Policy Name: Support for Faculty Role Development
Policy Number: ACA 1.05
Title of Policy Owner: Dean of Academic Affairs
Approved by: Administrative Cabinet
Effective Date: 08/01/2022
Version: 2.0
Policy Status: Approved

I.   Policy – Support for Faculty Role Development

II.   Purpose

The purpose of this policy is to delineate the faculty support structure to promote expertise and advancement in their role.

III.   Scope

Faculty role development can vary from advancing faculty knowledge and skill in a specific content area, developing or enhancing skill in facilitating learning, progressing leadership abilities, practicing in their area of expertise, or advancing their education.

IV.   Definitions

In-Service: Faculty participates in in-service training with a focus on effective teaching at least twice annually. Documentation of in-service training is required and should include topic(s) discussed, name(s) of presenter, and synopsis of the session(s) presented. Evidence of faculty attendance are maintained in each faculty member's file. (ABHES Accreditation Manual 18th Edition, V.E.4).

Professional Development: Faculty are required to participate in professional growth activities annually. Faculty are provided time, resources, and opportunities for professional development. Documentation needs to demonstrate a combination of professional growth activities which may include, but are not limited to, programs of continuing education, either for professional development or to maintain professional certification, membership and participation in professional organizations, participation in field- related workshops or seminars, and subscription

to relevant periodicals or journals. Copies of certificates of attendance, current licensure/certification(s), and any other professional growth documentation are maintained in each faculty member's file (ABHES Accreditation Manual 18th Edition, V.E.5).

Distance Education:

- Distance education faculty are trained in effective distance education instructional methods. Distance education faculty members receive training in instructional methodology, including delivery, testing and evaluation, and other techniques necessary to effectively teach in the distance education environment (ABHES Accreditation Manual 18th Edition, IX.E.4.a.)
- Distance education faculty are trained in the use of the institution's distance education delivery system or learning management system (LMS). Prior to teaching a distance education course, faculty members complete comprehensive training on the utilization of the learning management system (ABHES Accreditation Manual 18th Edition, IX.E.4.b.).
- Document that faculty members participate, at least annually, in professional development or in-service specific to distance education pedagogy (ABHES Accreditation Manual 18th Edition, IX.E.4.c.).

V.   Policy Details

To support faculty role development, Bon Secours Memorial College of Nursing provides the following structure to include release time and funding.

Release Time

Faculty are provided release time to support their role development. Release time is provided during the time faculty are contracted to work. If role development time is requested outside of contracted time then the faculty can do so without additional compensation. Release time includes supporting faculty responsibilities while off of campus. At least two weeks prior to release time, faculty submit a proposal of coverage to the program chair(s) and Associate Dean of Faculty Affairs and Distance Education for approval. The following structure is provided for release time:

- Educational Leave
  - Conference/Workshop: Faculty are provided release time to attend sessions to promote role development. Release time is limited to no more than one week.
- Practice: Faculty may want or need to practice to maintain knowledge and skills in their area of specialty.
  - Volunteer: Practice in a volunteer capacity during normal business hours (Monday – Friday 8am to 5pm) can be negotiated and approved by the Associate Dean of Faculty Affairs and Distance Education.
  - Paid: Practice in a paid capacity during normal business hours is prohibited unless negotiated and approved by the Dean of Academic Affairs and Associate Dean of Faculty Affairs and Distance Education. Plans will only be approved if the faculty can provide a plan that shows evidence that contracted work can be completed without impact on faculty role and expectations. Faculty will not be excused from scheduled College commitments. Faculty will have demonstrated ability to manage time wisely in the past without incident.
- Doctoral time: Faculty pursuing their terminal degree are offered the following release time support.
  - On-site residency: If residency can be scheduled at the faculty's discretion then faculty should schedule residency during a time when the faculty member does not have teaching obligations. If residency needs to be scheduled during a time that impacts teaching obligations, this will need to be approved by the Associate Dean of Faculty Affairs and Distance Education.
  - Comprehensive Exams: No more than 5 days paid EDU leave for written and/or oral defense. If the comprehensive exam can be scheduled at the faculty member's discretion, it should be scheduled during a time with the faculty member has no teaching obligations.
  - Dissertation (e.g. PhD): Faculty will be granted a one semester workload release of five (5) workload units.
  - Doctoral Project (e.g. DNP, EdD): Faculty will be granted a one semester workload release. The amount of workload unit release is commensurate with the intensity of project requirements determined by the Dean of Academic Affairs and Associate Dean of Faculty Affairs and Distance Education. Faculty will be required to submit documentation for review.

Funding

Funding for faculty role development is based on the College's annual budget for continuing education. The College makes every effort to request funds to support the education and development needs of all College faculty and staff.

- Annual Faculty Role Development Support – To support the ongoing development of each faculty, funds are budgeted annually to be used at the faculty member's request upon the approval of the Associate Dean of Faculty Affairs and Distance Education. The Campus Director and Dean of Academic Affairs has the authority to freeze educational funds as deemed necessary by the health system.
- Faculty Travel Fund – The College determines the annual budget allocated for faculty travel. , faculty will be given the opportunity to request funding for travel to conferences, workshops, etc. Preference will be given to faculty in the following order: 1) faculty that are accepted to present a podium or poster presentation that is required as part of their job description; 2) faculty that are accepted to present a podium or poster presentation that is required for promotion; 3) faculty accepted to present a podium or poster presentation that is not required as described in the job description or needed for promotion; and 4) faculty request to participate in a conference. Annual funding may change yearly based upon the annual budget as well as the needs of the program.

VI.   Attachments

None

VII.   Related Policies

ACA 1.01 Faculty workload process
ACA 1.08 Faculty Use of Paid Time Off and Holiday Benefit Plans
ADM 6.01 Associate Educational Leave

ADM 6.02 Promotion in Rank

VIII.   Disclaimers
   a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party.

BSMCON, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX.   Version Control

Version	Date	Description	Prepared by
1.0	6/24/2020	Revise and new template	Dean of Academic Affairs
2.0	03/09/2022	Updated titles	Campus Director & Dean of Academic Affairs