SON OP 40.455: Faculty Course Assignments

PURPOSE: The purpose of the Faculty Course Assignment policy is to detail how individual faculty members are selected to teach specific courses. The goal of this policy is to ensure compliance with accreditation and national standards for nursing education. Faculty development needs and preferences are also considerations in the process of assigning courses.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

The Associate Dean/Department Chair is responsible for making course assignments for his/her area of responsibility. Course faculty assignments are based on the following factors:

- Formal educational preparation
- Specialty preparation and certification
- Content expertise
- Background and clinical experience
- Teaching and curricular expertise
- Needs of the students and the program
- Faculty preferences
- Accreditation requirements

2.0 Procedure

Associate Deans/Department Chairs follow the following steps to finalize course assignments each semester:

1. Faculty members are surveyed for their interest in teaching assignments for future semesters.

2. The Associate Dean/Department Chair reviews information gathered from the faculty survey and develops course assignments based on the factors listed above for his/her area of responsibility.

3. The Associate Dean and Department Chair utilizes the TTUHSC School of Nursing Workload Formula in the Faculty Handbook (OP 20.060) to determine the specific workload for each faculty member.

BC/EM:gb 2/08; Revised: BJC:gb 12/08; BJC/MSN Council 12.2014; Graduate Program Council 11/26/2018