



# Oregon Application for Nursing Program Faculty Appointment

**NOTE:** You may fill out the form electronically in Adobe Acrobat Reader. Please enter information on both pages and complete all fields. The form can be electronically signed by the program Nurse Administrator or Designee (on file with OSBN) by using an Adobe *electronic signature*. Email the completed application and resume/curriculum vitae to OSBN Administrative Assistant Ginger Simmons at: [ginger.simmons@state.or.us](mailto:ginger.simmons@state.or.us).

## Section 1: Nursing Program Information

<b>Program Name:</b> College/University		<b>City:</b>	
<b>Program Type:</b>	Registered Nurse (RN)	Practical Nurse (PN)	RN and PN

## Section 2: Faculty Classification

<b>Appointment Status:</b>	New	Change	Reactivation	Faculty Exception <i>Required</i> letter is attached.	
<b>Position Start Date:</b>					
<b>Position Status:</b>	Full-Time		Part-Time	PRN (teaches for only a portion of the academic year or sporadically as needed).	
<b>Position Type(s):</b>	<b>Check all that apply</b> (e.g. Nurse Administrator and Nurse Educator)				
	Nurse Administrator Assistant Administrator		Nurse Educator Nurse Educator Associate		DEU- Nurse Educator Associate
<b>Employment End Date:</b>					
<b>Reason for Termination of Employment:</b>	<b>Check all that apply</b>				
	Better Pay/Benefits	Retirement	Return to Practice Setting	Workload Concerns	Other (provide explanation below)
Explanation for "Other":					

## Section 3: Faculty Appointee Information

<b>Legal Full First Name:</b>					
<b>Legal Full Last Name:</b>					
<b>Maiden/Former Name(s):</b>					
<b>School Email Address:</b>					
<b>OR RN License Number:</b>		<b>OR APRN License Number:</b>			

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## Section 4: Minimum Qualifications by Faculty Position

Minimum Academic Nursing Education:	
PN Program Faculty	RN Program Faculty
PN Nurse Administrator- MSN	RN Nurse Administrator- MSN
PN Nurse Educator- BSN	RN Nurse Educator- MSN
PN Nurse Educator Associate- BSN	RN Nurse Educator Associate- BSN
BSN Nursing Program Nurse Administrator- Doctorate	
Minimum Years of Nursing Experience	
PN Program Faculty	RN Program Faculty
PN Nurse Administrator- 4 years FTE	RN Nurse Administrator- 5 years FTE
PN Nurse Educator- 3 years FTE	RN Nurse Educator- 3 years FTE
PN Nurse Educator Associate- 2 years FTE	RN Nurse Educator Associate- 2 years FTE
BSN Nursing Program Administrator- 5 years FTE	

## Section 5: Qualifications Checklist

MUST BE COMPLETED BY PROGRAM ADMINISTRATOR OR DESIGNEE		
Highest Degree Awarded:	Appointee meets or exceeds minimum academic and practice requirements for the appointed faculty position; OR  Appointment by Exception. Letter of explanation attached to this application (required).	
Official transcript on file with program.		
Resume or curriculum vitae for appointee attached to this application.		
Your signature indicates you have reviewed the appointee's qualifications and determined that they meet OSBN requirements. <b>NOTE:</b> Adobe Electronic Signature Capability.		
<b>Admin/Designee Printed Name:</b>	<b>Signature:</b>	<b>Date:</b>

TO BE COMPLETED BY OSBN STAFF						
Qualifications For Appointment						
Nursing Education Met Not Met	Nursing Experience Met Not Met	Appointment by Exception:				Exception Letter: Yes No
		A	B	C	D	
License Exp Date:	Discipline: No Yes- Discipline Type:		Discipline End Date:			
Approved Denied	Date:		Signature:			
Notes:						

**Notice to Applicants with Disabilities:** If you have a disability and require special materials or assistance to complete this application, please contact OSBN at 971-673-0685. If you are hearing impaired, you may contact OSBN through the Oregon Relay Service at 1-800-735-2900.