



Position Title: Nursing Faculty Full-time

Location: ASUMH Campus

Job Summary: When an individual accepts a teaching appointment at ASUMH, they agree to fulfill the responsibilities of a professional educator under the direction of the Academic Dean and the Director of Health Science. The primary duty is teaching assigned classes. Additional responsibilities include student success initiatives, service to the college and community, professional development, and other duties as assigned.

Nursing faculty are responsible for course delivery, including assessment, planning, implementation, grading, course creation, proctoring, test review, and evaluation. They also evaluate student performance and mentor students, focusing on retention and licensure.

Essential Duties and Responsibilities:

1. Teaching and Instruction

- Participate in all responsibilities of teaching courses, including student orientation, grading assignments, discussion posts, exams, and any other course assessments
- Create lectures, content, and materials for courses
- Teach course in accordance with the class schedule and course syllabi
- Grade assignments, proctor exams, review tests and engage in course delivery
- Facilitate learning of relevant course material

2. Student Mentoring and Support

- Mentor students scoring at or below 74.9 in coursework and actively take student appointments for individual and group mentoring sessions
- 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
- Work on retention and persistence of students, including calling, emailing, and reaching out to students with a focus on student retention and completion
- Maintain office schedule for advisement and consultation
- Evaluate students' academic and clinical performance

- Serve as faculty advisor to student organizations when such service is required
- Submit No Show and Administrative Withdrawal reports on time
- Submit midterm and final grades on time

3. Course and Curriculum Development

- Develop/maintain syllabi and course content in the Learning Management System
- Participate in all aspects of test review for assigned courses
- Participate in all aspects of facilitating test proctoring, test item writing, proctoring, and test review
- Participate in test reviews, standardized testing reviews, to prepare students appropriately for course success and NCLEX testing
- Maintain accurate scholastic records and abide by FERPA policies

4. Professional Development and Community Engagement

- 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 ASUMH or include a competing nursing program
- Attend pinning ceremonies and other events and activities as assigned
- Represent the nursing department in relevant community functions
- Participate in activities to promote the profession of nursing
- Maintain collaborative relationships with professional and health care agencies

5. Administrative and Institutional Responsibilities

- Participate in Nursing Faculty Organization meetings
- Ensure continued program quality and productivity through participation in faculty in-services 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
- Participate in faculty committees as assigned or elected after the first year of employment

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.

6. Faculty Load and workweek

- The course load will be 15 credit hours per semester and 30 credit hours for the 9-month contract.
- The standard work week for full-time faculty is 40 hours. The 40 hour work week will usually include at least 30 hours on campus (or other instructional facility) with 10 posted office hours per week. Off campus work may include grading, emailing, and

telephone work with students, working with students in online courses, and additional course development and restructuring as needed.

- The regular work week is Monday through Friday for all faculty, unless approved otherwise by the Academic Dean. Faculty members are responsible to the appropriate dean for posting and keeping office hours. Faculty must maintain ten office hours per week. The most important issue in deciding office hours is maximum accessibility for students.

7. Expectations of Conduct and Professionalism

- Begin class on time and in an orderly and organized fashion.
- Be courteous and approachable.
- Follow approved policies and procedures in the conduct of all institutional activities.
- Help encourage a desire to learn the subject matter.
- Meet and assist students during office hours or by appointment at other reasonable times.
- Assign grades and maintain course and student records in accordance with FERPA regulations and submit grades and records by established deadlines.
- Keep a weekly schedule that best facilitates student learning and access. Any changes in the scheduled class times or locations should have prior approval by the division chair.

8. Physical Requirements

- Frequent interaction with others.
- Lecturing and interacting with students requires a combination of sitting and standing for 1+ hour.
- Ability to lift 7-30 lbs. Lifting and overhead work may be required in carrying all necessary supplies, books, and course materials.

9. Educational Requirements

- Hold a valid license to practice as a Registered Nurse in the State of Arkansas
- A master's or higher degree in nursing; or
- 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.
- 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.