

## **ASSOCIATE DEGREE NURSING FACULTY**

### **GENERAL STATEMENT:**

Teach associate degree nursing courses with assigned team members for the College and perform other duties related to instructional assignment.

### **REPORTS TO:**

Team Leader, Associate Degree Nursing Program and Appropriate Division Chairperson, Provost, and/or Associate Vice President

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

- Must hold a master's degree or higher, preferably in nursing, and if the master's degree is in a discipline other than nursing, hold a bachelor's degree in nursing with at least six (6) graduate semesters in nursing appropriate to assigned teaching responsibilities.

#### **LICENSE OR CERTIFICATION:**

- **Registered Nurse (RN) license in Texas.**

#### **EXPERIENCE:**

- College teaching experience in nursing preferred, preferably at a Community College
- At least three (3) years of recent clinical experience in nursing, preferably in a variety of settings.

#### **OTHER:** None

### **DUTIES AND RESPONSIBILITIES:**

Faculty members shall be responsible for the content, quality and effectiveness of the curriculum. Faculty members shall be under the direct supervision of the ADN team leaders and appropriate division chairpersons or campus deans. The duties of the faculty shall be to:

- Teach assigned classes, clinicals, and skills/simulation labs according to approved course syllabi and minimum competencies;
- Arrive on time for classes or notify the division chairperson or dean or provost or associate vice president as early as possible of an inability to meet a class;
- Schedule, post and keep office hours as required by College District policy;
- Keep class record books, keys, lesson assignments and other necessary materials or equipment available for substitute instructors;
- Assist with advisement, counseling, and registration of students;
- Submit all required student grade reports to the registrar's office on schedule;
- Maintain accurate attendance records for all classes;
- Attend all faculty meetings, commencements and other special meetings called by the division chairperson, deans, provosts, associate vice president, the vice president for instruction or the College president;
- Inform the administration regarding all matters affecting the welfare of students, faculty and the institution;
- Serve as members of committees;
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.

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- Recommend the purchase of library books and instructional materials; and
- Perform other duties as assigned by the division chairperson, deans, provosts, associate vice president, vice president for instruction or College president.
- Subject to teaching assignment at any TVCC clinical site, and by any instructional delivery method.
- Maintain academic standards established by the nursing program.
- Participate in the development, implementation and evaluation of the total nursing curriculum, including the Master Plan of Evaluation.
- Coordinate clinical experiences and maintain public relations with the respective cooperative agencies.
- Assist in recruitment and retention of nursing students.
- Participate in evaluation of nursing students.
- Keep abreast of current trends in nursing through active employment in nursing or through continuing education.
- Participate in professional organizations.
- Participate in activities related to ACEN accreditation and Texas BON approval including writing of the self-study.
- Maintain current CPR certification for health care providers and required immunizations.
- Other duties as assigned.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment to prevent exposure to blood and body fluids in the clinical settings.
- May require irregular evening and weekend hours.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 4/28/2017*

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