GOLDFARB

GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE

BARNES JEWISH
COLLEGE

Faculty Handbook

2025-2026

Barnes-Jewish College
Goldfarb School of Nursing
BJC HealthCare

HISTORY GOLDFARB SCHOOL OF NURSING (GSON) AT BARNES-JEWISH COLLEGE 5
MISSION AND VISION 5
MISSION 5
VISION 5
STRATEGIC GOALS 5
REFERENCED DOCUMENTS 5
EVALUATION PLAN 5
NONDISCRIMINATION STATEMENT 5
ACADEMIC FREEDOM 6
GENERAL EMPLOYMENT INFORMATION 6
FACULTY EMPLOYMENT 6
FACULTY APPOINTMENTS 6
Faculty *6*
Adjunct Appointments *7*
Clinical Preceptors *8*
Honorary Appointments *8*
Professor Emeritus Appointments *8*
FACULTY ORIENTATION PLAN 8
MISSOURI STATE BOARD OF NURSING – FACULTY RECORD 9
FACULTY PROMOTION 9
FACULTY PERFORMANCE REVIEW PROCESS 9
TEACHING 9
CURRICULUM 9
ACADEMIC CALENDAR 9
TEACHING ASSIGNMENTS 9
SCHEDULE OF CLASSES 9
SUPPORT STAFF 10
Copying, 10
Room Scheduling 10
SYLLABI 10
Undergraduate Syllabi 10
Graduate Syllabi 10
TEXTBOOKS 10
COURSE COMMUNICATION AND OFFICE HOURS 10
ASSESSMENT OF STUDENT LEARNING 11
Written Assignments 11
Clinical Evaluations 11
CLINCAL APPLICATION OF COURSE 11
CLINICAL SIMULATION INSTITUTE 11
CLINICAL SITE EVALUATION 11

STUDENT SUPPORT SERVICES 11
Student Disability Documentation Process 12
Student Support Referral Process 12
Student Academic Achievement Coordinator (SAAC) 12
Academic Advisor to SAAC Referral 12
SAAC Student Self-Referral. 12
STUDENT EVALUATION OF INSTRUCTION 12
COURSE GRADE MAINTENANCE 12
INCOMPLETE GRADES 12
Deadlines by Program 12
REPEATED COURSES 13
FACULTY COURSE ANALYSIS 13
INTELLECTUAL PROPERTY 13
EXAMPLES OF STUDENT WORK 13
SHREDDING OF CONFIDENTIAL DOCUMENTS 13
STUDENT CONCERNS AND GRIEVANCES 13
TECHNOLOGY & ELECTRONIC SUPPORT 13
FACULTY DEVICES 13
COMPUTING SYSTEMS ACCESS 14
BJC-NT Domain 14
Outlook 14
Learning Management System - Online Learning Platform 14
Clinical Application Access 14
SUPPORT RESOURCES 14
BJC Help Desk 14
Software Support 14
HARDWARE AND SOFTWARE PURCHASES AND INVENTORY 15
ELECTRONIC COMMUNICATIONS 15
LIBRARY AND INFORMATION SERVICES 15
Library Mission 15
Library Hours 15
Library Online Catalogs 15
Interlibrary Loan (For Items Not Found in MOBIUS) 16
Library Obligation Policy 16
Circulation Policies and Procedures 16
Reserves 17
Guidelines for Duplicating Copyrighted Materials 17
Learning Resource Selection 17
SCHOLARSHIP & SERVICE 17
FACULTY GOVERNANCE 17
FACULTY RESOURCES 17
PURSUIT OF ADVANCED EDUCATION 17
PROFESSIONAL DEVELOPMENT SUPPORT 17
PRECEPTING GRADUATE STUDENTS 18
NURSING FACULTY AWARDS 18

GSON, BJC, & HUMAN RESOURCE POLICIES 18
BJC POLICIES 18
Employee Identification Badge 18
Health-Related Documentation 18
BJC Required Annual Competencies 18
General Faculty Benefits 18
Living Our Values 18
Smoking Policy 18
Employee Assistance Program 19
Meals 19
Solicitations 19
GSON POLICIES 19
Office Assignment 19
Dress Code 19
Parking 20
Mail Distribution 20
Safety and Security 20
Annual Security Report 20
Emergency and Inclement Weather Procedures 20
College Closing and Cancellation Policy for Class and Clinical 20
College's Participation in the Hospital's Emergency Management 21
HUMAN RESOURCE POLICIES 21
College Personnel File 21
Conflict of Interest 21
Nepotism 22
Absences 22
Leaves of Absence 22
Family and Medical Leave (FMLA) 22
Faculty Grievance Policy 22
Termination of Employment 22
Resignation 22
Outside Employment 22
Dismissal for Cause 23
Dismissal for Unsatisfactory Performance 23
Dismissal for Serious Misconduct 23
Dismissal Due to Re-Organization or Exigency 23
Departure Process 23

HISTORY OF GOLDFARB SCHOOL OF NURSING AT BARNES-JEWISH COLLEGE

The Barnes-Jewish College Goldfarb School of Nursing is a private, nonsectarian institution with more than 120 years of history. Goldfarb is the result of the 2005 decision of two proud legacy schools—Jewish Hospital School of Nursing and Barnes Hospital School of Nursing—to combine strengths. In 1902 the Jewish Hospital School of Nursing was founded with a dedication to education and to health care without discrimination. It was one of the first schools in the nation accredited by the National League of Nursing. By the early 1990s, the school had expanded to a college offering associate's, bachelor's, and master's degrees in nursing and allied health. Separately, in 1955 Barnes Hospital School of Nursing was founded after Washington University closed its affiliated nursing program. The school eventually lent its name so its students could earn a four-year Bachelor of Nursing degree through Barnes College of Nursing at the University of Missouri St. Louis. Finally, in 2005, the two programs merged to create Barnes-Jewish College of Nursing and Allied Health. Over time the college phased out allied health programs and the associate's degree in nursing and expanded its investment in nursing education at baccalaureate and graduate degree levels. In 2007 the Barnes-Jewish College opened a new campus on the Washington University Medical Center campus as Barnes-Jewish College Goldfarb School of Nursing, The College's 13,000 combined nursing alumni reflect the dedicated commitment of faculty and staff to advancing nursing and health.

Goldfarb supports its mission through continually evolving teaching techniques and models to ensure innovative content is delivered effectively and in ways suited to students' needs and learning styles. Goldfarb offers nursing education at the baccalaureate, master's, and two doctoral options—the DNP and, in collaboration with Washington University School of Medicine, PhD in nursing science.

MISSION AND VISION

MISSION

We prepare exceptional nurse leaders in an academic learner-centered environment.

VISION

To be a national academic leader in nursing education, research and scholarship

STRATEGIC GOALS

Click on GSON's Strategic Plan, "Building the Path to Distinction".

REFERENCED DOCUMENTS *(indicated by italics throughout this document)*

Documents mentioned in this handbook are located in Microsoft Teams GSON Faculty Central in the Faculty Handbook channel for the academic year named faculty handbook documents.

EVALUATION PLAN

A systematic evaluation plan is used to ensure full achievement of the College's mission and purposes. *GSON's Systematic Evaluation Plan* includes key purposes and related goals for all aspects of the College's operation. The plan outlines areas to be assessed, responsible parties, benchmarks, data collection methods, feedback loop and action loop. Results are collected and analyzed and used to reinforce and modify students' learning experiences as needed.

NONDISCRIMINATION STATEMENT

Goldfarb School of Nursing at Barnes-Jewish College does not discriminate on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information. The College's nondiscrimination policy applies to all phases of its admission and financial aid programs, and to all other aspects of its educational programs and activities. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

The Associate Dean for Student Experience and Development is designated to handle inquiries regarding the College's non-discrimination policies. Inquiries may also be directed to the United States Department of Education Office of Civil Rights.

Questions concerning the College's policies on sexual harassment and sexual violence can also be directed to the Associate Dean for Student Experience and Development who also functions as the Title IX Coordinator for Goldfarb School of Nursing.

ACADEMIC FREEDOM

The College supports faculty rights related to academic freedom as reflected in the core statement of the American Association of University Professors: "Institutes of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. "The common good depends upon the free search for truth and its free exposition" (*Statement of Principles on Academic Freedom and Tenure*, 1940). Academic freedom is defined as the freedom to express one's opinions/beliefs without fear of institutional retribution or censorship while avoiding introduction of controversial issues unrelated to the topic, and while making clear the expressions do not necessarily reflect those of the parent institution.

GENERAL EMPLOYMENT INFORMATION

FACULTY EMPLOYMENT

Faculty of the Goldfarb School of Nursing at Barnes-Jewish College are employees of Barnes-Jewish Hospital and are subject to the terms and conditions outlined in the individual appointment.

Employees can access BJC policies at For Employees under MyBJCnet.

FACULTY APPOINTMENTS

Detailed information on faculty appointments can be found in the following documents: *Faculty Hiring Process, Faculty Position Descriptions, Faculty Orientation Checklist*, and the *Appointment and Promotion, Policy, Procedure, and Guidelines.*

Faculty

Faculty who are registered nurses must hold a current, unencumbered RN license. Those teaching clinical or practicum courses possess relevant clinical experience and maintain ongoing clinical competence in the area they teach. Faculty teaching advanced practice courses meet all certification and practice standards as required by applicable regulatory and specialty organizations.

For faculty being hired at either the instructor or assistant professor level, the dean (in consultation with the assistant dean and/or program director) determines initial rank during the initial faculty hiring process. The following general guidelines may be applied. A candidate who has earned a doctorate in nursing or related field and evidence of growth in depth and breadth of knowledge that is communicated to students in a variety of settings may be appointed at the assistant professor level.

The dean, assistant dean, or supervisor seeking appointment of new faculty at associate or professor rank should submit the following to the Appointment and Promotion Committee:

- A letter of recommendation
- Copy of the applicant's current curriculum vitae
- Documentation for eligibility/qualifications for rank
- Applicant profile that addresses how each rank criterion is met.

After the Appointment and Promotion Committee's review of an applicant's documentation, the Committee will send a written recommendation of rank to the Dean.

CCNE (2025)[1] Requirements for Adjunct Faculty and Preceptors

1. Academic Preparation:
   - Faculty teaching didactic courses at the baccalaureate, master's, Doctor of Nursing Practice (DNP), or post-graduate Advanced Practice Registered Nurse (APRN) certificate levels must hold a graduate degree.
   - Faculty teaching clinical courses in master's, DNP, or post-graduate APRN certificate programs are also required to have a graduate degree.
   - For baccalaureate programs, clinical faculty without a graduate degree must:
     - Hold a baccalaureate degree in nursing.
     - Possess significant clinical experience.
     - Be enrolled in a graduate program or otherwise qualified (e.g., completed relevant graduate-level courses, continuing education units, or hold relevant national certification) for the clinical area(s) in which they teach.
     - Engage purposefully with and be formally overseen by a graduate-prepared faculty member.
2. Licensure and Certification:
   - All nursing faculty must hold a current, unencumbered Registered Nurse (RN) or Advanced Practice Registered Nurse (APRN) license.
   - Faculty teaching advanced practice clinical courses must meet certification and practice requirements as specified by relevant regulatory and specialty bodies.
   - Faculty overseeing APRN tracks should be nationally certified in the same population-focused area of practice for which national certification is available.
3. Clinical Expertise:
   - Faculty teaching clinical or practicum courses must have experience in and maintain clinical expertise in the relevant clinical area.
   - Clinical expertise may be maintained through ongoing clinical practice or other avenues.
4. Clinical Faculty-to-Student Ratios:
   - For nurse practitioner tracks, the recommended faculty-to-student ratio for indirect faculty supervision, which may include clinical coordination, engagement with preceptors and clinical partners, and monitoring and evaluating student progress, is 1:8.
5. Preceptors:
   - If preceptors are used as an extension of faculty, they must be academically and experientially qualified for their role.

The College upholds the standards as outlined by The Commission on Collegiate Nursing Education (CCNE) for adjunct faculty in its 2024 Standards for Accreditation of Baccalaureate and Graduate Nursing Programs, effective January 1, 2025.

Adjunct Appointments

Adjunct appointments are made on a term-by-term basis and are determined by programmatic need. Assistant deans or program directors receive CVs from BJC talent acquisition staff and determine if they want to consider an applicant for an adjunct position. Adjunct faculty must meet requirements as outlined by Missouri Board of Nursing. Adjunct faculty are not expected to provide ongoing service to the College but are expected to participate in all meetings as assigned, including the adjunct and course orientations. Adjunct faculty do not hold academic rank. Adjunct faculty need to provide an updated CV annually that reflects education and clinical experience in areas of assignment.

Adjunct faculty are required to teach a clinical assignment a minimum of one term (Summer, Fall, or Spring) each academic year to retain their position. If adjunct faculty do not accept at least one assignment each academic year, or if no assignments are available for an academic year, employment will be terminated. Adjunct faculty must indicate their desire to continue being considered for reappointment annually upon request or will be considered to have voluntary resigned.

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[1] The Commission on Collegiate Nursing Education (CCNE) 2024 Standards for Accreditation of Baccalaureate and Graduate Nursing Programs, effective January 1, 2025

Clinical Preceptors

Clinical preceptors are appointed to serve the College because of their particular clinical expertise. One year of clinical experience is required and at least a BSN degree in nursing is preferred for the baccalaureate programs. The GSON clinical education coordinator collaborates with clinical partners to identify and assign undergraduate and graduate preceptors. Preceptors are required to complete a clinical preceptor packet and to submit updated copes of their CV before start of the term of service. The clinical educator coordinator for the respective program maintains copies of preceptors' current CVs.

Honorary Appointments

At the discretion of the dean, honorary academic appointments may be given to key constituents in BJC HealthCare and/or key community leaders. Such appointments do not include compensation and do not require teaching, scholarship, or service responsibilities. Honorary appointments are subject to evaluation by the dean.

Professor Emeritus Appointments

Faculty members with longstanding affiliation with the College may be eligible for appointments as Professor Emeritus according to the following guidelines:

1. Must have retired from the College in good standing.
2. Must have made significant contributions in:

    a. Teaching
    b. Scholarly activity and
    c. Service to the College and/or profession

Final appointment of faculty to Professor Emeritus status shall be made upon recommendation of the dean and consent of the College Board of Trustees. Retired faculty who has received the title of Professor Emeritus may continue as non-voting members of the faculty, have assigned office space as available, and be recognized as part of the faculty in the College catalog.

FACULTY ORIENTATION PLAN

All new faculty will participate in BJH New Employee Orientation Program. In addition, new faculty will receive GSON-specific orientation from their direct supervisor. Additional orientation may be required based on assignment.

Throughout the first year, activities are planned to promote a new faculty's full assimilation into the College. Each new faculty member is paired with an established faculty member who can facilitate the new employee's transition period. In addition, new faculty have close ongoing interaction with the respective program chair or director to become fully oriented to the College and programs. Mentoring of adjunct faculty focuses on the course to which the person is assigned and its place within the curriculum. The mentoring process for adjunct faculty continues through close contact with assigned course coordinators and the appropriate Program Chair or Director. Research faculty will meet early in their initial year of appointment with the Dean for Research to refine their scholarship programs. To ensure appropriate information is disseminated, new full-time faculty employees complete faculty onboarding following the *Faculty Orientation Checklist* and are assigned a mentor. New adjunct faculty are onboarded following the *Adjunct Orientation Checklist*.

MISSOURI STATE BOARD OF NURSING – FACULTY RECORD

All faculty are responsible for ensuring registration in Nursys.

FACULTY PROMOTION

Faculty are eligible to request promotion in collaboration with the dean or assistant dean based upon continued successful contributions in rank. Information related to appointment and promotion processes may be found in the *Appointment and Promotion, Policy, Procedure, and Guidelines*. Promotion is based upon consistent achievement of criteria for current rank, and performance that exceeds expectations for current rank that meets criteria of the rank being applied for. Faculty considering applying for promotion in rank are encouraged to seek advice concerning their readiness for promotion from the appropriate program director, assistant dean, dean and/or associate dean of research.

FACULTY PERFORMANCE REVIEW PROCESS

Faculty performance reviews will be held on an annual basis. Faculty will be evaluated based on teaching, scholarship, and service per written performance criteria. Faculty are required to submit an updated CV and complete the *Annual Faculty Activity Report and Evaluation of Professional Activities* document every year as a part of their annual performance review.

TEACHING

CURRICULUM

Curriculum is evaluated and approved by undergraduate or graduate curriculum subcommittees and then the Curriculum Committee. Any changes to the course description or student learning outcomes must be reviewed through the committee. Please refer to the Shared Faculty Governance *Faculty Bylaws*.

ACADEMIC CALENDAR

GSON Academic Calendars are developed by the registrar in collaboration with leadership and Shared Faculty Governance. It is important to check the calendar on a regular basis for any adjustments. Faculty are accountable for events outlined on the academic calendar.

TEACHING ASSIGNMENTS

The most critical role assumed by faculty is to provide quality, accurate, timely instruction to students. The faculty member is expected to serve as a role model and to promote responsibility and accountability. Teaching-related activities may encompass didactic, clinical, and/or laboratory/simulation responsibilities. Assignments may take place on or off campus and/or online.

Projected teaching responsibilities are developed by the assistant dean of faculty with input from appropriate directors. Teaching assignments consider the faculty member’s identified preferences, educational background, expertise, teaching experience, and teaching excellence as evidenced by performance assessments and student evaluations. Responsibilities for each academic term are projected annually, with the understanding that assignments are subject to change based upon need, enrollment, faculty attrition, and/or new hires. Assignments will be verified by the midpoint of the preceding term. Assignments are distributed electronically. Faculty are urged to verify any changes in times and locations of course/clinical by checking the posted electronic schedule. Assignments are made using the approved College *Workload policy.* An updated workload policy will be effective in fall 2025.

SCHEDULE OF CLASSES

Course schedules are prepared by a team consisting of the registrar and assistant dean(s) with program director input. They are approved by the dean of academic affairs. Faculty and students will be notified of course schedule assignments as faculty assignments are made. Clinical assignments are made by the clinical education coordinator in myClinicalExchange clinical planning system.

SUPPORT STAFF

Full-time administrative coordinators are available at the College. Their primary support is to academic leadership. They ensure the workrooms are fully stocked with needed teaching and office supplies.

Copying

A secure printer is located on the workroom on each college floor. Faculty and staff must use their faculty badge to access printed items from the copy machine. You may set up a secure print from faculty computers.

1. Faculty members will assume responsibility for obtaining copyright releases prior to requesting duplication of copyrighted materials.
2. College printers are only to be used for job-related purposes.

Room Scheduling

Didactic classes and labs are coordinated and assigned at the time course schedule assignments are arranged. The academic leader will identify room assignments and administrative support will assist.

The administrative coordinator team is responsible for developing and maintaining room reservations. Faculty are responsible for reserving all non-course related rooms. Rooms not reserved in advance cannot be guaranteed. Changes in room assignments will be communicated to faculty at the time of change, and faculty will communicate the change to students.

SYLLABI

Faculty are responsible for preparing an accurate, current, complete syllabus for each course taught, using approved syllabi templates: *Undergraduate Syllabus Template*, *Graduate Syllabus Template.* Faculty submit syllabi to program director/assistant dean for review in week 10 of the prior term. Approved syllabi must be posted in Canvas the learning management system (LMS) two weeks before the start of the term.

The College retains a copy of all course syllabi and course calendars for accreditation and other purposes. An academic technology specialist will provide LMS course support as needed.

TEXTBOOKS

Once teaching assignments are received, a Goldfarb library staff member responsible for that term's textbook list will send an email to faculty requesting their textbook recommendations for that term. If a faculty member recommends a change of textbook (other than edition upgrade), the assistant dean will review. College library has mandated deadlines for textbook submission; course faculty are responsible for timely response. Each faculty member should reply with the most recent required and supplemental texts for each course, on or before the designated dates. Desk copies may be requested via a library staff member.

COMMUNICATION AND OFFICE HOURS

College-assigned e-mail is the primary means of communication. Personal faculty and student emails should not be used for communication. Faculty and staff should respond to email within two (2) business days during academic terms. Response to students during calendar break is at the discretion of the faculty.

Faculty are required to hold office hours equivalent to two hours per week per course taught. Office hour location should reflect the modality of delivery of the course (if courses are in person, office hours should be in person). Faculty are expected to be accessible to students during the academic course term dates, with the exception of college no class dates.

Faculty are expected to maintain communication with the College during academic breaks to ensure continuity of operations, responsiveness to administrative needs, and timely participation in essential academic or institutional matters.

ASSESSMENT OF STUDENT LEARNING

Student learning should be evaluated through various means that are appropriate to the student learning outcomes (course level) and method of instruction. Dates for assessment of student learning should be included on the syllabus/topical outline.

Course faculty are responsible for exam development, evaluation of the exam via statistical analysis, and exam testing security. Assistance may be requested from the academic instructional technology team.

Written Assignments

Students should submit written assignments via the Canvas learning management system assignments feature. Students' papers, projects, and other written work must be reviewed and returned in a timely manner. Efforts are to be made to afford a variety of evaluation opportunities throughout the term with frequent feedback provided. Faculty are encouraged to utilize learning management system to check student work for plagiarism.

Clinical Evaluations

Clinical evaluations for all practicum courses must occur at midterm and the end of the course.

CLINICAL APPLICATION OF COURSE

Course leads should consistently communicate with clinical faculty to ensure that student learning outcomes are met. Faculty may request compensation for travel associated with practicum activities if the mileage exceeds the distance between the faculty member's home and the college campus. Contact the executive coordinator for the dean with travel request instructions for submission.

CLINICAL SIMULATION

Simulation is a major instructional strategy across all programs.

Faculty must collaborate with director of simulation and simulation nurse specialists while planning simulation experiences to ensure adequate resources and to avoid scheduling conflicts.

The director of simulation schedules simulations and notifies faculty each term. The simulation specialists ensure that the physical environment in each room is prepared to support the learning activities identified by faculty, and coordinate and schedule all simulation rooms. The simulation director and simulation nurse specialists work with individual faculty to develop, implement, and program scenarios.

CLINICAL SITE EVALUATION

Each term students provide feedback on their clinical site as part of the clinical course evaluation. This information goes to the designated program director and assistant dean. Faculty should provide feedback about clinical sites as an appropriate learning environment.

STUDENT SUPPORT SERVICES

Faculty need to engage with students in their courses and offering resources for student success as appropriate. Faculty will enter early alerts in the customer relationship management (CRM) system to support student success. Information regarding student support may be found in the student handbook.

Injury or Illness of Students

Policies regarding student injury or illness can be found in the current GSON Student Handbook.

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Student Disability Documentation Process

You may locate the Student Handbook under the college “Students” page for complete description of the process for student disability and documentation.

Student Support Referral Process

Refer to Student Support Services on the GSON Website.

Student Academic Achievement Coordinator (SAAC)

SAAC is an experienced faculty member who is available to students upon reference by an Academic Advisor or faculty member or upon request of the student. The current SAAC faculty and Academic Advisors will direct students and faculty to referral processes. Faculty may refer to Academic Support to support their students.

STUDENT EVALUATION OF INSTRUCTION

Course and program evaluations provide a mechanism for students to evaluate courses, faculty, and clinical instruction anonymously. Currently, evaluations are completed electronically in the learning management system. Completed student evaluations of teaching are distributed to the individual faculty and appropriate program director and assistant deans. Faculty will review their evaluations and develop plans for improvement of course and teaching skills and document on their faculty course analysis in embedded in the LMS. Students evaluate the quality of clinical sites and clinical instruction in addition to courses, didactic instruction, advising/mentorship, and the program.

COURSE GRADE MAINTENANCE

Faculty members are responsible for managing grades for each course and are also responsible for maintaining the current grades in the LMS. End-of-course grades must be submitted by the deadlines set by the registrar. Copies of student papers and tests must be available for student review. These documents may be destroyed upon the student’s graduation or departure from the College.

INCOMPLETE GRADES

If circumstances make it impossible for a student to complete a course, faculty may offer or approve a student request for an Incomplete. The following conditions need to be met before the faculty member may consider awarding an Incomplete:

1. The student must be in good standing and making satisfactory progress toward meeting course objectives.
2. The faculty member/program director must approve the incomplete and see the process through to completion.
3. Before the last class or clinical, the student and faculty member must establish a timeline for completion and create a detailed written contract for completion of course requirements.
4. The student must be able to meet the remaining course requirements within a reasonable time. Incomplete grades must be resolved by the deadline agreed upon by the faculty member and the student, but no longer than the maximum allowable times listed below. The time period may not exceed these limits without approval of the respective program chair or director. The grade automatically converts to a failing grade if deadlines are not met, or if the student’s work does not meet minimum criteria for a passing grade.

Deadlines by Program

1. Undergraduate: An incomplete grade will be converted to an F unless it is resolved by the date agreed upon with the faculty of record or the end of the following term.
2. Graduate: An incomplete grade will be converted to an F unless it is resolved by the end of the

next term.

REPEATED COURSES

For information regarding repeating courses please see the current student handbook.

FACULTY COURSE ANALYSIS

Didactic faculty are expected to submit a course analysis in the LMS at the completion of each course by the designated deadline. The assigned program director and assistant dean receive student feedback via course evaluations. Course analysis prepared by faculty and course evaluations from students are used for course, curriculum, and program improvement.

INTELLECTUAL PROPERTY

Teaching materials including but not limited to syllabi, handouts, videos, slides, tapes, computer simulations and/or programs, and survey/test materials that have been developed for use at the College are considered the property of the College. Appropriate credit is given to the individual(s) who developed the materials. Books, chapters in books, journal articles or other works for which income may be generated are subject to the *BJC Copyright Compliance Policy: Enterprise*.

EXAMPLES OF STUDENT WORK

The College undertakes regular formal self-assessment as a means of determining need for curriculum change and accreditation. Examples of student work are available in Canvas for accreditation purposes.

SHREDDING OF CONFIDENTIAL DOCUMENTS

Information of a confidential nature must be shredded. The College has contracted with an outside company for pick up and destruction of confidential materials. Faculty members are responsible for depositing materials that should be destroyed in one of the containers located in the workroom on each floor. Student papers and exams should not be shredded prior to the student's graduation or departure from the College.

STUDENT CONCERNS AND GRIEVANCES

In the event of a student concern specific to a course or clinical, faculty should apprise students of the chain of command, as follows, and strive to resolve issues at the lowest level possible.

Student concerns/communication: Faculty will respond within two (2) business days during active academic course hours. Response during break time is at faculty discretion.

Chain of Command: In order to receive a timely response to your questions and/or concerns, you must follow the Chain of Command:

a. ***Clinical*** questions/concerns: Clinical/Simulation/Lab Faculty→ Course Leader→ Director → Assistant Dean →Dean.
b. ***Course*** questions/concerns: Course Leader→ Director→ Assistant Dean →Dean.

A student desiring to challenge a grading decision must first discuss the issue with the instructor(s) issuing the grade. Every attempt is made by the involved instructor(s) to answer fully the students concerns at this level. If the student and the instructor(s) cannot resolve the issue, the student will contact the appropriate Program Director. Program Directors will review grading challenges. The student general complaint procedure is in the student handbook.

TECHNOLOGY & ELECTRONIC SUPPORT

FACULTY DEVICES

Faculty members are provided with devices such as a desktop computer or a laptop and office telephone. These items and all contents are the sole properties of the College and may be accessed by the College administration and/or their designated representatives without notification.

COMPUTING SYSTEMS ACCESS

BJC-NT Domain

This account, also called the BJC-NT network account, provides access to the Windows Desktop when logging in to College or BJC computers. Faculty may need to use this account on the clinical floors when accessing hospital patient charting or applications. EHR training may be required.

Login credential information is provided in additional documentation.

Outlook

A BJC-provided email account through Outlook is the preferred method of communication in all areas of the College. The system is accessible by using BJC-NT login credentials. Off-campus access may require two-factor authentic verification.

Learning Management System - Online Learning Platform

The College utilizes a Learning Management System as the electronic platform for course delivery.

All course syllabi and calendars should be posted online for student access a minimum of two weeks prior to the beginning of the course. Please contact the Registrar if additional faculty need to be assigned to your course in the Learning Management System.

The College's instructional technology specialists provide general support for the College's Learning Management System, including course design and incorporating instructional technologies in the classroom and integrating into online courses. Specialists are available during regular College hours to assist faculty in becoming familiar with navigating the Learning Management System and Instructional Technologies, including course development and design, and trouble shooting. The Learning Management System is also equipped with a program designed to detect plagiarism; therefore, written work assignments need to be submitted via the Learning Management System. For Instructional Technology support, please e-mail the IT team at GSON_Tech_Support@BarnesJewishCollege.edu.

Clinical Application Access

In the clinical environment, faculty will have access to the agency's clinical applications. For EHR, training is required before credential access is granted. It may take greater than 48 hours post-request to obtain access.

SUPPORT RESOURCES

BJC Help Desk

For password help on clinical systems, email, or the BJC-NT network account, please contact the BJC Help Desk at (314) 362-4700.

Contact GSON Information Services Department by email anytime at: GSON_Tech_Support@barnesjewishcolleg.edu.

Software Support

The College uses the Microsoft Office suite exclusively for instructional support. Other software needs to be approved by IS first, and support needs to be arranged with the vendor before it is implemented or installed on our devices.

HARDWARE AND SOFTWARE PURCHASES AND INVENTORY

The Information Systems (IS) Director is responsible for College-related hardware and software purchases and the inventory control of those items. Individuals or departments requiring new hardware and/or software need to submit requests to the IS Director. The IS Director selects the vendor based on product quality, availability and after-sale product support. The Director maintains all hardware and software inventories.

ELECTRONIC COMMUNICATIONS

Email is a widely accepted means of communication. The use of email is acceptable for official communication among students, faculty, and staff. Faculty are expected to use their GSON email for work-related communication and should expect students to do the same. All emails should be responded to within two (2) business days, particularly those from students. Additionally, faculty should keep their Outlook electronic calendar up to date.

LIBRARY AND INFORMATION SERVICES

Library Mission

The library at Barnes Jewish College exists to provide access to evaluated information resources and services that proactively support the College's mission.

Library Hours

Monday – Thursday	7:30 am – 4:30 pm
Friday	7:30 am – 4:00 pm
Saturday	CLOSED
Sunday	CLOSED

Librarian support is available 24/7 at through the GSON Library “Ask a Librarian” feature.

Library Online Catalogs The library has an online catalog, which is available from the College website Library Catalog and Canvas under GSON Student Resources. It includes holdings from the college library and is searchable by book author, title and subject. MOBIUS: GSON Library is a member of the MOBIUS consortium, which is composed of approximately 80 academic and public libraries. Our users have access to the MOBIUS Union catalog, which includes 30 million items, mostly from higher education institutions. A courier service delivers library materials to member libraries once per day, five days a week. In addition to the physical items is an e-book collection available to all MOBIUS library patrons. Those titles can be found within the catalog as well.

The library subscribes to various databases and online journal collections, from which it provides access to thousands of online full-text journals. Some of the most frequently used databases include CINAHL Ultimate, Medline Complete, and ProQuest Nursing and Allied Health Sources. The following are also available from the library website.

In addition, the Goldfarb library offers Cochrane Library, a collection of databases that contain high-quality, independent evidence to inform healthcare decision-making. Cochrane reviews represent the highest level of evidence on which to base clinical treatment decisions. In addition to Cochrane reviews, the Cochrane Library provides other sources of reliable information, from other systematic review abstracts, technology assessments, economic evaluations and individual clinical trials. Current evidence in one single environment.

Interlibrary Loan (For Items Not Found in MOBIUS)

The purpose of interlibrary loan is to provide students, faculty and staff with access to materials necessary for study, teaching, and research that are not available at Barnes Jewish College. The conditions of this service are set by the regulations jointly governing the College and lending libraries.

Library patrons should use the interactive interlibrary loan (ILL) forms available on the Library GSON Website. The forms must be filled out as completely and accurately as possible, including contact information.

Interlibrary loans take differing lengths of time, depending on the type of material requested, the location and policies of the leading library. Journal articles MAY BE emailed or faxed within one or two days; books are mailed. Patrons should plan accordingly, allowing plenty of time for the receipt of needed material.

Books and photocopies of journal articles, newspapers, and materials otherwise not available from libraries on campus may be requested in strict accordance with copyright law. The Library will not order additional copies of items already owned.

The following types of materials are generally NOT available through interlibrary loan: Reference materials, whole journal issues and bound volumes of journals, dissertations, most audiovisual/computer media materials, computer software, and fragile or rare materials.

The loan period is determined by the lending library. A renewal request must be made by the patron at least 4 days in advance of the due date. Lending libraries determine conditions regarding the use of their materials. Another library’s lending limitations, such as No Renewal and In-Library Use Only, must be honored.

If the lending library assesses an overdue fine, this fee will be passed on to the patron. The patron is responsible for the replacement cost, plus a per-item processing fee for materials that are lost or damaged. Please note that the late return or damaging of books jeopardizes the ability of our library to borrow materials in the future.

Library Obligation

Library patrons are responsible for the materials checked out in their names. Charges for overdue circulating materials are as follows:

General Collection (14 days):	$1.00 per day, up to book replacement-cost.
Reserve Materials (2 hours):	$5.00 per hour
Lost/Damaged Materials:	Cost of replacement + $15.00 processing fee per item.

*These fines are calculated per item, and parts of days or hours will be rounded up to the next day or hour. Fines accrue during normal business hours only.

Library fines will be automatically debited to student accounts unless library staff are directed otherwise. Library patrons other than Barnes-Jewish College students must pay fines by cash or check before their library privileges are restored.

Circulation

Borrowing privileges are available to the entire Barnes-Jewish College community: students, faculty, staff, and alumni, as well as to Barnes-Jewish Hospital clinical staff. Barnes-Jewish College student ID or BJC staff badge information will be verified and documented. Alumni status will be verified before library privileges are extended. All library materials can be used in the library. For all library patrons, the circulation standard is as follows:

General Collection	14 days
Audiovisual/Software	4 hours
Reserve/Reference	2 hours

Reserves

The library keeps a copy of required textbooks on reserve which may be checked out for two hours. Faculty members may keep reserve materials and additional study aids on reserve.

Guidelines for Duplicating Copyrighted Materials

Copyright laws change rapidly. Please see the Director of Library Services for the most current information.

Learning Resource Selection

Purchase of library holdings is made to support the instructional, administrative, and research needs of the College. At the discretion of the Library and Information Science Director, library materials are purchased on an as-needed basis throughout the year, depending on budgetary considerations.

SCHOLARSHIP & SERVICE

FACULTY GOVERNANCE

The College promotes a shared governance model among administration, staff and faculty in which faculty are responsible for the development and evaluation of the curriculum, admission, retention, and graduation activities for students. Faculty provide recommendations to the Dean for the overall operation of the College through the Shared Faculty Governance including its standing committees. The Shared Faculty Governance chair also serves as an ex-officio member on the President’s Council and the College Board of Trustees when matters pertaining to academic practices are discussed. *Faculty Bylaws* outline the purpose, membership and standing committee composition and responsibilities.

FACULTY RESOURCES

An electronic repository for faculty resources has been established in Microsoft Teams to enhance communication for faculty. General announcements, Shared Faculty Governance and standing committee minutes, and key documents related to faculty governance are maintained on this site. The Office of Nursing Research (ONR) at GSON provides support to faculty interested in conducting research. *The ONR Handbook* can be found here and is available as a resource for faculty members interested in processes related to research.

PURSUIT OF ADVANCED EDUCATION

Faculty interested in pursuing advanced degrees should review BJC Policy 4-11 regarding the tuition benefit program. Additional tuition support may be available through the College. Interested faculty should inquire with the BJC Human Resources search HR Hub .

PROFESSIONAL DEVELOPMENT SUPPORT

Professional development is an expectation of each faculty member. The College supports faculty development in the areas of teaching, scholarship, and service, which may include funds, release time, or workload reduction. Faculty Affairs provides offerings periodically for faculty enrichment and surveys faculty twice per year to assess faculty needs. Faculty are eligible to request travel funds to support professional development that benefits the College. Faculty should submit a *Developmental Funds Request Form* with a copy of the program brochure and estimated the total cost of attendance. The assistant dean of faculty will review the request and make a recommendation to the dean for final decision. No travel and/or registration submissions should be charged to the College prior to receipt of dean’s approval. The College generally aims to provide support for faculty members to present scholarship at two national or international conferences per year, contingent upon availability of funds. Priority support is given to those who have been accepted for podium or poster presentations. Information related to development support may be found in the *Faculty Development Support* document supported by the *Pre Approval Travel Expense* form.

The Travel and Expense Policy can be found within MyBJCnet

PRECEPTING GRADUATE STUDENTS

Graduate students may contact faculty members requesting preceptorship. Faculty should contact the program manager to initiate the process for approval. All required documentation must be completed before a preceptorship begins.

NURSING FACULTY AWARDS

Faculty excellence is recognized in four awards: the Ruth G. Franc Award for Excellence in Classroom Teaching, the Cynthia Billman Award for Excellence in Clinical Teaching, the Christner Award for Excellence in the Advancement of Nursing Science, and the Dean’s Award for Exceptional Service. Refer to the *Faculty Awards Information* document or descriptions and criteria for each award, as well as information regarding eligibility, the application process, and dates.

GSON, BJC, & HUMAN RESOURCE POLICIES

BJC POLICIES

Employee Identification Badge

All faculty are issued an employee identification badge as part of the new employee orientation (or, for existing BJC employees, onboarding). Badges are required to access the parking garage and the College building at all times, as well as the specific office suites after 5:00pm and on weekends. Badges should be worn above the waist at all times while involved in activities associated with the College. Badges are obtained through BJH.

Health-Related Documentation

All faculty are required to comply with BJC’s Employee Immunization and Screening Policy (3.18) at the time of initial employment. This policy can be found within MyBJCnet.

BJC Required Annual Competencies

As a condition of employment, BJC HealthCare requires all employees annually to complete a comprehensive series of online training modules. The modules are available via the BJC Intranet.

General Faculty Benefits

College part- and full-time faculty are employees of the hospital and therefore entitled to participate in BJC benefits. Specific information related to faculty benefits is provided at the time of the initial appointment. Please visit MyBJCnet at the BJC Employee website.

Living Our Values

Goldfarb School of Nursing expects employees to live by our GSON college Mission, Vision & Values. Annual performance reviews provide an opportunity for faculty members to detail how they have lived the values.

Smoking Policy

No smoking is allowed on College or hospital premises. This includes the exterior areas surrounding the College and hospitals, including sidewalks and parking areas. Refer to BJC’s Smoke and Tobacco-Free Policy #8.05.

Employee Assistance Program

The BJC Employee Assistance Program (EAP) offers confidential professional counseling and work/life programming for individuals needing assistance to cope with personal, family, or workplace issues. See BJC EAP on the BJC Employee website for Information regarding this program.

Meals

Reduced rates for meals obtained in BJC facilities are available with the use of a valid College identification badge. The College also houses a food bar located on the main floor and open most days while students are in session. Vending machines with food, snacks and drinks are also on the first floor.

Solicitations

In keeping with the hospital's policy related to Solicitation and Distribution (BJC 6.05), no solicitation is to be conducted on or using College property.

GSON POLICIES

Office Assignment

Offices are assigned by the assistant dean and/or dean of academic affairs.

Dress Code

Faculty are expected to dress in an appropriate professional manner when representing the College in the classroom, clinical area, and greater community. A lab coat with name and College logo is provided for faculty who are assigned to practicum courses. Additional approved lab coats may be obtained at faculty expense.

1. On the clinical units, individual hospital policies must be followed.
    a. Solid navy or white scrub pants with a navy or white scrub top. Any combination of navy or white scrub top or navy or white scrub bottom may be worn. Solid navy, white, or gray top may be worn underneath navy or white scrub top. Solid white uniform dress or skirt is acceptable. Hemlines should be no more than 3" above the back of the knee.
    b. Solid white GSON lab coat or white or solid navy scrub jacket may be worn with uniform. Do not wear another branded item (e.g., scrubs with another hospital or school logo).
    c. Shoes shall be closed-toe, OSHA compliant, and solid black, brown, navy, burgundy, gray or white in color. If tennis shoes are worn, they should be predominately black, brown, navy, burgundy, gray or white. Canvas, porous, perforated, or sandal type footwear are not permitted in patient care areas.
    d. College identification badge.

2. Campus labs:
    a. Dress is to be either what is worn in the clinical areas or business casual attire. Lab coat, closed toe shoes and College identification badge should be worn for practicum experiences, including activities concentrated in the Clinical Simulation Institute.

3. Work hours outside of clinical time (lecture, office hours, meetings, etc.)
    a. Dress is to be business casual attire.
    b. College identification badge.

Parking

Free parking is available in the Duncan Central garage located on Duncan Avenue. A current valid employee identification badge is required for entrance to and exit from the garage. Parking immediately adjacent to the east side of the College is limited to visitors. No parking at any time is allowed in the area immediately north of the College.

Mail Distribution

Each faculty is assigned a mailbox in the first-floor communication room. Items to be sent within BJC should be placed in interoffice envelopes with the mail stop address clearly identified. Items to be mailed externally should be clearly labeled with a full return address included. Personal package delivery is not allowed.

Safety and Security

The College is committed to providing a safe environment for all individuals who visit and work on this campus. The College has adopted policies and procedures as a means of informing and guiding individuals concerning steps they can take to report criminal activity and crime prevention. The College maintains its own security staff, BJH Department of Public Safety. The BJH Department of Public Safety handles all calls for service, traffic enforcement, and accident investigation. The BJH Department of Public Safety is not a guarantor of the safety of students and their property at the College. Campus safety depends on everyone. Student attitudes and actions can help protect the entire College community. Students must take precautions to prevent injury, harm, or damage to persons or property including such things as avoiding dark and vacant areas, closing and locking doors and windows, not propping doors open, and reporting suspicious persons, misconduct, and acts that may cause harm or pose a threat to persons or property. It is important that all crimes occurring on campus be immediately reported to ensure that appropriate action can be taken. Safety alerts are emailed as necessary. The security of the building involves patrols 24 hours a day, 7 days a week by BJH Department of Public Safety personnel.

The BJH Department of Public Safety is located at suite 1100 on the first floor of the Mid Campus Center (MCC) at 4590 Nash Way. A Department of Public Safety Officer is on duty at the First Floor security desk in the College from 0700 to 2200, Monday-Friday. The direct number to the BJH Department of Public Safety is 314-362-0750. For emergencies, please call 314-362-0911.

Annual Security Report

The College maintains a copy of its Annual Security Report in the office of the Director for Administration and Operations and on the College's website at https://www.barnesjewishcollege.edu/student-consumer-information. Any individual may review the College's Annual Security Report upon request. The College also distributes its Annual Security Report as follows:

- Current Students and Employees: The Annual Security Report will be distributed to all current students and employees by email, on or before October 1, of each year.
- Prospective Students and Employees: The Annual Security Report will be provided to prospective students and prospective employees, upon request.

Emergency and Inclement Weather Procedures

Refer to current Student Handbook for policy and procedures.

College Closing and Cancellation Policy for Class and Clinical

Refer to current Student Handbook for policy and procedures.

College's Participation in the Hospital's Emergency Management

The College will provide the use of portions of its facility in the event an emergency renders a BJC hospital's facilities unavailable or limits their use.

HUMAN RESOURCE POLICIES

College Personnel File

While an individual's official personnel file is maintained by BJC, a secured working file as well as evidence of certification is maintained in the office of the dean. Faculty are required to have an official transcript for all formal education sent to the dean's office within a month of acceptance of position..

Each faculty member actively employed by the College is required to provide a current curriculum vitae and update it annually for their supervisor for performance appraisal and accreditation. Individual working personnel files include copies of the individual's letters of initial appointment. Performance appraisals are located in SABA and are available to employees and their leaders. Employment files are available for review with a human resources representative. Faculty may schedule an appointment to review their personnel files.

Conflict of Interest

Please see the *Supplemental Conflict of Commitment/Interest* policy. Conflict of interest exists if an employee's position or authority may be used to influence or make decisions that lead to any form of financial or personal gain for that employee or their family. A College faculty member has a conflict of interest when judgment and discretion in matters affecting the College is or may be influenced by considerations of personal gain or financial benefit. All members of the College community have a shared responsibility to conduct themselves in an unbiased manner and to serve the mission and purposes of the College to the best of their ability. All faculty members should avoid conflict of interest or the appearance of conflict of interest between financial or other personal interests and the goals and policies of the College**.**

The following is a non-exhaustive list of activities or actions that merit case-by-case examination by faculty and their senior leader to determine whether they create a material conflict of interest that should either be managed appropriately or eliminated:

a. Instructional activities in similar programs of nursing;
b. Consulting activities;
c. Purchase of goods or services for the College from businesses in which the employee, or his/her family, has a financial interest or, as a result of such purchase, may directly benefit;
d. Receipt of gifts, gratuities, loans, or special favors (including trips or speaker's fees) from research sponsors or vendors;
e. Holding of an ownership interest by the employee or the employee's family in any real or personal property leased or purchased by the College;
f. Holding of an equity, royalty, or debt instrument interest by the employee or the employee's family in any entity providing financial support to the College;
g. Receipt, directly to the employee from non-College sources, of cash, services, or equipment provided in support of the employee's College activities;
h. Some memberships on boards of directors, committees, advisory groups (or similar bodies) of any governmental, for- profit or not-for-profit entity;
i. Use of information received as a college employee for personal purposes;
j. Involvement of students in the evaluation of commercial products or in research supported by industrial sponsors, and such activities should be evaluated with attention to avoidance of detrimental effects on the student's academic program**.**

Nepotism

Faculty may not participate in, either directly or indirectly, or attempt to influence employment decisions involving a close relative or an individual from a current or recently concluded amorous relationship. For the purposes of this policy, “employment decisions” include hiring, supervision, direction of work, promotion, compensation, work hours, evaluation, termination, or other terms and conditions of employment. A “close relative” is defined as a spouse, same-sex domestic partner, child, grandchild, parent, grandparent, sibling, aunt/uncle, niece/nephew, cousin, or any individual residing in the faculty member’s household. All relationships are included, whether full, half, step, foster, adopted, or in-law.

Absences

Faculty are expected to meet all responsibilities outlined in their job description and employment agreements. If it becomes necessary to miss class, practicum, or other activities associated with the faculty role, the faculty member should contact the appropriate program chair or director to report the absence. Faculty members should arrange for class and practicum coverage . If any absence causes faculty to miss more than one week of classes, the faculty member must request a formal leave of absence by contacting their leader and the dean and HR. Two or more unanticipated episodes of absence per academic term that are not related to the Family and Medical Leave Act are considered excessive and may result in corrective action. Vacations should be planned for designated breaks as outlined in the academic calendar. Requests for occasional time off during the term may be made to the appropriate leader, who will consider the College’s needs in reviewing the request.

Leaves of Absence

Information about leave and Family and Medical Leave (FMLA) are found on the BJC HR Hub website.

The administration recognizes that faculty occasionally need to take time away from work to care for important family and medical needs. This policy is designed to meet those needs in a manner that is beneficial to faculty, their families, and the College. It also represents the intent of the administration to comply with the requirements and purposes of the Family and Medical Leave Act. Faculty members are not allowed to work elsewhere while on FMLA. All BJC employee policies can be found at MyBJCNet via the employee login.

Leaves of absence not associated with FMLA may be requested. Such leaves are approved at the administration’s discretion based on current College business needs. If approved, the faculty member will receive written notice of the approval, including whether the time off will be paid or unpaid.

While it is expected that issues related to fair and equitable administration of policies will be resolved at the lowest possible level, there may be situations in which an issue remains unresolved. College faculty may initiate a grievance using the *Faculty Grievance Policy and Procedure*. Faculty are advised to request a consultation with Human Resources through *HR Hub*.

Termination of Employment

Resignation

If a faculty member decides for any reason to terminate their role at the College, a one-term advance written notice is expected, unless otherwise approved by the dean.

Outside Employment

Faculty members must obtain prior written approval to work outside of the College in a professional nursing capacity. Such outside employment must be submitted to and approved by the dean to ensure that no conflict of interest exists and that such activities will not interfere with Goldfarb duties and responsibilities.

Approved activities include providing clinical services or consultation. Teaching nursing courses for other colleges or universities are generally not approved. Faculty members who engage in outside employment in a professional nursing capacity without the appropriate prior written approval may be terminated immediately.

Dismissal for Cause

Faculty appointments and employment contracts may be terminated for conduct including but not limited to unsatisfactory performance, violations of BJC or College policies, failure to successfully complete a plan of corrective action, and misconduct.

Dismissal for Unsatisfactory Performance

When unsatisfactory performance is identified, the faculty member will be advised of the performance issues and placed on a plan of corrective action that clearly sets forth performance expectations. If performance expectations are not met or sustained, the College reserves the right to terminate the faculty according to the BJC Termination Policy 9.01 located in BJC Policies. Please visit MyBJCnet.

Dismissal for Serious Misconduct

Some situations are so serious they warrant immediate dismissal without prior notification or corrective action. Such situations include but are not limited to those situations listed in BJC Termination Policy. These situations include falsification of information, breach of confidentiality, harassment, possession of a weapon, theft, neglect of duty or action jeopardizing health and safety of third parties, verbal abuse, possession of or use of illegal substances, violent or aggressive behavior, certain criminal convictions, disorderly conduct, indecent or immoral conduct, insubordination, horseplay resulting in injury or damage, clocking in for another employee or failure to report another employee clocking in for someone else, job abandonment, sleeping during working hours, or destruction of College or hospital property. If a faculty member is terminated immediately for serious misconduct, the faculty member will receive compensation through the effective termination date.

Dismissal Due to Reorganization or Exigency

A faculty member’s position may be eliminated based on the College’s decision to reduce or eliminate educational programs, or inability to obtain sufficient research funding. Dismissal may occur as the result of major College or department reorganization and/or exigency. The dean will make recommendations to the Board regarding the need for possible staff and/or faculty reductions in such situations.

Needed areas of expertise and faculty performance will be the major considerations in determining who will be displaced. Faculty members will receive at least 30 days’ notice of position elimination and will receive compensation through the effective termination date.

Departure Process

Upon your departure, your leader or their designee will meet with you and collect all college belongings and review pertinent information that must be completed prior to leaving.