

Faculty Handbook

2020

Arizona State University

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Edson College of Nursing and Health Innovation

Faculty Handbook

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Acknowledgements

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Contents were approved by Associate Dean Kathy Kenny.

Notes / Contact Information

If you have additional or updated information for future handbook versions, please contact Debra.Hagler@asu.edu

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Getting Started

About This Handbook

What's the purpose of this Faculty Handbook?

This handbook was developed to support new and continuing faculty members in the Edson College of Nursing and Health Innovation at Arizona State University.

What will I find in the Faculty Handbook?

- General information and resources
 - Links to important college procedures and university policies
-

How is this Faculty Handbook organized?

This section, "Getting Started," contains introductory information for the "Faculty Handbook" such as labeling and layout conventions. The handbook itself is divided into *chapters*, each of which is comprised of one or more *sections*.

Each chapter and section presented in the *Table of Contents* is hyperlinked for easy point-and-click access when viewing this document electronically.

How is the information labelled in this Faculty Handbook?

Each type of content is labelled in this handbook with an icon in the margin that denotes the **type** or **form** of information. The icons are designed to help catch your eye and quickly convey context for the information. For example, the icon to the left of this paragraph indicates that this section is providing background information.

A complete list of the content icons used in this handbook is provided below



Content Icon Glossary

Background Information	Form	Handbook Content	Online Resources	Up Next

Foreword



This Faculty Handbook includes information essential to orientation for faculty members in ASU's Edson College of Nursing and Health Innovation. It is designed to provide faculty with general and specific knowledge relevant to the academic multilateral roles of teaching, scholarship/research and service. **In addition to the Faculty Handbook, each faculty member is responsible for reading the latest edition of the Student Handbooks for the relevant academic programs.**

This handbook is available online. Faculty members are encouraged to review it often for changes in policies, procedures and operating guidelines.

Introduction



Arizona State University (ASU) is a “comprehensive public research university, measured not by whom we exclude, but rather whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural, and overall health of the communities it serves”. (<https://president.asu.edu/about/asucharter>).

The Edson College of Nursing and Health Innovation is “a model for excellence and inspiration in nursing and interprofessional practice, education, and research to advance knowledge and innovative practice models, and new solutions to optimize the health and well-being of our diverse local, national and global communities”. (<https://nursingandhealth.asu.edu/about>).

Message from the Dean:

Dear Colleagues,

True to the ideals of the New American University, the Edson College of Nursing and Health Innovation is the model of interprofessional outreach, discovery, entrepreneurship and education. Capitalizing on its deep embeddedness in the community, history of excellence, and commitment to inclusively, the college is moving all the dials to promote nursing and healthcare, advance the science that is at the core of a healthy life style, and continually develop innovation and responsive educational opportunities. AND all of this work, all of these accomplishments are because the great work of our faculty and staff.

I am honored to be the dean of Edson College and am so excited to work with such an amazing faculty. In my conversations with so many of you, it became clear that your commitment to our students and their future is the point of pride among faculty. Your genuine interest and caring for one another is palpable, and your willingness to try out new and different ideas is remarkable. And, I get to be a part it!

As the year unfolds we will be working together to further define and refine our focus. We will share the opportunity to mark our progress, priorities, and productivity and

Introduction

collectively move forward. Edson College is on course to ignite the movement to transform nursing and healthcare.

Here's to a great year!

Judy

Judith F. Karshmer, PhD, PMHCNS-BC, FAAN

Dean & Professor

Novel Coronavirus Information



The ASU Health Services website is Arizona State University's official source of information about the Novel Coronavirus and important tips and precautions you can take to stay healthy. This website is updated regularly with information about the Novel Coronavirus and how it affects the ASU community:

<https://eoss.asu.edu/health/announcements/coronavirus>

The ASU Business and Finance website has also produced a comprehensive employee guide to support safe, effective operations across all university locations:

<https://cfo.asu.edu/Covid-19-guide>



Up Next: Mission and Governance

[Click here to return to the *Table of Contents*.](#)

Mission and Governance

Mission Statement & Core Values

**Mission:**

The mission of the Edson College of Nursing and Health Innovation is to:

- Deliver excellent, innovative, nationally-recognized nursing and interprofessional programs that are accessible, inclusive, and learner-centered
- Build national reputation in innovative nursing and health related programs that significantly impact individuals and communities
- Establish ASU as a global center for interdisciplinary research, discovery and development by 2020
- Enhance our local impact and social embeddedness

Our mission is pursued in an environment in which students are valued for their individual strengths and diversity, supported by a faculty and staff committed to academic excellence and innovation, and in which collaboration and partnership across disciplines, with the nursing community and the community at large, are viewed as essential.

Vision:

To distinguish the Edson College of Nursing and Health Innovation as a model for excellence and inspiration in nursing and interprofessional practice, education, and research to advance knowledge innovative practice models, and new solutions to optimize the health and well-being of our diverse local, national and global communities.

Goals:

Distinguish our academic programs through

- impactful curricular development that reflects national health initiatives
- recruitment and retention of world class faculty
- achievements of students and alumni

Broaden diverse students' access, enrollment and retention in our academic community through

- tailored marketing
- financial support
- student support services
- state of the art learning experiences

Create or refine and disseminate teaching strategies that are student-centered, adaptive, and interactive.

Mission Statement & Core Values

Develop program-specific criteria that advance academic excellence leading to national recognition.

Establish collaborative networks to foster innovative programs that impact local, national, and global health.

Conduct innovative science and participate in and lead interdisciplinary research teams.

Contribute to the global community of scholars to inform the scientific knowledge base and influence health outcomes.

Provide professional and research mentorship to develop the next generation of scientist who positively affect health outcomes.

Increase student and faculty collaboration within the community that is reciprocal, beneficial and sustainable to improve health outcomes.

Engage community members and leaders in designing relevant health related activities and programs responsive to the needs of diverse populations.

Source: <https://nursingandhealth.asu.edu/about>

Degrees Offered in the Edson College of Nursing and Health Innovation



Undergraduate Degrees

- Applied Science (Health Entrepreneurship and Innovation), BAS
- Community Health, BS
- Health Care Compliance and Regulations, BS
- Health Care Coordination, BS
- Health Entrepreneurship and Innovation, BS
- Integrative Health, BS
- Nursing, BSN

Graduate Degrees

- Aging, MS
- Clinical Research Management, MS
- Clinical Research Management (Regulatory Science), MS
- Health Care Simulation, MS
- Healthcare Innovation, MHI

Degrees Offered in the Edson College of Nursing and Health Innovation

Graduate Degrees (continued)

- Nursing, MS
- Nursing (Entry to Nursing Practice), MS
- Nursing (Nursing Educator), MS
- Regulatory Science, MS
- Regulatory Science (Food Safety), MS
- Advanced Nursing Practice (Acute Care Pediatric Nurse Practitioner), DNP
- Advanced Nursing Practice (Adult-Gerontology Nurse Practitioner), DNP
- Advanced Nursing Practice (Innovation Leadership), DNP
- Advanced Nursing Practice, DNP
- Family Nurse Practitioner, DNP
- Family Psychiatric Mental Health Nurse Practitioner, DNP
- Pediatric Nurse Practitioner, DNP
- Women's Health Nurse Practitioner, DNP
- Nursing and Healthcare Innovation, PhD

Source: <https://nursingandhealth.asu.edu/about>

Class Instruction Modes



Face-to-Face

A class that meets on a regular weekly schedule in a physical classroom with students enrolled in campus-based programs. Such a course may include Internet-delivered components, which do not significantly alter the regular in-class schedule. Faculty have regular, on-campus office hours posted on the syllabus.

Important Note: starting in the Fall 2020 semester, most on-campus face-to-face classes will be offered via ASU Sync to provide students with technology-enhanced, fully interactive remote learning using live lectures via Zoom. This approach can be combined with in-person instruction to accommodate students in various circumstances and enable social distancing measures in classrooms, or as stand-alone technology. It offers the benefits of face-to-face instruction in an interactive group learning environment.

Class Instruction Modes

iCourse

A class with all components delivered via the Internet to students enrolled in campus-based programs. Faculty have regular, on-campus office hours posted on the syllabus.

oCourse

A class with all components delivered via the Internet to students enrolled in ASU Online. No face-to-face components are allowed. Faculty have regular, online office hours posted on the syllabus.

Hybrid

A class taught using both face-to-face and Internet-delivered components, where the Internet-delivered components result in a reduction in regularly scheduled face-to-face meeting times. A hybrid class balances the components, with between 33% and 66% of the course activities occurring in a face-to-face context; or with all components delivered via the Internet, except for mandatory face-to-face assessments. Faculty have regular, on-campus office hours posted on the syllabus.

Sources:

- <https://provost.asu.edu/curriculum-development/changemaker/definitions>
- <https://provost.asu.edu/sync>

Bylaws



[Click here to access the college bylaws.](#) They can also be accessed in the college *Academic Assembly* site.



Up Next: Organization, Administration, & Governance Structure

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Organization, Administration, & Governance Structure

College Leadership and Personnel



The College Leadership Directory is located at:

<https://nursingandhealth.asu.edu/about/leadership>

College faculty members and staff members are listed in this directory:

<https://nursingandhealth.asu.edu/about/directory>

Committees



Full time Edson College faculty members are expected to serve on at least one college committee each year. Elections are held each Spring. Additional appointments are made by the Academic Assembly Chairperson to fill vacant positions. The list of committee members is posted in the Academic Assembly website.

An annual report from each committee or task force is due at the end of the academic year. The report, submitted to the Academic Assembly Chairperson and the Dean's office, is to include

- List of members
- Purpose and functions
- Major decisions & recommendations

[Source: Edson College Bylaws, available at the HUB.](#)

Committee on Accreditation in Allied Health Education Programs



The Clinical Research Management MS, Clinical Research Management (RS) MS, and the Clinical Research Management Graduate Certificate are accredited by the Commission on Accreditation of Allied Health Education Programs (2018-2023).

Commission on Collegiate Nursing Education (CCNE) Accreditation



The Edson College of Nursing and Health Innovation is accredited by the Commission on Collegiate Nursing Education (CCNE), 2014-2024.

Board of Nursing Approval



The Edson College of Nursing and Health Innovation operates programs approved by the Arizona State Board of Nursing.

American Association of Colleges of Nursing (AACN) Membership



The college holds institutional membership in the American Association of Colleges of Nursing (AACN). Faculty members of the college have access to free webinars and other faculty resources through the AACN website at <http://www.aacnnursing.org>

National League for Nursing (NLN) Membership



The Edson College holds institutional membership in the National League for Nursing. Faculty members of the college have access to free webinars and other faculty resources through the NLN website at <http://www.nln.org/>

If you are unable to enroll yourself as a member on the NLN site, contact an Administrative Associate in the Dean's Office to have your name added to ASU's Faculty List at the NLN Membership Office.



Up Next: College Procedures and Guidelines

[Click here to return to the *Table of Contents*.](#)

College Procedures and Guidelines

Academic Affairs Policies and Procedures Manual (ACD Manual)



This manual provides information for ASU faculty and academic professionals and their administrators on academic organizations, governance, personnel, and programs.

<http://www.asu.edu/aad/manuals/acd/index.html>

Academic Integrity and Appeals



At ASU, ethical principles and types of unacceptable behavior are organized around the individual faculty member's and academic professional's relation to teaching and students scholarship, professional responsibilities, university, colleagues, and community. Since university discipline, as distinguished from other forms of reproof, should be reserved for misconduct that is either serious in itself, or is made serious through its repetition or its consequences, the following general principle is intended to govern all instances of its application: University discipline that may result from violation of this code may be imposed for conduct that is not justified by ethical principles and that impairs the university's central functions.

Responsibilities to: Teaching & Student; Research Scholarship, and/or Creative Activities; University; Colleagues; are detailed at the link below

Source: ASU website, <https://www.asu.edu/aad/manuals/acd/acd204-01.html>

Questions or concerns about student academic integrity issues in the college should be addressed to the Associate Dean for Academic Affairs, Dr. Katherine Kenny. Dr. Kenny is our Edson College Academic Integrity Officer.

Academic Dishonesty Investigation and Procedures

1. Anyone with a good faith basis for believing that a student has engaged in Academic Dishonesty may report the alleged violation to the Instructor or Academic Integrity Officer for the college or school in which the Academic Dishonesty occurred.
2. If the Instructor or Academic Integrity Officer conclude that there is a sufficient basis to believe the student engaged in Academic Dishonesty, the Academic Integrity Officer will notify the student of the alleged violation and initiate the investigative process.
3. Before concluding the investigation, the Academic Integrity Officer will provide the student a summary of the information gathered. The student will have 5 business days after the notice was sent to respond on his/her own behalf to the allegation.

Academic Integrity and Appeals

4. At any point in the process, the student can contact the Academic Integrity Officer to seek consultation or clarification.
5. The student may be accompanied by an Advisor at any point in the process. The Advisor is not permitted to participate directly or speak for the student.
6. Once the investigation is complete, in consultation with the Academic Integrity Officer, the instructor will recommend a sanction. The student will be notified of the result of the investigation and the sanction to be imposed, if any.

Source: <https://provost.asu.edu/academic-integrity/policy>

Accommodations for Students with Disabilities



The ASU Disability Resource Center has changed their name to Student Accessibility and Inclusive Learning Services (SAILS). We recommend that faculty put statements in their syllabus and in other student communication locations, letting students know they are available to discuss disability and other issues that may arise in their classes. The following are sample statements:

Sample Syllabus Statements Regarding Disability Accommodations:

Disability Accommodations: Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from Student Accessibility and Inclusive Learning Services (SAILS) is required. Disability information is confidential.

Establishing Eligibility for Disability Accommodations: Students who feel they will need disability accommodations in this class but have not registered with the Student Accessibility and Inclusive Learning Services (SAILS) should contact SAILS immediately Center on the campus that your class is being held. Campus-specific location and contact information can be found on the SAILS website. SAILS offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the website for eligibility and documentation policies.

What types of accommodations might be recommended by SAILS?

Examples of accommodating students with disabilities may include, but are not limited to, providing readers, scribes, note takers, interpreters, and special testing arrangements; allowing the use of recorders in the classroom; and providing adapted course materials and course activities.

The SAILS will contact faculty for course material when a student enrolled in the course requests an alternative text format; faculty members should promptly provide the required text material to assure transcription is available at the beginning of the semester.

For examinations, the faculty member or designee should administer tests, quizzes, and exams for which students with disabilities need only extended time or proctoring. If

Accommodations for Students with Disabilities

more accommodation is requested beyond that detailed in the SAILS documentation, the instructor should contact the Testing Office at SAILS a minimum of three working days in advance of the test and ask for further guidance. SAILS will administer academic examinations requiring private rooms, readers, interpreters, scribes, or adapted equipment (e.g., CCTV enlarger, Braillewriter). However, SAILS may not be able to provide scribes or readers in some technical fields (e.g., some foreign language, math, science, and computer courses). Consequently, instructors may need to provide personnel to administer these examinations. If a test needs to be restructured for a student with a disability, the instructor may consult SAILS regarding test restructuring, but any changes in content are the sole responsibility of the instructor.

Source: ASU SAILS website, <https://eoss.asu.edu/drc/faculty-staff>

Employee Awards & Recognitions



The University Employee Recognition Program recognizes all employees for highly significant contributions, achievements, or service to the university.

Employee contributions are critical to the success of the university and shall be recognized through awards and celebrations throughout the year. See the Human Resources [Employee Recognition Program page](#) for details.

Cancellation of Classes / Clinical / Laboratories / Sim



Classes, clinical, lab days and simulation sessions are expected to be held as scheduled. Faculty members who are ill or otherwise unable to attend class should contact the course coordinator or program director promptly to discuss alternative plans.

Environmental Health & Safety



- Be familiar with your workspace & surrounding areas such as exits, stairwells, fire alarm pull boxes, fire extinguishers, and AED locations. Respond to all alarms to ensure your safety.
- For emergencies, call 911.
- For non-emergency public safety issues, contact DPC Public Safety Officers at 602 496-2345.
- Do not lend your Sun Card to others.
- Please report any potential hazards, unlocked doors, and strangers to supervisory personnel.
- Safety training classes are offered each semester and will be posted in the common areas. Courses are also available online at <https://cfo.asu.edu/police-training>

Family Education Rights and Privacy Act (FERPA)



Faculty members are expected to complete an online module on FERPA. See information at <https://getprotected.asu.edu/training/hipaa-ferpa>

The federal *Family Educational Rights and Privacy Act of 1974* (also known as the Buckley Amendment and FERPA) affords students certain rights with respect to their education records. These rights are:

1. the right to inspect and review the student's education records within 45 days of the day Arizona State University receives a request for access
2. the right to request the amendment of the student's education records that the student believes are inaccurate or misleading
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. the right to file a complaint with the U.S. Department of Education concerning alleged failures by ASU to comply with the requirements of FERPA.

Student Control of Access

In addition to the restrictions mandated by law, a student may control access to his or her records by completing forms at University Registrar Services.

Note: Inspection of student records by school officials for educational purposes is permitted, provided that access is limited to only those education records in which the school officials have a legitimate educational interest.

A parent of a dependent student may challenge denial of access by presenting the most current copy of Internal Revenue Service Form 1040 and a notarized Affidavit of Dependency form to University Registrar Services. For complete information about this procedure, see [SSM 203–08](#), "Affidavit of Dependency for Release of Records." The affidavit is retained by University Registrar Services and must be renewed each tax year. Upon receipt of the affidavit, the university may make the dependent student records available to the parent.

Identification Required

A student accessing education records or receiving university services must provide proof of identity (generally photo identification such as an ASU student ID card, driver's license, passport, etc.). Source: <https://students.asu.edu/faq/154>

Harassment



Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex,

Harassment

national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Inappropriate conduct need not rise to the level of a violation of federal or state law to constitute a violation of this policy and to warrant disciplinary action/sanctions.

All individuals identified in the [Applicability](#) section of this policy are responsible for participating in and assisting with creating and maintaining an environment at ASU free from all forms of prohibited discrimination, including harassment and retaliation. All individuals identified in the Applicability section of this policy are required to cooperate with any investigation of allegations of violations of this policy.

Providing false or misleading information or failure to cooperate may result in disciplinary action.

More detailed information can be located at the following website:

<http://www.asu.edu/aad/manuals/acd/acd401.html>

Mobile/SMART Devices



Mobile Devices in the Clinical Setting

Clinical agencies where students are scheduled for learning experiences have specific guidelines restricting the use of mobile devices. Help protect patient privacy by serving as a role model and reminding students of the agency policies.

Recommended Protocol Regarding Smart Devices during Exams

- All electronic and/ or smart devices are prohibited during exams and must be placed with belongings in the area designated by faculty for the duration of the exam. Please ensure that phones and other digital devices are silenced or turned off during the exam (not on vibrate).
- Handheld calculators are also prohibited during exams unless otherwise specified by faculty.
- Smart devices are defined as interactive electronic gadgets that understand simple commands sent by users and help in daily activities. Some of the most commonly used smart devices are smartphones, tablets, smartwatches, smart glasses and other personal electronics. Smart devices are defined by their ability to connect to a network to share and interact remotely.
- Prohibited aids are any smart devices or materials that may be helpful in taking an exam. Using, accessing, or attempting to access any prohibited aids is a violation of academic integrity and may result in sanctions including, but not limited to: appropriate grade penalties, loss of registration privileges, disqualification and dismissal.

Mobile/SMART Devices

For more information on Academic Integrity: <https://provost.asu.edu/node/20>

Adapted from:

- <https://www.techopedia.com/definition/31463/smart-device>
- <https://www.ncsbn.org/1268.htm>

Ombudsperson



While all faculty and staff within the university community seek to facilitate matters, some individuals have been designated to serve as ombudspersons (impartial fact-finders and problem-solvers). They have no power to reverse or change decisions but use conciliation skills help to expedite the process. Faculty may bring their concerns to the ombudsperson designated to assist them, regardless of college or campus. Find more information and the persons to contact at [ASU Ombudspersons](#).

Petition Process



The Petitions Committee is a subcommittee of the Standards Committee. It is a faculty-led body charged with reviewing all student petitions. If a student needs to file a petition for any reason outlined in the student handbook, have the student contact their Academic Advisor in Student Services who will guide the student through the petitions process. If faculty members have questions about the petitions process, reach out to your program director.

Prelicensure Nursing Notification of Concern



Faculty members should discuss concerns regarding student performance with the course coordinator and/or program director and begin documentation of their findings. Students should be promptly informed of concerns that may prevent academic progression. University-level Academic Status Reports and college-level processes are available to provide formative feedback to students.

Prelicensure nursing students in clinical courses receive a written mid-term evaluation from their assigned course faculty member.



In addition, the prelicensure nursing program uses “Faculty Anecdotal Notes of Concern” and “Performance Contract” forms. Please refer to these forms on the following pages.

Prelicensure Nursing Notification of Concern

ARIZONA STATE UNIVERSITY
COLLEGE OF NURSING
FACULTY ANECDOTAL NOTES OF CONCERN
Didactic and/or Clinical Course

STUDENT NAME: _____ FACULTY NAME: _____

PROGRAM: _____ COURSE # & NAME: _____

Student must acknowledge each notation with signature and date

DATE	NOTATION
	<p>(Notation includes faculty statement of concerns, plan for student addressing concerns, how plan will be evaluated, and timeline for plan)</p>

Place **ORIGINAL on PINK colored paper in student file**: Student Services Office for pre-nursing and BSN; Graduate Program Office for MS; and RN-BSN Program Office for RN-BSN. Give **COPY to student**.
Standards Committee 8-18-03
ASU Risk Management approved 3/04

Prelicensure Nursing Notification of Concern, continued

Performance Contract

Student Name: _____

Faculty Name(s): _____

Date of Notice: _____

Concern of Faculty about Student/Student Behavior/Performance/Attitude/Etc.:
(Specify objectives not being met and behaviors that lead you to that conclusion.)

Student Response to Faculty Concerns:

Expected/Required/Re-mediated Behaviors from Student within _____ time-period:
(Specify changes required.)

Consequences if stated Changes/Behaviors/Performance/Attitude/Etc. are not met within time period:

Student Signature: _____ Date: _____

Faculty(s) Signature: _____ Date: _____

Prelicensure Nursing Faculty Clinical Dress Code



The uniform is a means of identifying faculty teaching in the Prelicensure BSN Clinical Nursing Programs. In all clinical settings, Edson College faculty must be clearly identifiable as Arizona State University employees. Edson College Faculty are expected to demonstrate professional appearance in the clinical agency as they represent ASU. This protocol describes the faculty dress requirements for *on-campus* and *off-campus* clinical experiences.

Faculty will dress in professional attire at all times when engaged in off-campus clinical or on-campus experiences. It is the responsibility of faculty and the clinical course coordinator to understand the dress code requirements for the clinical agency they are assigned. Faculty are required to follow the clinical agency dress code requirements.

Faculty and students are expected to meet the same standards for grooming while engaged in off-campus clinical or on-campus clinical.

Prelicensure nursing students will comply with the dress code at all times while in a clinical agency. Course faculty may require students to wear their uniform to laboratory or simulation experiences. Noncompliance with this dress code will be reflected in the clinical evaluation and may result in dismissal from clinical experiences. Students also are expected to comply with clinical agency dress code requirements.

In some circumstances, the clinical agency dress code requirements may be different from the College's requirements. When the College and clinical agency dress code requirements differ, students are required to follow the more stringent requirements.

Fragrances

Students and faculty will be free of all body odors and are not permitted to wear perfume, after-shave, or fragrant lotions or powders.

Hair

Student and faculty hair must be clean, neat, and kept away from the face. If the hair touches the collar, it must be fastened back securely from the face so that long ends remain behind the shoulders. Use plain barrettes and plain, non-decorative ponytail holders to secure hair. Male students may wear neatly trimmed beards and/or mustaches that do not interfere with the wearing of any personal protection equipment, such as a facemask.

Additional clinical agency requirements may include the following:

- Non-natural hair colors such as pink, purple, blue, etc. are not allowed by some clinical agencies

Fingernails

Students and faculty must keep nails short and trimmed. Students and faculty may wear clear, colorless, nail polish without chips. Due to health and safety requirements, sculptured, gel, or artificial nails are not acceptable.

Prelicensure Nursing Faculty Clinical Dress Code

Jewelry

Students are required to wear a watch with a second hand. Students and faculty may wear a wedding band, and/or small plain post earrings for pierced ears, with up to two small, post earrings per ear. Hoop or dangling earrings are not permitted.

Additional Clinical agency requirements may include the following

- Body jewelry in piercings, such as a tragus, nose, lip, or eyebrows, may not be permitted
- Students and faculty may be required to cover body jewelry that cannot be removed

Makeup

Students and faculty may wear subtle makeup.

Tattoos

Clinical agencies may require that visible tattoos are covered.

Other

Students and faculty may not chew gum during clinical rotations. Students may carry their belongings in a black, washable, waist utility pack.

Uniform:

Faculty will dress in professional attire at all times when engaged in off-campus clinical or on-campus experiences. Professional attire may include the following options, based upon clinical agency requirements:

- Professional street clothes, or
- Coordinated scrub outfit, or
- Collared shirt with ASU Edson College embroidered logo with coordinated solid color pants.
- Faculty will wear a collared lab jacket or coordinating scrub jacket.
- All uniforms must be clean, neat, wrinkle-free, well fitting, and of appropriate length.

Students are required to purchase a wine scrub jacket, a wine scrub top, and a wine polo shirt with the ASU Edson College of Nursing and Health Innovation insignia through the approved vendor.

Students may purchase black uniform pants or skirts and black shoes through a vendor of their choosing. Uniform pants or skirts must meet the following requirements:

- Fabric must be of sufficient weight as to not be transparent

Prelicensure Nursing Faculty Clinical Dress Code

- Jean material is not allowed
- Pants may have a straight, tapered, or boot cut leg
- Pants are to fit modestly and provide ample room to bend, sit, lift, and turn. The torso must not show when arms are lifted overhead

Students will wear either the hospital-based or community-based uniform. Faculty will notify students of which uniform they are to wear at clinical agencies.

- Hospital Based – All-black scrub pants (white or colored thread or piping is not allowed), a wine scrub jacket, a wine scrub top, and a black, round-necked short-sleeved t-shirt may be worn under the scrub top. All-black nurse's shoes or all-black, low-top leather athletic shoes will be worn. Shoes must have closed toes and heels. Shoes and laces are to be black and clean. Black socks are required. Clogs with or without heel straps, open-toed shoes, sandals, or canvas or meshed shoes are not acceptable.
- Community Based – All-black scrub pants, a wine scrub jacket, and a wine polo shirt with ASU College of Nursing and Health Innovation insignia embroidered on left chest must be worn. Black leather shoes must be worn (see above). Black socks are required.

Identification – The College of Nursing and Health Innovation ID badge is to be worn on the upper left side of polo shirt, scrub top, or scrub jacket, when required. For security reasons, some clinical agencies may require students to wear the agency ID badge along with the College ID badge.

Grace Center Clinical Lab and Simulation Safety Guidelines



Students will be educated on expected behaviors and will sign the form when they first begin clinical and simulation labs. **Faculty members are expected to act as role models for these behaviors.** Guidelines include:

- Professional** – Be on time, be prepared, and adhere to proper dress code, this includes wearing closed toe and closed heel shoes. Scrubs are the preferred dress for all labs with a lab coat. Hair off the collar, nails short and polish free. Jewelry to a minimum. Faculty serve as models for the students.
- Follow OSHA guidelines** – No food, gum, or open drinks. Any drink should be kept in designated drink areas and not taken into lab space. Wash hands frequently and use gloves appropriately.
- Respect** – Clean up after yourself. Leave the environment as you would the end of your shift: push in chairs, replace equipment, dispose of garbage and linen properly, clean up spills, replace soiled chux, and

Grace Center Clinical Lab and Simulation Safety Guidelines

straighten beds & linen. Do not mark on models or manikins; if something is spilled or used on them, please wipe it off.

- d. **Confidentiality** – Information about the simulation patients and what happens with other students in simulation and clinical labs needs to be kept confidential and not disclosed outside of the SLR environment. This includes discussions, photos, and electronic and social media communications.
- e. **Safety** – Wear closed toed shoes and use sharps containers for all needles and sharps. In case of an accidental puncture with non-sterile needle or other injury: contact your faculty and lab staff immediately. Report any incident or malfunction to lab staff. In addition, identify all textbook and personal items with your name. Keep purses with you or lock them in your car. The SLR is not responsible for lost items.

Social Media



ASU Social Media Guidelines Link:

<https://eoss.asu.edu/dos/srr/SocialNetworkingGuidelines>

A Nurse's Guide to the Use of Social Media, provided by the National Council of State Boards of Nursing

https://www.ncsbn.org/Social_Media.pdf

Students and/or Faculty as Research Subjects



Collecting data about your students and faculty colleagues for the purpose of research or for sharing outside the college requires special review to protect those participants.

Research involving human subjects is an important and necessary activity of the university and must be conducted in an ethical manner. ASU complies with the ethical principles set forth by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in its report entitled The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research. In addition, ASU has negotiated a federal-wide assurance with the Office for Human Research Protections and U.S. Department of Health and Human Services, assuring that ASU will comply with federal regulations concerning research involving human subjects regardless of the source of funding for a project.

Before any research project involving human subjects can be started and conducted at ASU, it must be submitted for review to the ASU Human Subjects Institutional Review Board (IRB). When sponsors require IRB approval as part of the applications

Students and/or Faculty as Research Subjects

process, the approval must be received and documented within the Enterprise Research Administration System (ERA) before the proposal is submitted to the sponsor.

For more information on protections of human subjects in research, see the Institutional Review Board Web site at <https://researchintegrity.asu.edu/humans> or contact the Office of Research Integrity and Assurance at 480/965-6788.

Substance Abuse



It is the goal of ASU to provide a drug-free environment for all university students and employees. To achieve this goal and to comply with federal law, ASU prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as part of any of its activities.

Every ASU student and employee must abide by the terms of this statement, abide by applicable policies of the Arizona Board of Regents and Arizona State University, and abide by local, state, and federal laws regarding the unlawful possession or distribution of illicit drugs and alcohol.

ASU students and employees are subject to all applicable drug and alcohol policies, including policies set forth in the university's *Academic Affairs Policies and Procedures Manual*, the *Student Affairs Policies and Procedures Manual*, the *Staff Personnel Policies and Procedures Manual*, and the *Department of Public Safety Policies and Procedures Manual*. The following drug and alcohol policies also apply to students and employees: the Arizona Board of Regents' *Code of Conduct and Rules for the Maintenance of Public Order*; Arizona State University's *Alcohol Consumption Policy and Regulations*; *Alcohol Advertising, Sponsorship and Promotions Policy and Regulations*; and *Arizona State University's Position on Substance Abuse*.

For more detailed information on this policy, please refer to this link:

<http://www.asu.edu/aad/manuals/policyarchives/ACD/Oct1998/acd122.html>

Academic health professional programs have additional requirements for substance screening and addressing suspected substance use in clinical settings. See the student handbooks for details, processes, and forms to use at

<https://nursingandhealth.asu.edu/student-life/current-students>

Title IX



[Title IX, Education Amendments of 1972](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. ASU does not discriminate on the basis of sex in the employment, education programs or activities it operates.

Title IX

ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence.

In course syllabi, faculty are required to include policy information on sexual discrimination as described in [ACD 401](#), “Prohibition Against Discrimination, Harassment, and Retaliation”, including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination.

Source: [ACD 304-10](#) “Course Syllabus”

Title IX and Your Duty to Report is a 15-minute online training module that all faculty, staff and student workers must complete. It explains university policy and provides important ASU resources and contact information to report incidents of unwanted sexual conduct and other inappropriate behavior. Enroll at <https://cfo.asu.edu/titleIX>

Source: <https://www.asu.edu/titleIX/>



Up Next: General Support Services and Information for Faculty and Staff

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General Support Services and Information

Academic Operations



Overview

Academic Operations team members are leaders in transforming higher education. They collaborate across all programs of the Edson College of Nursing and Health Innovation, using technology and media in innovative course designs and measuring outcomes through course evaluation and academic assessment. The team offices are located on the third floor of Health North. Academic Operations provides consultation and support in the following areas:

- Assessment and Evaluation
- Faculty Professional Development
- Instructional Design & Curricular Planning
- Teaching, Learning, and Technology
- Writing Groups

Just-in-time resources related to these areas are available on the Edson College Hub at <https://conhi.asu.edu/academic-operations>

Business Cards



Human Resources, Office of Research & Scholarship, Marketing, IT, and Facilities staff members is located in Health South, Suite 200.

Please send requests for Business Cards, Door Signs, Housekeeping, Visitor Info., and other minor issues to healthnorthreception@asu.edu or order them online at the [Edson College Hub](#).

Computer, Internet, & Electronic Communication Information



This policy defines the boundaries of acceptable use of ASU computing and communication resources, including computers, data storage systems, mobile devices, electronic data, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources. In addition, this policy reflects the goal of ASU to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of ASU students, faculty, employees, courtesy affiliates, and guests.

ASU's computing and communication resources are the property of ASU. They are to be used for the advancement of ASU's educational, research, service, community outreach, administrative, and business purposes. Computing and communication

Computer, Internet, & Electronic Communication Information

resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users. When a user's affiliation with ASU ends, ASU will terminate access to computing and communications resources and accounts. ASU may, at its discretion, permit the user to have the access to accounts and e-mail forwarded or redirected for a limited period of time.

The University Technology Office (UTO) is responsible for the maintenance and security of ASU's central computing and communications resources. This includes recommendations for effective practices by its users, which include faculty, staff, students, and affiliates. This policy is designed to aid the university community in protecting the confidentiality, availability, and integrity of university information resources.

Users of ASU's computing and communications resources are required to comply with this policy, other applicable ASU and Arizona Board of Regents' (ABOR) policies, and state and federal laws. When necessary, enforcement will be consistent with other applicable ABOR policies and ASU administrative policies and procedures.

Facilities and Services



The Edson College of Nursing and Health Innovation and the College of Health Solutions share the Health North and Health South buildings. Edson College staff and faculty members are located on Health North (HLTHN) Floors 1,2,3,5 and Health South (HLTHS) Floors 1, 2, 3. Some Edson College faculty and staff, including the Grace Center for Innovation in Nursing Education, Simulation and Learning Resources, are located at the ASU Mercado. Edson College classes are held in multiple buildings on the Downtown Campus.

Additional facility resources:

- Kitchenettes are available on every floor in Health North and Health South.
- Break Rooms are located in HLTHN 330, HLTHS 158C, 252, 350.
- Filtered Water is available in HLTHN 330, HLTHS 252 & 309, and MERC C-297.

Faculty Development



Faculty development opportunities are available at the college and university level, in person and online.

University-wide resources are linked on your [MyASU page](#), under the "Teaching" tab, including links to technology workshops and ASUOnline offerings.

Departments in Edson that provide development sessions include [Academic Operations](#), [Research Initiatives and Strategic Engagement \(R.I.S.E.\)](#), and others.

Faculty Well-Being



Center for Mindfulness, Compassion and Resilience

The center staff aim to create an academic “Culture of Caring” by advancing mindfulness and compassion practices at ASU and the community to nurture purpose, focus, resilience and connection. Center resources are available at:

<https://mindfulnesscenter.asu.edu/>

ASU Employee Assistance Office

The Employee Assistance Office offers free, voluntary and confidential behavioral health and organizational consultation for personal and work-related issues. Counseling services at the EAO may include assessment, interventions and referral. The EAO uses a brief model of intervention, between one and five sessions, to address a variety of issues that may affect employees or family member well-being, productivity and relationships. For more information:

<https://cfo.asu.edu/counseling-consultations>

Library Resources



The ASU Libraries have a helpful service called “Ask A Librarian,” linked below, that allows you to connect with a library expert via phone, email, or directly via 24/7 online chat. <https://lib.asu.edu/help>

Librarians at the Downtown Campus are subject experts in nursing and health. They can help you with your plans for student assignments related to searching library resources and with your own research.

<https://lib.asu.edu/librarians/Downtown>

Mailbox Location and Mail Code



Edson College and CHS Mailboxes are located on the 1st floor of Health South.

The Edson College Mail Code for Campus Mail is 3020.

Parking Permit



Information about campus parking, parking permits, and bus passes is at

<https://cfo.asu.edu/parking>

Payroll Information



Faculty members are paid on a bi-weekly pay schedule. Pay dates are every other Friday. If the pay date falls on a holiday, then payday is the day before the holiday. Payroll checks are distributed by departments based on the warrant mail code submitted on the Personnel Action form (PAF) for each employee.

Faculty may ask to have their payroll checks deposited directly to any financial institution that is a member of the Arizona Clearing House Association. Employees may authorize direct deposit by completing the direct deposit request in My ASU (in the “Paycheck and Payroll Info” part of the menu). Direct deposit funds will be available at 8:00 a.m. on payday, and a payroll stub will be sent to the employee at his or her department.

Deductions: New employees are required to complete forms for mandatory deductions, such as federal and state withholding, Social Security (FICA), and retirement (TIAA, Optional Retirement Program, or Arizona State Retirement System). Voluntary deductions may be authorized by the employee for health insurance, supplemental life insurance, tax-sheltered annuities, U.S. savings bonds, auto insurance, short-term disability insurance, and United Way charitable contributions.

Photocopying and Copyright



Photocopiers are available in Health North and Health South.

Before you use a recording in class or reproduce copyrighted materials for class use, check to be sure that you are not violating copyright or licensing agreements.

Resources for determining the fair use of copyrighted materials in education are available at <http://libguides.asu.edu/c.php?g=264133&p=1763555>. “Know Your Copy Rights,” an electronic document with a helpful table is available at <http://www.knowyourcopyrights.org/storage/documents/kycrbrochure.pdf>

Purchases



If you need class supplies that are not available in the supply rooms, contact your program director to discuss ordering them.

Scheduling Rooms



Please send meeting/event room requests to conhirooms@asu.edu

Request classroom scheduling through Mark.Green@asu.edu

Shuttle Service



ASU intercampus shuttles transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses. View the news page and follow the shuttle Twitter feed for updates. Track your intercampus shuttle in real-time online: <https://cfo.asu.edu/shuttles>. Passengers are required to have their ASU ID card when boarding the shuttles. All shuttles are bicycle and wheelchair accessible.

Supplies



Basic office supplies are kept in HS 215 and HN 209. If you need other supplies, they can be requested thru your unit administrative assistant or staff in HS 215. Unit approval and account numbers must be provided.

Test Support



Staff in Edson Academic Operations can assist you with planning for and setting up secure [computer-based testing processes](#). Please schedule this assistance in advance.

The University Office of Evaluation and Educational Effectiveness processes paper scanner sheets used for classroom tests. Information and forms are available at <https://uoeee.asu.edu/classroom-exam-scanning>

Travel



Faculty travel for business purposes requires prior approval and budget agreement from your program director. Travel is managed through the MYASU TRIP system at <https://cfo.asu.edu/myasutrip>



Up Next: Faculty Policies, Procedures and Guidelines

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Faculty Policies, Procedures and Guidelines

Faculty Performance: Promotion and Tenure, Annual Evaluation



Tenure and Promotion Criteria and Guidelines

University promotion processes, timelines, and resource documents are located on the Provost's website at <https://provost.asu.edu/academic-personnel/personnel-processes>

Tenure track faculty members, research professors, and professors of practice who apply for **promotion** are reviewed by the Personnel Advisory Committee. Clinical track faculty members who apply for **promotion** are reviewed by the Clinical Track Personnel Advisory Committee.



Faculty Annual Evaluation Process

The Edson College conducts **annual evaluation** of all faculty members. New faculty members receive a copy of the appropriate rank criteria for retention and promotion from their Program Directors. Forms to be completed for the annual evaluation, specific to assigned academic rank, are distributed each spring by Program Directors. The evaluation period is the prior calendar year. Annual evaluation conferences take place in March.

Faculty Workload



Work Assignment Principles and Guidelines

Teaching assignments are made by the Program Directors. Teaching workload is calculated based on credit hours and using formulas specific to the type of course (theory, clinical practice, laboratory, etc.). Workload effort percentages for service, scholarship, faculty practice, or special assignments are negotiated with the Program Directors.



Consulting or Outside Professional Activity

Full time faculty considering outside employment or consulting must receive written approval from the Dean before beginning the work. Please review the policy ACD 510-01 at <http://www.asu.edu/aad/manuals/acd/acd510-01.html> before submitting the "Notification of Consulting or Other Remunerative Arrangement for Faculty and Academic Professionals" form to your direct supervisor.

Faculty Responsibilities / Expectations



Faculty members are expected to attend course and academic program meetings, assigned committee meetings, and academic assemblies unless they are teaching scheduled classes during those meetings. Part time faculty members are **required** to attend course meetings and are invited, but not required, to attend academic program meetings and academic assemblies.



Faculty Compliance Checklist (Health & Safety)

Faculty teaching clinical courses should consult with the respective program office regarding faculty health and safety requirements. Immunizations, screenings, and orientation activities may be required by the assigned clinical agencies. Faculty are responsible for keeping up-to-date on clinical setting changes in health and safety requirements.



Absence from the University

Faculty members are expected to be prepared and present for their assigned class sessions and clinical or laboratory teaching assignments. When an illness or other serious situation requires a faculty absence, please contact the course coordinator or program director as early as possible to discuss options.



Up Next: Student Resources

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Student Resources

Counseling Services



ASU Counseling Services offers confidential, personal counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals.

ASU Counseling Services staff offer faculty and staff the opportunity to talk with one of our counselors regarding concerns they may have about an ASU student.

Support is available 24/7.

Downtown Phoenix: 602-496-1155 Monday-Friday, 8 a.m. - 5 p.m.

After-hours/weekends: Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

For life threatening emergencies, Call 911

Source: <https://eoss.asu.edu/counseling>

University Academic Success Programs



One Center, Many Places: **The ASU Writing Centers** are located at all four ASU campuses, Thunderbird School of Global Management, and online. The Writing Centers offer free tutoring for all enrolled students.

All writers—all ASU undergraduate or graduate students—can benefit from visiting the **Writing Center** to:

- explore, plan, and develop ideas;
- organize and structure a paper;
- integrate and cite sources; and
- write, revise, edit, and proofread.

For more information about ASU's Writing Centers, including how to make an appointment, please visit our website at <https://tutoring.asu.edu/writing-centers>.

SI (Supplemental Instruction)

SI seeks to help students process material presented in class through group facilitated discussion led by a trained peer (SI Leader) who has already successfully completed the course. More information will be available on Blackboard under the SI Study Group.

Students can receive tutoring for various courses through University Academic Success Programs (UASP). Refer to our website: <https://tutoring.asu.edu>.

University Academic Success Programs

Tutoring

Tutoring is available on all ASU campuses and online for a variety of courses in small groups on a walk-in/drop-in basis. Appointments are not taken. For a full list of sites and courses, visit <https://tutoring.asu.edu>. This is the main body of text.



Up Next: Course Preparation

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Course Preparation

Course Syllabi



Edson College has adopted [syllabus templates for some academic programs](#). Your course coordinator or program director can direct you to the appropriate template.

University policy requires the inclusion of specific information in all course syllabi as outlined in the Academic Affairs Manual, section 304-10 (last revised 7/1/2018). The following information, at minimum, should be included in the syllabus:

1. instructor's name, office/room number, telephone number, and e-mail address
2. office hours and a statement indicating how to contact the faculty member for an appointment outside office hours
3. overall course objectives and expected learning outcomes
4. grade policies
5. absence policies and the conditions under which assigned work and/or tests can be made up, which should include:
 - a. the instructor's general policy
 - b. excused absences related to religious observances/practices that are in accord with ACD 304-04, "Accommodation for Religious Practices"
 - c. excused absences related to university sanctioned events/activities that are in accord with ACD 304-02, "Missed Classes Due to University-Sanctioned Activities"
6. lists of any required readings, assignments, examinations, special materials and extracurricular activities
7. policy regarding expected classroom behavior (e.g., use of pagers, cell phones, recording devices)
8. policy requiring academic integrity and against plagiarism (see Student Academic Integrity Policy)
9. policy against threatening behavior, per the Student Services Manual, SSM 104-02, "Handling Disruptive, Threatening, or Violent Individuals on Campus"
10. notification, if appropriate, warning students that some course content may be deemed offensive by some students and how to bring this to the attention of the instructor or, alternatively, to the unit chair or director and
11. a reminder to students when requesting accommodation for a disability that they must be registered with the Disability Resource Center (DRC) and submit appropriate documentation from the DRC.
12. policy on sexual discrimination as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the

Course Syllabi

instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination.

13. a warning to students that they must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Source: <https://www.asu.edu/aad/manuals/acd/acd304-10.html>

Course Rosters



Course rosters can be printed from a link on your MyASU home page. You can use the photo roster option to help you learn your students' names.

Textbooks



Textbooks are ordered for each semester during the preceding semester. Ordering early helps keep costs lower for students. Your program office administrative assistant can help you place an order and receive printed or electronic desk copies.

Beginning of the Semester

Academic Status Reporting



Academic Status Reports (ASRs) allow faculty to provide weekly feedback to students regarding class performance. An ASR may include the current grade in the class, a reason for the grade, and recommendation for improvement.

Through MyASU, students see an indicator notifying them that they have received an ASR, which can include suggested follow-up items and information about academic resources so that they can get the help they need to be successful.

An Academic Status Report (ASR) is a method of providing early, personalized feedback regarding student progress in a class. It is not a part of the official transcript.

<https://provost.asu.edu/advisors/Academic-Status-Report>

Faculty members should discuss concerns about student progress with the course coordinator and/or program director.

Grading



Grading policies specific to academic programs are located in the Student Handbooks for each program.

University information about grading policies is located at <http://students.asu.edu/facultycenter>

Instructions for faculty members to Post, Import, or Request Changes to Grades is at http://www.asu.edu/courses/oasis/Faculty%20Center/Job%20Aid_Faculty.pdf

Honors Students – Barrett, the Honors College



Some undergraduate students in Edson College are also students in Barrett, The Honors College. Faculty may be asked to support these students by negotiating contracted honors work in the Edson courses or by serving as an honors thesis director or committee member. For more information, see <https://barrethonors.asu.edu/>

Please contact one of the Edson Barrett Faculty Honors Advisors with questions or for guidance/support in working with Barrett students.

- Dr. Debra Hagler, Lead Advisor dhagler@asu.edu
- Dr. Felipe Castro Felipe.Castro@asu.edu
- Dr. Megan Petrov Megan.Petrov@asu.edu

Student Withdrawals



If a student expresses an intention to withdraw from the course or the university, refer the student to an Academic Advisor. The Academic Advisor can explain options and consequences related to program progress and financial aid.

Faculty Availability/Office Hours



Every instructor who teaches courses is expected to be available to students outside of class on a reasonable and regular basis. The availability should be stated in the syllabus. On campus course instructors should also be available by appointment for students who cannot meet during posted office hours. On campus faculty with an office location other than where courses are taught should make arrangements to offer office hours or meet students on the campus where courses are taught.



Up Next: End-of-the-Semester

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End of the Semester

Final Course Evaluations



Near the end of each course, students will receive a link by email to complete evaluations of each of their courses and faculty members. Please encourage students to provide this feedback as a source of data for continuous improvement.

Direct questions about the course evaluation software or processes to Academic Operations, juli.mcginnis@asu.edu.

Faculty can access the data from the students' evaluations of your courses via a link on your MyASU home page. The data for each semester is released to course instructors after final course grades are processed.

Final Examinations



Faculty are expected to administer final exams at the standardized times and days scheduled by the university. The final exam schedule is posted each semester on the ASU Registrar's web page.

<https://students.asu.edu/final-exam-schedule>

Final Grades



Final grades are expected to be posted promptly. See the grade posting deadlines on the Academic Calendar at <http://students.asu.edu/academic-calendar>

Requests for Incomplete



The grade of "I" (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control.

Unfinished work must be completed with the same instructor except under extenuating circumstances. Discuss possible assignment of an "I" grade with your program director. Students must submit a written request for incomplete status. A grade of "incomplete" may prevent academic progression.

<http://students.asu.edu/forms/incomplete-grade-request>

The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded." In the event that the student does not

Requests for Incomplete

complete the course work by the scheduled date, the course grade will reflect a lack of credit for any unfinished assignments, and may result in a failing grade for the course.

Source:

<https://students.asu.edu/sites/default/files/incompletegraderequest02042016.pdf>



End of Handbook

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