Operating Policy and Procedure

SON OP: 10.090 Faculty Course Assignment

PURPOSE: The purpose of the School of Nursing Faculty Course Assignment Operating Policy (SON OP) is to establish a policy and procedures for regularly reviewing and ensuring faculty assigned to each SON course is qualified through educational preparation, clinical practice experiences, leadership experiences, continuing nursing education, and/or scholarship to teach the assigned course content.

REVIEW: The OP will be reviewed biennially by October 1 of each even numbered year (ENY) by the Executive Council with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. Policy

The Faculty Course Assignment Policy ensures planned assignment of faculty to teach each individual course in the respective undergraduate and graduate curricula and last-minute changes in faculty course assignments due to unforeseen circumstances are based on faculty qualifications to teach the assigned course content. To ensure assignment of qualified faculty to teach assigned course content, the respective department chair/associate dean oversees/verifies the finalization of faculty course assignments before the course assignments are entered or updated in Banner.

2. Procedures

Finalization of faculty course assignments prior to the automatic “roll-over” process in Banner and completion of “last-minute” faculty course assignments or revising previously completed faculty assignments is accomplished using the following procedures:

   a. Each undergraduate and graduate department chair/associate dean solicits faculty preference for course assignments for up-coming semesters at least one semester in advance.

   b. Based on faculty preferences and programmatic requirements, the respective department chair/associate dean oversees/verified the assignment of qualified faculty course facilitator and/or qualified co-course facilitators for each course provided for each semester.

   c. If due to “last-minute,” unforeseen circumstances, the designated course facilitator/co-course facilitator(s) are unable to teach an assigned course, the respective department chair/associate dean oversees/verifies assignment of another qualified faculty to serve as course facilitator/co-course facilitator(s) for the course and semester. In no circumstances will an unqualified faculty member be assigned to course facilitate or co-course facilitate a required nursing course in the undergraduate and graduate curriculum.

   d. Once finalized faculty course assignments are approved/verified by the respective department chair/associate dean, staff enter the assignments into Banner or revise faculty
course assignments already entered into Banner to reflect the actual qualified faculty assigned to course facilitate and/or co-course facilitate each course offered each semester.

Developed: YM 12/6/2018
Approved: Executive Council 12/20/2018
Reviewed: Executive Council 12/20/2018