



## General Instructions for Completing the Faculty Profile Table

All programs responding to Criteria 2.1, 2.2, and 2.3 in the ACEN 2017 Standards and Criteria must use the following instructions when using the Faculty Profile Table. The Faculty Profile Table can be found at <http://www.acenursing.net/resources/FacultyProfile.pdf>.

Information requested on the Faculty Profile Table should be provided for all full-time, part-time, and non-nurse faculty teaching nursing courses in each nursing program being reviewed. **See the [ACEN Glossary](#) for definitions of “Faculty, Nursing,”** including “Full-time Faculty,” “Part-time Faculty,” “Exclusive Faculty,” “Shared Faculty,” “Faculty, Non-Nursing,” “Nurse Administrator,” “Nursing Program Coordinator,” and “Faculty Workload.”

The Faculty Profile Table includes three (3) parts: I) **Agency Information**, II) **Faculty Profile Tables**, and III) **Addenda**.

### PART I: Agency Information

- A. **Name of Agency:** The program must provide the educational and experiential faculty qualifications for both full- and part-time faculty as required by:
- The program’s state regulatory agency for nursing (e.g., board of nursing)
  - Other state agencies (e.g., state department of education, state higher education system, etc.)
  - The program’s governing organization (e.g., university, college, hospital/medical or career center)
  - The governing organization’s accrediting agency (e.g., The Joint Commission, SACSCOC, ABHES- See [ACEN-Recognized Institutional Accrediting Agencies](#))

If requirements are not applicable for an agency, provide a brief explanation why.

**NOTE:** Peer evaluators will not search for the requirements from the agency.

- B. **Reference:** For each agency, provide the reference(s) of the actual requirements (e.g., CHAPTER 68, NURSING, ARTICLE 1, NURSING EDUCATION OF REGISTERED AND PRACTICAL NURSES, 12 AAC 44.090. FACULTY) for all faculty (full-time, part-time, and non-nurse) from the agency into the appropriate section of the table. If applicable, a web link to the specific requirement may also be included with the reference.

- C. **Requirements:** Briefly summarize the educational, credential, licensing, and/or experiential requirements identified in the reference. Only include text related to faculty requirements.

**NOTE:** Peer evaluators will not search for the requirements from the agency.

## **PART II: Faculty Profile Tables**

There are multiple table types, which are listed below. A faculty member should be listed on **ONLY ONE (1)** Faculty Profile Table; do not include a faculty member in more than one (1) Faculty Profile Table. If a table type is not applicable, it does not need to be submitted. Table types include:

- Full-time teaching exclusively in each nursing program (e.g., practical program only).
- Part-time faculty teaching exclusively in each nursing program (e.g., baccalaureate program only).
- Full-time faculty with shared teaching responsibilities in more than one (1) nursing program (e.g., master's and doctoral programs).
- Part-time faculty with shared teaching responsibilities in more than one (1) nursing program (e.g., associate and baccalaureate programs).
- Non-nurse faculty (exclusive and shared, full-time and part-time).

For nursing education units with more than a single nursing program being reviewed, replicate the exclusive full- and part-time tables as needed to provide a separate table for each program.

For tables that require multiple pages, ensure each subsequent page of the table has the column headers.

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

- a. Include only faculty that teach nursing courses during the time of the site visit.
- b. For undergraduate programs, do not include faculty that do not teach nursing courses (for example, faculty that teach general education courses).
- c. For graduate programs, do not include faculty that do not teach nursing courses; **HOWEVER**, do include faculty that teach non-nursing courses specific to a program option/track in the program of study such as education courses for a nursing education program option/track or business courses for an MSN/MBA program option/track.
- d. **Do not include the nurse administrator** in the Faculty Profile Table, even if the nurse administrator teaches nursing courses. Information about the nurse administrator's role and responsibilities goes in Standard 1, Criterion 1.8.
- e. **Do not include nursing program coordinators/other administrators** (see ACEN Glossary - "Nursing Program Coordinator") whose workload of assigned administrative/coordinating responsibilities is 51% or greater, even if they are considered faculty by the governing organization and teach nursing courses.

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

**Column 3 / Academic Degrees:** List the earned academic degrees, diplomas, and certificates (not certifications; certifications are in column 4) that demonstrate that 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).

If a faculty member does not meet the educational 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 that a waiver/exception was granted by the agency **and provide documentation of the waiver.**

Is the faculty member enrolled in a degree program? If so, provide information regarding the type of degree and discipline, and anticipated date of completion (e.g., May 2019).

**Column 4 / Licensure and Certification:** List the current state(s), number(s), and expiration date(s) for the faculty nursing license(s); if applicable, include current certification type(s), date(s) acquired, and expiration date(s).

**Column 5 / Teaching and Non-Teaching Responsibilities:** List the course prefix and course number for all courses taught by each faculty member during the academic term of the site visit (e.g., fall or spring); also include role/responsibilities (e.g., didactic, skills, online, clinical). If applicable, also list any additional non-teaching responsibilities, including but not limited to institution and program committee(s), course coordination, clinical coordination, laboratory coordination, etc.

### **PART III: Qualifications and Professional Development Addendums**

Attach addenda (for EACH full- and part-time faculty member) for qualifications related to the nursing course(s) taught. Details should be relevant (1–2 pages per faculty member) to how each faculty member is qualified (or maintains qualifications) for their assigned nursing course(s).

- List the area(s) of expertise and experience (e.g., medical-surgical, leadership, geriatrics)
- List relevant clinical and/or teaching experience (Job title/place of employment/start date/ending date/very brief summary of role responsibilities)
- List relevant professional development for the **last two (2) to three (3) years** (date/title)
- List relevant scholarly work (e.g., research, publications, presentations, etc.) for the **last two (2) to three (3) years** (date/title/very brief summary)

The program must clearly demonstrate and/or describe 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) and responsibilities assigned to the faculty member.

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 the Faculty Profile Table and the appendices. The documentation should be readily available for consideration by the peer evaluators, as well as by ACEN staff, as requested (e.g., as related to a substantive change, complaint, etc.).

Attached is an **example** of a completed Faculty Profile Table for a baccalaureate nursing education unit that has full-time faculty shared with an associate degree program and part-time faculty exclusive to the baccalaureate program.

**FACULTY PROFILE TABLE EXAMPLE**

Agency Information

Name of Institution: *ACEN University*

Date Form Completed: *8/1/2018*

Name of Nursing Education Unit: *ACEN Baccalaureate Program/Department of Nursing*

Agency	Name of Agency	<u>Full- and Part-Time Faculty Requirements</u>
<p><b>The program's state regulatory agency for nursing</b></p>	<p><i>Georgia Board of Nursing</i></p>	<p>Reference: <i>Rules and Regulation of the State of Georgia;</i>  <a href="http://rules.sos.ga.gov/GAC/410-8-.05">http://rules.sos.ga.gov/GAC/410-8-.05</a></p> <p>Requirements:</p> <p><i>Current Georgia Nursing license</i></p> <p><i>For any given academic term, the nursing education program must be able to provide evidence that at least the majority of faculty members are full time and that at least three-fourths of individual full-time and part-time faculty members hold one (1) or more earned graduate degrees in nursing.</i></p> <p><i>A full-time faculty member with only a baccalaureate degree in nursing must be able to provide documentation of progress toward an earned graduate degree in nursing, have experience in the area of responsibility, and be directed by a faculty member with at least one (1) earned graduate degree in nursing.</i></p> <p><i>Faculty members shall have the graduate nursing education, expertise, and professional development necessary to enable the goals/outcomes of the curriculum.</i></p> <p><i>(9) For any course with a nursing title and number, a qualified registered nurse faculty member must be the coordinator.</i></p>

<b>Other state agency (e.g., state department of education, state system, etc.)</b>	<i>N/A</i>	Reference: <i>N/A</i> Requirements: <i>N/A</i>
<b>The program's governing organization</b>	<i>ACEN University</i>	Reference: <i>ACEN University Faculty Job Description</i>  Requirements: <i>Active Georgia Nursing license</i> <i>Two (2) years of nursing practice experience</i>  <i>FT: Graduate Degree in nursing</i> <i>PT: Baccalaureate Degree in nursing, graduate degree in nursing preferred</i>
<b>The governing organization's accrediting agency</b>	<i>Association of College Accreditors</i>	Reference: <i>ACA Manual (available in the evidence room)</i>  Requirements: <i>For faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).</i>

**Faculty Profile Table EXAMPLE**

**Qualifications of Full-Time Faculty Shared Teaching Responsibilities in More than One Nursing Program**

**Directions:** Complete requested information below for each full-time shared faculty member teaching **at the time of the site visit**. Insert additional rows as needed. Each person listed here should also be included in the Qualification and Professional Development Addendum.

1	2	3	4	5
LAST NAME, FIRST NAME	DATE OF INITIAL APPOINTMENT	ACADEMIC DEGREES	LICENSURE/ CERTIFICATION	TEACHING AND NON-TEACHING AREA(S) OF RESPONSIBILITY
<i>Abrams, Ellen</i>	<i>August 2002</i>	<i>BSN, 1995 MS, Nursing, 2000</i>	<i>GA# 123456; 8/31/2020 FNP# 65432; 8/31/2020</i>	<i>NUR 2120 NUR 3450 Clinical Coordinator</i>
<i>Daily, Martin</i>	<i>January 2015</i>	<i>BA, Nursing, 1990 MSN, 2010</i>	<i>GA# 234567; 8/31/2020</i>	<i>NUR 2120 NUR 4500 Curriculum Chair ACEN University Admission and Graduation Committee</i>
<i>Meyers, Jenny</i>	<i>January 2018</i>	<i>BSN, 2014 MSN, 2016 Currently enrolled, DNP; Anticipated graduation Fall 2020</i>	<i>GA# 345678; 8/31/2020</i>	<i>NUR 2120 NUR 3450 Laboratory Supervisor</i>

**Faculty Profile Table EXAMPLE**

**Qualifications of Part-Time Faculty Exclusive to the Baccalaureate Nursing Program**

**Directions:** Complete requested information below for each part-time exclusive faculty member teaching ***at the time of the site visit.*** Insert additional rows as needed. Each person listed here should also be included in the Qualification and Professional Development Addendum.

1	2	3	4	5
LAST NAME, FIRST NAME	DATE OF INITIAL APPOINTMENT	ACADEMIC DEGREES	LICENSURE/ CERTIFICATION	TEACHING AND NON-TEACHING AREA(S) OF RESPONSIBILITY
<i>Harper, Terry</i>	<i>June 2015</i>	<i>BSN, 2002 MSN, 2007</i>	<i>GA# 123456; 8/31/2020</i>	<i>NUR 4500</i>
<i>Mains, Larry</i>	<i>January 2016</i>	<i>BSN, 2009 MSN, 2015</i>	<i>GA# 234567; 8/31/2020</i>	<i>NUR 3400</i>

**Faculty Profile Table EXAMPLE**

**Qualifications of Non-Nurse Faculty**

**Directions:** Complete requested information below for all exclusive or shared non-nursing faculty and all full-time and part-time non-nurse faculty members teaching **at the time of the site visit**. Insert additional rows as needed. Each person listed here should also be included in the Qualification and Professional Development Addendum.

1	2	3	4	5
LAST NAME, FIRST NAME	DATE OF INITIAL APPOINTMENT	ACADEMIC DEGREES	AREA OF EXPERTISE/ EXPERIENCE	ASSIGNED NURSING COURSES
<ul style="list-style-type: none"> <li>• <i>Alphabetical Order by Last Name</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Month/ Year</i></li> <li>• <i>Full-time or Part-time</i></li> <li>• <i>Exclusive or Shared</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Undergraduate Degree(s): name of degree/ date of completion</i></li> <li>• <i>Graduate Degree(s): name of degree/ specialty/ date of completion</i></li> <li>• <i>Waiver/exception (if applicable) for credential/experience requirements: (explain)</i></li> <li>• <i>Currently enrolled: name of degree/ projected date of completion</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Area of expertise/ experience</i></li> <li>• <i>Licensure/Certification (if applicable): type/number/date acquired/expiration date</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Course Prefix and Number</i></li> </ul>
<i>Myers, John</i>	<i>September 2010 FT Shared</i>	<i>BA, 2000 MS, Statistics, 2005 PhD, 2013</i>	<i>Statistics</i>	<i>NUR 3850</i>
<i>Smith, Janice</i>	<i>January 2000 PT Shared</i>	<i>BA, 1995 RDN, 1998</i>	<i>Dietetics/nutrition Certified Diabetes Educator since 2005</i>	<i>NUR 3000</i>

## Qualifications and Professional Development Addendum **EXAMPLE**

**Faculty Name:** *Ellen Abrams, MSN, RN*

**List relevant:**

- **Area(s) of expertise and experience** (e.g., medical-surgical, leadership, geriatrics)  
*Medical-Surgical nursing*  
*ICU/PACU*  
*Nursing Leadership*

- **Clinical practice and/or teaching experience:** (Job title/place of employment/start date/ending date/very brief summary of role responsibilities)

*Georgia Hospital 1990-2000:*

- *Medical-Surgical floor staff nurse X 5 years*
- *ICU/PACU staff nurse X 3 years*
- *Nurse Manager for ICU/PACU X 2 years*

*Georgia Community College 2000-2002*

- *taught medical-surgical and foundations for associate degree students*
- *supervision of precepted nursing students in final semester*
- *skills laboratory assistant*

- **Professional development and/or Scholarly work:** (e.g., research, publications, presentations, etc.) for the last three (3) years (date/very brief summary)

*Relevant Continuing Education:*

*Implementing a Concept-based Curriculum, Fall 2017*  
*IV Therapy Update, Spring 2017*

*Presentations:*

*Flipping the Classroom: A path for educators, Spring 2016*

*Publications:*

*Abrams, E., Priset, J., Davis, R. Predicting NCLEX-RN success. Journal of Nursing. 2016; 40:251–262*