NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO
PUBLIC VACANCY NOTICE

Posting Date: March 11, 2016
Deadline Date: Open Until Filled

Position: Assistant/Associate Professor of Nursing (Tenure Track) and Director of Nursing

Department: Nursing
Salary: $65,000 - $75,000

Term of Appointment: 11-month position

Reports to: Dean, College of Arts and Sciences

SUMMARY: NMHU is seeking an individual with strong leadership and organizational skills to direct and grow the RN to BSN Program. The successful candidate will demonstrate outstanding academic abilities and credentials. The position is 0.5 FTE for administrative duties as Director, and 0.5 FTE for faculty responsibilities.

DUTIES AND RESPONSIBILITIES

Administration
• Assign faculty and instructors to courses that they are qualified to teach;
• Annually evaluate term faculty and adjuncts for teaching effectiveness;
• Participate in the collective bargaining agreement requirements for chairs in the evaluation of tenure track faculty;
• Perform outcomes assessment of the program, assign faculty responsibilities in evaluating outcomes and adjust operations to enhance student educational outcomes;
• Ensure that the curriculum, faculty qualifications, facilities and other operational activities meet the requirements of the university and nursing accrediting bodies;
• Oversee the budget and annually negotiate budget changes to meet program needs;
• Acquire resources through grants and other instruments from external sources;
• Establish, review and enforce University and Departmental policies regarding student qualifications for admission, academic performance and demeanor;
• Exemplify outstanding professional and academic leadership to internal and external constituencies;
• Coordinate the accreditation review process by CCNE, assign parts to be written by faculty and write the Self Study Report and the Continuous Improvement Reports;
• Work on a plan to foster the growth of the RN-BSN program and determine the resources needed for this growth;
• Develop the plan to start a master in nursing program and start the steps toward implementation.

Faculty
• Teach twelve (12) credit hours per academic year and one three (3) credit hour course during the summer session;
• Utilize state-of-the-art pedagogies in nursing education; especially the online environment;
• Advise students and maintain regular office hours;
• Engage in research and/or scholarly activity related to the field of nursing practice;
• Advance the nursing profession through professional scholarship and service;
• Maintain current Nursing licensure and keeps abreast of developments within the profession;
• Actively participate on Faculty Senate and other University committees;
• Comply with the standards and practices established in the NMHU Faculty Association Collective Bargaining Agreement;
• Be involved in the curricular review and revisions needed per Nursing Department Policies and Procedures Manual;
• Maintain regular attendance;
• Perform other related duties as assigned.

MINIMUM JOB REQUIREMENTS

• EDUCATION: Doctoral Degree in Nursing or related field with a Master’s Degree in Nursing.
• EXPERIENCE: Five (5) years’ experience teaching in a University-level Nursing program. At least one of the five years with a RN-BSN program.
  o Preferred: Demonstrated experience in:
    • Nursing curricula development and maintenance;
    • University program leadership;
    • Delivery of on-line Nursing courses;
    • Experienced with online teaching programs and course methodology.

EMPLOYMENT REQUIREMENTS

• The successful applicant must be licensed as a Registered Nurse in New Mexico or secure licensure within six months of employment;
• Must possess and maintain a valid New Mexico Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES

• Knowledge of University and Department policies, procedures, principles and practices;
• Ability to utilize sound principles of supervision, training, and performance evaluation;
• Ability to manage a budget;
• Ability to provide leadership to a unit, department or program;
• Knowledge of or ability to learn Ellucian Banner Student Module and other computer systems and software;
• Ability to communicate effectively, both orally and in writing, and to create, edit and revise technical documents;
• Ability to maintain excellent interpersonal relationships;
• Ability to effectively advise and guide students regarding academic matters;
• Skill and ability in presenting effectively to small and large groups;
• Ability to work effectively with a wide range of constituencies in a diverse community;
• Ability to provide strong leadership skills to an academic program;
• Strong analytical and critical thinking skills and the ability to analyze, summarize and effectively present problem analysis and data resolution;
• Ability to maintain confidentiality;
• Ability to foster a cooperative work environment;
• Ability to plan across both the short- and long-terms;
• Skill and ability to be detailed oriented while using independent judgment and initiative and being organized while providing direction.
WORK ENVIRONMENT

- Work is normally performed in office and community settings;
- Ability to travel by motor vehicle and aircraft is required.

APPLICATION PROCEDURE: A complete application must include 1) a letter of interest, 2) curriculum vita, 3) unofficial copies of transcripts, 4) names/address/phone numbers of 3 current professional references.

Application materials should be sent to: jobs@nmhu.edu

References will be contacted in conjunction with on-campus interviews and official transcripts should be requested upon acceptance of the on-campus interview. For more detailed information regarding the position you may contact Dr. Susan Williams at sdwilliams@nmhu.edu or (505)454-3210.

For disabled access or services, call 505-454-3242 or email hr@nmhu.edu

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