



Policy and Procedure

SON OP 30.070 - Faculty Course Assignments Policy

PURPOSE The purpose of the School of Nursing Faculty Course Assignment Operating Policy and Procedure 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 by the applicable Associate Dean/Program Director(s), with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

The Gayle Greve Hunt 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 criterion adherence is by annual review of faculty course assignment in relation to terminal degree by the Assistant Dean(s).

The Assistant Dean(s) 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

Assistant Dean(s), follow these steps to finalize course assignments each semester:

1. Faculty members are surveyed for their interest in teaching assignments for future semesters.
2. The Assistant Dean(s), reviews information gathered from the faculty survey and develops course assignments based on the factors listed above.
3. The Assistant Dean(s), utilizes the Texas Tech University Health Sciences Center Gayle Greve Hunt School of Nursing Workload Formula to determine the specific workload for each faculty member.