

**TEXAS BOARD OF NURSING**  
**3.5.2.a. EDUCATION GUIDELINE**  
**Faculty Policies**

**Revised 01/02/2013**

Rule 214.7 sets forth the requirements for faculty policies in vocational nursing education programs. Rule 215.7 sets forth the requirements for faculty policies in pre-licensure professional nursing education programs (diploma, associate degree, baccalaureate degree, or entry-level master's degree).

<p>Rule 214.7(a) related to <u>Faculty</u> requires that "There shall be written personnel policies for nursing faculty that are in keeping with accepted educational standards and are consistent with the policies of the governing entity."</p>	<p>Rule 215.7(a) related to <u>Faculty</u> requires that "There shall be written personnel policies for nursing faculty that are in keeping with accepted educational standards and are consistent with those of the governing entity."</p>
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Nursing education programs should provide written faculty policies specific to nursing faculty in a Nursing Faculty Handbook available in hard copy or electronically.

<p>Rule 214.7(a)(1-6) related to <u>Faculty</u> requires that "(1) Nursing policies that differ from those of the governing entity shall be consistent with nursing unit mission and goals (philosophy and outcomes).(2) Written policies concerning workload for the director or coordinator shall allow for sufficient time for administrative responsibilities consistent with 214.6 of this chapter (relating to Administration and Organization). (3) Faculty policies shall include, but not be limited to: qualifications, responsibilities, performance evaluation criteria, and terms of employment. (4) Written policies for nursing faculty workload shall allow sufficient time for faculty to accomplish those activities related to the teaching-learning process. (5) Position descriptions for the director/coordinator and nursing faculty outlining their responsibilities directly related to the nursing program shall be included in the nursing faculty handbook.(6) Written policies for nursing faculty shall include: plans for faculty orientation to the institution and the nursing program, faculty development, and evaluation of faculty."</p>	<p>Rule 215.7(a)(1-6) related to <u>Faculty</u> requires that "(1) Nursing policies that differ from those of the governing entity shall be consistent with nursing unit mission and goals (philosophy and outcomes). (2) Written policies concerning workload for the dean or director shall allow for sufficient time for administrative responsibilities consistent with 215.6 of this chapter (relating to Administration and Organization). (3) Faculty policies shall include, but not be limited to: qualifications, responsibilities, performance evaluation criteria, and terms of employment. (4) Written policies for nursing faculty workload shall allow sufficient time for faculty to accomplish those activities related to the teaching-learning process. (5) Position descriptions for the dean/director and nursing faculty outlining their responsibilities directly related to the nursing program shall be included in the nursing faculty handbook. (6) Written policies for nursing faculty shall include: plans for faculty orientation to the institution and the nursing program, faculty development, and evaluation of faculty."</p>
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Written faculty policies should include a definition of faculty workload which allows adequate time for class and laboratory preparation, teaching, program revision, improvement in teaching methods, guidance of students, participation in faculty organization and committees, research and scholarly endeavors, attendance at professional meetings, participation in continuing education programs, clinical supervision, and clinical practice (for faculty engaged in advanced practice). More than one faculty member should be involved in the delivery of courses on both the program's main campus and any extension programs, due to the need for diverse faculty expertise in each content area of the nursing curriculum.

Written faculty policies shall be provided outlining plans for faculty orientation, development, evaluation and maintenance of currency in area of expertise. The following are suggestions for meeting these requirements:

1. Provide an organized orientation for new faculty to the education setting and to the nursing program. Based upon the individual's experience in teaching nursing students, provide guidance as needed to aspects of teaching and evaluating the level of nursing students, supervising and evaluating students in clinical experiences, and participating in program development, evaluation and revision.
2. Conduct an annual assessment of faculty members' learning needs in relation to program development needs. Develop a plan based on these identified needs which includes orientation and mentoring of new faculty members and development of existing faculty.

3. Provide programmatic and financial support for various activities to meet these needs such as:
  - a. Use of external consultants for curriculum development, teaching methodology, testing and measurement, and clinical evaluation;
  - b. Support for faculty members to attend or present at national or statewide conferences; or
  - c. Faculty participation in professional/advisory committees, joint appointments, research and other scholarly endeavors or enrollment in formal courses.
4. Conduct and document a systematic evaluation of faculty members' teaching effectiveness and currency in their area of expertise. Methods and sources of data may include direct evaluation by students, peers, self, clinical affiliates, and administration.
5. Document individual faculty members' professional development activities to maintain currency, i.e., nursing practice, joint appointments, participation in professional committees, attendance and/or presentation at continuing education programs, formal college courses, nursing research, publications, certification, through the use of portfolios or curriculum vitae.
6. Develop policies to evaluate licensure status of faculty members on an annual basis.

<p>Rule 214.7(o) requires that "Faculty Organization: (1) The faculty shall be organized with written policies and procedures and/or bylaws to guide the faculty and program's activities, including processes for enforcement of written student policies. (2) The faculty shall meet regularly and function in such a manner that all members participate in planning, implementing and evaluating the nursing program. Such participation includes, but is not limited to the initiation and/or change in program policies, personnel policies, curriculum, utilization of affiliating agencies, and program evaluation. (A) Committees necessary to carry out the functions of the program shall be established with duties and membership of each committee clearly defined in writing. (B) Minutes of faculty organization and meetings shall document the reasons for actions and the decisions of the faculty and shall be available for reference. (C) Part-time faculty may participate in all aspects of the program. Clear lines of communication of program policies, objectives and evaluative criteria shall be included in policies for part-time faculty."</p>	<p>Rule 215.7(n) requires that "Faculty Organization: (1) The faculty shall be organized with written policies and procedures and/or bylaws to guide the faculty and program's activities, including processes for enforcement of written student policies. (2) The faculty shall meet regularly and function in such a manner that all members participate in planning, implementing and evaluating the nursing program. Such participation includes, but is not limited to the initiation and/or change in program policies, personnel policies, curriculum, utilization of affiliating agencies, and program evaluation. (A) Committees necessary to carry out the functions of the program shall be established with duties and membership of each committee clearly defined in writing. (B) Minutes of faculty organization and meetings shall document the reasons for actions and the decisions of the faculty and shall be available for reference. (C) Part-time faculty may participate in all aspects of the program. Clear lines of communication of program policies, objectives and evaluative criteria shall be included in policies for part-time faculty."</p>
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Faculty shall be organized and meet regularly to handle the business of the program such as planning, implementation, evaluation, and revision of the program. Decisions impacting the curriculum or other aspects of the program shall be made during faculty meetings and shall be based upon evidence and evaluation data. Minutes which document the outcomes, reasons for actions, decisions of faculty and responsible parties shall be maintained for each faculty meeting.

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