To apply, submit an employment application (click here for application), resume, and letter of interest to: Dean, School of Nursing & Graduate Nursing Study  
Lisa Hawthorne, lhawthorne@national.edu  
13801 Burnet Rd Suite 300  
Austin, TX 78727

FULL-TIME NURSING FACULTY  
Position Description

Summary  
The Full-Time Nursing Faculty 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 university.

Minimum Qualifications  
The Full-Time Nursing Faculty must satisfy the following minimum qualifications:
1. Master’s degree in nursing required; a doctorate degree in nursing or related field preferred; and
2. 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
3. Current/unencumbered RN license in required states; current healthcare provider CPR.

Skills and Attributes  
The Full-Time 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 Full-Time Nursing Faculty performs the following essential functions:
1. Personnel  
   A. Participates in interviewing and makes recommendations for hiring of Adjunct Faculty.  
   B. Arranges for coverage of classes during own absences and emergency leaves.  
   C. Promotes rapport within the department, campus, and community.  
   D. Posts and keeps a minimum of five office hours per week that are convenient to students who seek assistance with counseling, academic advising, and coursework.  
   E. Maintains punctuality in meeting assigned classes and clinical.  
   F. Functions as a Lead Faculty for assigned courses. Plans, monitors, and evaluates the instruction provided by Adjunct Faculty assisting with any aspect of the course.  
   G. Models professional behavior and standards of practice while in the workplace.  
2. Budget  
   A. Makes recommendations regarding equipment, software purchases, and equipment maintenance contracts.  
   B. Participates in budget planning process.
3. Administration
   A. Attends and participates in faculty meetings.
   B. Participates in accreditation reviews and reports.
   C. Participates in developing programs, evaluating and revising student policies, organizational framework and revising curricular offerings.
   D. Participates in publicizing and disseminating information about the program.
   E. Participates in recruitment, orientation, and coordination of Adjunct Faculty.
   F. Participates in the orientation and advisement of students.

4. Committee/Meeting Responsibilities
   A. Serves as a member of the School of Nursing BSN Assessment and Curriculum Committee.
   B. Attends and participates in the Campus-Based Program Nursing Faculty Committee.
   C. Serves as a member of the Campus-Based Program Collaborative Committee.
   D. Serves as a member of the Campus-Based Program Decision Committees for Clinical Core Entrance.
   E. Serves as a member of the Campus-Based Program Advisory Committee.
   F. Participate in university-wide committees when requested.

5. Advising
   A. Serves as an advisor for nursing students.
   B. Assists students with course scheduling and provides guidance in their academic and personal development.
   C. Develops remediation plans with students.
   D. Schedules regular meetings with students who are at risk to be unsuccessful in a course or the nursing program.
   E. Assists students in identifying and utilizing resources that may contribute to their success.

6. Curricula:
   A. Implements syllabi, including all course requirements and assignments, for all students.
   B. Submits suggestions for changes in master syllabi to the Nursing Program Chair.
   C. Designs and implements new curriculum.
   D. Participates in the evaluation of curriculum.

7. Teaching Load:
   A. Teaching load will not exceed 28 contact hours per week.
   B. Teaching load may be divided between theory and clinical instruction if needed.

8. Instruction:
   A. Maintains control of the classroom.
   B. Develops assigned course and clinical syllabi to reflect the School of Nursing philosophy, theoretical constructs, course description, and objectives and curriculum in conjunction with the nursing program chair.
   C. Utilizes a variety of teaching methods to accommodate the learning styles of the students.
   D. Provides for opportunities for active student involvement through practice and application.
   E. Demonstrates a command of the subject matter.
   F. Demonstrates considerations for diverse cultural backgrounds.
   G. Begins and ends class on time.
   H. Addresses students by name.
   I. Encourages student participation and questions.
   J. Models and encourages a collaborative faculty-student relationship.
   K. Provides or utilizes course materials (handouts, interactive notes, technology) that enhance student learning and follows the course syllabus.
   L. Maintains eye contact with the class.
   M. Responds appropriately to student cues of confusion or boredom.
   N. Models professional behavior and standards of practice.
   O. Performs additional responsibilities for nursing faculty performing clinical supervision in an affiliating agency including:
1) Participates in clinical orientation as required by the institution.
2) Completes validations as required by contract with clinical agencies, orients students to clinical facilities.
3) Makes clinical assignments for students at the clinical setting.
4) Supervises students in patient care area in collaboration with staff.
5) Conducts pre and post conferences with students.
6) Schedules make-up clinical as needed.
7) Maintains ongoing weekly evaluation of individual student progress in the clinical area.
8) Provides timely ongoing verbal and written feedback to students.
9) Guides and counsels with students toward personal development in dealing with clinical stress.
10) Keeps the nursing program chair informed on issues that arise with students and clinical sites.

9. Evaluation:
   A. Provides the evaluation of students in both didactic and clinical courses.
   B. Participates in peer evaluations when requested.
   C. Participates in the evaluation of the Nursing Program Chair when requested.
   D. Reviews student evaluation summaries of assigned courses and utilizes the feedback for planning and implementing future courses.
   E. Participates in program planning in response to student program evaluation feedback.
   F. Participates in program planning in response to clinical evaluation feedback.
   G. Participates in program planning in response to employer satisfaction surveys.

10. Performs other duties as assigned.”

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**
1. The Full-Time Nursing Faculty reports to the Nursing Program Chair.
2. This position has supervisory responsibilities for the following:
   a. Adjunct Nursing Faculty
   b. Nursing Skills Lab Coordinator

**Physical Requirements**
The Full-Time 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.