

NEW FACULTY ORIENTATION

New faculty members in the School of Nursing receive orientation at the university, school, department, course, and clinical levels. Online links, lesson plans, tables, and orientation agendas are provided as examples.

UTHSCSA Orientation

The university requires that all new part-time or full-time faculty members are to receive:

1. **Human Resources New Employee Orientation:** New employees are required to complete first day of employment forms and attend a New Faculty Orientation within 30 days of their official start date. The HOP policy, located at: <http://uthscsa.edu/hop2000/4.5.11.pdf> and the Human Resources website, located at: <http://uthscsa.edu/hr/newemployee.asp> provides further details of mandated orientation.
2. **Knowledge Center Training:** All new faculty are required to complete the following courses, offered through UTHSCSA Knowledge Center, located at: <https://kc.uthscsa.edu/kc/login.asp>. The list includes:
 - a) General Compliance Awareness
 - b) HIPPA Privacy Training
 - c) FERPA – Family Education Rights & Privacy Online Training
 - d) Safety Awareness (based on the Texas Hazard Communication Act or HazCom)
 - e) Title IX: Sexual Harassment and Sexual Misconduct Compliance Program
 - f) Basic Information Security Awareness. See the Handbook of Operating Procedures policy, located at: <http://uthscsa.edu/hop2000/5.8.17.pdf>.
3. Faculty who practice in the UT Medicine or UT Nursing Enterprises take additional mandatory training, as do faculty who conduct research, receive endowments, or work with chemicals or hazardous materials in lab settings.

School of Nursing Orientation

The Office for Faculty Excellence organizes a mandatory orientation for all new faculty members twice a year, at the beginning of the fall and spring semesters. New faculty agendas, power point presentations, and related materials are found on the SoN SharePoint site, in The Handbook of Faculty and Staff Operating Procedures, Bylaws, and HOP policies. Topics include:

1. SoN mission, vision, values, strategic goals, organizational structure. (Dean)
2. Faculty governance structure, The Handbook of Faculty and Staff Operating Procedures, Roles and responsibilities of the faculty (teaching, research, and service/practice). (Office for Faculty Excellence)

3. Undergraduate and graduate curriculum, and faculty assignments and workload. (Associate Dean for Undergraduate Studies and Associate Dean for Graduate Studies)
4. CANVAS and Educational Development (Education Development Specialist)
5. Library Resources (Librarian)
6. Office of Nursing Research (Vice Dean for Research)
7. Course evaluations (Academic Affairs)
8. Clinical Enterprise (Vice Dean for Practice and Community Engagement)
9. Student admissions, services, and support (Associate Dean for Admissions and Student Services)
10. Title IX (Chief Student Affairs Office Title IX Director)
11. Center for Simulation Innovations (Director of CSI)
12. Finance and Business Operations (Associate Dean for Finance and Director of Operations)

Orientation to Faculty Governance

All new faculty employees receive an introduction to faculty governance, using the SoN Bylaws as a guide. Vice Deans and Associate Deans encourage faculty to attend the regularly scheduled committee meetings, chaired by faculty, as their time and schedule permits. These include the Committee on Undergraduate Affairs (COUS), Committee on Graduate Affairs (COGS), Committee on Scholarship (COS), Bylaws Committee, Committee on Faculty and Student Matters (COFSM), Committee on Simulation Innovation (COMSI), and Faculty Assembly. The Bylaws are located on the SoN website under “About Us.”

Course (Didactic) Orientation

Course and clinical coordinators provide more specific orientation to courses that the new faculty will be teaching. Coordinators introduce faculty to the syllabus, course objectives, lesson plans, testing procedures, lectures, grading, etc. Course coordinators provide guidance to new faculty based on the *Graduate and Undergraduate Studies Teaching Manual*, developed by the Office of Academic Affairs, undergraduate faculty, and the Committee on Undergraduate Studies. Course coordinators also provide regularly scheduled team meetings throughout the semester, which assists new faculty in forming collegial relationships with other faculty.

Course (Clinical) Orientation

In addition to above, the coordinators for the clinical courses introduce the faculty to preceptors, agencies, and community sites or organizations to which the faculty will be assigned with students. The Faculty, Student, and Preceptor Handbook, located at, guide graduate orientation:

https://nursing.uthscsa.edu/students/Graduate_Preceptor_Handbook.pdf. New faculty teaching clinical courses in the undergraduate program are required to take a one-day New Faculty Clinical Workshop, “Tools and Strategies for Effective Clinical Teaching”, developed and taught by pre-selected Faculty. The table below summarizes the topics in the undergraduate clinical orientation workshop:

Module	Content
Module One	<ul style="list-style-type: none"> • Introduction to the undergraduate curriculum • Program outcomes, course objectives, and outcome measures • Essentials for Baccalaureate Education (AACN) • Accreditation standards • NCLEX blueprint
Module Two	<ul style="list-style-type: none"> • Carnegie Report on nursing education • Integration of classroom and clinical teaching • Clinical reasoning/multiple ways of thinking • Formation versus socialization in teaching • Reality of nursing
Module Three	<ul style="list-style-type: none"> • Concepts of clinical teaching • Application/integration of theory to clinical practice • Assessing knowledge, skills, and attitudes • Forming interpersonal relationships and professional boundaries • Student services (counseling center, referral resources, etc.) • Legal and ethical issues in clinical practice (FERPA, patient and student safety, medication administration, patient-student communications, needle stick policies, student accidents or injuries) • Key points to consider in clinical teaching • Managing the clinical day (clinical reasoning, sharing knowledge, asking appropriate questions, patient safety, feedback and evaluation, pre and post conferences, clinical assignments)
Student Orientation	<ul style="list-style-type: none"> • Faculty/clinical agency relationships • Introductions of students to agency and staff • SoN Undergraduate Student Handbook , located at: http://nursing.uthscsa.edu/students/BSN_Handbook_UTHSCSA.pdf • UTHSCSA Catalog, located at: http://catalog.uthscsa.edu/ • Student resources, located at: • Dress code, student expectations, absences/lateness, clinical evaluation tools, time management • Patient care, best practices, evidence-based care • Pre and post conferences (student and faculty roles)

Faculty Resources

See below for additional resources available to faculty from national and university organizations to enhance teaching, research, service, and practice.

1. National Resources
 - a) American Association of Colleges of Nursing webinars, courses, conference
 - Annual Faculty Development Conferences- to enhance teaching knowledge and skills
 - Webinars –free interactive sessions for faculty throughout the year, archived for later use
 - b) National League for Nursing- promotes excellence in nursing education
 - Certification for Nurse Educators- recognizes the academic nurse educator’s specialized knowledge, skills, and abilities and contributes to professional development
 - Continuing Education Programs – that promote development of faculty
 - Teaching Resources- includes faculty toolkits, simulation learning resources, evidence-based teaching models, grants and scholarships, research
 - c) American Nurses Association Continuing Professional Development - provides continuing education in six major categories, including: certification preparation, clinical and practice knowledge, emerging trends, leadership, nursing excellence, and work-life balance.

2. University of Texas Health Science Center San Antonio
 - a) Office of Academic, Faculty, and Student Affairs website
 - b) Information Management and Services – offers technical, faculty, and instructional support for new and continuing faculty. Some of these services include:
 - Instructional Design
 - Faculty Tutorials
 - Online and Blended Learning
 - Technical Computer Support
 - c) Knowledge Center- Instructional Courses.
Examples of courses related to teaching include:
 - i. Flipped Classroom
 - ii. Writing Instructional Objectives

- iii. Teaching with Technology
 - iv. Constructive Feedback
 - v. Canvas Soft Chalk
 - vi. How We Learn/How We Teach Series (Active Learning, Lesson Planning, etc.)
- d) School of Nursing Department of Lifelong Learning – offers well-planned innovative continuing education programs to meet the needs of the nursing community.