

**CONNORS STATE COLLEGE
DEPARTMENT OF NURSING
JOB DESCRIPTION**

JOB TITLE: Nursing Faculty

REPORTS TO: Director of Nursing and Allied Health

CLASSIFICATION: Faculty

LENGTH OF EMPLOYMENT: 10-month continuing position

JOB OVERVIEW:

The Nursing Faculty is actively engaged in course delivery and is responsible for the assessment, planning, implementation, grading, course creation, proctoring, test review, and evaluation of assigned courses. The Nursing Faculty evaluates the performance of students and mentors students with a focus on student retention and RN licensure.

DUTIES:

- Teach a full-time teaching load, which includes a core nursing course and a clinical each semester
- Maintain a minimum of 10 on-campus office hours
- Mentor students scoring at or below 74.9 in coursework and actively take student appointments for individual and group mentoring sessions
- Participate in all responsibilities of teaching courses, including student orientation, grading assignments, discussion posts, exams, and any other course assessments
- Participate in all aspects of test review for assigned courses
- Participate in all course responsibilities and assignments related to teaching, grading, assessing courses, retaining students, and contributing actively as a course instructor, whether teaching in a team or as an individual
- Grade assignments, proctor exams, review tests and engage in course delivery
- Participate in all aspects of facilitating test proctoring, test item writing, proctoring, and test review
- Create lectures, content, and materials for courses
- Work on retention and persistence of students, including calling, emailing, and reaching out to students with a focus on student retention and completion
- Participate in test reviews, standardized testing reviews, to prepare students appropriately for course success and NCLEX testing
- Attend pinning ceremonies and other events and activities as assigned
- Submit No Show and Administrative Withdrawal reports on time
- Submit midterm and final grades on time
- Act as mentor and role model for students in classroom and clinical, including Skills Lab and Simulation Lab. First-semester "clinical" includes skills lab,

simulation lab, and hospital clinical time for anyone teaching clinical, whether full-time or part-time.

- Participate in Simulation Lab training annually
- Facilitate learning of relevant course material
- Evaluate students' academic and clinical performance
- Maintain office schedule for advisement and consultation
- Serve as faculty advisor to student organizations when such service is required
- Develop/maintain syllabi and course content in the Learning Management System
- Maintain accurate scholastic records and abide by FERPA policies
- Show evidence of professional development through activities such as continuing education, certifications, professional organizations, volunteering at a free clinic, etc. If outside employment in an educational or clinical setting is desired, it must not conflict with duties to Connors or include a competing associate degree program.
- Participate in Nursing Faculty Organization meetings
- Participate in activities to maintain Accreditation Commission for Education in Nursing (ACEN) accreditation and Oklahoma Board of Nursing approval
- Ensure continued program quality and productivity through participation in faculty inservices and annual advisory committee meetings with clinical agency personnel and alumni
- Participate in recruitment, admission, and enrollment activities
- Foster open communication with all departments within the institution to facilitate negotiations and good working relationships
- Contribute to the overall college mission through participation in college committees
- Teach course in accordance with the class schedule and course syllabi
- Participate in faculty committees as assigned or elected after the first year of employment
- Conduct self in the best interest of the college at all times
- Maintain collaborative relationships with professional and health care agencies
- Represent the nursing department in relevant community functions
- Participate in activities to promote the profession of nursing

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Knowledge, Skills, and Abilities:

1. Communication and leadership skills
2. Awareness of roles of Associate Degree Nurses
3. Expertise in course material and continuing education in the subjects taught
4. Some familiarity with guidelines for accreditation by Oklahoma Board of Nursing and the Accreditation Commission for Education in Nursing

Credentials and Experience:

1. A master's or higher degree in nursing; or

2. A baccalaureate degree in nursing plus evidence of continued progress toward a master's or higher degree in nursing with completion of a minimum of six (6) semester hours per calendar year.
3. Evidence of current practice with a minimum of two (2) years full-time equivalent practice as a Registered nurse in a clinical setting preceding the first date of first employment as a teacher.

Special Requirements:

1. Hold a valid license to practice as a Registered Nurse in the State of Oklahoma.
2. All nursing faculty shall participate in research projects, surveys, professional writing, continuing education, academic study, or clinical practice to improve own nursing competence in areas of responsibility. (Oklahoma Board of Nursing Practice Act & Rules and Regulations, 2001)
3. Must be able to bend, stoop, and lift up to 20 pounds