



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Curriculum - Health Sciences
Job Title	Nursing Education Faculty
Reports to	Director of Nursing Education Programs

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time
Revision Date 5.06.13, 2.01.2021, 7.12.2021, 11.02.2021, 2.07.2022, 9.12.2022	

INTRODUCTION TO MTCC

Location

MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

The College

Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our recently-launched Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

Institutional Goals—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.
- Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment.

GENERAL RESPONSIBILITIES

Under the supervision of the Director of Nursing Education Programs and the Dean of Curriculum Programs and in accordance with the overall plan of the College, the curriculum faculty help provide effective learning conditions for all students through the design, planning, organization, execution, and evaluation of student performance in assigned areas, curriculum courses, classes or programs.

The Nursing Education Faculty works directly with the Director of Nursing Education Programs and the Assistant Director of Nursing Education Programs with implementation of the curriculum including classroom, laboratory, and clinical teaching.

SPECIFIC RESPONSIBILITIES

1. Collaborates with the Director/Assistant Director of Nursing Education Programs in developing, implementing and evaluating the curriculum and program outcomes.
2. Participate in planning, implementation, and evaluating program policies for admission, progression, and meeting graduation requirements.
3. Participates in the selection of students by serving on the Admissions Committee.
4. Assists with establishing clinical groups and guidelines for students.
5. Assists with coordination of observational experiences with clinical agencies.
6. Functions as an academic advisor and counselor for designated students.
7. Participates in departmental, advisory, and administrative support committee meetings as scheduled.
8. Posts office hours for the benefit of students.
9. Participates in professional activities through continuing education and membership in professional organizations.
10. Teaches and evaluates designated classroom and clinical experiences.
11. Completes annual RN competency evaluation and onboarding for clinical instructors at assigned clinical facilities.
12. Follows a flexible schedule between day/evening/weekend semester schedules when necessary to provide faculty coverage.
13. Accurately complete and submit paperwork in a timely manner to the appropriate area, including: office hours, course syllabus for each course taught, attendance rosters, grade sheets, drop/add forms, independent study forms, course substitutions, credit by exam forms, surveys, etc.
14. Assist the Associate Dean of Business, Arts and Sciences and/or Department Chair in maintenance of current and permanent official student records with storage that prevents damage and unauthorized use in compliance accrediting and certifying agencies.
15. Supports the college in planning and implementation of diversity, equity, and inclusion.
16. Actively recruit students by participating (as schedule permits) in recruiting functions on and off campus.
17. Implement all policies as established by the Board of Trustees.
18. Other Duties as assigned.

QUALIFICATIONS

Minimum:

Bachelor's Degree in Nursing required. Two (2) years experience as a registered nurse. Prior to or within the first three years must have education in teaching and learning principles for adult education including curriculum development, implementation, and evaluation. This position includes simulation, didactic, skills lab, and clinical faculty responsibilities.

Must be able to utilize appropriate software, including Microsoft Office®, Google Suite®, Data Management Systems (Colleague and Informer). Must be able to key data accurately and responsibly. Must possess confidence to deal with visitors, faculty, staff and students effectively. Must be a team-player and be able to handle several tasks simultaneously. Must be flexible and able to prioritize new tasks as they develop. Must possess excellent communication skills. Must be able to handle confidential information.

Preferred: Master of Science in Nursing with at least three (3) years experience as a registered nurse. Bilingual a plus.

21 NCAC 36 .0318 FACULTY

- (a) Policies for nursing program faculty members shall be consistent with those for other faculty of the controlling institution, with variations as needed due to the nature of the nursing curriculum.
- (b) Fifty percent or more of the nursing faculty shall hold a graduate degree.
- (c) Nurses licensed pursuant to this Chapter who are full-time and part-time faculty and who teach in a program leading to initial licensure as a nurse shall:
 - (1) hold an active unencumbered license or multistate licensure privilege to practice as a registered nurse in North Carolina;
 - (2) hold either a baccalaureate in nursing or a graduate degree in nursing from an accredited institution;

- (3) have two calendar years or the equivalent of full-time clinical experience as a registered nurse. Full-time registered nurse is a registered nurse employed by the institution who is regularly assigned to work at least 40 hours each week in the position of faculty member;
 - (4) if newly employed in a full-time faculty position on or after January 1, 2016, hold a graduate degree from an accredited institution or obtain a graduate degree in nursing from an accredited institution within five years of initial full-time employment;
 - (5) prior to or within the first three years of employment, have education in teaching and learning principles for adult education, including curriculum development, implementation, and evaluation, appropriate to faculty assignment. Once completed, this education need not be repeated if the employing organization is changed. This education may be demonstrated by one of the following:
 - (A) completion of 45 contact hours of Board-approved continuing education courses;
 - (B) completion of a certificate program in nursing education;
 - (C) nine semester hours of graduate course work in adult learning and learning principles;
 - (D) national certification in nursing education; or
 - (E) documentation of completion of structured, individualized development activities of at least 45 contact hours approved by the Board. Criteria for approval shall include content in the faculty role in the curriculum implementation, curricular objectives to be met and evaluated, review of strategies for identified student population, and expectations of student and faculty performance.
 - (6) maintain competence in the areas of assigned responsibility; and
 - (7) have knowledge of current nursing practice for the registered nurse and the licensed practical nurse.
- (d) Interdisciplinary faculty who teach in nursing program courses shall have academic preparation, including a conferred degree, with applicable licensure or certification in the content area they are teaching.
- (e) Clinical preceptors shall have competencies, assessed by the nursing program, related to the area of assigned clinical teaching responsibilities. Clinical preceptors may be used to enhance faculty-directed clinical learning experiences after a student has received basic instruction for that specific learning experience. Clinical preceptors shall hold an active unencumbered license to practice as a registered nurse in North Carolina.
- (f) Nurse faculty members shall have the authority and responsibility for:
- (1) student admission, progression, and graduation requirements; and
 - (2) the development, implementation, and evaluation of the curriculum.
- (g) Nurse faculty members shall be academically qualified and sufficient in number to implement the curriculum as required by the course objectives, the levels of the students, the nature of the learning environment, and to provide for teaching, supervision, and evaluation.
- (h) The faculty-student ratio for faculty-directed preceptor clinical experiences shall be no greater than 1:15. The faculty-student ratio for all other clinical experiences shall be no greater than 1:10.

*History Note: Authority G.S. 90-171.23(b)(8); 90-171.38; 90-171.83;
Eff. February 1, 1976;
Amended Eff. December 1, 2016; January 1, 2015; August 1, 2011; November 1, 2008; July 1, 2006; July 1, 2000; January 1, 1996; June 1, 1992; January 1, 1989; January 1, 1984;
Readopted Eff. January 1, 2019;
Amended Eff. September 1, 2021.*