General Instructions for Completing the Faculty Profile Table

These instructions apply to the use of the Faculty Profile Table for all programs responding to Criterion 2.1, 2.2, or 2.3 in the ACEN 2017 Standards and Criteria.

The Faculty Profile Table can be found at http://www.acenursing.net/resources/FacultyProfile.pdf.

1. Information requested on the Faculty Profile Table should be provided for all full-time, part-time, and non-nursing faculty teaching a nursing course(s) in each nursing program. See below for the definition of full-time, part-time, and non-nursing faculty.

A faculty member should be listed on ONLY ONE Faculty Profile Table; do not include someone in more than one Faculty Profile Table.

a. There should be one (1) completed Faculty Profile Table for all full-time teaching exclusively in each nursing program. (e.g., practical program only)

b. There should be one (1) completed Faculty Profile Table for all part-time faculty teaching exclusively in each nursing program. (e.g., baccalaureate program only)

c. If applicable, there should be one (1) completed Faculty Profile Table for all full-time faculty with shared teaching responsibilities in more than one nursing programs. (e.g., master and doctoral programs)

d. If applicable, there should be one (1) completed Faculty Profile Table for all part-time with shared teaching responsibilities in more than one nursing programs. (e.g., associate and baccalaureate programs)

e. If applicable, there should be one (1) completed Faculty Profile Table that includes all exclusive or shared non-nursing faculty and all full-time and part-time non-nursing faculty.

Definitions

Faculty, Non-Nursing – Non-nurses who teach and evaluate nursing students, are academically qualified, and are assigned to teach a nursing course such as a dietician, pharmacologist, or physiologist. Non-nurse faculty are not faculty members that teach general education courses. Non-nurse faculty are not guest speakers/invited presenters that teach selected topics in a nursing course.

Faculty, Nursing – Nurses who teach and evaluate nursing students, are academically qualified, and have experience in the content areas in which they teach. See definition of Nurse Administrator and Nursing Program Coordinator.
**Full-time Faculty** – Persons who teach and/or evaluate nursing students, have a full-time faculty employment status at the governing organization, and whose current primary workload responsibilities are teaching and/or evaluating students in a nursing program.

**Part-time Faculty** – Persons who teach and/or evaluate nursing students, have a faculty appointment that is less than a full-time status at the governing organization, and whose current primary workload responsibilities are teaching and/or evaluating students in a nursing program.

**Exclusive Faculty** – Persons who teach and/or evaluate nursing students in only one (1) nursing program within a nursing education unit, whether having a full-time or part-time employment status at the governing organization.

**Shared Faculty** – Persons who teach and/or evaluate nursing students in more than one (1) program within a nursing education unit or program/department, whether having a full-time or part-time employment status at the governing organization.

**Nurse Administrator** – The individual with responsibility and authority for the administrative and instructional activities of a nursing education unit and nursing program(s) within the governing organization (e.g., dean, chairperson, director). The ACEN does not consider the nurse administrator a faculty member regardless of the teaching responsibilities or classification by the governing organization.

**Nursing Program Coordinator** – A person(s) assigned a range of administrative/coordinating responsibilities to assist the nurse administrator in the fulfillment of the goals of the nursing education unit and achieving a nursing program’s end-of-program student learning outcomes and program outcomes. If a person’s workload of assigned administrative/coordinating responsibilities are 51% or greater, the ACEN does not consider this person a faculty member regardless of teaching responsibilities and classification by the governing organization.

**Note:** Governing organizations use a variety of terms to describe individuals that act in a coordinating capacity. Such titles include but are not limited to clinical coordinator, skills laboratory coordinator, simulation coordinator, associate nursing director, etc.

2. The program must provide the educational and experiential faculty qualifications required by:
   a. As applicable, the program’s state regulatory agency for nursing (e.g., Board of Nursing)
   b. As applicable, other state agency/agencies (e.g., state department of education, state higher education system, etc.)
   c. The program’s governing organization
   d. The governing organization’s accrediting agency (e.g., The Joint Commission, SACSCOC, ABHES – See ACEN Policy #3 Eligibility for Accreditation for complete list of agencies recognized by the ACEN)
3. The program must clearly demonstrate the relationship between the faculty member’s qualifications (education, expertise/experience, and other qualifications) and the course content and/or expected outcomes of the course(s) assigned to the faculty member.

4. The governing organization/nursing education unit are expected to maintain appropriate documentation in the files of all faculty that establish qualifications, including those listed in Columns 3, 4, and 7 of the Faculty Profile Table. The documentation should be readily available for the consideration by peer evaluators. The documentation should be readily available for the consideration by ACEN staff, as requested (e.g., as related to a substantive change, complaint, etc.).
Instructions for Completing the Agency Information in the Faculty Profile Table

1. For each agency, provide the reference verbatim (e.g., CHAPTER 68, NURSING, ARTICLE 1, NURSING EDUCATION OF REGISTERED AND PRACTICAL NURSES, 12 AAC 44.090. FACULTY) of the actual requirements for all faculty (full-time, part-time, and non-nurse) from the agency into the appropriate section of the table.

2. For each agency, following the reference cited above, copy/paste the text verbatim of the actual requirements for all faculty (full-time, part-time, and non-nurse) from the agency into the appropriate section of the table.

3. **NOTE**, reviewers will not search for the requirements from the agency.

**Instructions for Completing the Information in the Faculty Profile Table**

**Column 1 / Faculty Member Name:** Provide the last name and first name of the faculty member. Organize the information in alpha order by last name.

- Include only faculty that teach nursing courses on the faculty profile table.
- For undergraduate programs, do not include faculty that do not teach nursing courses; for example faculty that teach general education courses.
- For graduate programs, do not include faculty that do not teach nursing courses; **EXCEPT** do include faculty that teach non-nursing courses specific to a program option/track in the program of study such as education courses for nursing education program option/track or business courses for a MSN/MBA program option/track.
- Do not include the nurse administrator on the faculty profile table even if the nurse administrator teaches nursing courses. Information about the nurse administrator goes in Criteria 1.5 and 1.6.
- Do not include nursing program coordinators/other administrators that teach nursing courses and whose workload of assigned administrative/coordinating responsibilities are 51% or greater. Consider including this personnel in Criterion 1.7.

**Column 2 / Date of Initial Appointment:** Provide the month and year of the initial appointment as a full-time or part-time faculty member at the institution.

**Column 3 / Faculty Member’s Academic Degrees:** List the earned academic degrees, diplomas, and certificates (not certifications; certifications goes in column 7) that demonstrate the faculty member is qualified to teach the course(s) listed in Column 5. Indicate the type of degree and the discipline (e.g., BSN, MSN, DNP, MBA, EdD in Statistics, PhD in Higher Education Administration, etc.).

If a faculty member does not meet the educational faculty qualifications required by an agency, does the governing organization/nursing program have a waiver/exception for the faculty member from an agency? If so, indicate a waiver/exception was granted by the agency and provide documentation of the waiver.
Is the faculty member working toward meeting the agency’s educational faculty qualifications (e.g., enrolled in a degree program)? If so, provide information regarding the type of degree and discipline, and anticipated date of completion (e.g., May 2018).

**Column 4 / Faculty Member’s Area of Expertise/Experience:** List the area(s) of expertise and experience for each faculty member that demonstrate the faculty member is qualified to teach the course(s) listed in Column 5.

If a faculty member does not meet the expertise/experience faculty qualifications required by an agency, does the governing organization/nursing program have a waiver/exception for the faculty member from an agency? If so, indicate a waiver/exception was granted by the agency.

Is the faculty member working toward meeting the agency’s expertise/experience faculty qualifications? If so, provide anticipated date of completion (e.g., May 2018).

**Column 5 / Nursing Course(s) Taught by Faculty Member (workload):** List the course prefix and course number for all courses taught by each faculty member during the academic year of the site visit (e.g., fall and spring), including a course(s) in the program not being reviewed. Include an abbreviated syllabi for all the courses listed on each faculty profile table. Include the catalog of the governing organization.

**Column 6 / Non-teaching Area(s) of Responsibility (workload):** List the non-teaching workload area(s) of responsibility for each faculty member, as applicable. Non-teaching workload area(s) of responsibility include but are not limited to office hours, institution and program committee(s), research/scholarship, coordination of a course, coordination of clinical, coordination of the laboratory, etc. Specify the amount for time each non-teaching responsibility (e.g., 40% to coordinate clinical placements or ten (10) office hours per week).

**Column 7 / Faculty Member’s Other Qualifications Related to Nursing Course(s) Taught:** If applicable, list the certifications that demonstrate the faculty member that demonstrate the faculty member is qualified to teach the course(s) listed in Column 5. Also, to further establish all qualifications for a course(s) or to explain less-than-obvious qualifications assigned to each faculty member, complete Appendix A (below) and attach a completed Appendix A document for each full-time, part-time and non-nurse faculty member on the Faculty Profile Table.
Appendix A

Directions:

1. Complete each area below to further establish all qualifications for a course(s) assigned to each faculty member.
2. Indicate the dates for the qualifications noted.
3. If not clearly evident, describe the relationship between a qualification and the course content and/or expected outcomes of the course(s) assigned to the faculty member.
4. In Column 7, attach Appendix A as a hyperlinked document to the Faculty Profile Table.
5. The governing organization/nursing education unit are expected to maintain appropriate documentation in the files of all faculty that establish qualifications. The documentation should be readily available for the consideration by peer evaluators. The documentation should be readily available for the consideration by ACEN staff, as requested (e.g., as related to a substantive change, complaint, etc.).

Qualifications and Faculty Development

Name:

1. Relevant work experience/clinical practice:
   - job title/place of employment/start date/ending date/very brief summary of role responsibilities

2. Current licensure:
   - state/license number/expiration date

3. Relevant continuing education for the last three (3) years:
   - date/very brief summary

4. Relevant scholarly work (e.g., research, publications, presentations, etc.) for the last three (3) years:
   - date/very brief summary