

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

Revised: 07/10/2020

Role and Responsibilities of the Program Director:

[Rules 214.6(f) and 215.6(f)]:

The Program Director for the nursing education program may hold the title of Dean, Director, or Coordinator of the program and is authorized as the program contact person for the Board of Nursing. He/she is accountable for the planning, implementation, and evaluation of all aspects of the nursing education program.

Responsibilities Identified in Rules 214.6 and 215.6:

- Represents the governing entity and the program of nursing;
- Fulfills their authorized role to direct the program in all its phases;
- Approves the instructional staff in the nursing program;
- Selects appropriate clinical sites;
- Approves and implements policies for the admission, progression, probation, and dismissal of students;
- Ensures the enforcement of student policies;
- Assigns faculty to teach content in their areas of expertise and knowledge;
- Verifies students' completion of program requirements;
- Completes and submits the Texas Board of Nursing Affidavit of Graduation;
- Completes and submits the NEPIS and CANEP by the required dates; and
- Notifies Board Staff immediately when there is a change in the name of the program director or in contact information.

other Responsibilities suggested for inclusion in the Job Description:

- Participates in the budget process that ensures that the nursing program budget is comparable to that of other departments;
- Develops and maintains an environment conducive to the teaching/learning process;
- Serves as a liaison for the nursing program with the administration of the governing entity;
- Leads the faculty in the development, implementation, and evaluation of the curriculum;
- Maintains an ongoing relationship with the community and with clinical affiliating agencies;
- Advocates for adequate faculty to teach in the program; and
- Participates in the strategic plan for the governing entity that includes future planning for the nursing program.

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