

TEXAS BOARD OF NURSING
3.4.1.b. EDUCATION GUIDELINE
Dean, Director, and Coordinator Role and Responsibilities

Revised: 01/02/2013

Rules 214.6 and 215.6 set forth the rules describing the authority and responsibilities of nursing program deans/directors/coordinators.

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| <p>Rule 214.6(i) related to <u>Administration and Organization</u> requires that "The director/coordinator shall have the authority to direct the vocational nursing education program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, dismissal of students, and enforcement of student policies. Additional responsibilities include, but are not limited to: (1) providing evidence of faculty expertise and knowledge to teach curriculum content; (2) verifying student's completion of program requirements; (3) completing and submitting the Texas Board of Nursing Affidavit of Graduation; and (4) completing and submitting the NEPIS and CANEP by the required dates."</p> | <p>Rule 215.6(i) related to <u>Administration and Organization</u> requires that "The dean/director shall have the authority to direct the professional nursing education program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, dismissal of students, and enforcement of student policies. Additional responsibilities include, but are not limited to: (1) providing evidence of faculty expertise and knowledge to teach curriculum content; (2) verifying student's completion of program requirements; (3) completing and submitting the Texas Board of Nursing Affidavit of Graduation; and (4) completing and submitting the NEPIS and CANEP by the required dates."</p> |
| <p>Rule 214.6(f)(6 & 7) related to <u>Administration and Organization</u> requires that ". . . (6) the director or coordinator may have responsibilities other than the program, provided that another qualified faculty member is designated to assist with the program management; and (7) a director with responsibilities other than the program shall not have major teaching responsibilities."</p> | <p>Rule 215.6(f)(6) related to <u>Administration and Organization</u> requires that "The dean or director shall . . . (6) not carry a teaching load of more than three (3) clock hours per week if required to teach.</p> |

Mandated Role and Responsibilities:

- Be responsible to the governing entity;
- Have authority to direct the program in all its phases, including:
 - approval of teaching staff;
 - selection of appropriate clinical sites;
 - admission, progression, probation, and dismissal of students;
 - providing evidence of faculty expertise and knowledge to teach curriculum content;
 - maintaining evidence of faculty qualifications, including ongoing validation of current licensure or privilege to practice nursing in Texas and changes in educational credentials; and
 - completing and submitting all required reports to the Board office by required date(s);
- In pre-licensure nursing education programs, verifying student's completion of program requirements on the Affidavit of Graduation;
- Inform the Board office of coordinator appointment, as appropriate; and
- Participation in the budget process that includes full preparation, presentation, administration and decision making of the program budget comparable to other academic units.

Suggested Role and Responsibilities:

- Develop and maintain an environment conducive to the teaching/learning process.
- Liaison with and maintenance of the relationship with the central administration of the governing entity.
- Leadership with the faculty for the development and implementation of the curriculum.
- Facilitation of faculty development, recruitment, performance review, promotion and retention.
- Liaison with and maintenance of the relationship with the Board.
- Support for an ongoing relationship with the community to establish affiliate agencies and to ensure responsiveness to community needs.
- Providing an adequate number of qualified faculty to teach in the nursing program.
- If not required by the rule, participation in the budget process that includes full preparation, presentation, administration and decision making of the program budget comparable to other academic units.

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