, AGNP and ENP)

The **Program Coordinator Nurse Practitioner Program and Tracks** has administrative responsibility for coordinating and implementing the FNP and ENP tracks and reports to the Director of the DNP/HCI Programs. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks in collaboration with DNP/HCI Director and Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the programs on a local, regional, national, and international level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the FNP/ENP Tracks, including classroom, clinical, community, and lab setting.

Program Coordinator Doctor of Nursing Practice Track (DNP)

The **Program Coordinator for the Doctor of Nursing Practice Track** has administrative responsibility for coordinating and implementing the DNP track and reports to the Director of the DNP/HCI Programs. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks in collaboration with DNP/HCI Director and Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the programs on a local, regional, national, and international level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the DNP Track, including classroom, clinical, community, and lab setting.

Program Coordinator, on-ground Health Care, and Nursing Informatics programs (HCI-MS, NI-MSN)

The **Program Coordinator, on-ground Health Care, and Nursing Informatics programs** has administrative responsibility for coordinating and implementing the DNP Program and reports to the Director of the DNP Programs. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks in collaboration with DNP Director and Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the programs on a local, regional, national, and international level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the DNP Program, including classroom, clinical, community, and lab setting.

Program Coordinator online Health Care Informatics program (HCI-MS)

The **Program Coordinator online Health Care Informatics program** has administrative responsibility for coordinating and implementing the DNP Program and reports to the Director of the HCI Program. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks in collaboration with HCI Director and Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the programs on a local, regional, national, and international level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the HCI Program, including classroom, clinical, community, and lab setting.

Coordinator of Psychiatric Mental Health Nurse Practitioner Track (PMHNP)

The **Coordinator of the PMHNP Track** has administrative responsibility for coordinating and implementing the PMHNP track and reports to the Director of the DNP Programs. The administrative responsibilities include: supervising the planning, development, implementation, and evaluation of programs; scheduling and assigning faculty to courses; facilitating the admission and progression of students; writing, administering, and monitoring student scholarships, loans, and grants; tracking pertinent student statistics and graduation completion times; updating Program Handbooks in collaboration with DNP Director and Associate Dean; monitoring and reporting certification scores and alumni clinical positions and accomplishments; and participating in program faculty and staff employment decisions that promote an educational milieu consistent with regulating and certifying organizations. The Coordinator markets the programs on a local, regional, national, and international level while collaborating with colleagues and potential applicants in a variety of settings. The Coordinator is responsible for hiring and mentoring all faculty who teach in the PMHNP Track, including classroom, clinical, community, and lab setting.

Clinical Placement Coordinator for Master's Degree Programs

The **Clinical Placement Coordinator for Master's Nursing Programs** is a faculty position who holds a collaborative relationship with the corresponding Program Coordinator to ensure coordination and implementation of the clinical placements within each program. The CPC collaborates with the Program Coordinator, community agencies, and students in developing and implementing plans for student clinical placements. In addition, the Master's Clinical Placement Coordinator represents the MEPN, ENL, and CNS Programs at meetings of the San Diego Nursing Consortium. This Coordinator continually evaluates current sites and develops new sites with available and competent preceptors. As a faculty position, the CPC may teach in the clinical, community, or lab setting as needed and may mentor junior faculty at clinical sites. The Master's Clinical Placement Coordinator reports to the Associate Dean.

Administrative Personnel

Assistant to the Dean for Operations and Fiscal Affairs

Under the broad policy guidance and direction of the Dean of the SON, the **Assistant to the Dean for Operations and Fiscal Affairs** has administrative responsibility for physical facility management, budgets, and purchasing. Oversees the budget preparation and monitoring of the School of Nursing operations budget, as well as restricted gifts, endowments, and external grants. Works with the Director of Admissions in recognizing trends in enrolment, as it relates to budget forecasting and tuition rate recommendations to Budget and Treasury. In addition, this administrator coordinates and assists in compiling data for electronic submission of annual performance reports and surveys for federal grants and accreditation bodies. This administrator is responsible to the entire workflow of Full Time and Part Time faculty contracts from monitoring workload compliance and entry in to the Workday financial system. Is a Human Resource partner for recruitment and new hire process, as well as confidential personnel issues. Other administrative duties include serving as representative of the Dean's Office on select University Committees.

Assistant Director of Accreditation and Program Operations

The **Assistant Director of Accreditation and Program Operations** works in close partnership with the Associate Dean, Program Directors, and Coordinators to ensure all accredited programs in the School of Nursing meet and maintain national accreditation standards, State of California Board of Registered Nursing (BRN) requirements, University Academic Program Review, and School of Nursing Quality outcomes. The Assistant Director advises the SON Leadership Team on accreditation and assessment initiatives. In addition, the Assistant Director also serves as a strategic project manager to supervise and coordinate various projects across SON programs. The Assistant Director coordinates communication and serves as the primary liaison to the Office of Sponsored Programs for training and clinical grants and coordinates and contributes to grant preparation as needed. The Assistant Director also manages and tracks relevant alumni information required for accreditation reports, surveys, and grants.

Assistant Director for Communications and Events

The **Assistant Director for Communications and Events** develops, designs, and implements the strategic marketing, branding, outreach, and communication plan for the Hahn School of Nursing and Health Science. The Assistant Director uses written and visual communication strategies to enhance the School's reputation, promotion, and visibility, its graduate programs, and its centers and institutes to students, alumni, faculty/staff, parents, donors, and national and international audiences. This position coordinates closely with University Communications for consistent campus messaging to increase alumni engagement. With input from the Dean, the Assistant Director develops a robust calendar of events to reach the goals of the office. The Assistant Director also works collaboratively with University Advancement and Communications personnel.

Director of Admissions

The **Director of Admissions** works closely with the Dean, Associate Dean, and the Program Directors to: identify student markets; note competitive trends in local and national nursing education programs; attract, recruit, and retain highly qualified applicants; develops program and degree marketing and recruitment campaigns for live, digital and print mediums; creates and revises promotional materials; prepares annual and semi-annual reports on enrollment and

demographic student characteristics; participates in community outreach activities, advise current and prospective students about curriculum, university requirements, and procedures; evaluate student transcripts for pre-admission requirements, and transfer of credit; assist with catalog changes and university academic publication updates; maintains and updates the USD School of Nursing web pages, and coordinates recruiting efforts with the Graduate Admissions Office. Supervises and mentors Executive Assistant for Admissions.

Senior Manager of the Dickinson Nursing Simulation Center (DNSC)

The **Senior Manager for Simulation and Innovative Learning** works in collaboration with Program Directors, Associate Dean and reports to the Director of the DNSC. The Senior Manager develops and coordinates simulation events and provides software and technical support as appropriate for the needs of the SON and DNSC. The Senior Manager explores new and innovative learning technologies to support and enhance on-ground classroom and simulation event learning, providing insight into technological developments in those fields as they arise. The Senior Manager also collaborates with faculty as needed to design and develop immersive, interactive, and media-rich on-ground, hybrid and online courses to support the academic and strategic mission of the SON and the DNSC. The Senior Manager also collaborates with University Enterprise Services to develop efficient and effective technology solutions to assist with creating and implementing appropriate University applications to streamline reporting and accreditation data collection.

Clinical Placement Coordinator for Nurse Practitioner Programs

The **Clinical Placement Coordinator (CPC) for Nurse Practitioner Program** collaborates with the NP/ENP and PMHNP Coordinators along with community agencies, and students in developing and implementing plans for student clinical placements. In addition, the NP Clinical Placement Coordinator represents the NP Program at meetings of the San Diego Nursing Consortium. The CPC is responsible for facilitating clinical site contracts/agreements and MOUs for NP placements. The CPC updates MOUs in a database and works with the University's legal department to ensure active site contracts. The CPC continually evaluates current sites and develops new sites with available and competent preceptors. The CPC reports to the Director of DNP and HCI Programs.

Simulation Specialist

The **Simulation Specialist** provides technical support for all simulation operations, including preparation, maintenance, and repair of computerized manikins (software and hardware), task trainers, and related multi-media peripherals under the direction of the Senior Manager for Simulation and Innovative Learning. The Simulation Specialist also coordinates the Standardized Patient (SP) Program, including recruiting, independent screening/interviews, conducting background checks, hiring, communicating job responsibilities, and evaluating new SPs. In addition, the Simulation Specialist ensures compliance with all applicable state and federal payroll, benefit, wage, and hour laws.

Executive and Administrative Assistants

Executive Assistant to the Dean

Under the direction of the Dean, the **Executive Assistant to the Dean** has executive and administrative responsibilities that include maintaining the Dean's calendar and the SON Faculty Calendar. The Executive Assistant assists the Dean with all administrative requirements of that position including writing and distributing faculty meeting minutes, keeping contact lists current, updating the SON Committee Roster and updating faculty and administrator biographies on the Nursing Directory web page. The Executive Assistant assists the NRRT chairperson with the faculty dossier review process and timeline. This individual also assists with faculty recruitment, including creating faculty candidate interview schedules and coordinating travel and lodging arrangements. The Executive Assistant serves as the SON Business Continuity Plan Administrator. This individual plans and coordinates annual SON events including the Welcome Back Luncheon, Holiday Luncheon, and the Faculty Workshop Retreat.

Executive Assistant for Master's and International Nursing Programs

The **Executive Assistant for Master's and International Nursing Programs** provides complex administrative support to the Associate Dean, secretarial services to faculty teaching in Master's programs, and serves as the coordinator of all aspects of faculty-student international clinical/research/teaching missions. The Executive Assistant for Master's and International Nursing Programs plays an essential role in the operations of the ENL and CNS Programs. The EA supports the ENL and CNS Program Coordinator, the ENL and CNS Clinical Placement Coordinator, and supports faculty who teach in those programs. The EA assists in accessing various academic support services on campus such as Graduate Records, Registrar, Library, and IT Services. The EA assists ENL and CNS students with maintaining program plans, enrolling students in courses each semester, and tracking student progress throughout their program. The EA for ENL and CNS Program actively interfaces with the ENL and CNS Program Coordinator, the ENL and CNS Clinical Placement Coordinator and faculty regarding any advising issues or concerns. The EA edits and updates student, preceptor, and faculty handbooks based on input from the coordinators and faculty; responds to inquiries from potential students regarding the program; coordinates semester course schedules and provides input on room assignments to scheduler; prepares drafts and final edits of program and meeting communications, correspondence, and reports. The EA works with students and the Registrar to process graduation requirements and transcripts in preparation for graduation. The EA plans events for ENL and CNS students and faculty. This position reports to the Associate Dean.

Executive Assistant for Master's Entry Program in Nursing (MEPN) Program

The **Executive Assistant for the MEPN Program** plays an essential role in the operations of the MEPN Program. The EA supports the MEPN Program Coordinator, the MEPN Clinical Placement Coordinator, and supports faculty who teach in the MEPN program. The EA assists in accessing various academic support services on campus such as Graduate Records, Registrar, Library, and IT Services. The EA assists MEPN students with maintaining program plans, enrolling students in courses each semester, and tracking student progress throughout their program. The EA for MEPN Program actively interfaces with the MEPN Program Coordinator, the MEPN Clinical Placement Coordinator and faculty regarding any advising issues or concerns. The EA edits and updates student, preceptor, and faculty handbooks based on input from the coordinators and faculty; responds to inquiries from potential students regarding the program; coordinates semester course schedules and provides input on room assignments to scheduler; prepares drafts and final edits of program and meeting communications, correspondence, and reports. The EA works with students and the Registrar to process graduation requirements and transcripts in preparation for graduation. The EA plans events for MEPN students and faculty. This position reports to MEPN Program Coordinator .

Executive Assistant for Admissions

The **Executive Assistant for Admissions** plays an integral role in the recruitment and retention of students into the nursing programs and the operations and management of the Office of the Director of Admissions. The Executive Assistant provides administrative support to the Director and assists in coordinating special events such as the New Student Orientations, Open Houses, and the Annual Employment Fair. This Executive Assistant is the custodian of all nursing student files, maintains prospective student databases, and maintains the Nursing List Serve. The Executive Assistant to the Director of Admissions processes Navy Duty-Under-Instruction (DUINS) documentation and is the liaison to the commanding offices in Washington DC; creates and processes curriculum plans for Navy applicants; and creates and processes the Cost Quotes for current Navy students. This Executive Assistant further supports the SON in the capacity of a front office contact, assisting the Administrative Assistant when needed in answering the phones and aiding administration, faculty, staff, and students who come to the front office for assistance. This assistant reports to the Director of Admissions.

Executive Assistant for Health Care Informatics Program

The **Executive Assistant for the HCI Program** plays an essential role in the operations of the HCI Program. The EA supports the HCI Program Coordinator, HCI Clinical Placement Coordinator and supports faculty who teach in the HCI program. The EA assists in accessing various academic support services on campus such as Graduate Records, Registrar, Library, and IT Services. The EA assists HCI students with maintaining program plans, enrolling students in courses each semester, and tracking student progress throughout their program. The EA for HCI Program actively interfaces with the HCI Program Coordinator, HCI Clinical Placement Coordinator and faculty regarding any advising issues or concerns. The EA edits and updates student, preceptor, and faculty handbooks based on input from the coordinators and faculty; responds to inquiries from potential students regarding the program; coordinates semester course schedules and provides input on room assignments to scheduler; prepares drafts and final edits of program and meeting communications, correspondence, and reports. The EA works with students and the Registrar to process graduation requirements and transcripts in preparation for graduation. The EA plans events for HCI students and faculty. This position reports to the HCI Program Coordinator.

Executive Assistant for Dickinson Nursing Simulation Center (DNSC)

The **Executive Assistant for the DNSC** plays an essential role in the operations of the DNSC. The EA supports the, Simulation Coordinators, Simulation Specialist, Lab staff and the faculty teaching in the simulation center. The EA edits and updates the simulation handbook and accreditation manual; The EA acts as liaison between the DNSC and Hahn main, as a point of contact for general DNSC information, and manages the upkeep, maintenance, and repair requests for the DNSC. Maintains the simulation schedule, assists faculty with various technology requests such as Blackboard and Zoom. Tracks IT requests between the SON and USD IT. This position reports to the Senior Manager of the Dickinson Nursing Simulation Center.

Executive Assistant for PhD Program

The **Executive Assistant for the PhD Program** plays an essential role in the operations of the PhD program and Office of Nursing Research. The EA supports the Director of the PhD Program, the Director of Nursing Research, the faculty who teach in the PhD program and participate in research. The EA assists in accessing various academic support services on campus such as Graduate Records, Registrar, Library, and IT Services. The EA works with PhD students to maintain program plans, enroll students in courses each semester, and track student progress throughout their program. The EA of the PhD program provides student support for dissertation, manipulation of data sets, and manuscript preparation. The EA for the PhD Program actively interfaces with the Program Director and faculty regarding research and dissemination support, IRB applications, literature reviews, and grant preparation. The EA edits and updates student and faculty handbooks based on input from the Director and faculty; responds to inquiries from potential students regarding the program; coordinates semester course schedules and provides input on room assignments to scheduler; prepares drafts and final edits of the program and meeting communications, correspondence, and reports. The EA works with students and the Registrar to process graduation requirements and transcripts in preparation for graduation. The EA plans events for PhD students and faculty. This position reports to the PhD Director and the Director of Nursing Research.

Executive Assistant for DNP/NP Programs

The **Executive Assistant for the DNP/NP Programs** plays an essential role in the optimal operations of the DNP and NP Programs. The EA supports the DNP, FNP, and PMHNP Coordinators and supports faculty who teach in the DNP/NP programs. The EA assists in accessing various academic support services on campus such as Graduate Records, Registrar, Library, and IT Services. The EA assists DNP/NP students with maintaining program plans, enrolling students in courses each semester, and tracking student progress throughout their program. The EA for DNP/NP actively interfaces with the Track Coordinators and faculty regarding any advising issues or concerns. The EA edits and updates student, preceptor, and faculty handbooks based on input from the coordinators and faculty; responds to inquiries from potential students regarding the program; coordinates semester course schedules and provides input on room assignments to scheduler; prepares drafts and final edits of program and meeting communications, correspondence, and reports. The EA works with students and the Registrar to process graduation requirements and transcripts in preparation for the BRN application process and national certification exams. The EA plans events for DNP/NP students and faculty. This position reports to the Director of DNP/NP Programs.

Executive Assistant for Compliance

The **Executive Assistant for Compliance** provides administrative support to the Clinical Placement Coordinators (CPC) in placing students at their clinical placement sites. This involves managing the Memorandum of Understanding (MOUs) with the clinical sites and agencies, maintaining current liability insurance certificates, managing students and faculty compliance with Health Requirements through Complio and San Diego Nursing Education Consortium, preparing documents specific to each nursing program and clinical site/agency. The EA manages and coordinates special appreciation gifts and events for the preceptors as requested by the CPCs. This position reports to the Associate Dean.

Administrative Assistant for the SON Main Office

The Administrative Assistant is the first point of contact for prospective students, current students, faculty, administrators, campus community, and the general public. This assistant identifies their needs and provides resolutions or directs them to the appropriate person or venue, maintaining a high standard of excellence in customer service consistent with the mission of the School of Nursing. The Administrative Assistant manages maintenance/repair requests, catering requests, schedules events in EMS system, and maintains office supply inventory for the School of Nursing. The assistant reports to the Dean's Assistant for Operations and Fiscal Affairs.

SECTION III: RANK AND CATEGORIES FOR FACULTY

Rank of SON Faculty

Professor of Nursing

Professors have responsibility for teaching theoretical, research, and/or clinical aspects of Nursing, serving as principal investigators in research, disseminating research findings in refereed publications and national and international arenas, directing PhD Dissertations, providing leadership in SON and university committees and professional organizations, mentoring junior faculty, contributing to the service and mission of the SON and university, and being recognized internationally and nationally as distinguished leaders in the profession. Professors report to the Dean and Program Directors for programs in which they are teaching.

Associate Professor of Nursing

Associate professors have responsibility for teaching theoretical, research, or clinical aspects of Nursing, serving as principle or co-investigators in research, disseminating research findings in refereed publications and national and international arenas, directing PhD Dissertations, providing leadership in SON and university committees and professional organizations, contributing to the service and mission of the SON and university, and being recognized internationally and nationally as emerging professional leaders. Associate professors report to the Dean and Program Directors for programs in which they are teaching.

Assistant Professor of Nursing

Assistant professors have responsibility for teaching theoretical, research, or clinical aspects of Nursing, serving as investigators in research, disseminating research findings in refereed publications and national and international arenas, serving as committee members on PhD Dissertations, serving on SON and university committees, being involved in select professional organizations, contributing to the service and mission of the SON and university, and increasing their skills as professional leaders. Assistant professors report to the Dean and Program Directors for programs in which they are teaching.

Clinical Professor of Nursing

Clinical Professors have responsibility for teaching theoretical and/or clinical aspects of Nursing, assuming a leading role in clinical scholarship, serving as primary mentors or committee members on DNP projects, contributing to the service and mission of the SON and university, practicing clinically when appropriate, participating in professional organizations, and being recognized internationally and nationally as distinguished clinical leaders in the profession. Clinical Professors report to the Dean and Program Directors for programs in which they are teaching.

Clinical Associate Professor of Nursing

Clinical Associate Professors have attained a doctoral degree and assume responsibility for teaching theoretical or clinical aspects of Nursing, assuming a leading role in clinical scholarship, serving as committee members on DNP projects, contributing to the service and mission of the SON and university, practicing clinically when appropriate, participating in professional organizations, and being recognized internationally and nationally as emerging professional clinical leaders. Clinical Associate Professors report to the Dean and Program Directors for programs in which they are teaching.

Clinical Assistant Professor of Nursing

Clinical Assistant Professors have responsibility for teaching clinical aspects of Nursing, participating in clinical scholarship, contributing to the service and mission of the SON and university, practicing clinically when appropriate, participating in professional organizations, and increasing their skills as professional clinical leaders. Clinical Assistant Professors report to the Dean and Program Directors for programs in which they are teaching.

Categories of SON Faculty

The SON has five categories of faculty.

Category I includes PhD-prepared, full-time, tenure and tenure-track faculty.

Category II includes PhD-prepared Registered Nurse or Non-Registered Nurse Clinical Professors who have the same role and contract as tenure and tenure-track faculty but who work a reduced percentage, and are not eligible for and do not seek benefits or tenure.

Category III includes Registered Nurse PhD, DNP, Clinical Associate and MSN-prepared Clinical Assistant Professors who receive benefits, have a stable history of employment with the SON, and may maintain advanced clinical practices. They are contracted for 50-100% time. Category III DNP-prepared Clinical Associate Professors may request a “Letter of Agreement for Three Annual Contracts” from the Dean, following one year of successful teaching with “above average” student teaching evaluations.

Category IV includes Registered Nurses with or without the PhD, or non-nurse faculty with PhDs who teach from 10-20% time.

Category V includes MD physicians who serve as Adjunct Clinical Professors who serve 10% time. These faculty do not have or seek benefits or tenure.

All faculty categories teach and mentor students, participate in curriculum development and the evaluation of educational effectiveness, take part in SON social functions, Convocation and Graduation, and may serve as members on DNP Projects.

Categories I and II (Tenure and tenure-track, and Registered Nurse Clinical Professors whose role is the equivalent of tenure and tenure-track but they do not seek tenure or benefits and work part-time) may chair PhD Dissertations if teach in PhD program, and DNP Projects if they are at the rank of associate or full professor.

Category III (Registered Nurse Clinical Associate or Assistant Professors who serve from 50-100% time) and may maintain advanced practice, may serve on PhD Dissertation committees if they hold a PhD, LLD, or MD; they also may serve on DNP Project committees and supervise DNP residencies with the DNP or PhD.

Category IV (Registered Nurses without the PhD or non-nurse faculty with PhDs who teach from 10-20% time) teach courses and have regular office hours but do not serve on SON of Nursing or university committees. They may, if they hold a PhD, LLD, or MD, and are at the rank of Associate or Full Professor, serve as members on students’ PhD Dissertations. They may serve as members on students’ DNP Project committees and supervise DNP residencies without the PhD, LLD, or MD.

Category V, MD physicians, or health professionals that teach within courses that are coordinated by doctorally-prepared nurses, and can serve as members on PhD Dissertation or DNP Project committees.

USD-SON Faculty Responsibilities and Faculty Categories

Faculty Responsibilities	Cat I & II	Cat III	Cat IV	Cat V
Teach and Mentor Students	X	X	X	X
Evaluate Educational Effectiveness	X	X	X	X
Curriculum Development	X	X	X	
Serve on Dissertation Committees	X	X	X	X
Maintain a Clinical Practice	*	X	*	X
Participate in Research	X	X	X	
Conduct Research	X			
Chair Dissertation Committees (Faculty who teach in PhD Program)	X			
Chair DNP Projects	X	X	X	
Mentor DNP Clinical Projects	X	X	X	X
Serve on University Committees	X	X		
Serve on USD-SON Committees	X	X		
Participate in Convocation, Graduation, & Social Functions	X	X	X	X
International Teach/Research/Clinical Missions	**	**	**	**

*Some Category I, II, and IV Faculty also maintain a clinical practice. All faculty who teach in the MEPN Program must have proof of current clinical practice to meet CA-BRN requirements.

**Participating in or leading International Teaching/Research/Clinical Missions is optional.

Faculty By-Laws

The Faculty of the University of San Diego Hahn School of Nursing and Health Science: Beyster Institute for Nursing Research, Advanced Practice, and Simulation (hereafter referred to as the SON), through these By-Laws, provide for the organization and procedures through which the SON functions within the range of its authority and responsibility as a unit of the University of San Diego.

ARTICLE I

NAME

Section 1. The name of the organization will be known as the Faculty Organization of the SON.

ARTICLE II

PURPOSE

Section 1. The By-Laws of the SON will define the responsibilities of the faculty, officers and committees; identify its organizational structure; provide for creation and termination of committees; and establish a mechanism for review and amendment of the By-Laws.

ARTICLE III

MEMBERSHIP

Section 1. Voting Members

All Nursing faculty members holding Category I (Tenure and Tenure-Track), Category II (Contract Percentage), or Category III (Clinical Professor, Clinical Associate Professor, or Clinical Assistant Professor) will be voting members.

Section 2. Non-Voting Members

Category IV (Part-Time Nurse and Non-Nurse Faculty) will have voice but no vote.

Category V (Physician Part-Time Faculty) will have voice but no vote.

Section 3. Student Representatives

Qualifications

Student representatives are students who currently are enrolled in the Master's, DNP, or PhD Programs who are elected by the Graduate Nursing Student Association.

Selection

At least one student and one alternate from the Master's, DNP, or PhD Program will be elected by the Graduate Nursing Student Association, which will then advise the Dean of selection.

Vote

Student representatives will have voice but no vote at the Faculty Organization meeting.

- a. One representative from the Master's, DNP, or PhD Programs who are elected by the Graduate Nursing Student Association will have vote at meetings of the Standing Committees on which they hold membership.
- b. Administrators and staff will have a vote at meetings of the Standing Committees on which they hold membership.

Section 4. The faculty reserves the right to exclude student attendance at faculty and/or committee meetings according to the nature of the business to be conducted by citing "Executive Session." (For example, in order to maintain the confidentiality of students, faculty, and administration, SON, or University affairs.)

ARTICLE IV

Responsibilities of the Faculty of the SON

This faculty has responsibility to:

- a. Establish rules to govern its procedures, provide for its committees, and make recommendations to the Dean for such organization.
- b. Formulate educational policy for the SON consistent with policies of the University of San Diego.
- c. Develop, implement, and evaluate curricula for all the degree programs of the SON.
- d. Establish and maintain standards to enhance academic excellence including admission policies and degree requirements.
- e. Create an environment that encourages the members of the faculty, staff, and student body to actualize their personal and professional potential.
- f. Provide services to the University, the nursing profession, and the community through teaching, research, and clinical practice.
- g. Establish criteria relating to appointment, reappointment, rank, and tenure in accord with University policy.

ARTICLE V

Organization

The faculty of the SON will be organized as a Committee of the Whole.

ARTICLE VI

Officers

- Section 1.** The administrative officer of the SON will be the Dean.
- Section 2.** The Dean will be the executive officer of the SON, preside over the Faculty Organization meetings, and be an ex-officio member of all SON committees.
- Section 3.** In the absence of the Dean, the duties of the Dean will be assumed by an Associate Dean or Director appointed by the Dean.
- Section 4.** The Executive Assistant to the Dean will be the recording secretary.

ARTICLE VII

Purpose

- Section 1.** The purpose of the Faculty Organization will be to:
- a. Provide a mechanism for faculty to participate in the governance of the SON and University.
 - b. Facilitate communication between and among faculty, students, and University officers.
 - c. Conduct the business of the faculty in the operation of the SON.
 - d. Establish policy in academic and curricular matters.
 - e. Receive and act upon reports and recommendations of SON standing, Ad Hoc, and University Committees.
 - f. Advise the Dean in the operation of the SON in administrative matters such as personnel, physical plant, budgeting, equipment, technology, and other resources.
 - g. Encourage scholarship and professional development of its members.

ARTICLE VIII

Meetings

- Section 1.** The regular meetings of this organization will be held on one day of each month of the academic year, unless otherwise ordered by the Faculty Organization.
- Section 2.** Minutes of the preceding meeting and the agenda for the subsequent meeting will be sent to all faculty members and student and staff representatives at least five working days in advance of the meeting.
- Section 3.** Special meetings may be called by the Dean and also upon the request of three members of the Faculty Organization. The purpose of the meeting will be stated in the call.
- Section 4.** At all meetings of the Faculty Organization, a majority of the voting faculty will constitute a quorum.

Section 5. Persons desiring to have items placed on the agenda will present them to the Dean’s Executive Assistant no less than seven working days prior to the scheduled meeting.

Section 6. When an “executive session” is an agenda item of the Faculty Organization or any of its Standing Committees, participation is restricted to faculty members having the right to vote at the Faculty Organization meeting.

ARTICLE IX

Standing Committees

Section 1. Membership

- a. The Dean of the SON will serve as ex-officio member of all faculty committees of the SON.
- b. Voting members of the Faculty Organization, as defined in these By-Laws, will serve on Standing Committees.

All faculty serving on Standing Committees have vote.

- c. Student representatives serving on Standing Committees have a vote as stipulated in these By-Laws.
- d. Staff serving on Standing Committees have a vote.

Section 2. The Standing Committees are:

- a. Curriculum
- b. Faculty Affairs
- c. DNP
- d. PhD
- e. Information Systems
- f. Nursing Rank, Reappointment, and Tenure (NRRT)

Section 3. Election Process

- a. Election of members for Standing Committees for the academic year will be held at the first meeting of the Faculty Organization in September.
- b. Chairpersons of all committees will be elected by the committee membership. The Directors of the Doctor of Philosophy in Nursing Program and the Associate Dean for Advanced Practice Programs will serve as chairpersons for the PhD and DNP committees respectively.
- c. Following receipt of notice of a committee vacancy, the chairperson will request nominations and an election will be held at the next regular meeting of the Faculty Organization.
- d. In the event of a tie vote, a second vote will be taken to break the tie vote.
- e. Election results will be made a part of the minutes of the Faculty Organization.

- f. Student representatives on faculty committees will be elected by the Graduate Nursing Students Association.
- g. Voting will be a ballot or voice vote, as required by the members.

Section 4. Reporting

- a. Chairpersons will present a written annual report of the committee's activities to the faculty and dean.
- b. Chairpersons will present committee recommendations for action by the faculty at Faculty Organization meetings.
- c. Copies of committee agenda and minutes will be circulated to the Dean, faculty, and student and staff representatives.

Section 5. Term of Office

- a. All offices are held for one academic year unless otherwise specified.

ARTICLE X

Special Committees —Ad Hoc Committees

Section 1. Purpose

- a. Special or *Ad Hoc* Committees may be designated to carry on faculty business not otherwise specified by these By-Laws.

Section 2. Membership

- a. The members of Special or *Ad Hoc* Committees will be appointed by the Dean, who may request recommendations for membership from the faculty.

Section 3. Term of Office

- a. The appointed members of all Special or *Ad Hoc* Committees will serve until the final report has been submitted to the faculty.

Section 4. Chairperson

- a. A chairperson of each Special or *Ad Hoc* Committee will be elected by committee membership.

Section 5. Reporting

- a. Each Special or *Ad Hoc* Committee will submit a final written report to the faculty upon completion of the task.
- b. An interim report from each Special or *Ad Hoc* Committee will be given to the faculty at the last Faculty Organization meeting of the year if the task has not been completed.

ARTICLE XI

STANDING COMMITTEES OF THE SON

Curriculum

Section 1. Purpose

- a. Provide leadership for long range planning and make recommendations to the Faculty Organization for overall development, implementation, and evaluation of academic programs.

Section 2. Membership

- a. Chaired by the Associate Dean this committee consists of faculty from each of the following programs: MEPN, ENL, CNS, NP, DNP, and HCI.
- b. A student representative from the Master's and DNP programs.

Section 3. Functions

- a. Review and recommend changes in the title, numbering, course description, course objectives, and sequencing in the academic programs, in light of the SON's mission and philosophy.
- b. Recommend academic requirements for the academic programs.
- c. Recommend policies pertaining to implementation of the academic programs.
- d. Coordinate curriculum evaluation with ongoing total program evaluation.
- e. Review and approve proposals for new courses and substantive changes in courses in the academic programs and present approved proposals for consideration by the Faculty Organization.
- f. Review and recommend policies regarding general categories of course offerings, and sequential placement of courses in the academic programs.

Faculty Affairs

Section 1. Purpose

- a. The overall purpose of the committee is to support faculty governance in the SON.
- b. The committee will develop, recommend, and evaluate policies concerning the allocation of travel funds.

Section 2. Membership

- a. Minimum of three Category I faculty members with the minimal rank of Assistant Professor, and two Category III faculty members with the minimal rank of Assistant Clinical Professor.

Section 3. Functions

- a. Facilitate and support orientation of new faculty members.
- b. Review requests from faculty for travel monies related to scientific meetings in which papers and/or posters are to be presented and make recommendations to the Dean.
- c. Coordinate the SON's faculty peer review process.
- d. Plan and coordinate select social events for faculty, administrators, and staff in conjunction with the Dean.

PhD Committee and DNP Committee

Section 1. Purpose

- a. The purpose of each of these committees is to establish, implement, and evaluate policies and standards for admission, progress, retention, and graduation of students enrolled in their respective programs.
- b. Develop, implement, and evaluate the curricular offerings of their respective programs.

Section 2. Membership

- a. The Chairperson of the PhD Committee will be the PhD Program Director. The Chairperson of the DNP Committee will be the DNP Program Coordinator. The membership of each committee will be determined by each committee's respective chairperson in consultation with the Dean.

Section 3. Functions

- a. The PhD and DNP Committees are SON free standing committees.
 - b. Review, recommend, and coordinate policies and standards related to their respective programs consistent with SON and University policy and standards.
 - c. Review and recommend changes in the mission and goal statements and curricula of their respective programs.
- a. Coordinate curriculum and evaluation of their respective programs with total SON program evaluation.
- b. Determine applicants' eligibility for admission to their respective programs.
- c. Review and recommend needed changes in academic policies and requirements concerning the progression of students within their respective programs.
- d. Coordinate appropriate student scholarly awards in their respective programs and make recommendations to the Dean.

Information Systems

Section 1. Purpose

- a. Provide leadership in SON Information Technology (IT) systems by making recommendations to the faculty regarding the development, implementation, evaluation, and maintenance of IT advances that support SON teaching/learning, research, and practice missions.

- b. Coordinate SON IT systems development with the larger University campus.

Section 2. Membership

- a. Minimum of one faculty who also will be a member of the University Academic Computing Committee.
- b. One administrative/support staff representative.
- c. SON/University Information Systems Technology Assistant.

Section 3. Functions

- a. Provide liaison between the SON and USD IT Academic Computing.
- b. Recommend policy related to IT technology.
- c. Recommend revision and upgrading of IT hardware.
- d. Recommend software application purchases.

Nursing Rank, Reappointment, and Tenure (NRRT)

Section 1. Purpose

- a. Review faculty candidate dossiers and vote for the promotion, reappointment, and/or tenure, or successful progress toward tenure, of tenure-track faculty.

Section 2. Membership

- a. Three tenured or tenure-approved SON faculty members elected by the faculty for two-year terms.
- b. The SON Dean.
- c. Three members chosen from different USD academic units selected for tenure review. First and third year reviews will be conducted by an internal SON committee.
- d. The Chair of the NRRT Committee must be SON faculty.

Section 3. Functions

- a. Attend NRRT Committee meetings.
- b. Maintain confidential archival files of faculty candidates and NRRT Committee meeting minutes.
- c. Carefully review dossiers.
- d. Distribute, receive, and count secret ballots of all tenured and tenure-track faculty regarding a faculty candidate's reappointment, promotion, and/or tenure.
- e. Complete a secret ballot regarding each faculty candidate at NRRT Committee review meetings.
- f. The NRRT Chair will prepare a letter to the Dean, the University Provost, and the University President that summarizes the NRRT Committee's vote regarding retention, promotion, and/or tenure.

- g. The Dean of the SON will provide written feedback concerning the strengths and areas for improvement to tenure-track candidates who are moving toward tenure.
- h. Maintain strict confidentiality of NRRT Committee proceedings. (A violation of confidentiality is considered a serious breach of academic integrity.)

ARTICLE XIII

Amendment of By-Laws

- Section 1.** These By-Laws may be amended by a majority vote of the members present at a Faculty Organization meeting, providing the faculty has had **written notification of the proposed amendment at least two weeks prior to the meeting.**

ARTICLE XIV

Parliamentary Authority

The meetings of this organization will be governed by *Roberts' Rules of Order*.

SECTION IV: FACULTY HIRING POLICIES: CATEGORY I FACULTY SEARCHES

Establishing a Candidate Pool

1. A SON *Ad Hoc* Search Committee is established to work with the SON Dean, Associate Dean, and Directors.
2. SON Dean designs and submits a national ad to the Associate Provost who publishes the ad in SON-selected journals and electronic web sites.
3. Requirements for affirmative action and other University policies are met.
4. Applicants complete electronic application and submit vita.
5. SON Search Committee obtains candidate's recommendations.
6. SON Dean, Associate Dean, Directors, and Search Committee determine candidates to be brought for an on-campus interview, which is paid for by the Provost's office.
7. The Dean shares vita of candidates selected for on-campus interview with all faculty.
8. As a courtesy, the Dean shares the vita of interviewing candidates with the Provost office.
9. The SON *Ad Hoc* Search Committee coordinates the one to two-day on-campus visit.

Applicants:

- a. receive a University, SON, and Library tour;
- b. have lunch and/or dinner with faculty volunteers;
- c. meet with SON Dean, Associate Dean, Directors and Search Committee;
- d. deliver a research presentation open to the entire faculty.

Recommendations and Appointment

1. The *Ad Hoc* Search Committee Chairperson collects completed "Faculty Applicant Evaluation Forms" from SON faculty, Search Committee, and Directors.
2. "Faculty Applicant Evaluation Forms" are shared with Dean.
3. The Dean
 - a. makes an offer of an appointment, including salary, rank, category, and years credit toward tenure.
 - b. Provides a written copy of the offer and "Resources for Faculty" to the applicant, with copies filed in the Dean's office.
 - c. If agreement is reached, the SON Assistant for Operations and Fiscal Affairs sends a written contract to the candidate.
4. An Affirmative Action report and curriculum vita are filed with Human Resources.

Polices Regarding Category I New Faculty Hires

New Category I faculty receive:

- a first-year course load reduced by one course; therefore, the new faculty will teach three courses over two semesters;
- moving expenses. Applicant must submit estimates from three moving companies to the office of the Provosts;
- travel expenses to the University of San Diego, except for meals, which are not allowed due to current tax laws;
- As of fall 2008, Category I new faculty receive up to \$10,000 over three years to contribute to the mortgage on the *first* home purchased in California.

Faculty Work Load Formulas

Category I

- Teaching = 12 units over two semesters
- Research = 3 units release over two semesters
- Dissemination of Research at Scientific Conferences and in Refereed, Data-Based Publications

Category II

- Teaching = a percentage of 12 units over two semesters

Category III

- Faculty teaching clinical courses must maintain current clinical practice as required by nursing accrediting bodies.
- Teaching workload for doctorally prepared faculty
 - 15 units over two semesters if PhD Prepared;
 - 17 units over two semesters if DNP Prepared
 - Dissemination of Clinical Scholarly Work
 - Utilization and Participation in Research
- Teaching workload for Masters' prepared faculty
 - 20 units over two semesters if Master's Prepared
 - Utilization and Participation in Research

Category IV

Teaching workload = 9.5 units or less over two semesters

Category V Faculty (MD serving as consulting faculty)

Teaching workload = lectures, consultation, or clinical supervision under the supervision of SON Nurse Faculty

Formula for Faculty Unit Load: Clinical, Simulation, and Hospital Clinical Courses:

MEPN Clinical Faculty assigned in *acute care* health agencies:

- Will be assigned 3 hours of clinical for every 1 unit of credit;
- Clinical hours are based on a 16-week semester as required by professional licensing bodies.

MEPN Clinical Faculty assigned in *laboratory* courses:

- Will be assigned to 2 hours of laboratory for every 1 unit of credit.

APRN Clinical Nurse Specialist and Nurse Practitioner Faculty:

- Will be assigned 3 hours of direct laboratory supervision for every 1 unit of credit;
- Will be assigned direct clinical supervision with 0.4 units of credit per student with a max of 6 students.
- Hours are based on a 16-week semester as required by professional licensing bodies.
- Clinical hours are based on a 16-week semester as required by professional licensing bodies.

SECTION V: NURSING FACULTY REAPPOINTMENT AND TENURE REVIEWS

The frequency of reviews and the length of reappointments for candidates for reappointment, promotion, and/or tenure are in accordance with the University ARRT policy outlined in the *University Faculty Handbook*.

1. New tenure-track faculty are eligible for reappointment in year 2.
2. According to *AAUP guidelines*, faculty must be notified in writing by March 1 of their first year if they will not be recommended for reappointment the following year.
3. Each fall, the Dean notifies the Chair of the SON NRRT Committee the list of faculty who will be considered for reappointment or tenure the following year.
4. Each spring, the Dean notifies the Provost's office of the list of faculty who are to be considered for reappointment or tenure the following year.
5. Depending on the years-toward-tenure negotiated with the Dean upon being hired at the SON, continuing faculty are reviewed for a recommendation for *progress toward tenure* in year 3, a review for *recommendation for tenure* in year 5, and receive or do not receive tenure in year 6.
6. Based on these guidelines, and to assure adequate time to carry out the Faculty Review Process, the Nursing NRRT Committee conducts its review of new tenure-track nursing faculty for re-appointment, and other tenure-track faculty for progress toward tenure or tenure on the following time table:

Year at USD

Years credited toward tenure when hired	* 1 st	2 nd	3 rd	4 th	5 th	6 th
0	-	*r	*r	-	*r	T
1	-	*r	*r	*r	T	
2	-	*r	*r	T		
3	-	*r	T			

*r = review; T = Tenure

The 1st year review is conducted Fall of the 2nd year

Faculty Evaluation

ANNUAL REVIEW

1. Cost of living raises are not given at the University or the SON.
2. Faculty complete “Annual Merit Review” reports each spring.
3. At the end of each SON year, Program Directors meet with Category III faculty and provide a written recommendation to the Dean regarding merit raises.
4. The Provost notifies the Dean of the next year’s “Pool for Merit Raises.”
5. The Dean reviews faculty “Annual Review” sheets using the SON formula to determine merit raises.
6. The Dean shares the recommendation for merit raises with the Provost.
7. The Dean notifies faculty by email or in writing of the merit raise that they will receive the following year.
8. The University suggests the general formula and percent increase in salary for Category IV and V faculty.
9. The Program Directors provide the Dean with recommendations for the merit raise of Category IV (part-time Clinical or adjunct faculty).

ANNUAL REVIEW DATA SHEETS

The “Annual Review Data Sheet” is comprised of:

- the faculty’s updated curriculum vita with accomplishments of the past year highlighted in yellow;
- an additional half page that summarizes faculty and course Teaching Evaluations:
 - overall mean evaluative score;
 - high and low ranked items;
 - qualitative comments from students on each course taught in the past year; and
 - a brief response to these evaluations.
- one paragraph with goals for the subsequent year and strategies for maintaining or improving teaching evaluations.

EVALUATION OF CATEGORY I, II, III FACULTY

During each academic year, the Dean meets with Category I faculty to discuss their teaching evaluations, accomplishment of goals, resources that might help them be more successful, and their future goals. Category III faculty undergo a peer review every three years.

Peer Review Process for Faculty Undergoing Reappointment, Promotion, and/or Tenure

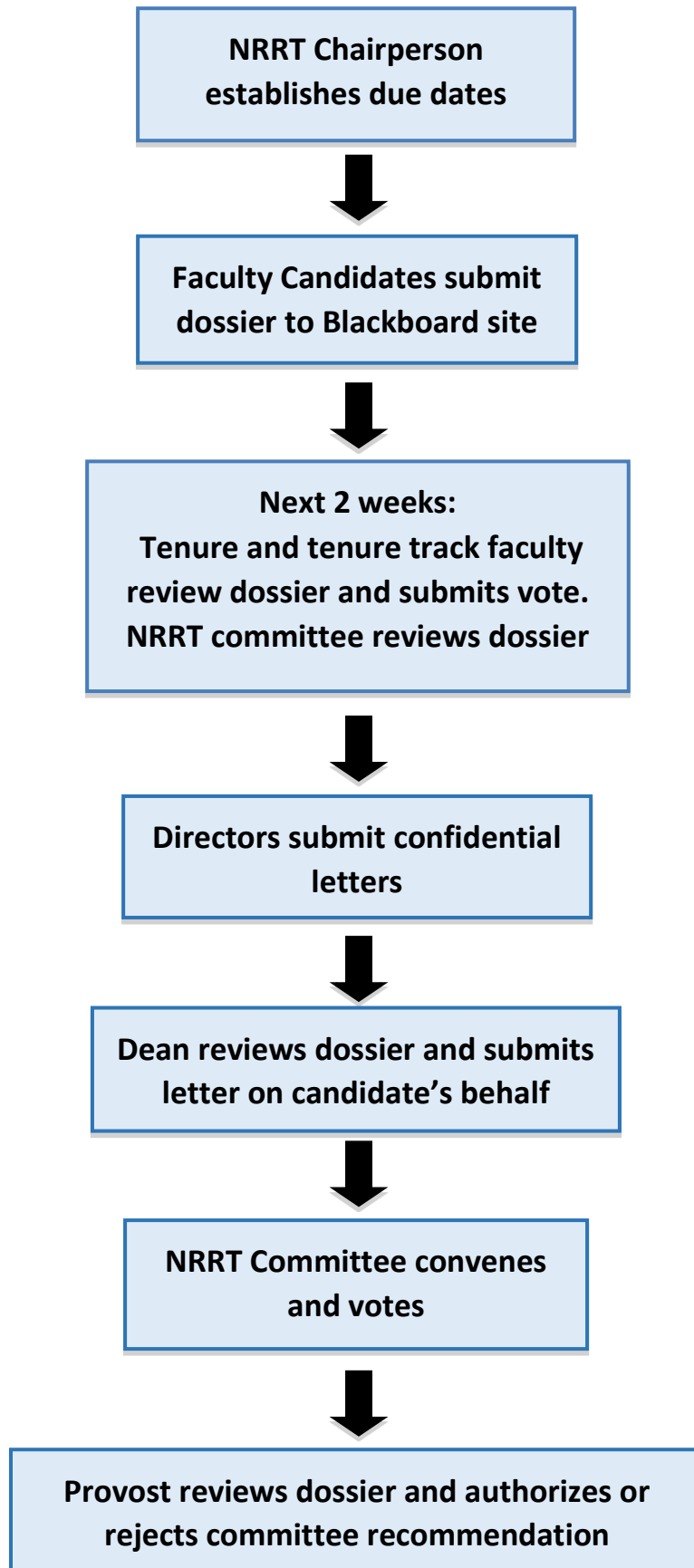
1. The Dean is responsible for establishing a timeline chart for the semesters in which faculty will undergo review for reappointment, promotion, and/or tenure. This timeline chart is made available to all faculty and staff involved in the review process at the beginning of each academic year via email.
2. The NRRT Chairperson coordinates the review process, based upon the Dean's timeline chart. Early in the semester in which faculty are being reviewed, the NRRT Chairperson will prepare a specific list of due dates. The due dates will be based on the date on which completed dossiers are due in the Provost's Office each semester. The NRRT Chairperson is responsible for finding out this date by contacting the Provost's Office.
3. The specific list of due dates which the NRRT Chair must establish are: 1) The date on which faculty candidates must turn in their dossiers to the Dean's Office; 2) The time period during which faculty may review the dossiers; 3) The date on which Directors' letters are to be placed in dossiers; 4) The date on which the dossiers go to the Dean; 5) The deadline date for the NRRT committee meeting; 6) The date on which completed dossiers are turned in to the Provost's Office. These dates are then promulgated via email to all faculty and staff involved in the review process.
4. The Chairperson of Faculty Affairs will make appropriate arrangements for two (2) classroom evaluations to be performed prior to the dossier due date. The Criteria for Evaluation of Teaching Effectiveness Form will be used for these evaluations. The candidate will choose one evaluator; Faculty Affairs Committee will assign the second evaluator. Once the evaluation forms are complete, the evaluators will place a copy in the dossier. Evaluators must be either tenure track or tenured.
5. The NRRT Chairperson will be responsible for distributing to the faculty who are undergoing review a document listing the appropriate contents and formatting requirements of the dossier. This document is also included on pp. 3-4 of this document.
6. Faculty undergoing review will prepare and upload supporting documents to NRRT Organization site on Blackboard. At this point, the only documents NOT in the dossier (on Blackboard) are letters from the Program Directors, as these are considered confidential documents.
7. The next two weeks (14 days) following the due date of the dossiers are the review period. The tenure and tenure track faculty will have the opportunity to review the dossier and cast their vote in Blackboard. The NRRT committee will also have the opportunity to review the materials in Blackboard during this time.
8. Voting ballots are tabulated in the Blackboard site. The NRRT Chair will then prepare a written memo describing the outcome of the vote. The NRRT Chair will upload this memo to the Letters folder in the Blackboard site.
9. The Dean will upload their letter to the Letters folder in the Blackboard site.
10. The NRRT Committee is convened by the NRRT Chairperson. The NRRT Chairperson prepares a memo stating the outcome of the NRRT Committee vote. A copy of this memo is uploaded to the Blackboard site.
11. The dossier is now complete. The Provost's Office will be notified by the Executive Assistant to the Dean the dossier is now ready to be viewed in the NRRT Organization site on Blackboard.

Required Faculty Dossier Contents

Note: All dossiers MUST be in this format on the Blackboard site as mandated by the Provost's Office. Please upload files under "Course Content" in the following order:

1. Curriculum Vita
2. Dean's Summary and Evaluation
3. Chairperson's Summary and Evaluation
4. Evaluations from Departmental Colleagues (optional)
5. Evaluations from External Reviewers (optional)
6. Written Annual or Reappointment Reviews
7. Statement on Teaching Goals, Strengths, Weaknesses and Notable Accomplishments
8. Record of Courses Taught by Semester
9. Summary of Student Course Evaluations
10. Peer Review Reports of Class Visitation
11. Record of Graduate Teaching and Mentorship (if applicable)
12. Other Evidence of Excellence in Teaching
13. Statement on Current Status and Future Development of Scholarship
14. Statement on Quality and Selectivity of Journals and Presses
15. External Funding and Its Contribution to Scholarship
16. Other Evidence of Excellence in Scholarship
17. Evidence of Contribution to Student Advising
18. Evidence of Service to USD
19. Evidence of Service to Community and Profession
20. Evidence of Support for Mission and Goals of USD
21. Evidence of Good Collegueship
22. Concluding Statement by Candidate

Visual Representation of Flow of Events



SECTION VI: SON OF NURSING GENERAL POLICIES

Policy Regarding Covid 19

Procedure-What to Do When a Student or Faculty Identifies as COVID Positive

1. Student or faculty notifies Assistant Director of Program Operations at ktodaro@sandiego.edu.
2. Student or faculty uploads positive COVID test to Complio account within 24 hours.
3. Per University policy, Assistant Director of Program Operations will inform the university by sending an email to COVIDSUPPORT@sandiego.edu.
4. Assistant Director of Program Operations will notify the SON Leadership Team.
5. Assistant Director of Program Operations will inform all exposed students and faculty to monitor for signs and symptoms of COVID-19 for 2-14 days. Vaccinated students do not need to isolate due to the exposure.

Covid symptoms may appear 2-14 days after exposure to the virus.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COVID Vaccine Exemption for Faculty

The USD Hahn School of Nursing supports both students and faculty in their decision-making regarding personal health care. The SON's mission is to educate nursing and allied health professionals to assume roles in health care delivery organizations. The SON carries out its mission guided by licensing boards, accreditation agencies, and standards of nursing care mandated by the County of San Diego and the State of California. The SON must comply with these multiple regulatory bodies.

The COVID pandemic is a dynamic and changing environment in which to deliver nursing education. As such, the SON currently is not able to assign COVID vaccine exempt faculty to clinical settings, such as clinical practicum oversight and teaching clinical courses in the hospital, community, and simulation settings. This stance is for the safety of the faculty member, the students, and the patients in the clinical setting and simulation lab.

COVID vaccine exempt faculty who teach clinical content can be reassigned to non-clinical courses, to the extent possible as determined by the SON's current teaching needs and faculty qualifications. No guarantee is made by the University that COVID vaccine exempt faculty will be assigned non-clinical course content on a permanent basis after Fall semester, 2021.

Procedure - Non Vaccinated Faculty and Staff in the SON buildings.

1. Per University policy, all faculty and staff must participate in weekly Covid tests and upload results to Complio account and email results to wellness@sandiego.edu and covidsupport@sandiego.edu
2. For faculty teaching onsite content: a negative PCR Covid test is required within 72 hours of teaching course and must be uploaded by 4 pm the day prior to coming to campus.

Policy Regarding Son Faculty Research Incentive Grants

A one page request for a SON Faculty Research Incentive Grant should be submitted to the Director of Nursing Research biannually on October 1 or February 1. The Director of Nursing Research will review requests and make recommendations to the Dean regarding funding. The Dean will then make the final determination regarding requests, as stipulated by the Provost's Office. The amount of funding for requests will be determined at the beginning of each SON year, depending on the Provost's Office allocation of research seed money to the SON of Nursing. Requests for travel monies for dissemination of research should be kept separate from research fund requests.

There are three options to apply for a SON Faculty Research Incentive Grant.

1) Request a \$1500 grant to write a data-based or evidence-based manuscript that will be submitted to a refereed journal.

- The faculty will receive the \$1500 upon submission to and acceptance of the manuscript.
- Faculty cannot use the same data or evidence for multiple articles and receive multiple funds.
- If there are several authors, the authors agree about how monies will be divided among them. Only the primary author will make the request for funds but should list all authors.

2) Request up to \$3,500 per person, with a cap of \$10,500 to collect pilot data to write a data-based research manuscript. If there are several team members, the team members will agree about how monies will be divided among them. Only one investigator will make the request for funds but should name all members of the pilot data collection and research manuscript team.

The terms for this request are:

- Faculty state the rationale for the data collection, with the projected start and completion date; and
- Identify the refereed journal, submission date, and plans for resubmission should the manuscript be rejected.

3) Faculty can request up to \$15,000, to collect pilot data to submit a grant application to an external foundation, government, or other private agency requesting an amount of funding exceeding \$25,000. The team members will agree about how monies will be divided among them. Only one investigator will make the request for funds but will name all members of the research team.

The terms for this request are:

- Faculty name the type of grant, the date, and the probable agency where it will be submitted.

Policy Regarding Indirect Funds from Research Grants

The Office of the Provost has established that 40% of “indirect” funds from research grants will be returned to the SON in which the grant has been funded. Of these funds, 66.6% goes to the Dean’s/SON’s “F” Fund, and 33.3% to the Principal Investigator’s “F” fund.

The percentage of “Indirect Funds” that goes to the Principal Investigator can be spent as the researcher wishes, *as long as such spending is in compliance with Federal regulations*. For example, these funds cannot be used to increase one’s salary.

Policy Regarding Training Grant Applications

(i.e. OSHPD, HERSA Grants)

All Training grants must be submitted through the USD Office of Sponsored Programs. Please contact the Assistant Director of Program Operations at ktodaro@sandiego.edu to set up grant submission calendar.

SON Policy Regarding Travel Funds

Category I and III faculty can apply for up to \$1500 per year for travel related expenses to present a paper, podium or poster presentation. Complete a **Faculty Travel Request** form found on the nursing website: https://www.sandiego.edu/nursing/faculty-and-research/resources.php/faculty_travel_request_form.pdf. Submit the completed form to Faculty Affairs for their recommendation to the Dean. Category II and III faculty can apply for the percentage of travel monies that corresponds to the percentage contract that they hold. (For example, faculty who hold a 50% position may obtain up to \$750 per year for travel for a paper, podium, or poster presentation.)

Faculty will submit their expenses through **Concur Travel and Expense** after travel is complete. It is mandatory that all air travel be booked through **Corporate Travel Planners (usdctp.com)** (see <https://www.sandiego.edu/finance/torero-travel-and-expense/> for more information). Information on travel and expense policy and procedures can be found at <https://www.sandiego.edu/finance/torero-travel-and-expense/procedures-and-forms.php>.

To directly access Torero Travel and Expense portal, sign in with USD network credentials: [sandiego.edu/concur](https://www.sandiego.edu/concur). You must first set up your profile in Concur to book travel or submit an expense report. Contact the EA for your program for assistance if needed with an expense report.

Questions? usdtravel@sandiego.edu

Policy Regarding University Professorships for Tenured Faculty

In accordance with the changes recommended by the University of San Diego University Professorships Oversight Committee, five Recognition-Based University Professors will hold this honor. Two honorees will be selected from the College of Arts and Sciences, one honoree from the School of Business, one honoree from the School of Law, **and in alternate years**, one honoree from the School of Leadership and Education Science, one honoree from the School of Nursing, one honoree from the School of Peace Studies, and one honoree from the School of Engineering.

These prestigious Recognition-Based awards will provide \$20,000 to each honoree.

Each year, all tenured faculty who have not received a recognition-based award in the previous seven years will be eligible.

The Dean of each academic unit will be responsible for forwarding the recommended honoree(s) with a supporting statement and resume to the University Professorships Oversight Committee.

The Project-Based Professorship budget will be reallocated back to the academic units in proportion to each unit's number of full-time faculty and will augment each unit's Faculty Research Grant (FRG) budget.

Updated University Professorship guidelines are available at

<https://www.sandiego.edu/provost/administration/professorships/#timeline>

Policy Regarding Honorarium for Guest Lecturers

“Guest Lecturers” refers to those individuals who are not Category I, II, III, or IV SON faculty.

Implementation of Workday has changed the payment process for guest lecturers.

Guest lecturers, who have not been previously paid through USD, need to complete a **New Supplier Form**, which is a substitute for a W-9 tax ID form.

This form is located at the end of this handbook

The standard rate for a guest lecturer is **\$150 an hour**.

Please have the guest lecturer **submit an invoice** to the University of San Diego, for their lecture. The Guest Lecturer Invoice is located at the end of this handbook.

Include the course number, date of the lecture and number of hours at the rate of \$150.

Courses are capped at \$500 a semester for guest lecturers.

Send both the invoice and New Supplier form electronically to the Assistant to the Dean, Director of Operations and Fiscal Affairs at LindaJ@sandiego.edu

If the guest lecturer is in the supplier system, just an invoice is required.

Check with Assistant to the Dean, Director of Operations and Fiscal Affairs if you are unsure if the guest lecturer has been previously paid by USD.

Often guest lecturers will ask if their payment can be donated to the University or other organization. Guest Lecturers must receive the payment and then make the donation. It cannot be done internally. The guest lecturer will receive a 1099 Form from USD for payments totaling \$600 or more in the calendar year.

*Any exceptions to the level of funding for guest lecturers must be approved by the Dean.

Policy Regarding Emeritus Faculty

1. Criteria for Emeritus

- A. Emeritus status may be conferred upon an individual who:
- Was a tenured faculty member of the Hahn School of Nursing and Health Science;
 - Completed at least ten years of service in the Hahn School of Nursing and Health Science;
 - Has **retired** from the University of San Diego;
 - Is adjudged to have contributed to the strengthening and/or advancement of the educational programs of the University of San Diego including, ***uncommonly meritorious***
 1. Teaching
 2. Research
 3. Service to the University
 4. Contributions to the nursing profession

2. Procedure

- A. **Upon or after retirement from the University**, an individual may be nominated for Emeritus status by any Category I or II faculty member in writing and the recommendation forwarded to the Dean.
- B. The Dean will review the nomination and make a recommendation to the Provost.
- C. The Provost will bring the nomination to the USD Board of Trustees Academic Affairs Committee and the nomination will be discussed and defended by the SON Dean.
- D. The USD Board of Trustees Academic Affairs Chair will bring the recommendation of the Academic Affairs Committee to the USD Board of Trustees.
- E. Upon the recommendation of the USD Board of Trustees and President, Emeritus status will be granted. (See USD's most recent Policies regarding Emeritus Status).

Faculty Car Mileage Reimbursement Policy and Form

The policy regarding faculty car mileage reimbursement changes on an annual basis. Please log in to the Concur application through your my.sandiego.edu portal to complete the reimbursement form. Contact your EA for further assistance.

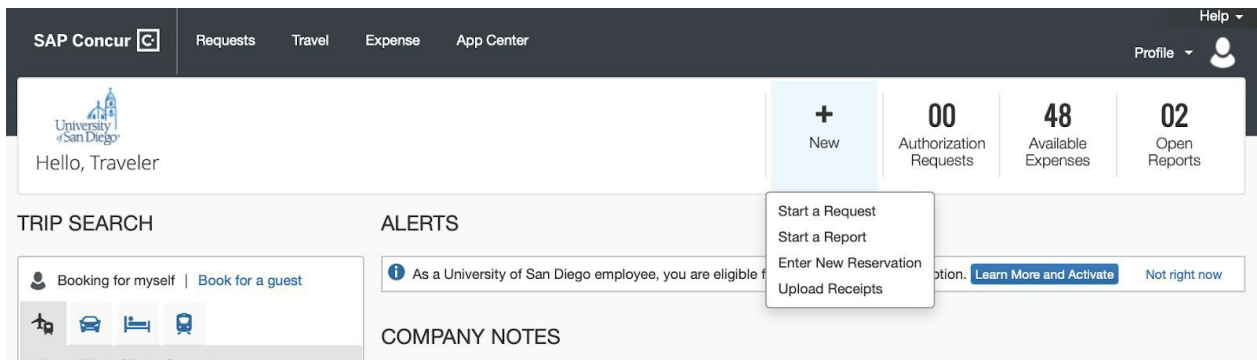
Faculty Expense Reimbursement Policy and Procedure

Please log in to the Concur application through your my.sandiego.edu portal to complete the reimbursement form. Contact your EA for further assistance.

How to Create an Expense Report

Sign-in to sandiego.edu/concur to access your profile. The username is your full USD issued email address and the password is your USD One password. If you have difficulties signing in, please contact usdtravel@sandiego.edu.

1. There are three ways to start a new expense report:
 - a. QuickStart Bar → **Start a Report**



- b. Expense → Manage Expenses → Create New Report

- c. A report may also be created in the Mobile App.
2. Fill out the required information for the Expense **Report Header**. It is important to note that the information in the header will be pre-populated to the individual expense items. You may change the fields at the individual expense item - the header information will help cut down time spent completing the report if you add the most common information.
 - a. Policy → This field will already be pre-populated to USD General Expense Policy to USD Inventory Expense Policy.
 - b. Trip Name/Purpose → Usually the report name will be the Month and Year (December 2019)
 - c. Report Start Date → The start date should follow the 1st of the Month. (statement dates are acceptable)
 - d. Report End Date → The end date should follow the last of the Month. (statement dates are acceptable)
 - e. Report Name/Purpose → Select the most common for this report.
 - f. Type → Select the most common for this report.
 - g. Trip Type → Select the most common for this report.
 - h. Will this trip include personal travel? → Y or N
 - i. Personal travel dates → If answered Y above, state personal travel dates. If answered N, leave blank.
 - j. Additional Information/Comments → Optional.
 - k. POETS → These will be pre-populated from Human Resources. You may change to the most common POETS for this report, if different.
 3. If your department/division is using the optional Request option, you would be able to add an existing request to the expense report. Please see the associated guides for Request <link>. If not, click **Next** when done filling out the header information.

Create a New Expense Report

Report Header

Policy: Test USD Expense Policy | Trip Name/Purpose: | Report Start Date: | Report End Date: | Report Name/Purpose: |

Type: | Trip Type: | Will this trip include personal travel?: | Personal Travel Dates: | Additional Information/Comment: |

Organization: (Finance) 5215 | Project: (FNCE0REPO) Finance - Repr | Source: (10000) Current Unrestricted | Task: (00) Default Task

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------	------------	-----------	---------------	-----------------	------------------

Next >> Cancel

- The system will prompt if there are any Travel Allowances after completing the report header. If you have Travel Allowances (per diem), see the following guide <link>. If not, click **Cancel**. It is up to the discretion of department/division to require actuals and/or per diem.

SAP Concur | Requests | Travel | Expense | App Center | Help

Manage Expense Report

Create a New Expense Report

Report Header

Policy: Test USD Expense Policy | Trip Name: Decem |

Type: 02. Admin/Staff | Trip Type: Non-Trip |

Organization: (Finance) 5215 | Project: (FNCE0REPO) Finance - Repr |

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------	------------	-----------	---------------	-----------------	------------------

Travel Allowances For Report: December

1 Create New Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December | Selection: Domestic per Diem

Add Stop | Delete Rows | Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: | Date: | Time: |

Arrival City: | Date: | Time: |

Save

Go to Single Day Itineraries | Next >> | Cancel

Next >> Cancel

5. You can start importing expenses from your **Available Expenses**.

SAP Concur | Requests | Travel | **Expense** | App Center | Help | Profile

Manage Expenses | View Transactions

December | Delete Report | Submit Report

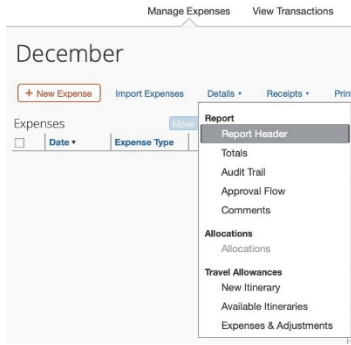
+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses | Available Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>		Expense Detail	Expense Type	Source
<input type="checkbox"/>		Candy Stores San Diego	Undefined	11/04/2019
<input type="checkbox"/>		Book Stores San Diego	Undefined	11/04/2019
<input type="checkbox"/>		Travelodge/Thriflodge San Diego	Hotel/Lodging	11/05/2019
<input type="checkbox"/>		National Car Rental San Diego	Car Rental	11/06/2019
<input type="checkbox"/>		MILLEVILLE RENT-A-CAR San Diego	Car Rental	11/06/2019
<input type="checkbox"/>		KEMWELL GROUP RENT-A-CAR San Diego	Car Rental	11/06/2019
<input type="checkbox"/>		Horticultural Services San Diego	Undefined	11/06/2019
<input type="checkbox"/>		Grocery Stores San Diego	Undefined	11/06/2019
<input type="checkbox"/>		Financial Institutions - Manual San Diego	Undefined	11/06/2019
<input type="checkbox"/>		British Midland San Diego	Airfare	11/06/2019
<input type="checkbox"/>		Aero Mexico San Diego	Airfare	11/06/2019
<input type="checkbox"/>		TROPICAL RENT-A-CAR San Diego	Car Rental	11/07/2019
<input type="checkbox"/>		ANSA INTL RENT-A-CAR San Diego	Car Rental	11/07/2019
<input type="checkbox"/>		ZAMBIA AIRWAYS San Diego	Airfare	11/08/2019
<input type="checkbox"/>		QUEBECAIRE San Diego	Airfare	11/08/2019

TOTAL AMOUNT \$0.00 | TOTAL REQUESTED \$0.00

- To edit the Report Header, click on the name of the report or click on Details → Report Header. Click **Save** when done making changes.



Report header for: December

x

Policy Test USD Expense Policy	Report Id 1223C98B81EB438B99C8	Trip Name/Purpose December	Report Start Date 11/27/2019
Report End Date 12/25/2019	Report Name/Purpose Other/Multi-Purpose		
Type 02. Admin/Staff	Trip Type Non-Travel	Will this trip include personal travel? No	Personal Travel Dates
Additional Information/Comment			
Report Currency US, Dollar	Approval Status Not Submitted	Report Total 0.00	Personal Expenses 0.00
Amount Not Approved 0.00	Amount Approved 0.00	Amount University Paid 0.00	Amount Due University 0.00
Amount Due User 0.00	Amount Due University Card 0.00	Total Amount Claimed 0.00	Organization (Finance) 5215
Project (FNCE0REPO) Finance - Repr	Source (10000) Current Unrestricted	Task (00) Default Task	

Requests

Add Primary

Save Cancel

APPENDIX A: Defining Scholarship for the Discipline of Nursing

Based on the American Association of Colleges of Nursing Position Statement,

“Defining Scholarship for the Discipline of Nursing.” (1999);

Approved by the Full Faculty of the Hahn School of Nursing and Health Science, 2004.

The purpose of this document is to describe the range of scholarship within the discipline of Nursing. This document is intended to clarify, extend, and enhance the scholarly work of nursing faculty at the University of San Diego. This statement focuses on four aspects of scholarship that are salient to academic nursing; e.g., discovery, teaching, applications in clinical practice, and integration of ideas from nursing and other disciplines.

Boyer (1990) challenged all disciplines to embrace the full scope of academic work, moving beyond an exclusive focus on traditional and narrowly defined research as the only legitimate avenue to further the knowledge of the discipline, and to obtain rewards for professional performances. He proposed that scholarship involves four areas that are critical to academic work. These are the scholarship of:

- *discovery*, in which new and unique knowledge is generated;
- *teaching*, in which the teacher creatively builds bridges between his or her own understanding and the students’ learning;
- *application*, in which the emphasis is on the use of new knowledge in solving society’s (health care) problems; and
- *integration*, in which new relationships among disciplines are discovered.

These four aspects of scholarship are salient to academic nursing, in which each specified area supports the values of a profession committed to both social relevance and scientific advancement. The nursing faculty at the University of San Diego also recognize a scholarship of aesthetics that is integral to these four areas of scholarship and the methodologies for their implementation. Nursing faculty, like others whose discipline brings together scientific investigation and application through professional service, often function in a system designed to reward and promote a narrow definition of academic success. There is a need for nursing faculty to function in a system that supports a broad definition of academic success.

Scholarship in nursing can be defined as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods. This definition is applied in the following standards that describe scholarship in nursing.

Scholarship of Discovery

Within nursing, the scholarship of discovery reflects the unique perspective of nursing that “takes an expanded view of health by emphasizing health promotion, restoration, and rehabilitation, as well as a commitment to caring and comfort (AACN, 1998, p. 1).” The scholarship of discovery takes the form of primary empirical research, historical research, theory development and testing, methodological studies, and philosophical inquiry and analysis. Examples of

Documentation of the Quality of the Scholarship of Discovery are: grant awards in support of research or scholarship; mentorship of junior colleagues in research or scholarship; peer-reviewed publications of research, theory, or philosophical essays; positive peer evaluations of the body of work; presentations of research, theory, or philosophical essays; and state, regional, national, or international recognition as a scholar in an identified area.

Scholarship of Teaching

Within nursing, the scholarship of teaching increases the effectiveness of the transfer of discipline-specific knowledge, and adds to deeper understanding of both the discipline and pedagogy. The scholarship of teaching is conducted through application of knowledge of the discipline or specialty area in the teaching-learning process, the development of innovative teaching and evaluation methods, program development, learning outcome evaluation, and professional role modeling. Examples of Documentation of the Quality of Scholarship of Teaching include: accreditation or other comprehensive program reports; design of outcome studies or evaluation/ assessment programs; grant awards in support of teaching and learning; peer-reviewed publications of research related to teaching methodology or learning outcomes, case studies related to teaching-learning, learning theory development, and development or testing of educational models or theories; positive peer assessments of innovation in teaching; presentations related to teaching and learning; published textbooks or other learning aids; state, regional, national, or international recognition as a master teacher; and successful applications of technology to teaching and learning.

Scholarship of Practice (Application)

The scholarship of practice has emerged in nursing as a critical component in the maintenance of clinical competency of faculty in a university setting and the advancement of clinical knowledge in the discipline (Norbeck & Taylor, 1998; Rudy et al., 1995; and Wright, 1993). Practice scholarship encompasses all aspects of the delivery of nursing service in which the evidence of direct impact in solving health care problems or in defining the health problems of a community is presented. Competence in practice is the method by which knowledge in the profession is both advanced and applied. Practice roles for faculty in health care delivery systems may include direct caregiver, educator, consultant, and administrator (Brown, et al., 1995; Norbeck & Taylor, 1998; Wright, 1993).

Models through which the scholarship of practice may be accomplished are varied (Norbeck & Taylor, 1998). These models may include structural typologies for practice, such as nursing centers, joint appointments with external agencies, and faculty development; faculty role approaches, such as teacher, practitioner, administrator, and consultant; specialty practice arrangements, encompassing all types of clinical expertise in nursing, including community health, primary care, anesthesia services, midwifery services, clinical specialties, and others; and administrative approaches, such as volunteer, collaborative, revenue-generating, and contractual service models. In all models, the focus is on the scholarship generated through practice. Practice is conducted through the application of nursing and related knowledge to the assessment and validation of patient care outcomes, the measurement of quality of life indicators, the development and refinement of practice protocols/ strategies, the evaluation of system of care, and the analysis of innovative health care delivery models.

Examples of Documentation of the Quality of Practice Scholarship are: consultation reports; grant awards in support of practice; peer reviews of practice; peer-reviewed publications of research, case studies, technical applications, or other practice issues; policy papers related to practice; presentations related to practice; products, patents, license copyrights; professional certifications, degrees, and other specialty credentials; reports of clinical

demonstration projects; reports compiling and analyzing patient or health services outcomes; reports of meta-analyses related to practice problems; and state, regional, national, or international recognition as a master practitioner.

Scholarship of Integration

The scholarship of integration refers to writings and other products that use concepts and original works from nursing and other disciplines in creating new patterns, placing knowledge in a larger context or illuminating the data in a more meaningful way. The scholarship of

Integration emphasizes the interconnection of ideas, and brings new insight to bear on original concepts and research. Works that would be recognized in the scholarship of integration in nursing include interfaces between nursing and a variety of disciplines. Integrative reviews of the literature, analysis of health policy, development of interdisciplinary educational programs and service projects, studies of systems in health care, original interdisciplinary research, and integrative models or paradigms across disciplines are examples of the scholarship of integration.

Examples of “Documentation of the Quality of Integrative Scholarship” include: copyrights, licenses, patents, or products for sale; interdisciplinary grant awards; peer-reviewed publications of research, policy analysis, case studies, integrative reviews of the literature, and others; policy papers designed to influence organizations or governments; positive peer evaluations of contributions to integrative scholarship; presentations; published books; and reports of interdisciplinary programs or service projects.

References

- American Association of Colleges of Nursing (1998). Position statement on nursing research. Washington, D.C.: Author.
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Peer Teaching Evaluation Form

1. Date: _____

2. Observer _____

3. Faculty Observed _____

4. Number/Course Title _____

Items not observed should be labeled "Not Observed". Please cite examples.

1. Clear Objectives and Purpose

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

2. Knowledge of Subject Matter

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

3. Communication of Knowledge

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

4. Use of Teaching Methods

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

5. Creativity

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

6. Relationship with Students

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

7. Assignments

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

8. Class Organization

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

9. Incorporation of Research and Scientific Evidence

EXCELLENT 7 6 5 4 3 2 1 POOR

COMMENTS:

10. General Comments

Grading Scale

Consistent with the University grading scale, the faculty organization has adopted the following grading scale:

The SON Academic Grading Scale is as follows:

Grade	Percentage
A	93 - 100
A-	90 - 92.99
B+	87 – 89.99
B	83 -86.99
B-	80 – 82.99
C+	77 – 79.99
C	73 – 76.99
C-	70 – 72.99
D	60 – 69.99
F	59 or less

Frequently Asked Questions

1. How do I go about changing my photo or bio narrative on the SON website?
 - Send your headshot photo and/or your bio narrative to the Executive Assistant to the Dean at cponce@sandiego.edu
2. How do I reserve a guest parking space for a guest lecturer?
 - Contact your program Executive Assistant who will complete the Google form with USD Parking Services.
3. What do I do if I have an issue with the podium while teaching in classroom?
 - Notify the EA for the Simulation Center at talva@sandiego.edu who will open a case with IT for you.
4. How do I obtain office supplies, etc?
 - Office supplies are located on the second floor of HSON in room 202.
 - Business cards, name tags, and name plates can be ordered through the Admin Assistant in room 207.
5. Can textbook purchases be ordered through Amazon and be reimbursed for the cost?
 - The procedure for ordering textbooks is as follows:
 - 1) Check with EA to see if there is an extra copy available.
 - 2) Go to textbook publisher website and register your course name and course number and request a hard copy be sent to you at your USD address.
 - 3) You can also access an electronic copy from publisher website.
 - 4) Faculty will not be reimbursed for purchasing textbooks.
6. Can I be reimbursed for joining a professional organization?
 - Individual memberships are not reimbursed. Institutional memberships are paid through the Assistant to the Dean for Operations and Fiscal Affairs.

SUPPLIER INFORMATION / SUBSTITUTE W9

PURPOSE: Information contained in this form will be used by University of San Diego to prepare Information Returns (Form 1099 Misc. or 1042S) and for withholding on payments to CA nonresidents reported on form CA592. Prompt return of this fully completed form will prevent delays when processing payments. An IRS W-9 Form may NOT be substituted in lieu of this form.

<input type="checkbox"/> NEW - Oracle Supplier Number:	<input type="checkbox"/> CHANGE		
Section 1 – Name and Address			
<i>Name as shown on income tax return of: Individual, Business, or if a Sole Proprietor Business enter owner's Full Name (Last, First, MI): Doing Business as name (DBA) - Checks will be made to this person</i>			
Name:	Contact (if other than payee):		
Address (Street/City/State/Zip code):			
Remit to Address (if different than above):			
Telephone #:	Fax #:		
Email Address (required for ACH Payment):			
Section 2 – Supplier's Federal Tax Classification & Ownership Information			
<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> S - Corporation	<input type="checkbox"/> C - Corporation
<input type="checkbox"/> Medical Corporation	<input type="checkbox"/> Exempt Organization (Not for Profit)		<input type="checkbox"/> Estate or Trust
<input type="checkbox"/> Limited Liability Company:	<input type="checkbox"/> C= C corporation	<input type="checkbox"/> S=S corporation	<input type="checkbox"/> P= partnership
<i>(Check All Boxes that Apply)</i>			
<input type="checkbox"/> Minority Owned	<input type="checkbox"/> Small Business	<input type="checkbox"/> Service Disabled /Veteran Owned	<input type="checkbox"/> Veteran Owned <input type="checkbox"/> Women Owned
<input type="checkbox"/> African American	<input type="checkbox"/> Native American	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Other:			
Section 3 – Supplier's Taxpayer ID Number			
<i>Social Security Number (SSN) or Federal Employer Identification Number (FEIN) must be on file for ALL suppliers receiving payments from University of San Diego.</i>			
SSN or TIN:		EIN:	
Section 4 – ACH Information/Method of Payment - Complete bank information ONLY if you are selecting payment method of ACH			
Name on Acct:		Bank ID/Routing#:	Bank Account#:
Section 5 – Supplier's Residency Declaration for Tax Purposes			
<i>All payments made by the University are subject to Federal and/or California State Tax Withholding Status (see page 2)</i>			
<input type="checkbox"/> I am a U.S. Citizen or U.S. Person - a U.S. person defined for U.S. tax purposes is a Partnership, Corporation, Company, or Association created or organized in the United States or under the laws of the United States; An estate; or a domestic trust			
<input type="checkbox"/> I am a Permanent Resident Alien and I have a Green Card - (Attach a copy of documentation)			
<input type="checkbox"/> I am not a US Citizen/Business and I do not have a Permanent Resident Green Card. Payments may be subject to Federal tax withholding. Contact Payroll for a list of required documents to determine if you are eligible to work in the USA.			
<input type="checkbox"/> All Services related to this payment are performed OUTSIDE of the United States			
Section 6 – Supplier's State of California Residency Certification (you must check a box)			
<input type="checkbox"/> Product Purchase only - Not Applicable		<input type="checkbox"/> California Resident	
<input type="checkbox"/> California Nonresident (see Page 2, Section 5) Payments to CA nonresidents may be subject to 7% tax withholding. Attach a completed CA587 non- CA resident withholding allocation worksheet			
<input type="checkbox"/> I am not a US Citizen/Business and I do not have a Permanent Resident Green Card. Payments may be subject to state tax withholding at 12.3%. Contact Payroll for a list of required documents to determine if you are eligible to work in the USA.			
<input type="checkbox"/> Qualified to do business in CA or have a permanent place of business in CA Attach Withholding Exemption Certificate (CA590).			
Section 7 – Certifying Signature			
Under the law in the State of California, that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you; the payee's TIN is correct. The payee is not subject to backup withholding (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. The payee is a U.S. person, and the payee is exempt from FATCA reporting.			
Exempt payee code (if any) _____ Exempt from FATCA reporting code (if any) _____			
Signature of U.S. Person: _____			Date: _____

Requirements to Complete Supplier Information Form

A completed Supplier Information Form is required and will be kept on file.

Amounts paid to supplier's can be reported on Information Returns (1099 MISC, CA592 and 1042-S) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.

Section 1

Enter the Payee's legal name/business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The home/ business address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here. Complete *remit* to address for payments.

Section 2

Check ONE box that corresponds to the payee entity type. Check ALL boxes that are applicable to the category of payment/ownership.

Section 3

The IRS requires that all parties entering into business transactions that may lead to payment(s) provide their Taxpayer Identification Number (TIN). The TIN is required to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a). Individuals and sole proprietorships shall provide Social Security Number (SSN) or Individual Tax Identification Number (ITIN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).

Section 4

Check the appropriate box. If ACH is selected, complete banking information. Do not leave any of these spaces blank.

Sections 5 & 6: Are you a California resident or nonresident?

A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.

A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.

For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

Payments to all nonresidents may be subject to CA withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.

Foreign Citizens and Foreign Businesses

Federal tax withholding regulations differ significantly from California tax withholding requirements. There are several additional forms required and they must be completed before a payment can be released. You will also need to provide a copy of your VISA, a copy of the picture page of your passport and a print out of their arrival and departure record from the U.S. Customs & Border Protection website.

Foreign Alien/Entity or Resident Alien

University of San Diego requires a W-8 Form for all foreign aliens/entities being paid for a service, copyrights, permissions and royalties performed in the United States to conform to IRS regulations. The IRS requires University of San Diego to obtain a signed and dated W-8 Form prior to issuing payment. There are four different types of W-8 Forms. The Foreign Alien/Entity will need to determine which type of form applies to them; they will need to fill out the appropriate form/ and they will need to return the form to University of San Diego. The links for the W-8 Forms are as follows:

<http://www.irs.gov/pub/irs-pdf/fw8exp.pdf> (Form W-8EXP) <http://www.irs.gov/pub/irs-pdf/iw8exp.pdf> (Instructions Form W-8EXP)

<http://www.irs.gov/pub/irs-pdf/fw8eci.pdf> (Form W-8ECI) <http://www.irs.gov/pub/irs-pdf/iw8eci.pdf> (Instructions Form W-8ECI)

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> (Form W-8BEN) <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf> (Instructions Form W-8BEN)

<http://www.irs.gov/pub/irs-pdf/fw8imy.pdf> (Form W-8IMY) <http://www.irs.gov/pub/irs-pdf/iw8imy.pdf> (Instructions Form W-8IMY)

Section 7

Provide the name, title, signature and telephone number of the beneficial owner of the payment requested or authorized agent of beneficial owner. Certification Instructions: You must cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, items 3 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct taxpayer identification number.