



**Position Announcement**  
**School of Nursing**  
**Brownwood, Texas**

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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. Howard Payne University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test. Your signature on the Employment Application indicates your understanding of these statements.

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**Job Title:** Instructor, Assistant or Associate Professor of Nursing  
**Department:** School of Nursing  
**Classification:** Exempt, Full-Time Faculty  
**Posting Date:** December 11, 2019  
**Employment Begins:** Open

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**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 who are dedicated to teaching and service as they model the principles of the Christian faith and the University's sincere religious beliefs.

Howard Payne University (hereafter, University) is committed to the integration of learning and Christian faith in the pursuit of truth. Employees are expected to embrace the Christian Mission Statement and Core Values of the University and must support the University's affirmation of traditional Christian and Baptist beliefs by leading lives of service through active involvement in Christian activities both on campus and through a local church.

As a condition of employment, employees are paid by Direct Deposit.

**Mission Statement** - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

**Core Values of Howard Payne University** - Seeking to engage the life of the mind and the life of the Spirit, Howard Payne University affirms that:

- God is the loving creator of all things and the author of all truth;
- Because God is the author of all truth, open inquiry is an act of intellect and of faith and is to be wholly embraced;
- Because open inquiry is an act of intellect and of faith, such efforts must proceed from rigorous academic standards and genuine commitment to Jesus Christ as Savior and Lord;
- For open inquiry to contain rigorous academic standards and genuine Christian commitment, there must be at all times a supportive learning environment that affirms human dignity for all as created in the image of God; and
- Committing oneself to the teachings of Jesus will result in Christ-centered, God-honoring and humanity-serving life choices characterized by honesty, integrity, healthy lifestyles and personal responsibility.

Your signature on this job description indicates your understanding and affirmation of all of the statements above.

**JOB SUMMARY:** Conducts University courses for undergraduate students by performing the Essential Duties and Responsibilities listed below.

**MINIMUM QUALIFICATIONS - Only applicants meeting the Minimum Qualifications will be considered:** A Master's degree in nursing is required. Must possess demonstrated scholarship and expertise in nursing and have experience teaching nursing courses, labs, and clinicals for a Bachelor of Science in nursing undergraduate program. Four years of teaching experience in an undergraduate Bachelor of Science in nursing program is preferred. A working knowledge of nursing program accreditation requirements is preferred. Must have a working knowledge of commonly used Internet browsers; Microsoft Excel, Word, Outlook Blackboard, Databases and PowerPoint software. Must be at least 21 years old and maintain a valid Texas driver's license to be able to drive any vehicle, including personal vehicles, on behalf of the University. Must possess the Competencies and Qualifications listed in the Job Description in order to perform the Essential Duties and Responsibilities of the job.

**Application Procedure:** To be considered for this position, please submit the following:

- a letter of application addressing in detail how you meet the position requirements,
- a resume',
- unofficial transcripts, and
- an HPU Employment Application (available at: [www.hputx.edu/jobs](http://www.hputx.edu/jobs)) to:

Katrina Lynn  
Business and Human Resources Coordinator  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
E-mail: [hr@hputx.edu](mailto:hr@hputx.edu)

**Application Deadline:** Applications will be accepted until the position is filled.



## Job Description

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**Job Title:** Instructor, Assistant or Associate Professor of Nursing  
**Department:** School of Nursing  
**Reports To:** Dean, School of Nursing  
**Classification:** Exempt, Full-Time Faculty  
**Prepared By:** Dr. Nina Ouimette, Dean, School of Nursing  
**Prepared Date:** January 24, 2018  
**Approved By:** Bill Fishback, Associate Vice President for Business and Human Resources  
**Approved Date:** January 24, 2018

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Your signature on this job description indicates your understanding and affirmation of all of the statements above.

**Job Summary** – Conducts University courses for undergraduate students by performing the Essential Duties and Responsibilities listed below.

**Essential Duties and Responsibilities** include the following. The Dean, School of Science and Math may assign other duties.

1. Teaches one or more subjects within the prescribed nursing curriculum in classrooms, labs or clinical settings (including some general education).
2. Prepares and delivers lectures to students and stimulates class discussions; compiles bibliographies of specialized materials for outside reading assignments and compiles, administers, and grades examinations.
3. Performs related duties such as advising students on academic and vocational curricula and aids in student preparation for HESI and NCLEX exams.
4. Helps students in their application process for nursing school; monitors their preparation such as health exams, immunizations, CPR certification and TB tests.
5. Serves on faculty committees as assigned.
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. Provides leadership in academic planning and program development and works collaboratively with counterparts in other departments and schools.
8. Some work in the evenings and on weekends may be required.

**Supervisory Responsibilities** - Carries out supervisory responsibilities in accordance with the University's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

**Competencies** - To perform the job successfully, an individual should demonstrate the following competencies:

1. Integration of Faith in the Classroom - 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 and Core Values.
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 problem solving as part of a group, uses reason even when dealing with emotional topics.
4. Technical Skills - Assesses their own strengths and weaknesses, pursues training and development opportunities, and strives to build knowledge and skills continuously, shares expertise with others.
5. Customer Service – Manages difficult or emotional situations effectively, solicits feedback to improve service, responds to requests for service and assistance promptly and effectively, meets the commitments they make to others.

6. Oral Communication - Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates effective group presentation skills, participates actively in meetings.
7. Teamwork - Balances the needs of the team and individual responsibilities effectively, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts the success of the team above their own interests, is 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 and motivates others to perform well, mobilizes others to fulfill the University's Mission Statement while embracing the University's Core Values, provides vision and inspiration to peers and subordinates, exhibits self-confidence and confidence in others, influences actions and opinions of others effectively, accepts feedback from others, gives appropriate recognition to others.
9. Change Management - Develops workable implementation plans, communicates changes effectively, builds commitment and overcomes resistance effectively, prepares and supports those affected by change, monitors transition and evaluates results
10. Quality Management - Looks for ways to improve and promote quality, demonstrates accuracy and thoroughness.
11. Cost Consciousness - Works within their approved budget, develops and implements cost saving measures, conserves University resources.
12. Ethics - Treats everyone with respect, keeps commitments, inspires others to trust them, works with integrity and ethically, upholds the University's Mission Statement and Core Values.
13. University Support - Follows policies and procedures consistently, completes administrative tasks correctly and on time, supports the University's Mission Statement and Core Values, Benefits the University through external community and professional activities, supports affirmative action and respects diversity.
14. Judgement - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in the decision-making process, makes timely decisions.
15. Planning/Organizing - Prioritizes and plans work activities effectively, uses time efficiently, plans for additional resources if necessary, sets goals and objectives, organizes and schedules other people and their tasks, develops realistic action plans.
16. Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts personal responsibility for their own actions, and follows through with commitments.
17. Attendance/Punctuality - Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.
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 and 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 and 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 Essential Duty and Responsibility 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 Duties and Responsibilities.

1. Education and Experience – A Master's degree in nursing is required. Must possess demonstrated scholarship and expertise in nursing and have experience teaching nursing courses, labs, and clinicals for a Bachelor of Science in nursing undergraduate program. Four years of teaching experience in an undergraduate Bachelor of Science in nursing program is preferred. A working knowledge of nursing program accreditation requirements is preferred.
2. Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations in English. Ability to write reports, business correspondence, and procedure manuals effectively. Ability to present information and respond to questions effectively from groups of students, other employees, trustees and the public.
3. Math Skills - Ability to work effectively 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, oral, diagram, or schedule form in English.
5. Computer Skills - To perform this job successfully, an individual should have a good working knowledge of Blackboard, Databases, Microsoft Word and Outlook software and commonly used Internet Browsers.
6. Licenses or Registrations - Hold a current, valid license or privilege to practice as a registered nurse in the state of Texas.

Must be at least 21 years of age and maintain a valid Texas driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University.

7. 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 frequently required to talk or hear, taste or smell, or stoop, kneel, crouch, or crawl. The employee is regularly required to reach with hands and arms; climb or balance. The employee is occasionally required to stand, sit, walk, or use hands to finger, handle or feel. 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.

8. Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to fumes or airborne particles and toxic or caustic chemicals used in the cleaning and maintenance of University grounds and buildings. The employee is occasionally exposed to some wet or humid conditions (non-weather); work near moving mechanical parts and equipment associated with teaching in clinical situations. The employee is occasionally exposed to some risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

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