



NATIONAL AMERICAN UNIVERSITY

To apply, submit an employment application ([click here for application](#)),
resume, and letter of interest to : Associate Dean School of Nursing
4775 Indian School Rd NE Suite 200
Albuquerque, NM 87110

SCHOOL OF NURSING BSN PROGRAM CHAIR, ALBUQUERQUE, NEW MEXICO CAMPUS Position Description

Summary

The BSN Program Chair administers the nursing program in accordance with the mission, core values, and purposes of the School of Nursing and the university. This position 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.

Minimum Qualifications

The BSN Program Chair must satisfy the following minimum qualifications:

1. Master's degree in nursing required; doctorate in nursing or related field preferred; and
2. Minimum of three years of full-time, or equivalent, experience in nursing education, clinical practice, or administration; minimum of three years of full-time, or equivalent, teaching experience in an approved nursing education program; ability to demonstrate evidence of knowledge and skills related to teaching adults, teaching methodology, curriculum development, and curriculum evaluation; and
3. Current/unencumbered RN license in New Mexico or in a compact state; and
4. Must be able to pass a background check.

Skills and Attributes

The BSN Program Chair must possess the following skills and attributes: management and leadership skills; organizational and research skills; strong interpersonal and communication skills.

Essential Functions

The BSN Program Chair performs the following essential functions:

A. Personnel

1. Recruits, selects, and hires nursing faculty and staff for employment.
2. Designs and monitors development plans for faculty.
3. Recommends faculty and staff for promotion and retention.
4. Oversees administration of the faculty appraisal program.
5. Establishes appropriate job descriptions for nursing faculty and staff.
6. Assigns faculty loads in accordance with university policy and determines the need for additional faculty release time for administrative duties.
7. Monitors faculty interactions with students in classroom, lab, and clinical learning environment.
8. Fosters 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.
9. Participates in local, state, and national nursing education meetings.

10. Models professional behavior and standards of practice.

B. Budgets

1. Participates in the annual budget planning process for the nursing education program budget to include operating and capital expenditures.
2. Manages the nursing program budget.
3. Arranges for the procurement and inventory of supplies and instructional materials.

C. Administration

1. Assures and documents 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. Provides a current written job description to the New Mexico Board of Nursing for all faculty positions.
3. Develops and maintains 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. Demonstrates leadership within the faculty for the development, implementation, and evaluation of the curriculum and other nursing education program components.
5. Oversees the development and coordination of the use of educational facilities and clinical resources.
6. Identifies and advocates for services needed by students in the nursing education program.
7. Acts as a liaison with the New Mexico Board of Nursing.
8. Develops and maintains ongoing relationships within the community, including fostering the nursing education program's responsiveness to community/employer needs.
9. Participates in activities that facilitate professional expertise in the areas of administration, teaching, and maintenance of nursing competence.
10. Participates in regional accreditation reviews and reports, as requested.
11. Coordinates program accreditation activities and self-study.
12. Assists in publicizing and disseminating information about the program.
13. Collaborates with admissions in recruiting students.
14. Coordinates program agreements with outside entities and maintain meaningful working relationships with clinical agencies that provide clinical experiences for students.
15. Provides an environment conducive to learning for students and nursing faculty.
16. Promotes professional development of nursing students.
17. Develops and facilitates a Nursing Advisory Committee that meets biannually.
18. Assures ongoing evaluation of didactic and clinical courses and the nursing program.
19. Hears and assesses faculty and student concerns.
20. Communicates accurately School of Nursing and NAU university policies and rationales.
21. Exercises final authority concerning evaluation of students, faculty, and the nursing program.

D. Committee/Meeting Responsibilities

1. Serves as a member of the School of Nursing Executive Committee.
2. Serves as a member of the BSN Assessment and Curriculum Committee.
3. Serves as a chair of the Program Nursing Faculty Committee.
4. Serves as a chair of the Collaborative Committee.
5. Serves as a chair of the Decision Committee for Clinical Core Entrance.
6. Serves as a chair of the Nursing Advisory Committee.

E. Advising

1. Assists students with course scheduling and provide guidance in their academic and personal development.

2. Serves as a mentor and advisor for nursing faculty.
3. Assists faculty and students in identifying and utilizing resources that may contribute to their success.

F. Curricula

1. Submits suggestions for changes in master syllabi to first the BSN Assessment and Curriculum Committee and then to the School of Nursing Executive Committee.
2. Reviews projected course offering for the program on a quarterly basis and recommends needed revisions to the Dean of School of Nursing.
3. Designs and insures implementation of new curriculum.
4. Participates in the evaluation of curriculum.

G. Teaching Load

1. The nursing program chair will not assume a teaching load.
2. The nursing program chair will be at 100% release time.

H. 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 BSN Program Chair reports to the Associate Dean School of Nursing and Dean of School of Nursing.
2. This position has supervisory responsibilities for the following:
 - a. Full-time and adjunct nursing Faculty
 - b. Ancillary support staff

Physical Requirements

The BSN Program Chair must be able to speak, hear, see, read, 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.