

**TEXAS BOARD OF NURSING  
3.4.1.a. EDUCATION GUIDELINE**

**Approval Process for a New Dean/Director/Coordinator, or New Interim Dean/Director/Coordinator**

**Revised: 01/02/2013**

Rule 214.6 sets forth the requirements when the director/coordinator changes in a vocational nursing education program. Rule 215.6 sets forth the requirements when the dean/director changes in pre-licensure professional nursing education programs (diploma, associate degree, baccalaureate degree, or entry-level master's degree).

<p>Rule 214.6(g)(1) related to <u>Administration and Organization</u> requires that "When the director/coordinator of the program changes, the director/coordinator shall submit to the Board office written notification of the change indicating the final date of employment. (1) a new Dean/Director/Coordinator Qualification Form shall be submitted to the Board office by the governing entity for approval prior to the appointment of a new director/coordinator or an interim director/coordinator in an existing program or a new vocational nursing education program according to Board Education Guideline 3.4.1.a."</p>	<p>Rule 215.6(g)(1) related to <u>Administration and Organization</u> requires that "When the dean/director of the program changes, the dean/director shall submit to the Board office written notification of the change indicating the final date of employment. (1) a new Dean/Director/Coordinator Qualification Form shall be submitted to the Board office by the governing entity for approval prior to the appointment of a new dean/director or an interim dean/director in an existing program or a new professional nursing education program according to Board Education Guideline 3.4.1.a.."</p>
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Additionally, Rule 214.6 sets forth the requirements for qualifications of the director/coordinator or interim director/coordinator of a vocational nursing education program. Rule 215.6 sets forth the requirements for qualifications of the dean/director or interim dean/director in diploma, associate, baccalaureate, and entry-level master's degree nursing education programs.

<p>Rule 214.6 (f) related to <u>Administration and Organization</u> requires that "Each vocational nursing education program shall be administered by a qualified individual who is accountable for the planning, implementation and evaluation of the vocational nursing education program. The director/coordinator shall: (1) hold a current license or privilege to practice as a registered nurse in the state of Texas; (2) have been actively employed in nursing for the past five (5) years, preferably in administration or teaching, with a minimum of one (1) year teaching experience in a pre-licensure nursing education program;; (3) if the director or coordinator has not been actively employed in nursing for the past five (5) years, the director's or coordinator's advanced preparation in nursing, nursing education, and nursing administration and prior relevant nursing employment may be taken into consideration by the Board Staff in evaluating qualifications for the position; (4) have a degree or equivalent experience that will demonstrate competency and advanced preparation in nursing, education, and administration; (5) have had five (5) years of varied nursing experience since graduation from a professional nursing education program; (6) the director may have responsibilities other than the program provided that another qualified nursing faculty member is designated to assist with the program management; and (7) a director or coordinator with responsibilities other than the program shall not have major teaching responsibilities."</p>	<p>Rule 215.6 (f) related to <u>Administration and Organization</u> requires that "Each professional nursing education program shall be administered by a qualified individual who is accountable for the planning, implementation and evaluation of the professional nursing education program. The dean/director shall: (1) hold a current license or privilege to practice as a registered nurse in the state of Texas; (2) hold a master's degree or a doctoral degree in nursing; (3) hold a doctoral degree, if administering a baccalaureate or master's degree program; (4) have a minimum of three (3) years teaching experience in a professional nursing education program; (5) have demonstrated knowledge, skills and abilities in administration within a professional nursing education program; and (6) not carry a teaching load of more than three (3) clock hours per week if required to teach."</p>
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## **PROCESS FOR OBTAINING APPROVAL FOR APPOINTMENT**

### **Governing entity shall submit the following:**

1. Notification from current dean/director/coordinator of the change in director role and their last date in the position.
2. Letter from the administration in the governing entity, i.e., CEO, provost, president, vice president, dean, indicating the entity's desire to appoint the individual to the position of dean, director, or coordinator of the nursing education program; and
3. Completed New Dean/Director/Coordinator or Interim Dean/Director/Coordinator Qualification Form (see attached form). This form may be used in proposals for new advanced practice nursing programs.

### **Board Staff shall:**

1. Review the approval request information for completeness; and
2. Notify the governing entity once appointment is approved.

**Important: Please be aware that references to Rule 214 and Rule 215 are not all inclusive.**

**NEW DEAN/DIRECTOR/COORDINATOR OR INTERIM DEAN/DIRECTOR/COORDINATOR OF  
A NURSING EDUCATION PROGRAM QUALIFICATION FORM**

**REGISTERED NURSE:** See Rule 214.6(f)(1), Rule 215.6(f)(1), or Rule 219.6(g)(1).

<b>NAME:</b>		
Registered Nurse License Number:	State:	Exp. date:

**EDUCATION:** Present in chronological order. See Rule 214.6(f)(4), Rule 215.6(f)(4) or Rule 219.6(g)(2).

INSTITUTION AND LOCATION	DEGREE	YEAR CONFERRED	FIELD OF STUDY

**TEACHING EXPERIENCE:** Present in chronological order, concluding with most current position, previous teaching employment, teaching experience, and honors.  
See Rule 214.6(f)(2-3), Rule 215.6(f)(4) or Rule 219.6(g)(4).

**PRACTICE EXPERIENCE:** Present in chronological order, concluding with most current position, previous nursing practice employment, experience, and honors. The nominee must show evidence of maintaining current knowledge, clinical expertise, and safety in subject areas of teaching responsibility.  
See Rule 214.6(f)(2-3) and Rule 214.6(f)(5), Rule 215.7(f)(5) or Rule 219.6(g)(3) and Rule 219.7(c)(4).



**ATTACH CURRICULUM VITAE AND OFFICIAL TRANSCRIPTS FROM ALL EDUCATIONAL INSTITUTIONS.**

See Rule 214.6(g)(2), Rule 215.6(g)(2) or Rule 219.6(i)(2).

**CONTACT INFORMATION:**

This information will be added to the Approved Texas Programs listing posted on the Board of Nursing website.

Name (with credentials):

E-mail Address:

Phone Number:

Fax Number:

School Physical Address:

School Mailing Address (if different from physical address):

School Phone Number:

School Web address: