



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

OPEN NURSING FACULTY POSITION POSTING*

NAME OF EDUCATIONAL INSTITUTION:	Carl Sandburg College
POSITION:	Full-Time Faculty-Associate Degree Nursing
Is this a chief nursing officer or director of nursing position?	No
RESPONSIBILITIES:	<ol style="list-style-type: none">1. Meet with assigned class(s) at all scheduled times and locations, and provide instruction necessary for fulfilling course objectives.2. Notify Dean of Health Professions/Nurse Administrator in the event that a class meeting is cancelled, changed, or when it is necessary to be absent from campus during hours of regularly scheduled responsibilities.3. Prepare and distribute to the students and Dean of Health Professions/Nurse Administrator a course syllabus that is consistent with the official course brief for each class and sufficiently detailed so as to inform each student about policies concerning attendance, evaluation, and expected performance.4. Provide students with appropriate educational, vocational, and social counseling that will constitute positive motivation for the educational progress of the student. Refer to appropriate resources for further counseling, student advising, etc.5. Enforce college regulations concerning student behavior and building regulations.6. Submit all required information such as attendance, midterm and final grades by the requested date.7. Keep laboratory and / or instructional equipment secure. Recommend repairs and / or replacement when necessary.8. Maintain student attendance records and employ a well-defined procedure for evaluating student progress following program policies.

	<p>9. Actively participate in evaluations of the curriculum and propose modifications as necessary.</p> <p>10. Actively participate in the assessment of classes and courses in order to improve student outcomes. Assessment report at the classroom level required each year prior to posted deadline.</p> <p>11. Actively participate in student recruitment and enrollment growth initiatives.</p> <p>12. Spend such time on campus as may be necessary to fulfill all professional obligations and willingly assume the various responsibilities which normally constitute a teaching assignment. This includes such functions as private conferences, follow-up on student progress and preparation of materials for class work. Time spent on campus should be at least 30 hours per week for full-time faculty. This is to include regularly scheduled office hours.</p> <p>13. Attend all regularly scheduled College of Nursing & Health Professions Department meetings and College meetings.</p> <p>14. Adhere to the guidelines of any negotiated labor contract involving faculty.</p> <p>15. Actively participate on committees and workgroups related to requirements for state/national agencies.</p> <p>16. Other duties as assigned.</p>
<p>MINIMUM QUALIFICATIONS:</p>	<p><u>Minimum Necessary Skills, Experience, and Educational Background</u></p> <ol style="list-style-type: none"> 1. Master's Degree in Nursing, with a minimum of three years clinical practice in an acute care setting. 2. The ability to communicate successfully with students and clients of all ages, socioeconomic status, gender or race. 3. Working knowledge of the instructional program. 4. Maintain professional certification/licensure in the state of Illinois. Must be in compliance with appropriate licensing agency. <p><u>Physical Requirements to Perform Job Function</u></p> <ol style="list-style-type: none"> 1. The general physical effort required includes standing and walking. Some bending, lifting and reaching is also necessary when instructing students.

	<p>2. The specific motor skills and sensory perception necessary to effectively instruct and evaluate students is based on the content, instructional methods, and objective of the program.</p> <p>This is a security sensitive position and will require a background check as a pre-employment qualifier.</p>
<p>PREFERRED QUALIFICATIONS:</p>	
<p>TO APPLY:</p>	<p>Apply through Carl Sandburg Colleges employment website: www.sandburg.edu/About/Human-Resources/index.html Applicants must submit: -Cover Letter -Resume -Transcripts & Licensure -References: 2 Professional 1 Personal</p>