CHAIR-DEPARTMENT OF NURSING

The Chair of the Department of Nursing is administratively responsible for all academic nursing programs, coordination of programs administration, and is directly reports to the Dean of the School of Arts and Sciences.

Duties and Responsibilities:

- Provides leadership for the development, implementation, and evaluation of the BSN programs at the University of Arkansas at Pine Bluff.
- Collaborates with the nursing faculty in developing, implementing, and evaluating the BSN programs;
- Collaborates with the Dean of the School of Arts and Sciences on behalf of the Department of Nursing.
- Collaborates with the Coordinator of the Simulation Laboratory to develop, implement, and evaluate evidence-based simulation education activities across all programs;
- Collaborates with the Dean in planning faculty workloads and assignments as related to program needs.
- Collects data pertaining to budget and reporting processes in the Department of Nursing and in preparing various reports (CCNE, AACN, Arkansas Department of Higher Education, Arkansas State Board of Nursing, Higher Learning Commission: NCA, etc.
- Attends the Department Chairs meeting in the School of Arts and Sciences;
- Participates in recruitment, selection, orientation, and retention of faculty for the Department of Nursing;
- Conducts exit interviews with faculty and staff;
- Collaborates with faculty on the revisions and updates to the Department of Nursing Student Handbook and the University catalog;
- Coordinates revisions of the Department of Nursing Faculty Handbook;
- Oversees the processing of computerized testing forms, computerized evaluation forms for faculty and course evaluations, and any other computerized testing; and
- Assumes additional responsibilities as assigned:
  - Implement the faculty role responsibilities of teaching, service, and research.
  - Represent the Department of Nursing in the University and community and the field of nursing locally, regionally, nationally, and/or internationally.
  - Prepare annual and other reports related to the nursing program.

Qualifications:

- An earned doctorate in nursing or a related discipline (PhD, DNSc, DSN, DNP, or Ed D) preferred.
- An active, unencumbered Registered Nurse license to practice in Arkansas or eligible for licensure in Arkansas.
- Prior experience is leading a nursing program
- Demonstrated scholarship in a clinical or administrative specialization
- Substantial experience in undergraduate education and curriculum development

Salary: Salary range will be commensurate with qualifications and experience

Application Process: Qualified applicants should send an application and resume with the name, address, and telephone number(s) of three references to:

Human Resources
University of Arkansas at Pine Bluff
1200 North University Drive
Mail Slot #4942
Pine Bluff, AR 717601

Deadline for Applications: Review of applicants will begin immediately and will continue until the position is filled.

"UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged."

E-Verify Employer

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