



POSITION/JOB DESCRIPTION

Adjunct Clinical Faculty – Nursing

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Employment Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to janeane.houchin@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin immediately and continue until the job is filled.
- The job starts as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION: Adjunct Nursing Faculty (for clinical courses)

POSITION'S OPERATING GROUP: Office of the Provost

POSITION'S GROUP MAJOR RESPONSIBILITIES: The Office of the Provost is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty, the design and delivery of all academic curriculum, the design and delivery of all academic co-curricular programs and activities, and the design and delivery of all support and information services required to maintain university accreditation and increase student success in all academic areas of the university.

POSITION'S DEPARTMENT: Nursing Education

DEPARTMENT'S MAJOR RESPONSIBILITIES: The Nursing Department is responsible for the effective development and delivery of the department's curriculum and advising of department majors. In addition, the department assists other areas of the university in recruiting new students to the university and participates on faculty and university committees. The department focuses on quality teaching and student-centered learning.

POSITION'S DIRECT SUPERVISOR: Janeane Houchin, Director of Nursing Education

DATE POSITION LAST REVIEWED OR ANALYZED: MARCH 2018 REVISED BY: Cindy Fry, Assistant Director of HR; Janeane Houchin, Nursing Education Director.

POSITION'S EMPLOYMENT STATUS: Part-time, exempt (teacher), salaried, limited contract, non-tenure-track.

POSITION'S SALARY AND BENEFITS: \$800 per credit hour paid in five equal monthly installments. Not eligible for the benefits except those that are legally required.

JOB INFORMATION

POSITION'S SUMMARY: This job is responsible for preparing and teaching one or more **clinical** nursing courses, supervised by the faculty course coordinator.

POSITION WORKS WITH: The department is led by the Director of Nursing Education and currently consists of 6 full-time teaching faculty, a Nursing Success Coordinator, a full-time Chair of the Nursing Division and a full-time Administrative Assistant. This job fully interacts with the KWU student body in terms of teaching.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITIONS PHYSICAL WORKING CONDITIONS: Climate controlled office and classroom environment. Standing, sitting, stooping, walking, talking, seeing, hearing, keyboarding, filing, and other similar physical motions and activities are a usual part of the job.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone and Learning Management System (LMS) system.

POSITION'S WORK SCHEDULE: Schedule arranged around the assigned courses.

POSITION'S TRAVEL REQUIREMENTS: Travel for clinical practice supervision is required.

POSITION RESPONSIBILITIES/DUTIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL DUTIES

Teaching (80%):

1. Student-focused educator committed to student learning, retention, persistence, and completion.
 2. Teach the number of hours and courses stated in the employment contract for the time period agreed upon in the contract. While a fixed schedule will be in place, changes or trade-offs may be made within the department based on faculty strengths and department needs.
 3. Articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations.
 4. Assist the course coordinator with the creation of the syllabus and clinical schedule.
 5. As directed by the course coordinator, create course curriculum, course handouts, lectures, labs, presentations, and other course materials required to deliver course information in an understandable and interesting manner to ensure students are engaged with the course material in order to achieve the course learning outcomes.
 6. As directed by the course coordinator, create course rubrics in order to assess each student's performance related to the course's learning objective and to identify areas for student improvement.
 7. Assist students to master course material by being available through "office hours" and at other times to answer questions and assist students to better understand the material in one-on-one or small group sessions.
 8. Meet all clinicals and other scheduled responsibilities such as office hours and meetings at the designated time.
 9. Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines.
2. Clinical Supervision: assist students to successfully complete any clinical practice required as a part of their course work or for graduation.
1. Schedule and supervise students in clinical practice, internships, observations, field experiences, and other similar course and graduation requirements.
 2. Debrief and evaluate students in clinical practice, observations, and field experiences, and other similar course and graduation requirements.

POSITION'S OTHER DUTIES: (20% where applicable)

PERFORM OTHER APPROPRIATE AND REASONABLY REQUIRED DUTIES AS ASSIGNED BY YOUR SUPERVISOR.

POSITION'S QUALIFICATIONS

EDUCATION:

MINIMUM REQUIRED: Master of Science in Nursing.

CERTIFICATIONS/LICENSES:

MINIMUM REQUIRED: Active Kansas Registered Nurse License

WORK EXPERIENCE:

MINIMUM REQUIRED:

- Excellent leadership, public speaking and oral communication skills in order to convey knowledge face-to-face with students and graduate staff.
- Proficient in computers (Word, Excel, Access, Outlook, PowerPoint & Adobe).

PREFERRED

- Three years of full-time experience in a professional setting in the role of a Registered Nurse preferred.
- Experience as an educator preferred

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

MINIMUM REQUIRED

1. Demonstrated advanced level of oral and written communication skills.
2. Demonstrated ability to meet required attendance and submission deadlines.
3. Demonstrated ability to create, articulate, and assess course learning outcomes.
4. Demonstrated effectiveness in creating course materials (syllabus, handouts, presentations, etc.) which enhance student interest and engagement.
5. Demonstrated ability to create and manage effective grading rubrics for consistent and uniform grading results.
6. Demonstrated ability to work effectively with diverse populations.
7. Demonstrated ability to manage effective, friendly, and civil working relationships with staff, faculty, students, alumni, guests, and others at the university.
8. Demonstrated problem solving and abstract thinking skills.
9. Demonstrated ability to produce high quality work while working independently.
10. Philosophical alignment with the mission and vision of KWU.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.

AGREEMENT SIGNATURES

Employee’s Signature _____

Date ____/____/____

I have read, understand, and accept this Job Description and more specifically the duties and standards of performance associated with this job and agree to be held accountable for successfully completing these duties and standards of performance.

Direct Supervisor’s Signature _____

Date ____/____/____

A copy of the signed Position/Job Description is to be retained by both the employee and their direct supervisor. In addition, a signed copy is to be given to and retained by the department’s supervisor and the HR Office.