



## *HLC Accreditation Evidence*

- Job Description Example: Additional External Entity Requirements

URL: <https://www.bartonccc.edu/planning/teams#smart>

Office of Origin:

- Vice President of Student Services

Contact(s):

- Executive Director of Healthcare and Public Service Education
  - Director of Nursing Education

## Barton County Community College

### Job Description

*Position Title: Instructor –Full-Time (Nursing – A,B,C,D,E,F,G)	Prepared On: 03/8/11
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Reports to: Director of Nursing Education	Classification: Exempt
Effective Date: 03/8/11	Revised Date: 08/29/16
Approved by:	Supervises: 0 Direct    0 Indirect
Approved by: JH	

**Role:** As a learning college and learning organization, Barton Community College faculty members are committed to students, colleagues, and the College. Faculty’s primary objective is to provide quality education and training. In addition to teaching responsibilities, faculty also participate in student assessment, professional development, support of college policies and procedures, and service to the college and community. Therefore, we the faculty are individually and collectively responsible for the following:

Note: If this position is either completely or partially grant funded, employment is contingent upon continued grant funding.

#### Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities	(E) Essential or (N) Nonessential
20%	<u>Mastery of Subject Area</u> 1. Demonstrates a thorough and accurate knowledge of the field or discipline. 2. Provides and reinforces linkages between instruction and practical applications. 3. Participates in activities related to professional growth.	(E) Essential
30%	<u>Teaching Performance</u> 1. Teaches to the competencies as outlined in the course syllabus, guided by the outcomes. 2. Presents ideas clearly and creates a climate conducive to learning and critical thinking. 3. Presents well prepared, well-organized and relevant material.	(E) Essential
20%	<u>Evaluation of Student Learning</u>	(E) Essential

	<ol style="list-style-type: none"> <li>1. Participates in assessment activities for the purpose of effecting improvement in student learning, instructional delivery, and curricular development.</li> <li>2. Develops evaluation methods which measure student progress towards course outcomes and competencies.</li> <li>3. Evaluates student work and provides feedback in a timely manner.</li> </ol>	
15%	<u>Support of College Policies and Procedures</u> <ol style="list-style-type: none"> <li>1. Complies with established college policies and procedures.</li> <li>2. Teaches courses in accordance with catalog descriptions and the schedule of classes except as modified by agreement with the appropriate college administrator.</li> <li>3. Ensures accessibility to students and colleagues by posting and adhering to appropriate on-campus or online office hours.</li> <li>4. Maintains accurate scholastic records of students while assuring confidentiality of student information.</li> <li>5. Prepares, updates, submits and distributes syllabi for all assigned sections in accordance with college policy.</li> <li>6. Performs other reasonable duties as may be prescribed by the appropriate college administrator.</li> </ol>	(E) Essential
10%	<u>Service to the College and Community.</u> <ol style="list-style-type: none"> <li>1. Participates within the department and across curricular areas in the development of new courses and/or programs within the mission of the college.</li> <li>2. Participates in recruitment and retention of students, faculty, and staff.</li> <li>3. Serves on College, divisional, and program committees as assigned.</li> <li>4. Attends meetings and events as required by College administration.</li> <li>5. Responds in a timely fashion to information requests from College, division, and program administrators.</li> <li>6. Collaborates and supports associate and full-time colleagues in development and execution of responsibilities.</li> </ol>	(E) Essential
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5%	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

**Expectations:**

1.	Faculty members will cooperate with their colleagues on and off campus, other campus departments, supervisors, and administration in carrying out the mission of the college by exhibiting aspects of a team player.
2.	Faculty members will constructively guide student learning both on campus and in the clinical sites.
3.	Faculty members will follow the guidelines and regulations of the clinical partners.

**Knowledge and Skills:**

Experience:	BSN with at least three years nursing experience. MSN with at least three years nursing experience preferred.
Education:	Academic qualifications vary according to instructional discipline.  Instruction of first year students - BSN with at least three years nursing experience required, MSN with at least three years nursing experience preferred.  Instruction of second year students - MSN with at least three years nursing experience required.
Other Skills:	<p>A. Must possess excellent knowledge in appropriate teaching field(s) <i>as well as exceptional communication/people skills.</i></p> <p>B. Must be able to demonstrate excellent teaching skills <i>that incorporate and attain measurable student learning outcomes.</i></p> <p>C. Must be able to interact professionally and effectively with faculty, administration, staff, students, and community.</p> <p><b>ADN</b></p> <p>Kansas State Board of Nursing (KSBN) Requirements - possess a current unencumbered Kansas Registered Nurse license AND 1) Each nurse faculty member who is assigned the responsibility of a course shall hold a graduate degree. Each person who is hired as a nurse faculty member after July 1, 2001 shall have a graduate degree in nursing, preferably in the clinical area being taught, except for any person whose graduate degree is conferred before July 1, 2001. 2) Each nurse faculty member responsible for clinical instruction shall possess a graduate degree or provide to the board a faculty degree plan that</p>

	<p>projects completion of a graduate degree. Each person who is hired as a nurse faculty member responsible for clinical instruction after July 1, 2001 shall meet one of the following: a) Have a graduate degree in nursing, preferably in the clinical area being taught, except for any person whose graduate degree is conferred on or before July 1, 2001; OR b) Provide to the board a faculty degree plan that projects completion of a graduate degree with the graduate degree to be in nursing if the degree is projected to be completed after July 1, 2001. Barton Requirement - minimum of two years professional experience pertinent to teaching area. Accreditation Commission for Education in Nursing (ACEN) Requirements: Registered Nursing program - full-time faculty hold a minimum of a graduate degree with a major in nursing. This includes those individuals teaching and/or evaluating students in classroom, clinical, or laboratory settings.</p> <p><b>PN</b></p> <p>Kansas State Board of Nursing (KSBN) Requirements-possess a current, unencumbered Kansas Registered Nurse license AND 1) "Each nurse faculty member who is assigned the responsibility of a course shall hold a baccalaureate degree. Each person who is hired as a nurse faculty member after July 1, 2001 shall have a baccalaureate or highest degree in nursing except for any person whose degree is conferred on or before July 1, 2001". 2) Each nurse faculty member responsible for clinical instruction shall possess a baccalaureate degree or provide to the board a faculty degree plan that projects completion of a baccalaureate degree. Each person who is hired as a nurse faculty member responsible for clinical instruction after July 1, 2001 shall meet one of the following requirements: a) Have a baccalaureate or higher degree in nursing, except for any person whose degree is conferred on or before July 1, 2001; OR b) provide to the board a faculty degree plan that projects completion of a baccalaureate or higher degree, with the degree to be in nursing if the degree is projected to be completed after July 1, 2001.</p>
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**Physical Safety/Working Environment:**

Physical Safety:	The work requires moderate physical exertion such as long periods of standing, repetitively lifting lightweight objects with frequent bending or stooping, recurring lifting of moderately heavy items such as computer, printers or record boxes. Occasionally lifts heavy objects (over 50 pounds). Job requires average agility and dexterity.
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Working Environment:	<p><input type="checkbox"/> Regular exposure to favorable conditions such as those found in a normal office or classroom.</p> <p><input type="checkbox"/> Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.</p> <p>Regular exposure to unfavorable environments such as:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> weather</li><li><input checked="" type="checkbox"/> body fluids</li><li><input checked="" type="checkbox"/> toxic laboratory</li><li><input checked="" type="checkbox"/> industrial chemicals</li><li><input type="checkbox"/> confined locations</li><li><input type="checkbox"/> dirty and noisy locations</li></ul> <p>Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.</p>
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**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**