Position: Instructor or Assistant Professor of Nursing

Location: May School of Nursing and Health Sciences
Supervisor: Director of the Prelicensure BSN Program, Director of Nursing/Dean of the May School of Nursing and Health Sciences and Provost/Dean of Faculty
Start date: January 1, 2017

Position Summary

The Full-Time Nursing Faculty develops, implements, and evaluates the nursing program on an ongoing basis. This position participates in selecting students, advising students, curriculum development, program revisions, program evaluations, textbook selection, teaching in the classroom and clinical setting, evaluation of student achievement, and other matters as assigned in accordance with the mission, core values, and purposes of the College and the May School of Nursing and Health Sciences. This position reports to the Director of Nursing/Dean of Nursing and Health Sciences and the Provost/Dean of Faculty.

Key Job Accountabilities

- Personnel
  - Participates in interviewing and makes recommendations for hiring of faculty.
  - Arranges for coverage of classes during own absences and emergency leaves.
  - Promotes rapport within the department, campus, and community.
  - Posts and keeps office hours that are convenient to students who seek assistance with counseling, academic advising, and coursework.
  - Maintains punctuality in meeting assigned classes and clinical.
  - Functions as a lead faculty for assigned courses. Plans, monitors, and evaluates the instruction provided by faculty assisting with any aspect of the course.
  - Models professional behavior and standards of practice while in the workplace.

- Budget
  - Makes recommendations regarding equipment, software purchases, and equipment maintenance
  - Participates in the departmental budget planning process.

- Administration
  - Attends and participates in faculty meetings.
  - Participates in accreditation reviews and reports.
  - Participates in developing programs, evaluating and revising student policies, organizational framework and revising curricular offerings.
  - Participates in publicizing and disseminating information about the program.
  - Participates in recruitment, orientation, and coordination of faculty.
  - Participates in the orientation and advisement of students.
  - Participate in college-wide committees when requested.

Teaching/Scholarly/Service Responsibilities

- Prepare syllabus, course outline, learning plans as assigned
- Engage in the selection of textbooks and other teaching aids necessary to the instruction of courses
- Conduct classroom or clinical (seated and online) instruction for one or more courses in the curriculum as assigned
- Teach pertinent course subject using lectures, demonstrations, simulation, clinical, class discussion, and other modes of educational delivery
• Lead and monitor classroom or clinical instruction that promotes educational and learning processes that foster student development
• Participate in co-curricular activities
• Serve as an academic advisor to undergraduate students and be available to faculty and students for consultation for questions in areas of expertise
• Pursue an ongoing basis for the continuance of scholarly growth, both within and outside the subject discipline in the academic profession
• Foster education for service by contributing professionally to department and college governance outside the classroom for the college and community at large, in a participatory, developmental, or advisory capacity
• Performs additional responsibilities for nursing faculty performing clinical supervision in an affiliating agency including:
  o Participates in clinical orientation as required by the institution.
  o Completes validations as required by contract with clinical agencies, orients students to clinical facilities.
  o Makes clinical assignments for students at the clinical setting.
  o Supervises students in patient care area in collaboration with staff.
  o Conducts pre and post conferences with students.
  o Schedules make-up clinical as needed.
  o Maintains ongoing weekly evaluation of individual student progress in the clinical area.
  o Provides timely ongoing verbal and written feedback to students.
  o Guides and counsels with students toward personal development in dealing with clinical stress.
  o Keeps the nursing program director informed on issues that arise with students and clinical sites.

Required Competencies/Knowledge, Skills and Abilities

• Demonstrated ability to plan, implement, and evaluate nursing curriculum.
• Collaborative approach to working with faculty, staff, and students.
• Ability to handle all situations with tact, professionalism, and diplomacy.
• Excellent written and verbal communication skills to represent Lees-McRae College internally and to external constituencies.
• Commitment to fostering diversity and inclusivity.

Minimum Qualifications

The Full-Time Nursing Faculty must satisfy the following minimum qualifications:

• Master’s degree in nursing required; a doctorate degree in nursing or related field preferred; and
• Previous teaching experience preferred; two years of full-time clinical experience in the area/areas of teaching responsibility; knowledge and skills related to teaching adults, teaching methodology, curriculum development, evaluation, or willingness to plan for acquisition of these skills no later than the first year of teaching; and
• Current/unencumbered RN license in North Carolina; current healthcare provider CPR.
• Excellent oral and written communication skills.
• Highly organized, and detail-oriented, with the ability to consistently multi-task.