



# NATIONAL AMERICAN UNIVERSITY

## POSITION DESCRIPTION

**School of Nursing  
Albuquerque campus**

**To apply, please submit completed employment application, resume and letter of interest to: School of Nursing Dean, 5301 S. Highway 16, Suite 200, Rapid City, SD 57701.**

**I. POSITION TITLE:** Nursing Program Chair

**II. EMPLOYEE CLASSIFICATION:** Administrative

**III. JOB CLASSIFICATION:** Exempt

**IV. ACCOUNTABLE/REPORTS TO:** School of Nursing Dean

**V. POSITIONS REPORTING TO THIS POSITION:** Nursing Instructors, Adjunct Faculty, Ancillary Support Staff.

**VI. DUTY HOURS:** The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.

**VII. MINIMUM REQUIREMENTS:**

**EDUCATION:** Master's degree in nursing; doctorate in nursing or related field (doctoral degree progress considered).

**EXPERIENCE:** RN licensed in New Mexico. Minimum of five years of experience in nursing education, clinical practice, or administration. Five years of teaching experience in higher education preferred.

**PHYSICAL:** Occasionally must exert force to lift and/or move objects up to 20-40 lbs.

**SKILLS EXPECTATIONS:** Management and leadership skills; organizational and research skills; strong interpersonal and communication skills.

**VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** The nursing program chair has primary responsibility and the authority to administer the nursing program. The nursing program chair reports on matters relating to teaching, advising students, curriculum development, program revisions, clinical site management, textbook selection, student

learning outcomes assessment and other matters as assigned in support of the mission of the school of nursing and in support of the mission of the university as defined by the university president and the board of governors.

## **IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:**

### **A. Personnel**

- \* 1. Recruit, select, and hire nursing faculty and staff for employment.
- 2. Design and monitor development plans for faculty.
- \* 3. Recommend faculty and staff for promotion and retention.
- \* 4. Oversee administration of the faculty appraisal program.
- 5. Establish appropriate job descriptions for nursing faculty and staff.
- \* 6. Assign faculty loads in accordance with university policy and determine the need for additional faculty release time for administrative duties.
- \* 7. Foster development of the team concept of program responsibility and commitment to the program objectives and mission by encouraging active participation of program members and promote rapport within the campus and community.
- 8. Participate in local, state, and national nursing education meetings.
- \* 9. Arrange for coverage of classes during own absences and emergency leaves.
- \* 10. Model professional behavior and standards of practice.

### **B. Budgets**

- \* 1. Participate in the annual budget planning process for the nursing education program budget to include operating and capital expenditures.
- \* 2. Manage the nursing program budget.
- \* 3. Arrange for the procurement and inventory of supplies and instructional materials

### **C. Administration**

- \* 1. Insure and document the nursing education program's compliance with the Nurse Practice Act, the New Mexico Board of Nursing rules and regulations, and all other state or federal regulations.
- 2. Provide a current written job description to the NM Board of Nursing for all faculty positions.
- \* 3. Develop and maintain the relationship between the nursing education program and the university, including but not limited to acting as liaison with other programs and departments and with other nursing education programs.
- \* 4. Demonstrate leadership within the faculty for the development, implementation and evaluation of the curriculum and other nursing education program components.
- 5. Oversee the development and coordination of the use of educational facilities and clinical resources.
- \* 6. Identify and advocate for services needed by students in the nursing education program.
- \* 7. Act as a liaison with the New Mexico Board of Nursing.
- 8. Develop and maintain ongoing relationships within the community, including fostering

- the nursing education program's responsiveness to community/employer needs.
9. Participate in activities that facilitate professional expertise in the areas of administration, teaching and maintenance of nursing competence.
  10. Serve on the School of Nursing Assessment and Curriculum Committee, School of Nursing Executive Committee, and others as specified.
  11. Participate in regional accreditation reviews and reports, as requested.
  - \* 12. Coordinate program accreditation activities and self-study.
  13. Assist in publicizing and dissemination of information about the program.
  14. Collaborate with admissions in recruiting students.
  - \* 15. Coordinate program agreements with outside entities and maintain meaningful working relationships with clinical agencies that provide clinical experiences for students.
  16. Provide an environment conducive to learning for students and nursing faculty.
  17. Promote professional development of nursing students.
  18. Develop and facilitate a Nursing Advisory Committee that meets biannually.
  19. Insure ongoing evaluation of didactic and clinical courses and the nursing program.
  20. Hear and assess faculty and student concerns.
  21. Communicate accurately School of Nursing and NAU university policies and rationales.
  22. Responsible for providing and having final authority concerning evaluation of students, faculty, and the nursing program.

#### D. Committee/Meeting Responsibilities

1. Serves as a member of the School of Nursing Executive Committee.
2. Serves as a member of the BSN Assessment and Curriculum Committee.
3. Serves as a Chair of the Faculty Review Committee.
4. Serves as a Chair of the Collaborative Committee.
5. Serves as a Chair of the Decision Committee for Clinical Core Entrance.
6. Serves as a Chair of the Advisory Committee.

#### E. Advising

1. Assist students with course scheduling and provide guidance in their academic and personal development.
2. Serve as mentor and advisor for nursing faculty.
- \* 3. Assist faculty and students in identifying and utilizing resources that may contribute to their success.

#### F. Curricula

- \* 1. Submit suggestions for changes in master syllabi to first the BSN Nursing Assessment and Curriculum Committee and then to the School of Nursing Executive Committee.
2. Review projected course offering for the program on a quarterly basis and recommend needed revisions to Dean, School of Nursing.
3. Design and insure implementation of new curriculum.
4. Participate in the evaluation of curriculum.

#### G. Teaching Load

1. The nursing program chair will not assume a teaching load.
2. The nursing program chair will be at 100% release time.

**X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:**

- A. School of Nursing Executive Committee and Dean
- B. Campus Executive Officer
- C. Academic Dean
- D. Chairs of other divisions within the university
- E. Administration, faculty, staff ,and students of the university
- F. Board of Nursing, business people, clients, and customers

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures, and practices of the School of Nursing and university and/or the president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

\*Denotes essential elements of the position.