

**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: 4/30/2020

Administration and Organization: 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) 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 the Board Education Guideline 3.4.1.a."</p>	<p>Rule 215.6(h) 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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Administration and Organization: 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) 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. (1) The director/coordinator shall hold an unencumbered 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 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 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) In a fully approved vocational nursing program, other qualifications may be considered if there is supporting evidence that the candidate has sufficient competencies to fulfill the responsibilities. (7) 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. (8) The director or coordinator with responsibilities other than the program shall not have major teaching responsibilities."</p>	<p>Rule 215.6(f) 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 an unencumbered 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 two (2) 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 to Board staff (electronically is preferred):

1. Notification from current dean/director/coordinator of the change in the leadership role and their last date in the position.
2. Letter from the administration of 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 also be used in proposals for new advanced practice nursing programs.
4. Current curriculum vitae and all official transcripts for the proposed new dean/director/coordinator.

Board Staff shall:

1. Review the approval request information for completeness.
2. Request more information, if applicable.
3. Notify the governing entity once appointment is approved.

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