Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: Dean, School of Nursing  
Faculty Rank Commensurate with Qualifications and Experience

CLASSIFICATION: Full-Time, Exempt Faculty with full benefits including tuition waivers for dependents

POSTING DATE: May 16, 2016

EMPLOYMENT BEGINS: Immediately

Expectation and Condition of Employment - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith and the university’s sincere religious beliefs. The University is committed to the integration of learning and Christian faith in the pursuit of truth. Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission, purpose, vision and curriculum of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church.

Job Summary - Oversees the University's nursing program and is the chief nursing appointment with successful experience in BSN academic nursing program accreditation standards and processes.

Provides strategic, innovative, energetic and engaging leadership and inspiration in academic planning and development of the BSN program and works collaboratively to build partnerships and/or consensus with counterparts in the surrounding communities, medical facilities and the University to meet associated needs.

Minimum Qualifications - Only applicants meeting the minimum qualifications below will be considered.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

A doctoral degree in nursing with teaching experience in a professional nursing education program preferred. Must possess demonstrated knowledge, skills, and abilities in administration of a professional nursing education program. Must be a registered nurse (RN) with an unencumbered registration. If the RN registration is not for the state of Texas, the applicant must complete the process to become a registered nurse (RN) with the Texas Board of Nursing within six months of employment and maintain this unencumbered registration as an RN.

Application Procedure: To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how you meet the position requirements, curriculum vita, a statement of teaching philosophy, unofficial transcripts, copies of most recent teaching evaluations and the names and contact information for three professional references to:

Ms. Kyra Owen  
Administrative Assistant, Business and Human Resources  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
Phone: (325) 649-8031  
E-mail: hr@hputx.edu

Application Deadline: Until filled
JOB DESCRIPTION

Job Title: Dean, School of Nursing  
Faculty Rank Commensurate with Qualifications and Experience  
Department: School of Nursing  
Reports To: Provost  
FLSA Status: Exempt Staff  
Prepared By: Dr. Mark Tew  
Prepared Date: May 13, 2016  
Approved By: Bill Fishback, Associate Vice President for Business and Human Resources  
Approved Date: May 16, 2016

Expectations - Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith and the university’s sincere religious beliefs. The University is committed to the integration of learning and Christian faith in the pursuit of truth. Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission and purpose of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit. Your signature on this Job Description indicates your acceptance and affirmation of these statements.

Job Summary – Oversees the University’s nursing program and is the chief nursing appointment with successful experience in BSN academic nursing program accreditation standards and processes. Provides strategic, innovative, energetic and engaging leadership and inspiration in academic planning and development of the BSN program and works collaboratively to build partnerships and/or consensus with counterparts in the surrounding communities, medical facilities and the University to meet associated needs.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the Provost.

1. Coordinates the Bachelor of Science in Nursing as Program Director, including all correspondence with the Texas Board of Nursing and other nursing education accrediting bodies.

2. Communicates and decides with clarity, care and integrity.

3. Active in professional nursing organizations and knowledgeable about current trends in nursing education, manikin nursing simulation labs and issues affecting nursing programs;

4. Teaches at least (3) semester hours within the prescribed nursing curriculum in classrooms, labs or clinical settings (may include some general education).

5. Performs related duties such as advising students on academic and vocational curricula and aids in student preparation for HESI and NCLEX exams.

6. Works with clinical partners and monitors the students’ progression and learning in clinical settings. Tracks students’ annual proof of CPR certification and physical exam and monitors student progress after diagnostic program examinations.

7. Works with clinical partners and monitors the students’ progression and learning in clinical settings. Tracks students’ annual proof of CPR certification and physical exam and monitors student progress after diagnostic program examinations.
8. Provides leadership in academic planning and program development and works collaboratively with counterparts in other departments and schools.

9. Assists students in their application process for nursing school; monitors their preparation such as health exams, immunizations, CPR certification and TB tests.

10. Serves on faculty committees as assigned.

11. Occasional work in the evenings and on weekends may be required.

**Supervisory Responsibilities** - Directly supervises up to two full-time employees. Carries out supervisory responsibilities in accordance with the university's policies and applicable laws. Responsibilities include interviewing, employing, and training student workers; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Competencies** to perform this job successfully, an individual should demonstrate the following competencies:

1. Integration of Faith in the Classroom - Must be committed to excellence in teaching in a Christian Liberal Arts setting and to ongoing scholarship, service, and practice in nursing. Displays a proven record of integrating Faith into his/her discipline and the willingness to continue doing so in a manner consistent with the University's Mission Statement.

2. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

3. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

4. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

5. Customer Service – Effectively manages difficult or emotional situations; Solicits feedback to improve service; Responds promptly and effectively to requests for service and assistance; Meets commitments.

6. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

7. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

8. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

9. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

10. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves University resources.

11. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically.
12. University Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports the University's Mission Statement, goals and values; Benefits the University through outside activities; Supports affirmative action and respects diversity.

13. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

14. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

15. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

16. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

17. Style and Philosophy - Uses a teaching style and philosophy that engages students in the subject matter, particularly in a course for non-majors; Takes calculated risks in teaching style to engage students.

18. Structure and Planning- Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking; Uses time efficiently; Organizes and schedules student's tasks appropriately; Develops realistic action plans for students.

19. Creativity - Displays original thinking and creativity; Develops partnerships with external constituents to provide students with learning experiences outside the classroom; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

20. Use of Technology - Effectively uses current technology in teaching and is an advocate for the use of technology by peers and students to enhance learning. Must be committed to innovative, active teaching and learning methodologies including computerized clinical nursing simulation labs and distance learning.

Qualifications - To perform this job successfully, an individual must be able to perform each of the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and/or Experience – A doctoral degree in nursing with teaching experience in a professional nursing education program preferred. Must possess demonstrated knowledge, skills, and abilities in administration of a professional nursing education program. Must be a registered nurse (RN) with an unencumbered registration. If the RN registration is not for the state of Texas, the applicant must complete the process to become a registered nurse (RN) with the Texas Board of Nursing within six months of employment and maintain this unencumbered registration as an RN.

2. Language Skills - Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to University trustees, administration, and other employees and/or the public.

3. Math Skills - Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
4. **Reasoning Ability** - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

5. **Computer Skills** - To perform this job successfully, an individual should have a good working knowledge of Blackboard, Microsoft Word and Outlook software and commonly used Internet Browsers.

6. **Required Licenses** – Must be a registered nurse (RN) with an unencumbered registration. If the RN registration is not for the state of Texas, the applicant must complete the process to become a registered nurse (RN) with the Texas Board of Nursing within six months of employment and maintain this unencumbered registration as an RN.

   The employee must be at least 21 years of age and have a valid Texas Driver's License to drive any vehicle, including their personal vehicle, on behalf of the University.

7. **Other Skills and Abilities** - Must be able to multi-task and work effectively with numerous interruptions during the workday.

8. **Physical Demands** – The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties and Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

   While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

9. **Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

   While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; risk of electrical shock. The employee is regularly exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of university grounds and buildings. The employee may be exposed to hazardous chemicals, toxic substances and diseases while working in hospital or clinical settings. The noise level in the work environment from students, faculty and visitors walking in, out, and around the nursing building, and sounds associated with normal business office machines contribute to a moderate noise level.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

_____________________________________  ___________________________
Signature       Date