



**National League  
for Nursing**

Academy of Nursing Education

# Academy of Nursing Education Handbook

*(Last updated: July 13, 2017)*

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## Recognizing Excellence in Nursing Education

*The Academy of Nursing Education is an innovative program created to call attention to the exceptional work of those who are transforming nursing education.*

The program recognizes and capitalizes on the wisdom of outstanding individuals who have made enduring and substantial contributions to nursing education. It spotlights the unique knowledge and skills needed by academic scholars, the significance of pedagogical research, and the ways in which nursing education leaders are transforming and advancing excellence in nursing education. The program also provides opportunities for alliances and dialogue that shape the future of nursing education.

### Transform Nursing Education

Individuals inducted as Fellows form a distinguished network of educators who are:

- a. Acknowledged for innovative teaching and learning strategies, nursing education research, faculty development, academic leadership, promotion of public policy that advances nursing education and collaborative educational practice with community partners.
- b. Recognized for their expertise in nursing education and are invaluable assets to the nursing education community.
- c. Dedicated to transforming nursing education by influencing change, advancing excellence in nursing education, and empowering others to achieve success as nurse educators within and external to one's work role and position.

### Make a Difference

Current Fellows direct centers of educational innovation, expand the science of nursing education, provide leadership for contemporary curriculum development, formulate student retention strategies, and support the growth and development of novice educators. They hold leadership positions in higher education, initiate programs to recruit and retain minority students, establish clinical partnerships, influence statewide and national education policy, create sustainable models to improve student learning, and more.

## Eligibility Criteria

### Applicants for Fellowship in the Academy of Nursing Education must:

- Provide evidence of their enduring and substantial contributions to nursing education in one of the following areas:
  - Teaching/Learning innovations
  - Faculty development
  - Research in nursing education
  - Leadership in nursing education
  - Public policy related to nursing education
  - Collaborative partnerships (education/practice/community)
- Provide evidence of how they will continue to provide visionary leadership in nursing education and in the Academy.
- Provide evidence of how their contributions are congruent with the mission and goals of the NLN.
- Be current members of the NLN (individually or through their schools or agencies).

To assess your readiness to apply, complete the *Are You Ready to Apply? Self-assessment* on page 5 of this handbook.

### NLN Mission Statement:

The National League for Nursing promotes excellence in nursing education to build a strong and diverse nursing workforce to advance the health of our nation and the global community.

- Goal I ***Leader in Nursing Education:*** Enhance the NLN's national and international impact as the recognized leader in nursing education.
- Goal II ***Commitment to Members:*** Build a diverse, sustainable, member-led organization with the capacity to deliver our mission effectively, efficiently, and in accordance with our values.
- Goal III ***Champion for Nurse Educators:*** Be the voice of nurse educators and champion their interests in political, academic, and professional arenas.
- Goal IV ***Advancement of the Science of Nursing Education:*** Promote evidence-based nursing education and the scholarship of teaching.

### Responsibilities of Fellows

All individuals accepted into fellowship in the Academy of Nursing Education are required to:

- Attend the Academy Induction Ceremony at the NLN Summit
- Maintain membership in the National League for Nursing
- Pay annual Academy membership dues (currently \$150)
- Participate in the community of fellows as a means of transforming nursing education.

## **Timeline for the Academy Application Cycle**

February	Applications must be submitted online to the NLN by 11:59 pm (EST) on February 15 <sup>th</sup> .
March	Applications and review/recommendation forms will be sent to Review Panel.
April	Review Panel meets to discuss all reviews/recommendations. Recommendations for new Fellows sent to NLN Board of Governors
April-May	NLN Board of Governors will act on recommendations regarding new Fellows.
May-June	All applicants notified of the outcome of the review process.
September	New Fellows will be inducted at the NLN's annual Education Summit. A dedicated Academy luncheon is offered for Fellows attending the Summit.

## **Fees**

In addition to the fees noted below, Fellows are required to maintain membership in the NLN, either through their school or as an individual member.

Academy application fee	\$300
Annual Academy fellowship dues	\$150

## **Academy Review Panel**

All Academy applications are thoroughly reviewed by a panel of peers appointed by the NLN President. Following the Academy Review Panel meeting, the NLN Board of Governors reviews and votes on all recommendations before nominees are notified of the panel's decision.

## How Will the Review Panel Assess Your Application?

The Academy Review Panel will attempt to answer the questions below as they read your application statements, curriculum vitae, and letters of reference. Therefore, the best advice the Academy Review Panel offers to potential applicants is to complete these questions as a self-assessment before applying for fellowship, and when applying, to integrate the answers to these questions into your essay statements.

Everything listed below is a requirement for “enduring and substantial:”

1. Do you have a focused body of work?
  - How are you recognized as an expert by your nursing colleagues in one of the six areas of Academy designation? (See page 3 for the list of areas.)
2. Is your body of work outside of your job responsibilities?
  - How has your work impacted nursing education at a state, regional, national, or international level?
  - Have you partnered effectively to advance nursing education science with diverse partners, outside of your job responsibilities?
3. Is there impact of your work beyond a single school/institution?
  - For example, have you served as a leader or a key contributor at a state or national level, where the team’s work has resulted in the advancement of nursing education?
4. Can you provide evidence of meaningful outcomes for your body of work?
5. How has your dissemination of this work impacted the nursing education community?
6. Is the work significant to nursing education?
  - For example, have you been a primary or co-investigator of a state, nationally, or internationally funded research project? Was the project successfully implemented and results disseminated or is there a well-developed plan to accomplish this goal in the near future?
  - Have you contributed significantly to a body of research which impacts nursing education?
7. Is the work enduring and substantial in your area of focus? Are your contributions a result of continued, focused effort which has occurred over time?
8. Now, and in the future, how will you be a visionary leader (evidenced by teaching, service, research and/or consultation) for nursing education?
9. Strategically discuss how you can assist in advancing the NLN’s mission, and provide a clear vision to assist in achieving the NLN’s goals.

See the [Frequently Asked Questions](#) for a list of common reasons that applications are not accepted to the Academy.

## Application Questions

Individuals who meet eligibility criteria may apply for fellowship in the Academy by submitting a complete online application on, or before, February 15th. Applications received after the deadline will not be considered. An application is considered to be complete only if all questions are answered and payment is submitted before the deadline. No applications will be accepted by mail or email. For your convenience, the essay questions required in the online application are included below.

### Application Essay Questions:

You are strongly encouraged to use the answers from the self-assessment questions on page 5, in your essay questions below. The self-assessment was compiled to give candidates the best possible chance of being inducted into the Academy.

- a. Describe your primary area of contribution for which you are known in the nursing education community. (200 words maximum) The lead sentence in this statement should be “*I am recognized for my contributions to nursing education community in the area of [insert primary area of contribution].*”
- b. Describe how you have made enduring and substantial contributions, beyond those required of your employment, that have had a significant impact on nursing education in your primary area of contribution. Provide specific examples. (600 words maximum)
- c. Describe how you have provided visionary leadership in nursing education. (200 words maximum) Refer to the FAQ section, “What is visionary leadership?”
- d. Describe how you *will continue to provide* visionary leadership in nursing education and in the Academy. (200 words maximum)
- e. Describe how your contributions are congruent with the mission and goals of the NLN. Provide specific examples. (100 words maximum).

### Letters of Reference:

Please provide two (2) letters of reference that illustrate specific examples of your enduring and substantial work in the primary area of contribution and the work’s impact on nursing education.

Each letter should speak to a different aspect of your work so that when the two reference letters are reviewed in conjunction with your own statements, a clear picture is presented of the extent and significance of your contributions. It is helpful to send your essay statements and curriculum vitae to each person from whom you are requesting a letter of support, and indicate to each one the specific aspect of your work you would like her/him to address.

Specifications for your letters of reference include:

1. Strategically select references who can address your strengths in your area of contribution in order to present a full range of your strengths. Be sure each reference addresses different strengths.

- a. It is highly recommended that at least one letter should come from an individual outside of your institution.<sup>1</sup>
2. Provide referrers with information bullets that specifically address your accomplishments relevant to your applicable area of contribution.
3. Provide the referrers with the NLN's mission and goals. See page 3.
4. Formatting:
  - a. Each letter of reference is limited to 500 words.
  - b. The letters must be on formal letterhead, signed by the writer and submitted in PDF format with the online application. When you upload the letters and curriculum vitae to your online application, please ensure your last name is included in the document name.
  - c. The letter needs to include the writer's name, credentials, affiliation, and contact information.
  - d. All letters should be addressed to the "Academy of Nursing Education Review Panel Members."
5. Additional letters, beyond the two requested, will not be considered.

For the referrer: As you are writing a letter of reference for the applicant, please be specific about how the nominee has made enduring and substantial contributions to nursing education in their primary area of contribution. Your comments should address how her/his contributions have had an impact on nursing education and how you think the she/he will continue to provide visionary leadership in nursing education and in the Academy. Any questions about the specific letter of reference you are preparing should be directed to the applicant.

### **Curriculum Vitae:**

Please consider your curriculum vitae as a way of enhancing your overall application. Relevant items discussed in your statements and in the letters of reference, should be evidenced in your curriculum vitae. A current curriculum vitae that supports your application, substantiates your primary area of contribution to nursing education, and emphasizes accomplishments your will help to enhance your application.

Specifications for your curriculum vitae include:

1. Remember to include any related community, state, regional, national, or international appointments or evidence that indicates that peers consider you an expert who has and will continue to contribute to the nursing education and/or science of nursing.
2. Please list your involvement in initiatives, groups, and professional organizations *outside* of the workplace, including the NLN.

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<sup>1</sup> Current NLN Board of Governors, NLN Foundation Board of Trustees, Academy review panel members, and NLN staff may not be used as a reference. An application including a letter from one of these individuals will be disqualified.



- a. Include membership in the NLN and service on NLN committees, panels, and task groups. If describing group-related regional, state, and national work, be specific regarding your role and contributions to the group.
  - b. Internal committees at your workplace are not necessary to include on your curriculum vitae.
3. Please list published articles *only*. Do not list articles that have been accepted for publication, but have not yet been published.
4. Please list grants received and clearly identify your role regarding funded grants (PI, co-PI, data collector, statistician, etc.). Identify the grant's contribution to nursing science.
5. Please list your presentations.
6. Please include awards and honors received.
7. Select entries for your CV that are relevant to, and show impact of, your area of contribution beyond your job responsibilities.
  - a. Please include *only* unpaid consultations.
8. Your CV can be no more than 6 pages, 11pt font, with one-inch margins and must be uploaded in PDF format to your online application.

**Overall application:**

It is the responsibility of the applicant to ensure that all documents and associated fees are included in the application. Incomplete applications will not be reviewed. The non-refundable fee will not be returned for incomplete submissions, and a new fee will be required for future re-submission.

- Use content from your self-assessment to form the foundation for your application.
  - Organize each section chronologically beginning with your most recent activities.
  - Communicate clearly the evolution of your work and implications for the future.
- Please review the FAQs to assist with your application.
- Contact a current Academy of Nursing Education Fellow to discuss the application process; ask the Fellow if she/he will review your application. A cohesive application is a critical component of a successful application.
- Before submission, read your application aloud, rewriting any areas that seem awkward. Ask 2-3 of your colleagues to review your application before submission.

**Payment:**

Payment instructions are included on the online form. The application fee is \$300. The application fee can be paid online with credit/debit card, or you can send a check. Please make check payable to National League for Nursing, and mailed to NLN, Attn: Recognition Programs, 2600 Virginia Ave NW, 8th Floor, Washington, DC 20037.

## Honorary Fellowship Application Process

Honorary Fellows in the NLN Academy of Nursing Education must be either nurses who have retired or individuals outside the nursing profession who have made enduring and substantial contributions to nursing education in one of the following areas:

- Teaching/Learning innovations
- Faculty development
- Research in nursing education
- Leadership in nursing education
- Public policy related to nursing education
- Collaborative partnerships (education/practice/community)

Honorary Academy Fellows:

- Make significant and lasting contributions to nursing education.
- Continue to influence the transformation of nursing education.
- Continually support the mission of the National League for Nursing.

Honorary Fellows are entitled to use the credential ANEF and receive honorary membership in the Academy.

### Criteria

#### Honorary Nomination Fees and Annual Dues

The honorary nomination fee, contributed by the nominating fellow, covers the application processing.

Honorary Nomination Fee	\$70
Annual Fellowship Dues	waived

### Payment

Payment instructions are included on the online form. The application fee is \$70. The application fee can be paid online with credit/debit card or you can send a check. Please make check payable to National League for Nursing, and mailed to NLN, Attn: Recognition Programs, 2600 Virginia Ave NW, 8th Floor, Washington, DC 20037.

## Honorary Fellow Nomination Application Information

Honorary Fellows may only be nominated by a current Fellow\* in the Academy of Nursing Education.

- **Online Nomination Form:** A nomination form completed by a current Fellow.\*
- **Statement:** Describe how the nominee has made enduring and substantial contributions, beyond those required of her/his employment, that have had a significant impact on nursing education in her/his primary area of contribution. Provide specific examples. (600 words maximum) The lead sentence in this statement should be “[insert nominee] is recognized for her/his contributions to nursing education community in the area of [insert primary area of contribution].”
- **Letters of Reference:** Two letters of reference for the nominee.\* The fellow submitting the nomination cannot write a letter of reference for the nominee. The letters should include examples of the nominee's enduring and substantial work in the primary area of contribution and provide evidence that the nominee's body of work has had an impact on and made a difference in nursing education. Questions about the specific letter of reference being prepared should be directed to the Fellow submitting the nomination.

The letter of reference:

- Each letter of reference is limited to 500 words.
  - Describes the referrer's association with the nominee.
  - Addresses the nominee's qualifications for honorary Fellowship.
  - Includes evidence of the nominee's enduring and substantial contributions to nursing education.
  - Includes comments on how the nominee's contributions have had an impact on nursing education.
  - Must be on formal letterhead and include referrer's name, credentials, affiliation and contact information.
  - Is addressed to “Academy of Nursing Education Review Panel Members”
  - Is sent directly to the fellow submitting the application on behalf of the nominee in PDF format. Do *not* send the letter to the National League for Nursing.
- **Curriculum Vitae:** A current curriculum vitae/resume of the nominee, no more than 6 single-spaced pages, 11pt font, with one-inch margins. It should substantiate the nominee's primary area of contribution to nursing education, and emphasize the nominee's accomplishments.

Online nominations must be received no later than 11:59 pm (EST) on February 15th. Incomplete or late nominations will not be reviewed. It is the responsibility of the nominator to ensure that all documents and associated fees are included in the submission. Incomplete or late nominations will not be reviewed. There are no restrictions to the number of honorary Fellows a current Fellow may nominate.

*\*Members of the current NLN Board of Governors, NLN Foundation Board of Trustees, Academy Review Panel, or NLN staff may not be used as a reference; Fellows in these groups may not nominate.*

## Frequently Asked Questions

### What are the most common reasons applications are not accepted to the Academy?

1. Applicant does not show enough evidence of enduring contributions across many years and/or does not show evidence of the impact of this work.
2. Applicant does not show enough evidence of contributions outside of the place of employment.
3. Applicant does not have a clear body of work for which he/she is known and/or has not disseminated his/her work in ways that have influenced and advanced nursing education.
4. Applicant's body of work is not in nursing education or has not influenced nursing education.
5. Applicant seems to have applied to the wrong application category and therefore the application is not consistent or cohesive.

### If my contributions have been in the area of clinical practice or public policy, am I eligible for fellowship?

While contributions to the advancement of clinical nursing practice or public policy related to health care delivery are important, they are not the type of contributions expected of fellows in the Academy of Nursing Education. Instead, fellows are expected to demonstrate how their work in clinical practice or public policy advance or enhance nursing education.

### What is an example of evidence of my work?

Give specific information about the outcome, results, or use of your work. For example, "developed an innovative curriculum" is not as specific as "*Consulted with several schools to revise their BSN curriculum to include informatics competencies. Results of employer surveys at these schools indicated students were better prepared for clinical practice in their agencies because of the revisions to the curriculum.*"

### Do I need to identify a primary area of excellence?

Yes, you must identify a primary area of excellence. While most applicants have expertise in many areas of nursing education, the applicant should identify one overarching theme or area that encompasses the other areas of excellence.

### What are the characteristics of the applicants selected to become Fellows?

Applicants must meet all eligibility criteria and present a cohesive application. Accepted applicants have answered all of the questions in the self-assessment with strong, clear evidence and incorporated this information into their essay statements, letters of reference, and curriculum vitae.

### What should I include in my curriculum vitae?

The curriculum vitae provides evidence of your enduring and substantial contributions to nursing education. In addition to a condensed section of biographical information (education, relevant employment history), the curriculum vitae should provide concrete information about your primary area of excellence and include examples of honors and awards, publications, presentations, research, and service in that area.

By selecting relevant examples, your curriculum vitae can demonstrate a record of continued contributions, for example a sustained record of dissemination of your work (publications, presentations), or a leadership trajectory, for example moving from a committee member, to a committee chair, to a member of a board of the organization. If there are unusual circumstances or gaps (for example, gaps of employment, service, or publication productivity) it is appropriate to comment on these in your statement.

### **What is visionary leadership?**

Visionary leadership refers to one's ability to envision changes that will enhance and improve nursing education and enlist others to help make that vision become reality. It involves true leadership skills including effective communication, an ability to articulate the vision clearly, an ability to work collaboratively with others, an ability to manage conflicts that may arise during the process of change, dedication to and passion about the vision, and a willingness to take risks.

The vision may relate to any number of education-focused concerns including promoting student engagement in the learning process, finding ways to help disadvantaged students be successful in nursing, integrating technology into the learning process, or enhancing the transition of individual from clinical roles to the teaching role. Articulation and realization of the vision may occur through publications, presentations, research, consultation, service in professional organizations, mentoring, or any number of other strategies.

### **If I don't have a doctoral degree, can I still apply to become a fellow?**

Yes. The criteria do not specify any requirement for a particular degree of credential.

### **If I teach in an associate degree or practical nurse program, am a consultant or am not a nurse, can I become a fellow?**

Yes. There are no requirements that fellows teach in any particular type of program or that they hold a faculty appointment at all. Individuals who are in faculty positions may teach or hold administrative or staff positions in practical nurse, associate degree, diploma, baccalaureate, master's, or doctoral programs in nursing. Individuals who do not hold faculty appointments also are eligible for fellowship, as are non-nurses. The factor that determines recommendation for fellowship is whether the applicant has demonstrated sustained and significant contributions that have had an impact on and made a difference in nursing education.

### **Do I have to have a strong record of funded research in order to be recommended as a Fellow?**

No. It is not a requirement that you have a strong record of funded research for recommendation to fellowship. If you have completed extensive research – with or without funding – it must be research that clearly impacts nursing education. For example, research into nursing interventions related to care of a particular patient population may inform what a faculty member teaches, but it does not influence nursing education per se. Research that influences nursing education itself focuses on teaching and learning, curriculum design and implementation, faculty development, new pedagogies, and so on.

More important than the completion or funding of this research is that you demonstrate how the findings from your studies have influenced the design and delivery of nursing education. For example, you might list schools or faculty who are using your work or the extent to which your work is cited by scholars outside your own school.

**May I submit the application by mail?**

No. The NLN will not accept applications submitted by mail. All documents (application, statement, curriculum vitae, and letters of support) must be submitted online.

**Is there a limit to the number of fellows who can be inducted in any given year?**

No. There is no minimum or maximum number of fellows to be inducted in any given year. If 100 applications are received and each one clearly meets all criteria for fellowship, all 100 can be recommended for induction as fellows. Likewise, if there are 25 applications and only five meet all criteria, then only those five will be recommended for induction as fellows.

**If I am not selected for fellowship the first time, may I apply again?**

You may apply again after 2 years. The Academy Review Panel believes that at least two years is needed for any applicant to improve their application before reapplying. There is no limit to the number of times a person can submit an application to be considered for fellowship in the Academy of Nursing Education.

## POLICIES OF THE NLN ACADEMY OF NURSING EDUCATION

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### PURPOSE

The purpose of the NLN Academy of Nursing Education is to foster excellence in nursing education by recognizing and capitalizing on the wisdom of outstanding individuals in and outside the profession who have contributed to nursing education in sustained and significant ways. Fellows are expected to provide visionary leadership in nursing education and in the academy, and to support the vision of the National League for Nursing.

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### Section 1: GOVERNANCE

The Academy of Nursing Education is responsible and accountable to the NLN Board of Governors which awards all Fellowships.

### Section 2: FELLOWS

Academy Fellows are individuals who have been selected for Fellowship based on:

- a. Their enduring and substantial contributions to nursing education in one of the following categories:
  - i. Teaching/learning innovations
  - ii. Faculty development
  - iii. Research in nursing education
  - iv. Leadership in nursing education
  - v. Public policy related to nursing education
  - vi. Collaborative partnerships (education/practice/community ), AND
- b. Their potential to provide leadership in nursing education in the academy, AND
- c. Congruency of their contributions with the mission and goals of the NLN

### Section 3: CATEGORIES

Academy Fellows include regular Fellow and honorary Fellows.

- a. *Regular Fellows* are nurses who meet the criteria as noted in section 2 above and who hold membership in the NLN.
- b. *Honorary Fellows* are nurses who have retired or individuals outside the nursing profession who have made enduring and substantial contributions to nursing education that are congruent with the NLN's mission and goals.

### Section 4: ADMISSION TO FELLOWSHIP

In order to be admitted, a candidate must be selected and inducted into Fellowship.

- a. *Selection*: the Academy Review Panel shall review and select candidates for admission. A candidate for review must be selected by an affirmative vote of 51 percent of the review panel members present and voting. The NLN Board of Governors approves all selections.
- b. *Induction*: Admission as a Fellow of the Academy of Nursing Education is contingent on attendance at the next induction ceremony following selection or at the succeeding induction ceremony. This requirement is waived for honorary Fellows and may be waived in exceptional circumstances for regular Fellowship .

#### **Section 5: DUES**

Fees, determined by the NLN Board of Governors, are due by September 30 annually. The Fellowship year is October 1 – September 30. Current annual dues are \$150.

#### **Section 6: GOOD STANDING**

A Fellow in good standing is one who meets the qualifications specified in Section 3, has been inducted into Fellowship and is current on all dues.

#### **Section 7: FELLOWSHIP RESPONSIBILITIES**

Fellows are responsible for maintaining active participation in the community of Fellows as a means of transforming nursing education and contributing to the work of Fellowship.

#### **Section 8: RIGHTS**

Fellows in good standing have the following rights:

- a. To be designated as an *Academy of Nursing Education Fellow*
- b. To use the ANEF credential following their names
- c. To be named in and have access to the *Directory of Fellows*

#### **Section 8: INACTIVE STATUS**

A Fellow who experiences hardship that prevents him or her from paying dues may request *Inactive Status*. Inactive status is granted for one year but may be extended upon request.

#### **Section 9: LAPSED FELLOWSHIP AND REINSTATEMENT**

The membership of a Fellow who has not paid dues owed by thirty (30) days past the published deadline, and who has not requested *Inactive Status* as described in section 8, shall be considered to be lapsed. A Fellow whose membership has lapsed may submit a written request for reinstatement. As a condition of reinstatement, full or partial payment of any past dues owed may be required.