Oregon State University - Cascades
Position Description

I. **Title:** Nursing Program Executive Director

II. **Rank:** Clinical Associate Professor or Clinical Professor, 12-mo

III. **Position Summary**: The Executive Director leads faculty in the daily functions of the RN to BSN Program and displays excellence in teaching, scholarship/maintaining currency, recruiting/mentoring of faculty, front-line management, and service to students, the University, and the community. The Executive Director's role includes, but is not limited to, various administrative decisions, corresponding processes, and accreditation tasks for the RN to BSN Program. This position also carries a faculty teaching load.

IV. **Responsibilities**:

25% Student Related Activities

- Carries up to a 25% teaching load in the RN to BSN program.
- Teaching responsibilities are consistent with the Nursing Faculty position description.

55% Administration

Administrative Responsibilities

- Cultivates cooperative relationships with Oregon State University leaders, as well as community organizations or groups.
- Collaborates with leaders across OSU-Cascades and the College of Public Health and Human Services to identify appropriate needs and resources.
- Develops/Manages budget for the RN to BSN Program, using the framework of overall University budget with fiduciary accountability and budget stewardship.
- Collaborates with e-campus on course and program development.

RN to BSN Program Management

- Oversees admission and progression processes for RN to BSN students.
- Makes programmatic assignments; evaluates classroom teaching, outcomes.
- Guides programmatic development and evaluation of curriculum and faculty; recommends policies concerning curriculum, faculty, and students.
- Oversees/Supervises program staff and faculty; sets up mentoring for new faculty.
- Explores avenues to enhance professional development for faculty, staff, and self.
- Recommends hiring/terminating full-time and part-time faculty.
- Maintains compliance with University and programmatic accreditation, leads data collection and report writing efforts.

Continuous Improvement

- Facilitates selection, assignment, development, appraisal, and reporting for courses, programmatic outcomes, and accreditation criteria.
- Guides programmatic assessment practices, collection, analysis, and reporting.

10% Scholarship and Clinical Practice

- Maintain familiarity with recent developments in evidence-based instructional practices through literature review, workshops, conferences or other activities
- Maintain currency in academic discipline through attendance, and/or presentation at professional workshops, conferences, or other professional development activities.
- Disseminate ideas and methods within the program, university, and broader community.
- Participate in outreach and engagement activities related to the academic program.
- Engage in clinical activities sufficient to maintain nursing licensure

10% Service

- Participates in Oregon State University and/or OSU-Cascades committees and task forces, as appropriate to maintain communication and collaborative decision making.
- Responsible for developing and implementing an RN to BSN Program Advisory Board.
- Fosters partnerships with appropriate accrediting agencies, professional organizations, clinical sites, and community groups.

V. Qualifications:

A. Minimum Qualifications:
   a. Minimum 2 years of experience teaching in higher education.
   b. Minimum 5 years of experience in a clinical practice or educational setting
   c. Current (or eligible for) Oregon Registered Nurse license.
   d. Graduate degree in nursing

B. Preferred Qualifications:
   a. Earned doctorate degree or in the process of obtaining a terminal degree
   b. Experience teaching in an online environment.
   c. Higher Education Leadership experience.
   d. Experience with programmatic accreditation processes.
   e. Demonstrated commitment to equity, inclusion, and diversity.

C. Special Skills
   a. Commitment to building collaborative relationships with other Oregon Nursing Programs and hospital affiliates to facilitate student's personal and professional growth through the RN to BSN Program.
   b. Demonstrates a positive attitude, ability and hopefulness about coaching, conviction to transform weaknesses into opportunities.
   c. Displays vision and solid management, organizational, planning, written and oral communication, and problem-solving skills, such as conflict resolution.
   d. Exhibits a student-centered philosophy.
   e. Ability to communicate with and support a wide variety of people of diverse backgrounds, including respect for cultural, ethnic, and individual differences.

Oregon State University - Cascades
Position Description

I. **Title**: Nursing Faculty

II. **Rank**: Instructor (part-time instructors will only carry Teaching Responsibilities)

II. **Position Summary**: The Nursing Faculty member is responsible to the RN to BSN Executive Director for development, planning, implementation and evaluation of assigned courses in the program. Each faculty member assumes a role in systematic evaluation of the RN to BSN Program for quality improvement and accreditation activities. They also have potential to assume a leadership or coordinating role in assigned courses or committees.

III. **Responsibilities**:

80% Student Related Activities

- Plans, implements and evaluates learning activities according to University policies, course credits and course objectives.
- Creates and manages the educational environment to facilitate optimal learning experiences.
- Adapts teaching to the online environment to accommodate diverse learning styles.
- Utilizes instructional methods which promote development of critical thinking, problem solving, decision making, clinical competency and lifelong learning.

10% Scholarship and Clinical Practice

- Maintain familiarity with recent developments in evidence-based instructional practices through literature review, workshops, conferences or other activities
- Maintain currency in academic discipline through attendance, and/or presentation at professional workshops, conferences, or other professional development activities.
- Disseminate ideas and methods within the program, university, and broader community.
- Participate in outreach and engagement activities related to the academic program.
- Engage in clinical activities sufficient to maintain nursing licensure

10% Service

- Collaborates in the collection and analysis of data related to course and/or program outcomes and implements evidence-based changes.
- Participates in program meetings, maintains membership on program committees, and contributes to overall assessment of program.
- Participates in Oregon State University-Cascades committees and task forces as appropriate to maintain communication and collaborative decision making.
- Maintains confidential environment and respects learner and patient privacy.

- Develops and maintains cooperative relationships with colleagues within Oregon State University, area health care organizations, Oregon Nursing Programs and other community partnerships.

IV. Qualifications:

D. Minimum Requirements:
   a. Minimum 2 years of experience in a clinical practice or educational setting
   b. Current (or eligible for) unencumbered Oregon Registered Nurse license.
   c. Master of Science in Nursing.

E. Preferred Qualifications
   a. Terminal degree or enrollment in a terminal degree program in nursing or a related field.
   b. Experience teaching in higher education.
   c. Experience teaching in an online environment.
   d. Demonstrated commitment to equity, inclusion, and diversity.

F. Special Skills
   a. Commitment to building collaborative relationships with the Oregon Nursing Programs to facilitate student's personal and professional growth through the RN to BSN Program.
   b. Demonstrates a positive attitude, ability to be coached, conviction to transform weaknesses into opportunities.
   c. Knowledge of educational principles, teaching strategies and instructional media.
   d. Exhibits a student-centered philosophy.
   e. Ability to provide practice-based nursing education and support students from diverse backgrounds