

University of Wisconsin Oshkosh  
College of Nursing

**Position Description**  
**Teaching Responsibilities – Undergraduate Faculty**

**GENERAL DESCRIPTION:**

Implement and facilitate the necessary activities within the undergraduate nursing curriculum which assist students and faculty in achieving the program objectives.

**MINIMUM EDUCATION REQUIREMENTS:**

Doctorally-prepared, preferably in nursing. Embrace educational technology in all of its forms.

**RESPONSIBLE TO:**

Dean  
Undergraduate Program Director  
For all matters involving the assigned course(s)

**RESPONSIBILITIES:**

1. Promote the mission, vision, values, and strategic goals of the University and the College of Nursing.
2. Work collaboratively with Level Facilitator, Undergraduate Program Director, and other faculty to implement and evaluate the undergraduate nursing curriculum.
  - a. Meet regularly with other level faculty.
  - b. Attend and participate actively in course and level meetings for purposes of:
    - i. Course planning and clinical agency selection.
    - ii. Development of teaching methodology / review of overall teaching strategies / methodology.
    - iii. Assignment of classroom responsibility.
    - iv. Evaluation of course and clinical agencies.
  - c. Participate / contribute to evaluation of course activities.
  - d. Participate in course development and refinement, as needed.
  - e. Participate in annual evaluations of clinical units and agencies in relation to course objectives.
  - f. Assist Level Facilitator in maintaining updated course supplement.
  - g. Participate in evaluation of library resources and textbooks.
  - h. Identify needs and submit budget requests to the Level Facilitator.
3. Assume teaching responsibilities in specific courses, as assigned.
  - a. Plan and implement course activities to facilitate student progress toward achievement of course objectives.
  - b. Build on student learning experiences in previous and concurrent courses.
  - c. In clinical course:
    - i. Adhere to agency policies of assigned clinical agency for student experiences.

- ii. Arrange for the communication of needed details to a clinical unit, such as the following – conference room, locker space, etc., within the clinical facility.
    - iii. Orient students to agency facilities and policies.
  - d. Evaluate student achievement of course objectives.
    - i. Inform student of progress in course on a regular basis, i.e., D/F slips, etc.
    - ii. Inform Level Facilitator and Undergraduate Program Director of student progress at midterm and final evaluation periods, or more frequently if necessary.
    - iii. Submit grade report to University Records Office and copy to Undergraduate Program Director.
    - iv. Provide Undergraduate Academic Standing Committee with a written summary of student's progress when an unsatisfactory grade is achieved for purposes of readmission considerations.
    - v. Refer students to Student Services Coordinator for personal and academic concerns, as appropriate.
- 4. Facilitate a collegial relationship with course faculty.
  - a. Encourage and contribute to the discussion of course / issues within meetings.
  - b. Promote positive group dynamics and professional development at course / level meetings.
  - c. Cooperate with other faculty using same clinical facilities / unit in interpreting course and curriculum objectives to clinical agency staff.
  - d. Assist in guiding new faculty in specific clinical facilities.
- 5. Assume responsibility and accountability to promote the quality of the Undergraduate Nursing Program.
  - a. Implement University and College policies as they relate to course activities.
  - b. Seek clarification of course objectives and content from Level Facilitator.
  - c. Assist in appraisal of potential clinical facilities for appropriateness of learning experiences.
  - d. Assist Level Facilitator in maintaining archives of course materials.
  - e. Participate and contribute to the evaluation of course, curriculum, and overall program activities.
  - f. Assist with recruitment of quality undergraduate nursing students.
  - g. Attend level and College meetings as scheduled.
- 6. Promote achievement of the CON and University goals.
  - a. Assist in the recruitment and evaluation plan of prospective faculty members.
  - b. Promote and facilitate a cooperative relationship between level faculty.
  - c. Represent the CON at designated professional meetings / events at local, state, and national levels.

**Reviewed By:**

**Date:**