



NATIONAL AMERICAN UNIVERSITY

To apply, submit an employment application ([click here for application](#)),
resume, and letter of interest to: Dean – School of Nursing
5301 S. Highway 16, Rapid City SD 57701

THIS POSITION IS LOCATED IN ALBUQUERQUE, NM

POSITION DESCRIPTION School of Nursing Albuquerque, New Mexico Campus

- I. **POSITION TITLE:** Nursing Program Chair
- II. **EMPLOYEE CLASSIFICATION:** Professional
- III. **JOB CLASSIFICATION:** Exempt
- IV. **ACCOUNTABLE/REPORTS TO:** School of Nursing Dean
- V. **POSITIONS REPORTING TO THIS POSITION:** Nursing Full-Time and 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 required; doctorate in nursing or related field preferred.

EXPERIENCE/LICENSURE: Minimum three years of full-time, or equivalent, experience in nursing education, clinical practice, or administration. Minimum three years of full-time, or equivalent, teaching experience in an approved nursing education program. Must be able to demonstrate evidence of knowledge and skills related to teaching adults, teaching methodology, curriculum development, and curriculum evaluation. Current/unencumbered RN license in New Mexico or in a compact state.

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:

(Essential elements 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 New Mexico 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, 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.

9. Develop and maintain ongoing relationships within the community, including fostering the nursing education program's responsiveness to community/employer needs.
10. Participate in activities that facilitate professional expertise in the areas of administration, teaching, and maintenance of nursing competence.
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. Serve as a member of the School of Nursing Executive Committee.
2. Serve as a member of the BSN Assessment and Curriculum Committee.
3. Serve as a chair of the Faculty Review Committee.
4. Serve as a chair of the Collaborative Committee.
5. Serve as a chair of the Decision Committee for Clinical Core Entrance.
6. Serve 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 a 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 Assessment and 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 the School of Nursing dean.
3. Design and insure implementation of new curriculum.
4. Participate in the evaluation of curriculum.

G. Teaching Load

1. May assume responsibility for teaching depending on need and time availability.
2. At least 80% of chair's assignment should be administrative, with additional time for preparing for accreditation, curriculum revision, and other such activities.

H. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. School of Nursing Dean and Associate Dean
- B. School of Nursing Executive Committee
- C. School of Nursing Project Manager/Compliance Officer
- D. Administration, faculty, staff, and students of the university
- E. Business people, clients, and customers
- F. All accreditation and regulatory bodies at the state and federal levels.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the School of Nursing, 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.

I have reviewed and comprehend the responsibilities of the nursing program chair. Upon acceptance of this position, I acknowledge and accept these responsibilities.

Signed: _____

Date: _____