

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING  
POLICY & PROCEDURE MANUAL**

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Subject: <b>FACULTY TEACHING ASSIGNMENTS</b>		Original Issue Date: July, 1996	Policy #: <b>130</b>
		Supersedes: September 24, 2012	Effective Date: November 12, 2015
Committees Consulted: Semester Coordinators	Reviewed & Approved by: Faculty Organization College Administration College Planning	Approved by:  Dean, School of Nursing (Signature on File) <hr/> Provost, College of Nursing & Allied Health (Signature on File)	

**PURPOSE:**

To ensure adequate number of qualified faculty to support program needs

**POLICY:**

Faculty teaching assignments are based on, but not limited to:

- Student needs
- Number of students
- Faculty qualifications
- Number of faculty.

Faculty are:

- Remediated to new clinical areas prior to reassignment
- Encouraged to have more than one area of clinical expertise.

All new and remediated faculty are approved by the California Board of Registered Nursing (BRN) for clinical content area and classification.

New faculty must be approved by the BRN prior to employment.

Faculty are responsible for assigned theory content, clinical supervision, and other responsibilities needed to meet course and student needs.

**PROCEDURE:**

The Dean/designee:

- Projects the number of students:
  - Enrolled in each semester/course
  - Progressing from one course/semester to the next
  - Repeating the course/semester
  - Assigned to each ward/facility
- Assigns/reassigns faculty to courses/semesters based on:
  - Faculty qualifications, experience, workload
  - Program needs
  - Open/available faculty positions

Subject:

**FACULTY TEACHING ASSIGNMENTS**

- Provides faculty with a minimum of two weeks notice prior to reassignment

Faculty may make written requests for course/clinical/semester reassignment.

Semester/course Coordinators:

- Assign faculty to theory courses and clinical groups as required for achievement of course and program objectives based on:
  - Course schedules
  - Available clinical sites
  - Faculty workload.

**PROCEDURE DOCUMENTATION:**

BRN Faculty Approval/Resignation Notification EDP-P-02

**REFERENCES:**

California Code of Regulations. Title 16. Division 14. Board of Registered Nursing. Article 3. Schools of Nursing. 1425. Faculty – Qualifications and Changes

**REVISION DATES:**

July 1996

August 26, 2002

November 6, 2006

March 19, 2008

September 24, 2014

November 12, 2015