SON OP 30.070 - Faculty Course Assignments Policy

PURPOSE
The purpose of the School of Nursing Faculty Course Assignment Operating Policy and Procedure (SON OP) 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
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
The School of Nursing adheres to SACS criterion (3.5.4) that states “At least 25% of the discipline course hours in each major at the baccalaureate level are taught by faculty members holding the terminal degree – usually the earned doctorate – in the discipline, or the equivalent of the terminal degree.” The process for ensuring this criterion is adhered to is by annual review of faculty course assignment in relation to terminal degree by the Associate Dean/Department Chair.

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

Associate Dean/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.

3. The Associate Dean/Department Chair utilizes the Texas Tech University Health Sciences Center School of Nursing Workload Formula (Faculty Handbook III-12) to determine the specific workload for each faculty member.