

# Chair of Undergraduate Nursing

## Position Description

**Education:**

Master's degree in Nursing required and terminal degree required in Nursing or related field (e.g. Healthcare Administration, Higher Education Administration, Education [Ed.D], Public Health Administration)

**Contract:**

This is a twelve (12) month administrative, salaried position with faculty rank. Paid time off is earned in accordance with the Methodist College schedule.

**Experience:**

Minimum of two years leadership experience preferred in higher education.

**Licensure:** Licensed as a registered nurse in the State of Illinois, or licensure in another state with eligibility to attain licensure. Licensure is required prior the start date.

**Reports to:**

Associate Dean of Nursing

**Responsibilities:**

- Assures annual faculty teaching assignments in accordance with the faculty workload policy in collaboration with the Associate Dean of Nursing. The chair has primary oversight of undergraduate teaching assignments.
- Promotes excellence in teaching and learning through collaboration with senior leaders in academic affairs and human resources to develop, implement, and evaluate onboarding and faculty development of assigned faculty.
- Assess and evaluate the effectiveness of didactic and clinical instruction in collaboration with the Associate Dean and Dean of Nursing. This includes all undergraduate instruction, including evening and weekend. Assures optimal student advisement, including garnering faculty participation and engagement, as well personally serving as an academic advisor during formal advising sessions and as needed.
- Assure optimal participation as well as personal contributions in recruitment efforts for programs at open houses, orientations, and other college affairs.
- Collaborates with the Director of Simulation and Clinical Affairs to assure there are sufficient clinical sites with signed affiliation agreements to meet the needs of the undergraduate program and monitors the effectiveness of the sites in meeting undergraduate learning outcomes.
- Acts in the absence of the Associate Dean of Nursing at meetings, in official functions, and as needed.
- Maintains knowledge of trends and developments in nursing education, through research and by reading appropriate articles and journals, attends seminars,

conferences, and workshops and assures that such knowledge is shared within the college and nursing department.

- Teaches a minimum of six credits per fall and spring semester to be evaluated by the Dean of Nursing on a yearly basis.
- In collaboration with the Associate Dean for Nursing, supports accreditation initiatives, including assuring data collection and analysis for the undergraduate program measures within the Undergraduate Program Effectiveness Plan (UGPEP).
- Provides leadership to shared governance through service on the Academic Council as ex officio member; provides leadership and service to other college and academic committees as assigned.
- Performs other duties as assigned.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

**COMMUNICATION:**

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.