

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Assistant or Associate Professor of Nursing _____ **Department:** College of Nursing _____

Lepaine McHenry 5.24.2016 Dr. Stan Norman
Prepared by Date Approved by Date

Supervision Received:

By title Dean of the College of Nursing

Supervision Given:

By title(s) Graduate Teaching Assistants

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The College of Nursing invites applications for the position of Assistant or Associate Professor of Nursing from all disciplines including Pediatric, Psychiatric, Medical/Surgical and Community Health. Salary and rank will be commensurate with qualifications and experience.

The College of Nursing provides a baccalaureate and graduate programs. The nursing faculty view nursing as a Christian ministry and a professional practice. During nursing courses, students learn to provide quality nursing care through competent and professional practice. Upon completion of the programs, the undergraduate student is qualified to take the national examination for licensure as a registered nurse and the graduate student is prepared to assume roles in nursing education or global nursing.

Essential Functions:

- Teaching nursing classroom theory and/or clinicals
- Student advising as assigned
- University committee service as assigned
- Departmental duties as assigned

New _____	Revision _____	FLSA _____	HR Office Only IPEDS _____	Sal/Grd Assignment _____
PRN(s) _____				

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Other Duties:

Class Responsibilities:

- Accept assignments for classes consistent with the faculty member's experience and expertise
- Planning class directed learning activities to assist students in mastery of content on learning guides
- Selection or formulation of test items to evaluate student's mastery of content in online testing format
- Complete course evaluation
- Manage all courses in Moodle
- Develop, disseminate, and update syllabus according to program requirements

Team Responsibilities:

- Resolve problem situations between courses within the same level
- Participate with team in evaluation of semester
- Participate in team meetings for the purpose of coordination of classes during a given semester

Advisor Responsibilities:

- Monitor the individualized plan of study for advisee
- Advise student about enrollment in relation to plan of study
- Monitor addition and withdrawal from courses
- Keep degree check sheet current in student's file
- Advise transfers regarding courses
- Advise students of financial/economical implications of enrollment changes
- Monitor student's progress in program
- Meet with student as needed Meet with freshmen at least twice during each semester of first year
- Communicate with student as needed regarding midterm grade report, honor roll, etc.
- Be available to talk about student concerns
- Refer students as needed for personal or career counseling
- Advise student about professional decisions as appropriate

Clinical Responsibilities:

- Assist in arranging orientation periods for the clinical agency
- Be on site with students during the clinical class period
- Communicate with agency staff regarding student competencies and responsibilities
- Communicate with floor managers regarding student experiences and staff responses to student performance
- Assignment of patients for student's delivery of nursing care
- Evaluation of clinical sites with agency staff, faculty, and student responses
- Communicate with faculty teaching other sections of the course to compare student performance and experiences
- Plan, organize, and implement simulation scenarios in conjunction with simulation director.

Additional Assignments:

- Faculty may be assigned other roles such as team leader, course coordinator, and coordinate of adjuncts Load credit will be assigned to these responsibilities as indicated in the Faculty Handbook
- Participate in College of Nursing committees and meetings
- Participation in student recruitment efforts on and off campus
- Participate in professional development commensurate with faculty role and program needs
- Engage in scholarly/creative activities as indicated in Faculty Handbook

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

- Engage in University and Community service opportunities

Qualifications:

Knowledge, Skills and Abilities:

- Be able to communicate clearly and effectively
- Possess and demonstrate strong interpersonal skills
- Possess and demonstrate strong pedagogy
- Be able to assess student ability and adjust teaching as appropriate
- Be able to advise students
- Knowledge of online education delivery methods
- Be able to relate to colleagues in the OBU community and serve as a representative to the professional community beyond OBU

Education:

- **Preferred:** DNP or PhD in Nursing and current nursing license in Oklahoma
- **Required:** Masters of Science in Nursing and current nursing license in Oklahoma

Experience:

- **Preferred:** Teaching experience
- **Required:** Minimum of two years of nursing experience

Equipment:

- Proficiency in the use of computer software and hardware
- Proficiency in the use of classroom audio/visual equipment

Physical Requirements:

- Sufficient mobility and physical stamina to walk about the campus to visit various offices; to travel to local, regional, and national locations; and transport moderately heavy items to offices and classrooms.

Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local evangelical church

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation or Performance Evaluation*.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.