

**TOWSON UNIVERSITY
DEPARTMENT OF NURSING**

ADJUNCT FACULTY HANDBOOK

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MISSION STATEMENT

The mission of Towson University's Department of Nursing is to provide exceptional graduate and undergraduate education in a student-centered, caring environment to meet the diverse needs of all populations. Graduates are prepared to practice in a rapidly changing health care environment using compassion, ethics, evidence-based care, and inter-professional collaboration. Faculty promote integration of professional values and a commitment to lifelong learning.

Rev. 11/16

PROGRAM OUTCOMES

UNDERGRADUATE PROGRAM OUTCOMES

Upon completion of the Nursing major, the graduate will:

1. Demonstrate knowledge and skills necessary to provide and manage effective patient-centered nursing care of the individual, community, or population as a member of the inter-professional team.
2. Incorporate psychosocial-cultural knowledge and sensitivity in the care of the individual, community, or population.
3. Promote a culture of caring in diverse settings for the individual, community, or population.
4. Participate in quality improvement and patient safety initiatives in a variety of health care settings.
5. Assist all clients who are experiencing stress to move towards adaptation through the use of evidence-based nursing practice.
6. Use and manage information and clinical technology to deliver effective and efficient patient-centered care.
7. Evaluate the impact of socio-economic, ethical, legal, and political factors on health care delivery and professional nursing practice as it relates to the individual, family, community, or population.
8. Use communication, leadership, and collaborative skills in the delivery of high-quality, patient-centered care for the individual, family, community, or population.
9. Demonstrate clinical reasoning, management and evaluation skills in the development and delivery of patient-centered care for multiple clients with complex needs.
10. Implement holistic, patient-centered care across the life span that reflects an understanding of the sciences, nursing, and the humanities.
11. Integrate profession values and a commitment to lifelong learning into one's professional practice.

GRADUATE PROGRAM OUTCOMES

The graduate of the Entry Level Master of Science (ELMS) Program will:

1. Incorporate knowledge from the sciences and humanities in the provision of care as an advanced generalist nurse in diverse settings.
2. Apply leadership skills in the coordination of care of diverse populations.
3. Collaborate with members of interdisciplinary teams to improve the quality and safety of care provided.
4. Apply research and evidence-based practice to improve the quality and safety of care.
5. Utilize information technology in the delivery and evaluation of nursing care.
6. Advocate for health policy to promote the health of diverse populations.
7. Demonstrate advanced clinical reasoning and health promotion in the provision of holistic nursing care.
8. Assess the economic impact of improved efficiency, quality and safety in healthcare.

ADJUNCT FACULTY

ADJUNCT FACULTY JOB DESCRIPTION

Adjunct faculty are hired to provide instruction in select undergraduate and graduate clinical courses, didactic courses, labs, and simulation experiences incorporating evidence-based practice into teaching activities.

LOCATION

8000 York Road, Towson, MD (Main campus); 32 West Washington Street, Hagerstown, MD (Hagerstown campus), and/or online

SCHEDULE

Part-time, variable hours. Adjunct faculty may teach up to, but not to exceed, 2 course sections per semester.

ORGANIZATIONAL REQUIREMENTS

- Maintains regulatory requirements.
- Reports to work on time and as scheduled. Completes work within designated time.
- Represents the organization in a positive and professional manner.
- Actively participates in performance improvement and continuous quality improvement.
- Complies with all organizational policies regarding instructional methods and content and ethical business practices.

ONLINE TEACHING ELIGIBILITY

To be eligible to teach online, all faculty members are required to complete training through the Faculty Academic Center of Excellence at Towson (FACET). The FACET training is designed to streamline online course development and ensure course accessibility.

REGULATORY REQUIREMENTS FOR DIDACTIC INSTRUCTION

- Official transcript of highest degree achieved required.
 - For theory courses, a master's degree in nursing from an accredited university or college is required. A terminal degree is preferred.
 - For lab and simulation experiences, a minimum of a Bachelor of Science degree in nursing is required to teach undergraduate courses. A minimum of a Master of Science degree in nursing is required to teach graduate courses.
- Current unencumbered license to practice as a registered nurse or permission from the department chairperson.
- Two (2) or more years of experience in the practice of professional nursing.
- Teaching experience in higher education is preferred.
- Certification in specialty area desirable.

REGULATORY REQUIREMENTS FOR CLINICAL INSTRUCTION

- Must have a current CPR certification.
- A minimum of a Bachelor of Science degree in nursing is required to teach undergraduate courses. A minimum of a Master of Science degree in nursing is required to teach graduate courses.
 - Official transcript of highest degree achieved required.
- Current unencumbered license to practice as a registered nurse.
- Two (2) or more years of professional nursing experience in the specialty area of the clinical setting.

ADJUNCT FACULTY PROMOTION

For information regarding adjunct faculty promotion eligibility and processes, refer to the *Procedures for Promotion of Adjunct Faculty* at <https://www.towson.edu/about/administration/policies/documents/procedures/procedures-for-promotion-of-adjunct-faculty-8-9-2018.pdf>.

POLICIES AND PROCEDURES

GRADING POLICIES

DEPARTMENTAL ACADEMIC GRADING

In accordance with the philosophical tenets and goals of the university, the Department of Nursing supports learners at the undergraduate and graduate level in pursuit of those studies that promote critical thought about human affairs and development of cognitive behaviors and values necessary for responsible citizenship and the practice of nursing. Therefore, the student must demonstrate the ability to provide professional nursing care.

GRADING SCALE FOR DEPARTMENT OF NURSING (UNDERGRADUATE)

Numerical Score (%)	University Letter Grade	University Grade Points per Unit
94 – 100	A	4.00
90 – 93	A-	3.67
87 – 89	B+	3.33
84 – 86	B	3.00
80 – 83	B-	2.67
77 – 79	C+	2.33
72 – 76	C	2.00
67 – 71	D+	1.33
64 – 66	D	1.00
63 and below	F	0.00

All undergraduate nursing courses must be successfully completed with a numerical score (%) of 72 or higher. Refer to the Undergraduate Catalog for university grading policies: <https://catalog.towson.edu/undergraduate/academic-policies/grades-grading/>.

GRADING SCALE FOR DEPARTMENT OF NURSING (GRADUATE)

Numerical Score (%)	University Letter Grade	University Grade Points per Unit
95 – 100	A	4.00
90 – 94.9	A-	3.67
85 – 89.9	B+	3.33
80 – 84.9	B	3.00
75 – 79.9	C	2.00
74.9 and below	F	0.00
74.9 and below	FX	0.00

All graduate nursing courses must be successfully completed with a numerical score (%) of 75 or higher. Changing to the Pass/No Pass grading option is not available for graduate students. Refer to the Graduate Catalog for university grading policies at <https://catalog.towson.edu/graduate/procedures-policies/policies-academic-progress/grading/>.

ASSIGNMENT GRADING: CLINICAL COURSES

Assignments associated with the clinical course are required to be graded by the clinical instructor and recorded in Blackboard. All student assignments must be graded by the clinical instructor prior to the submission of final grades in PeopleSoft.

STUDENT EVALUATIONS: CLINICAL COURSES

Clinical instructors will complete Midterm and Final evaluations for each student assigned to their clinical group using the Clinical Evaluation Tool (CET). “Satisfactory” is demonstrated with a minimum CET score of 72% for undergraduate courses and 75% for graduate courses. Grades on the CET will be determined by adding the total scores earned and dividing by the total score possible. Receiving a zero on any element on the CET, in practice and/or simulation, may result in an unsatisfactory attempt in the course. Upon completion of the course, clinical instructors will be responsible for submitting completed CETs to Towson University and submitting the students’ final grades to PeopleSoft by the submission deadline for final grades.

EVALUATION OF ADJUNCT FACULTY

PEER EVALUATIONS

New adjunct faculty members will have a peer evaluation during the first semester. Adjunct faculty members who have taught two or more semesters at Towson University will have a minimum of one peer evaluation annually.

STUDENT EVALUATIONS

All nursing faculty, including adjunct faculty, are evaluated by students at the end of each semester. Student evaluations are reviewed by the department chairperson.

INCIDENT REPORTING IN THE CLINICAL SETTING

An incident occurring in the clinical setting requires the student and clinical instructor to follow facility policy regarding incident reporting. The clinical instructor should inform the Clinical Course Coordinator of the incident immediately. The incident may be escalated to the department chairperson as appropriate.

ATTENDANCE REQUIREMENTS: CLINICAL PRACTICE

Faculty are required to conduct the clinical during the scheduled hours for the full instructional time. Faculty must always remain in the clinical agency with students during scheduled clinical hours, with the exception of public health clinicals and practicum, where faculty must be accessible to students during the scheduled clinical hours. It is never appropriate to cancel any part of the clinical day, begin clinical late, or to dismiss students from clinical before the scheduled end of the experience. In case of illness or emergency, it is imperative that the clinical instructor notify the students, clinical unit, and course coordinator of the cancellation as soon as possible. Consequences for releasing students early may include, but are not limited to, the instructor not being hired for future clinical rotations and/or disciplinary action by the MD State Board of Nursing.

INCLEMENT WEATHER GUIDELINES: CLINICAL PRACTICE

TOWSON MAIN CAMPUS

Towson University main campus information is posted by 6am. In the event that the university is closed in the morning, students will not attend clinical practice. In the event that the university closes later in the day, students will be released early from clinical practice.

Use the following university resources for information regarding closings:

- Towson University homepage: www.towson.edu
- TU Emergency Text Message Alert: Sign up at www.towson.edu/textalerts
- Campus-wide email: <https://outlook.towson.edu/>

- University Facebook account: (<https://www.facebook.com/towsonuniversity>)
- University Twitter account: (<https://twitter.com/TowsonU>)
- University Instagram account: (<https://www.instagram.com/towsonuniversity/>)

The following local news channels or websites also provide information regarding school closures:

- WBAL-TV (Channel 11): <https://www.wbalv.com/weather/closings>
- WJZ-TV (Channel 13): <https://baltimore.cbslocal.com/school-closings/>
- WMAR-TV (Channel 2): <https://www.wmar2news.com/weather/school-closings-delays>

County school delays are typically announced by 5am.

- If Baltimore County schools are 2 hours late or closed, students will arrive at clinical practice by 9am and work throughout the day.
 - Note: students will not follow Baltimore County closings.
- If clinical practice is cancelled, students will be notified by clinical faculty to complete an assignment. If students are dismissed from clinical practice while in a facility, there will be no additional make-up work. It is the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

HAGERSTOWN CAMPUS

Students will follow the University System of Maryland Hagerstown (USMH) emergency/inclement weather information and decisions. You may also receive alerts via your phone or e-mail. Simply text 'hagerstown' to 79516 or visit the USMH website to set up an account.

USMH Emergency/Inclement Weather Information: <http://www.hagerstown.usmd.edu/about/campus/emergency>

The following TV and radio stations will also broadcast USMH closings:

- WHAG-TV 25
- Antietam Cable Channel 19
- WJEJ/WWMD
- WYII
- WCRH
- WFMD/WFRE
- WAYZ
- MIX 95
- WQCM

About USMH closings and delays:

- If the USMH campus has a delayed start, the clinical practice will follow the same delayed start.
- If the USMH campus is closed, clinical will be canceled.
- If the USMH campus closes early, students will be dismissed from clinical practice at the discretion of the Course Coordinator.
- In the event that the clinical day has a delayed start or is shortened due to weather, students may receive an additional assignment to complete to meet the objective identified for the clinical day.
- In the event that the clinical day is canceled, students will be given an assignment to meet the objectives of the clinical day. It is the discretion of the faculty member to decide on the type of assignment that will meet the clinical course objectives identified.

TOWSON UNIVERSITY IN NORTHEAST MARYLAND (TUNE) CAMPUS

The TUNE campus follows the emergency opening/closing decisions of Harford Community College (www.harford.edu). Because the forecasts of Towson and Bel Air can be different at times, TUNE's decision to close is completely independent of the decision for main campus in Towson.

UNIVERSITY-WIDE EMERGENCIES

In the event of a University-wide emergency, classes, deadlines and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme.

For general information about any emergency situation, please refer to the TU Office of Public Safety at <https://www.towson.edu/public-safety/emergencies/>.

For information related to University emergency notifications, please refer to the Emergency Communications site at <https://www.towson.edu/public-safety/emergency/>.

UNIVERSITY EMAIL

All adjunct faculty members will be issued a Towson University email address. During the contractual period, it is expected that the adjunct faculty member will utilize and check their Towson University email daily for correspondence with students, other faculty, course coordinators, and the Clinical Placement Team. This will be the standard method of communication. Note: instructions for completing clinical onboarding requirements as well as teaching opportunities will be sent to the adjunct faculty member's Towson University email address prior to the start of the semester. Therefore, it is important to regularly monitor the Towson University email account outside of the contractual period.

PROFESSIONAL BOUNDARIES

Nursing students must learn the importance of establishing and maintaining professional boundaries. Boundary violations occur when professional lines of behavior are crossed. Professional boundary violations include role reversal, secrecy, or excessive disclosure of personal information. It is the responsibility of the clinical instructor to ensure that professional boundaries are maintained in student/instructor and student/patient interactions.

Faculty and Student Boundaries

- Faculty and students will maintain a professional relationship.
- Avoid discussions of personal issues with students. Faculty should not act as a personal counselor or therapist. Students should be referred to college counseling services as needed.
- Do not discuss other instructors with students. If students express concerns about instructors, they should be encouraged to follow Student Handbook/campus policies and guidelines for resolution.
- Faculty should not join an individual, group, or class in social situations or participate in student social networking sites.
- Faculty should not accept gifts or money as gratitude for instruction.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All verbal, electronic, and written information relating to patients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes.

MAINTAINING STUDENT PRIVACY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) was enacted by Congress to protect students' rights to privacy, inclusive of grades, academic records, and demographic information. Faculty are responsible for adhering to FERPA requirements regarding confidentiality of student information and grading processes: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

AMERICANS WITH DISABILITIES ACT STATEMENT

Towson University is an equal opportunity/affirmative action institution and employer. Students with a disabling condition who wish to request reasonable access to the programs and services offered by the College must register with Accessibility & Disability Services (<https://www.towson.edu/accessibility-disability-services/gettingstarted/>).

TITLE IX STATEMENT

Towson University is committed to providing a learning environment that is free of violence and harassment based on sex or gender. Students who experience gender inequality, sexual harassment, stalking, domestic/dating abuse, and/or sexual misconduct/assault may contact the Title IX Coordinator (410-704-3465). If you encounter students, staff, or faculty who report encountering such treatment, you are also obligated to report the activity to the Title IX Coordinator.

ACADEMIC FREEDOM

Adjunct faculty members are permitted to write announcements, grade papers and posts, and respond to messages. Adjunct faculty may not alter the course in any way.

PROGRAM REQUIREMENTS FOR CLINICAL PRACTICE

Clinical instructors must meet certain initial and ongoing health, certification, competency, and placement requirements. These requirements include vaccinations (see “Health & Vaccination Requirements” below). Clinical instructors are responsible for obtaining and maintaining these requirements. Clinical instructors who fail to maintain compliance with the requirements will not be eligible for clinical participation and may jeopardize their ability to obtain future contracts.

Based on the facility-specific requirements, all clinical instructors must meet health and competency requirements for these facilities. Some requirements may vary by clinical site.

Clinical instructors must regularly monitor their Towson University email for updates regarding document submission deadlines and process through Blackboard, CastleBranch, and/or CB Bridges.

For any questions or issues regarding program requirements, please contact the Clinical Adjunct Liaison at nursingadjunctdocuments@towson.edu.

HEALTH & VACCINATION REQUIREMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
MMR (Measles-Mumps-Rubella) Vaccination	Two (2) vaccine doses or positive antibody titer for Measles, Mumps, and Rubella.	<p>Documentation of receipt of two (2) doses and date received.</p> <p>OR</p> <p>Positive antibody titer laboratory report. The laboratory report must contain the titer value as well as the reference norm. The required titers are as follows:</p> <ul style="list-style-type: none"> ▪ Rubeola IgG ▪ Mumps IgG ▪ Rubella IgG <p>If titer results are negative or equivocal, instructors must receive one booster shot. Documentation of repeat booster required from health care provider. Repeat titers are not required.</p>
Varicella (Chicken Pox) Vaccination	Two (2) vaccine doses or positive antibody titer for Varicella. History of disease is not accepted in lieu of vaccinations or titer.	<p>Documentation of receipt of two (2) doses and date received.</p> <p>OR</p> <p>Positive antibody titer laboratory result. The laboratory report must contain the titer value as well as the reference norm. The required titer is as follows:</p> <ul style="list-style-type: none"> ▪ Varicella IgG <p>If titer results are negative or equivocal, instructors must receive one booster shot. Documentation of repeat booster required from health care provider. Repeat titer is not required.</p>

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Hepatitis B Vaccination	<p>Proof of immunity to Hepatitis B must be confirmed through blood work. Immunity may be achieved through immunization or previous exposure.</p> <p>One of the following is required:</p> <ul style="list-style-type: none"> ▪ Positive antibody titer ▪ 3 vaccinations with a negative antibody titer and completion of the <i>Declination Waiver</i> ▪ Decline the series by completing the <i>Declination Waiver</i> form. <p>The series in progress is acceptable as long as there is a completed and signed <i>Declination Waiver</i> form.</p>	<p>Positive antibody titer laboratory report. The laboratory report must contain the titer value as well as the reference norm. The required titer is as follows:</p> <ul style="list-style-type: none"> ▪ Positive Hepatitis B surface antigen (anti-HBs) <p>If the titer is negative or equivocal, documentation of receipt of one booster shot is required. Repeat titer is not required.</p>
Tuberculosis Screening	<p>TB testing requirements vary by facility. Once your clinical site is determined, the Clinical Placement Team will provide you with detailed information regarding this requirement.</p>	<p>The following documentation may be requested, dependent upon your assigned facility:</p> <ul style="list-style-type: none"> ▪ A non-reactive Tuberculin Skin Test (Mantoux PPD test) ▪ QuantiFERON Gold Blood Test ▪ T-Spot Blood Test ▪ If previous screen was positive: <ul style="list-style-type: none"> ○ Chest x-ray report which shows clear or no evidence of disease completed within 5 years of clinical start date ○ TB symptom assessment statement that verifies the instructor is free from Tuberculosis signed by a health care provider
Tetanus, Diphtheria & Pertussis (Tdap) Vaccination	<p>Tdap vaccination requirements vary by facility. Once your clinical site is determined, the Clinical Placement Team will provide you with detailed information regarding this requirement.</p>	<p>If required by your assigned facility, documentation of a Tdap booster within the past ten (10) years will be required.</p>
Influenza (Flu) Vaccination	<p>Flu vaccination is required on an annual seasonal schedule. Instructors must submit documentation of a flu vaccine administered during the current flu season (August 1 through March 1).</p> <p>Instructors entering in the fall term must meet this requirement by October 15.</p> <p>Instructors entering in the spring term must show evidence of receipt of the flu vaccine for the current flu season.</p>	<p>Documentation of receipt of influenza vaccine for the current flu season.</p>

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
COVID-19	Instructors must be fully vaccinated against COVID-19. Boosters are recommended, but not required.	Documentation must include the date(s), manufacturer of the vaccine(s) and booster(s).
Exemptions to Vaccination Policy	Instructors may request a medical or religious exemption for vaccination requirements. Clinical facilities are not required to recognize these exemptions.	<p>Medical and religious exemptions may be reviewed by the facility.</p> <p>Medical Exemption: A signed and dated statement from a health care provider that the instructor has a medical condition that does not permit them to be immunized. If the medical condition is temporary, the instructor is expected to comply with the immunization requirement(s) when the exemption expires.</p> <p>Religious Exemption: Written documentation from a religious authority which explains the need for religious exemption is required.</p>

CERTIFICATIONS, SCREENINGS, AND OTHER DOCUMENTS

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Cardiopulmonary Resuscitation (CPR) Certification	<p>Current CPR/BLS for Healthcare Provider certification is required.</p> <p>The certification course must be approved by the American Heart Association or the American Red Cross. The course must be completed in person.</p> <ul style="list-style-type: none"> • Virtual simulations will not be accepted. • Basic CPR or Adult/Child/Baby First Aid/CPR/AED courses will not be accepted. <p>Instructors must maintain current and active certification throughout clinical rotation.</p>	<p>If a card is provided following the completion of the course, a copy of the signed card (both sides as applicable) is required.</p> <p>If a certificate is provided following the completion of the course, a copy of the certificate (unsigned) is required.</p> <p>Certificates or letters from the provider may be accepted temporarily until card arrives with a renewal date of 30 days.</p> <p>The card/certificate must read “American Heart Association BLS Provider” or “American Red Cross BLS Healthcare Provider.”</p>

REQUIREMENT	CRITERIA	DOCUMENTATION REQUIRED
Criminal Background Check	<p>Each clinical course requires a placement at one of our off-campus sites or facilities. Some of these locations require that clinical instructors complete a criminal background check and/or urine drug screen.</p> <p>Exclusion from placement will result for any of the following offenses:</p> <ul style="list-style-type: none"> ▪ Murder ▪ Arson ▪ Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm ▪ Burglary ▪ Robbery ▪ Kidnapping ▪ Theft, fraud, forgery, extortion, or blackmail ▪ Illegal use or possession of a firearm ▪ Rape, sexual assault, sexual battery, or sexual abuse ▪ Child abuse or cruelty to children ▪ Unlawful distribution or possession with intent to distribute a controlled substance 	<p>If required by assigned clinical site, criminal background check will be completed through CastleBranch. Clinical instructors will be provided with instructions to place the order in CastleBranch.</p> <p>Criminal background check results will be available to the clinical instructor and placement facilities only. Towson University does not review results.</p>
Urine Drug Screen	A ten (10) panel non-DOT Drug Test with negative results	<p>If required by assigned clinical site, a urine drug screen will be completed through CastleBranch. Clinical instructors will be provided with instructions to place the order in CastleBranch. Once the order has been placed through CastleBranch, the instructor will receive an email notification regarding the location for the urine drug screen.</p> <p>Urine drug screen results will be available to the clinical instructor and placement facilities only. Towson University does not review results.</p>
Government Issued Photo ID	Clinical instructors must have valid government issued photo identification.	Copy of valid driver's license or passport. ID must be active and cannot be expired.

COMPETENCIES

The competencies listed in this table are accessible from the Nursing Program Community page in Blackboard. To access the community page, log in to your Blackboard account at www.blackboard.towson.edu, click on Organizations and select Nursing Program Community. The modules are located under the Clinical Placement Info section within the Facility Requirements for Faculty/Instructors folder.

COMPETENCY	REQUIREMENT	DOCUMENTATION REQUIRED
Annual Competencies	Clinical instructors will be required to submit proof of completion of competency trainings annually, including fire safety, bloodborne pathogens, infection control, and HIPAA.	Instructions on acceptable documentation will be provided by Clinical Placement Team.

CLINICAL PLACEMENT REQUIREMENTS

PROCESS	TIMELINE	DOCUMENTATION REQUIRED
Based on the location of the clinical assignment, instructors may need to complete additional facility-specific requirements prior the start of the rotation. Instructors must complete all requirements by the due date to be considered eligible for the clinical rotation.	Instructors receive an email communication four (4) to six (6) weeks prior to the start of the clinical experience describing the clinical placement location and, as applicable, the additional facility-specific requirements. Instructors must adhere to the due dates and submission instructions to ensure a timely start to the clinical rotation. Once the student and instructor rosters have been sent to the facility for consideration, facilities have the option to decline clearance for clinical placement.	Varied based on clinical placement location. Facility-specific requirements will be completed through CB Bridges. Instructions to complete these requirements will be provided by the Clinical Placement Team.
Share Time/Unit Orientation	A share time/unit orientation is required for all newly hired clinical instructors (with the exception of public health instructors and instructors attending clinicals on the same unit they are employed) and returning clinical instructors who are attending a new unit and/or facility. The length of any required share time is determined by the facility. Share time must be completed prior to the clinical start date. The Clinical Placement Team will connect the clinical instructors with the facility coordinator to schedule share time. Instructors should not contact the facility coordinator, nurse manager, etc. directly.	Instructors will be provided with a Share Time/Unit Orientation form to be signed by the clinical instructor and share time facilitator upon completion of share time. Instructions for submission of completed form will be provided by the Clinical Placement Team.

MISCELLANEOUS REQUIREMENTS

REQUIREMENT	DESCRIPTION
Changes in Health Status	Instructors must notify the Department of Nursing of any changes in their health status which may influence their ability to function in the clinical setting. The required documentation will be determined based on instructor circumstances.
Transportation and Parking	Instructors must be able to provide their own transportation to and from clinical settings and between clinical facilities. Instructors are responsible for parking fees on Towson University's campus as well as at the clinical facility. Instructors must be on time for clinical experiences. Reliance on public transportation is not an excuse for tardiness.
Uniforms	Instructors may wear any color and brand of scrubs to the clinical site. An instructor may not wear scrubs containing the emblem of a different clinical facility to their assigned clinical site. Facilities may provide the instructor with an ID badge for the clinical experience, which should be worn at all times on the clinical site.

STUDENT RESOURCES

DEPARTMENTAL RESOURCES

Student Success Coordinator

The Student Success Coordinator is available to discuss nursing students' academic needs, facilitate academic progression, and connect students with university resources. Through individual appointments, students can receive support in developing plans and identifying strategies for academic success. Students may contact Patrick Pyott via email at ppyott@towson.edu or phone at 410-704-4299.

Supplemental Instruction

Supplemental Instruction (SI) is a peer-facilitated academic support program that the Department of Nursing has adopted for select courses that have historically been especially challenging for students. SI is internationally recognized, evidence-based, and completely free for students. Through regularly scheduled, peer-led group study sessions, students have the opportunity to reinforce what they learned in the classroom. Sessions are led by student SI Leaders who previously completed and demonstrated academic competency in a course. For more information about SI sessions, students may contact Patrick Pyott at ppyott@towson.edu.

UNIVERSITY RESOURCES

Towson University offers many resources to students to support academic success and personal well-being. For more information, please visit the following links:

- [Academic Support & Resources](#)
- [Student Services & Resources](#)

APPENDIX A

GENERAL INFORMATION

ADDRESS (Main Campus): Department of Nursing
Towson University
8000 York Road
Towson, Maryland 21252-0001

ADDRESS (Hagerstown Campus): 32 West Washington Street
Hagerstown, MD 21740
240-500-2000

TELEPHONE: 410-704-2067 (recorded information)

APPROVED BY: Maryland Board of Nursing

ACCREDITED BY: Commission on Collegiate Nursing Education

MOST RECENT ACCREDITATION: November 5, 2018

NEXT ON-SITE EVALUATION: Fall 2028

APPENDIX B

NURSING FACULTY AND STAFF

Faculty

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Staff

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APPENDIX C

DEPARTMENT OF NURSING ORGANIZATIONAL CHART

