ADJUNCT NURSING FACULTY
Position Description

Summary
The Adjunct Nursing Faculty leads faculty of the associated course(s). The Adjunct Nursing Faculty participates in program development, evaluation, and revisions, student instruction in the assigned nursing course(s) and other matters as assigned in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Adjunct Nursing Faculty must satisfy the following minimum qualifications:
1. Master’s degree in nursing; doctoral degree in nursing or related field preferred; and
2. Two years of full-time clinical experience in the area(s) of teaching responsibility; previous teaching experience preferred; and
3. Knowledge and skills related to teaching adults, teaching methodology, curriculum development, evaluation, and willingness to plan for acquisition of these skills no later than the first year of teaching; and
4. Current and unencumbered RN license in Texas or in a compact state; current healthcare provider CPR certification.

Skills and Attributes
The Adjunct Nursing Faculty must possess the following skills and attributes: management and leadership skills; organizational and research skills; strong interpersonal and communication skills; strong clinical and professional skills.

Essential Functions
The Adjunct Nursing Faculty performs the following essential functions:

Personnel
1. Arranges for coverage of classes during own absences and emergency leaves as approved by the Nursing Program Chair.
2. Promotes rapport within the department, campus, and community.
3. Models professional behavior and standards of practice while in the workplace.

Administration
1. Attends and participates in faculty meetings.
2. Participates in accreditation reviews and reports.
3. Participates in evaluation and revising student policies and the organizational framework
4. Participates in publicizing and dissemination of information about the program.
5. Participates in the orientation of students.
Committee/Meeting Responsibilities
1. Serves as a member of the BSN Assessment and Curriculum Committee.
2. Attends and participates in the Austin Campus Program Nursing Faculty Committee.
3. Serves as a member of the Austin Campus Nursing Program Collaborative Committee.
4. Serves as a member of the Austin Campus Nursing Program Decision Committee for Clinical Core Entrance.
5. Serves as a member of the Austin Campus Nursing Program Advisory Committee.
6. Participates in university-wide committees when requested.

Advising
1. Develops, in collaboration with lead faculty, clinical remediation plans with students.
2. Assists students in identifying and utilizing resources that may contribute to their success.

Curricula
1. Implements syllabi for all students, including all course requirements and assignments.
2. Submits suggestions for changes in master syllabi to the Nursing Program Chair.
3. Participates in the evaluation of curriculum.

Teaching Load
1. Teaches a varied amount per quarter as defined by the Nursing Program Chair.

Clinical Instruction
1. Conducts pre or post conferences each clinical day.
2. Maintains punctuality in meeting assigned clinical.
3. Makes appropriate clinical assignments based on the level of the student.
4. Provides direct supervision of assigned nursing students in the clinical area.
5. Participates in clinical orientation as required by the facility.
6. Completes competencies as required by contract with clinical agencies.
7. Schedules make-up clinical as needed.
8. Guides and counsels students toward personal development in dealing with clinical stress.
9. Keeps lead faculty informed on issues that arise with students and clinical agencies.
10. Models and encourages a collaborative faculty-student relationship.
11. Demonstrates considerations for diverse cultural backgrounds.
12. Develops the clinical syllabus to reflect the School of Nursing philosophy, theoretical constructs, course descriptions, and objectives.
13. Addresses students by name.
14. Supervises students in patient care areas in collaboration with staff.
15. Maintains ongoing weekly written evaluation of individual student progress in the clinical area.
16. Provides timely ongoing verbal feedback to students.
17. Keeps the Nursing Program Chair informed on issues that arise with students and clinical agencies.

Classroom/Lab Instruction
1. Maintains control of the learning environment.
2. Develops, in collaboration with lead faculty, assigned course to reflect the School of Nursing philosophy, theoretical constructs, course description, and objectives.
3. Utilizes a variety of teaching methods to accommodate the learning styles of the students.
4. Provides for opportunities for active student involvement through practice and application.
5. Demonstrates a command of the subject matter.
6. Demonstrates considerations for diverse cultural backgrounds.
7. Begins and ends class on time.
8. Addresses students by name.
9. Encourages student participation and questions.
10. Models and encourages a collaborative faculty-student relationship.
11. Provides or utilizes course materials (handouts, interactive notes, technology) that enhance student learning and follow the course syllabus.
12. Maintains eye contact with the class.
13. Responds appropriately to student cues of confusion or boredom.

Evaluation
1. Evaluates students in the assigned course.
2. Participates in the evaluation of the nursing program chair when requested.
3. Reviews student evaluation summaries and utilizes the feedback for planning and implementing future courses.
4. Participates in program planning in response to student program evaluation.
5. Participates in program planning in response to employer satisfaction surveys.

Performs other duties as assigned.

**Required Work Hours**

Hours and assignments may vary by quarter as defined by the nursing program chair. Faculty schedules for classroom/lab instruction may consist of day and evening hours. Clinical site assignments are based on clinical site availability; faculty clinical schedules must remain flexible.

**Reporting and Supervisory Responsibilities**

1. The Adjunct Nursing Faculty reports to the Nursing Program Chair
2. This position has no supervisory responsibilities.

**Physical Requirements**

The Adjunct Nursing Faculty must be able to speak, hear, see, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 40 pounds.

**Travel**

Periodic travel, including airline travel and overnight stays, may be required.