



Position Description Assistant Professor of Nursing (Non-Tenure Track)

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter
3. Resume/curriculum vitae
4. Three references
5. Teaching philosophy
6. For the required degree the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary
8. Please email your application materials to hr@kwu.edu.

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. 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 position has been filled.
- Interviews will begin as soon as qualified applications are received.
- The position begins January 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Assistant Professor of Nursing

POSITION'S DEPARTMENT: Office of the Provost, Nursing

OPERATING GROUPS 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 DIRECT SUPERVISOR: Director of 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.

DATE POSITION LAST REVIEWED OR ANALYZED: July 2023. Revised by the Nursing Education Director, and Human Resources Director.

POSITION'S EMPLOYMENT STATUS: Full-time, Faculty (Non-tenure track), Exempt (teacher professional exemption).

POSITION'S SALARY AND BENEFITS: Salary to be determined at hiring based on the person's qualifications, experience and faculty rank. Full-time benefits as outlined in the university benefits package found on the university's job web site.

POSITION INFORMATION

POSITION SUMMARY: This is a teaching position; but additional duties include advising students, serving on committees and assisting in the development and implementation of curriculum in order to prepare students adequately for the challenges presented within all aspects of the nursing field. In order to keep up with the current needs of nursing, professors revise the program where and when necessary.

POSITION WORKS WITH: The department is led by a Department Chair and consists of full-time teaching faculty, Nursing Success Coordinator, chair of the Nursing Division and an 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.

POSITION'S 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

POSITIONS EQUIPMENT USED: University phone, Learning Management System (LMS) system.

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

POSITION'S TRAVEL REQUIREMENTS: None

POSITION RESPONSIBILITIES/DUTIES, AND PERFORMANCE MEASURES

For a more complete understanding of the duties and responsibilities of faculty jobs, please read and review the Faculty Handbook which will be made available to final candidates for the job.

POSITION'S ESSENTIAL DUTIES

Every effort has been made to include all duties; however, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

Teaching:

- Teach up to twelve credit hours per semester for a total of up to twenty-four each academic year.
- Integrate technology into the teaching and learning process.
- Utilize the Kansas Wesleyan University's Learning Management System.
- Plan and prepare course content and curriculum, utilizing assessment and effective methodologies of instruction for the enhancement of learning.
- Maintain expertise in the field of nursing and teaching pedagogy by attending seminars, workshops and classes for professional enhancement.
- Maintain active participation in professional organizations as appropriate.
- Participate in enrollment management activities.
- Share professional expertise with colleagues and students beyond the classroom.
- Provide support and, in some cases, leadership for student recruitment, marketing, nursing student orientations and in general activities that build the program.
- Serve as an advisor to pre-nursing and nursing students.
- Support university and student activities, including course and career guidance, mentoring, graduation activities, and fostering a love of learning.
- Assist in the development of the departmental course schedule.
- Give required forms and papers to Registrar's Office within the specified time frame.
- Maintain appropriate records of student performance.
- Participate in selection of students into the nursing program.

- Serve on Nursing Department committees.
- Ensures university and nursing program compliance with regulatory boards, including licensure and accreditation.

If assigned:

- Serve as the course coordinator for course(s) utilizing an adjunct.
- Demonstrate procedures in nursing skills laboratory, supervise student demonstrations and evaluate student performances.
- Integrate theory with planned clinical performance.
- Orientate students to the clinical site(s) and communicate clinical objectives to the student and the site staff.
- Assign, guide, supervise, and evaluate student's performance in giving care to selected clients.
- Write anecdotal progress notes and clinical evaluations of student performance.

POSITION'S OTHER DUTIES:

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

POSITION 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.
 - Experience as an educator.

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 Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “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. 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.
6. All items created by this position are the sole property of Kansas Wesleyan University.