The purpose of the School of Nursing Role and Responsibilities of Faculty serving in a retention role Operating Policy and Procedure (SON OP) is to define the role and responsibilities of the retention faculty. (See related policy for the Success Program – SON OP: 30.855)

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.

1.0 Policy

In the most general terms, the function to identify and utilize resources to improve the ability of students to succeed in nursing school and obtain licensure. They are a vital liaison between students, faculty, and administration.

This policy defines the role and responsibilities of the faculty.

1. The functions of the faculty serving in a retention role are to:
   a. Collaborate with course faculty to identify at-risk students.
   b. Assist students in identifying needs for time management skills, study skills, concept review, clinical skill assistance and test anxiety interventions.
   c. Implement interventions for identified needs.
   d. Provide timely remediation for didactic and/or clinical concerns.
   e. Review concepts in courses to be prepared to provide rationales and increase student comprehension.
   f. Keep track of exam outcomes in course
   g. Meet with students one-on-one and/or in small/large groups to provide concept review and/or exam question clarification.
   h. Provide a ‘safe place’ for students to express concerns, or frustrations.
   i. Communicate student/course concerns with faculty.
   j. Refer students to outside resources as needed.
   k. Provide feedback and documentation of students’ academic and clinical achievements as needed to faculty and administration.