

Job Description

Position: Full-Time Nursing Faculty

Type: Full-time, Permanent

Reports To: Associate Dean of Nursing

Position Description:

The Full-Time Nursing Faculty's responsibilities include following approved syllabi, understanding students' needs, developing engaging lesson plans, and ensuring the relevant learning resources are available. The faculty will consistently evaluate student performance and address issues promptly; prepare assessments that enrich and challenge students.

Job Duties:

The primary responsibility of the Full-Time Nursing Faculty is to:

- **Facilitating Class Instruction:** Responsible for teaching the assigned classes in accordance with learning objectives and session plan outlines specified by the University. Includes utilizing the approved syllabus with stated course objectives and learning outcomes, teaching with proven methodologies, following academic activity policies in line with those of the University, reviewing and using texts and readings, reviewing and using approved assignments and deliverables, timelines, and evaluation criteria.
- **Learning Management System:** Collaborates with Director of the Center for Teaching and Learning, who manages the University's Learning Management System (LMS), to achieve course goals and objectives utilizing the instructional technology and best practices in the online platform.
- **Evaluating Student Performance:** Oversee/administer evaluations of student performance based on course deliverables and course rubrics. Monitor student academic activity and retention and document as required by the administration. All course grades will be posted in the LMS by the end of each week (Friday, 12:00 pm).
- **Adhering to Protocol Guidelines:** Responsible for participation in any chat, discussions boards, and live stream instruction as determined by the course including adherence to the faculty expectations listed in the University's employee and faculty handbook.
- **Student Engagement:** Respond to student requests within 24 hours during the week and within 48 hours on weekends; provide additional support to students who require it and schedule consultation times where questions and concerns can be voiced; answer students' questions promptly; provide timely feedback on assignments, discussion posts and/or essays; recommend additional readings, advice and additional tutoring to students as required.
- **Encourage students to submit course evaluations:** Review course evaluations when available and use feedback to improve course delivery.
- **Participating in continuing education/professional development:** Submit professional development plan annually and attend classes to ensure that knowledge and teaching methods are up to date for ongoing continuous improvement.
- **Communicating with Administration:** Instructors will respond to requests from Administration and Student Services within one business day.
- **Attend all scheduled mandatory meetings.**
- **Serve on committees (e.g., curriculum development, retention, etc.) as assigned based upon expertise or campus needs.**
- **Adhere to the policies and procedures outlined in the Employee and Faculty Handbooks.**
- **Perform other duties as required.**
- **It is the expectation that you will participate in scholarship and service activities, such as serving on Beal university committees, serving on committees either locally or globally, research, lead initiatives, writing, reviews, professional development etc., and these activities would be considered in evaluation and promotion.**

Education & Knowledge:

- A current registered nurse (RN) license (unencumbered) in New Brunswick
- A masters or PhD degree with a concentration in Nursing. The nursing area of study preferably should be nursing education.
- A minimum of 3 years of clinical work experience in medical-surgical nursing, maternal-child nursing, and/or behavioral health nursing. Nursing laboratory/simulation experience is preferred.
- All instructors must be able to demonstrate a command of theory and practice, contemporary knowledge, and continuing study in their field.
- Must meet and maintain regulatory requirements for educational degree level and appropriate in- field experience.
- 2 years of experience with a Learning Management System.

Skills and Abilities:

- Evidence of professionalism and the ability to work collaboratively is imperative.
- Strong interpersonal communication, speaking and writing skills, and the ability to manage time effectively.
- Excellent communication skills, both written and verbal
- Organizational and time management skills
- Superb interpersonal, observational, and communication skills
- Patient, understanding and empathetic to student challenges allowing for reasonable accommodations that promote flexibility while maintaining integrity and adherence to required standard education.

Functional Demands:

1. Frequent standing, hearing, sitting, walking, and speaking.
2. Occasional carrying, object-handling, and reaching.
3. Specific vision ability is required to include reading of handwritten or typed material with ability to focus.
4. Computer usage is moderate to high.
5. Noise level within the work environment ranges from quiet to moderate

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature certifies that I understand and accept the duties required by my position.

Name: _____

Signature: _____

Date: _____

Beal University Canada is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.