

## Northwestern Michigan College

### Job Description

**Job Title:** Adjunct Faculty- Clinical Nursing  
**Department:** Health Occupations  
**Supervisor:** Lead Instructor  
**FLSA Status:** Exempt  
**Prepared By:** Laura A. Schmidt  
**Prepared Date:** 7/3/2017  
**Approved By:** Mackenzie Renshaw  
**Approved Date:** 9/14/2018

### Summary

This adjunct faculty member will employ a range of suitable strategies to foster student learning, stimulate class discussions and encourage active learning in all students, maintain proper class- related records, and promptly assess student coursework and apprise students of progress. Each adjunct faculty member is primarily responsible for effectively teaching students in those classes assigned. In such assignments, each adjunct faculty member is a member of the professional teaching staff that is responsible for effectively implementing the mission of the College and the Health Occupations Academic Area. The ideal candidate will possess the ability to relate well to a diverse population of learners. Responsibilities may include teaching nights, weekends, and/or online instruction.

### Required:

- BSN in Nursing from four-year college or university
- Registered Nurse License from the State of Michigan
- Current Cardiopulmonary Resuscitation (CPR) card with Professional Rescuer or Healthcare Provider certification
- Recent clinical nursing experience in a hospital setting

### Preferred:

- Master's degree (MSN) from four-year college or university
- Experience teaching students in an academic setting

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

(See the NMC Adjunct Resource Guide for further details @ <https://www.nmc.edu/departments/human-resources/nmc-employee-guide.pdf> )

Each member of the adjunct faculty is directly responsible to the Lead Instructor. Additional resources include the Academic Chair, Director of Nursing Programs, and the office manager in the academic area.

Specifically, nursing adjunct clinical faculty members have these responsibilities:

1. Clinical supervision of the assigned group(s) of students in the clinical and laboratory settings. This supervision shall include but is not limited to the following:
  - a. Prepare appropriate plans, materials, and learning activities for students to achieve the learning outcomes of each class.
  - b. Orient students to the clinical unit.
  - c. Select appropriate learning experiences for the assigned student group(s), i.e., client/patient assignments and planning clinical conferences.
  - d. Observation of the students' performance, guidance of the students' performance, review of procedures and principles as necessary, on-the-spot instruction as appropriate.
  - e. Evaluation of students' clinical performance in writing on a weekly basis and verbally, as needed, on an individual basis, including written feedback on but not limited to the following:
    - i. Care plans
    - ii. Specialty rotation papers (when assigned)
    - iii. Research projects (when assigned)
    - iv. Medication cards, pathophysiology cards, and NOC, NIC, and NANDA diagnoses
  - f. Documenting clinical observations and/or any appropriate incidents which may occur during the clinical experience.
  - g. Consulting with students individually and/or in groups to: review and/or evaluate progression towards clinical outcomes and identify teaching strategies that could be reinforced or adjusted.
  - h. Construct and administer tests, clinical evaluation forms, and/or other means, for measuring student learning. Upon evaluating such performance for each instructional period, report a grade for each student to the Lead Instructor or Records Office by the date due.
  - i. Maintain any student records appropriate to regular college procedure and assessment practice.
  - j. Use survey forms as designated to obtain evaluation feedback regarding performance.
2. Maintain a cooperative, positive relationship with the staff on any unit of the healthcare facility assigned to facilitate the optimum learning environment for the students.
3. Maintain effective, on-going communication with the Lead Instructor (and/or Director of Nursing Programs if appropriate) concerning student progress and/or concerns.
4. Attend all course team meetings.
5. Assist the Lead Instructor during the semester with laboratory preparation and, if indicated, with procedure demonstrations.
6. Arrange and complete an orientation with the clinical site unit manager to learn the assigned clinical unit and meet the mandatory requirements of the clinical site.

7. Submit appropriate materials to the Vice President for Educational Services or designee. All official college transcripts should be sent to Human Resources.
8. Attend meetings required by the Vice President for Educational Services, Academic Chair, or their designees.
9. Effectively participate in the affairs of the College as necessary to develop and maintain a strong and vibrant instructional institution.
  - a. Contribute ideas and energies to cooperate and actively participate as a team member with colleagues in carrying out activities of the department.
  - b. Consult with the Academic Chair, Department Head, Lead Instructor, or other appropriate college personnel on questions or issues involving course, curricula, instructional strategies, and College procedures and policies.
  - c. Continuously improve teaching effectiveness through professional growth. For example, adjunct faculty are encouraged to attend, whenever possible, professional development activities sponsored by NMC's Center for Instructional Excellence.
10. In the event of the instructor's absence, it is the adjunct instructor's responsibility to notify the Lead Instructor and the Educational Services Office as soon as possible by calling 995-1543. All class cancellations are posted on the campus TV monitors and the telephone information bulletin board. Absences may result in reduction in the adjunct faculty member's contracted pay.

## **DUTIES & RESPONSIBILITIES OF ADJUNCT FACULTY MEMBERS**

Each adjunct faculty member is primarily responsible for effectively teaching students in assigned classes. In such assignments, each adjunct faculty instructor is a member of the professional teaching staff, and as such is responsible for effectively implementing the mission of NMC and the appropriate academic areas.

Specifically, adjunct faculty members have these responsibilities:

### **Planning**

1. Distributes to each student, and for each course taught, an approved syllabus that:
  - a. Conveys the goals and outcomes of the course.
  - b. Reflects curriculum adopted by the academic area for said course.
  - c. Establishes and communicates challenging expectations for students.
  - d. Explains the relationship of those expectations to the grading and assessment process.
2. Plans thoroughly on a daily, weekly, and semester basis to ensure implementation of the established curriculum and provides strong support for students (in their pursuit of established expectations).

### **Instruction**

1. Provides motivation to learn through:
  - a. Thorough planning.

- b. Enthusiasm for the subject matter.
  - c. An appropriate classroom climate.
  - d. Relevant and current course content.
  - e. The use of varied instructional delivery modes.
2. Facilitates and paces instruction effectively to maximize learning.
3. Assesses learning goals frequently, using a variety of methods, such as:
  - a. Questioning techniques.
  - b. Oral and/or written tests.
  - c. Student presentations.
  - d. Writing assignments.
4. Is available to students for consultation on an as-needed basis.
5. Provides instructional support (e.g., tutoring and support services/special needs) as deemed appropriate. *For detailed information about these services, contact Kari Kahler, Director of Learning Services, at 995-1228.*

### **Professional Growth**

1. Maintains a current knowledge of the subject area(s) of instruction and effective teaching methodologies.
2. Makes good use of professional development opportunities. *For information on professional development activities available to adjunct faculty, visit [www.nmc.edu/cie](http://www.nmc.edu/cie).*

### **Professional Expectations**

1. Professional Expertise: Subject Area Mastery
  - a. Places the primary emphasis on student learning in the design, delivery, evaluation, and assessment of courses.
  - b. Demonstrates a continuing engagement with the learning and scholarship of his/her area of specialization.
  - c. Strives to be on the cutting edge of professional content knowledge and methodology.
2. Professional Expertise: Teaching Methodology
  - a. Provides a clear and comprehensive course syllabus.
  - b. Understands and adapts teaching to the various learning styles present in the classroom as demonstrated by the development of course materials and assessment of student learning.
  - c. Understands and practices a variety of teaching strategies.
  - d. Uses innovation in teaching practices to facilitate student learning.

- e. Designs and implements a course curriculum that reflects the relevance of the academic studies to the everyday world.

### 3. Professional Qualities

- a. Exhibits strong communication skills and serves as a role model for students in this area.
- b. Strives to foster higher-level learning with an emphasis on analysis, problem solving and critical thinking.
- c. Is fully committed to the mission and values of Northwestern Michigan College.
- d. Possesses a positive attitude including the ability to see good in self and others.
- e. Shows flexibility including the acceptance of and willingness to change.
- f. Takes risks and tries new things.
- g. Knows and acknowledges personal limits.
- h. Displays self-discipline and a strong work ethic.
- i. Accepts responsibilities for professional and personal growth.

### 4. Professional Abilities

- a. Demonstrates success and commitment as a team player.
- b. Uses constructive feedback as an opportunity for growth.
- c. Handles conflict effectively.
- d. Motivates others.

### 5. Professional Relations with Students: Creating a Positive Learning Environment

- a. Puts students first.
- b. Sets high expectations for students.
- c. Resolves to “make a difference” in students’ learning.
- d. Makes an earnest attempt to learn and remember students’ names.
- e. Listens to and hears what students say.
- f. Shows respect for students.
- g. Shows confidence in students and encourages them to believe they can learn successfully.

### **Additional Contract Responsibilities**

1. Responds to requests (e.g., from academic area chairs, department heads, committee chairs, Records Office) in a timely and thorough manner.
2. Communicates with students and college personnel via the College's electronic mail system (i.e., GroupWise).
3. Consults with the academic area chair or other appropriate College personnel on questions or issues involving course curricula, instructional strategies, and College policies and procedures.
4. Works constructively and through established channels to resolve problems.
5. Meets classes for the scheduled times.
6. Notifies the academic area office manager and the Central Scheduling Office (995-1113) as soon as possible if the need to be absent arises. Absences may result in a reduction in contracted pay.
7. Consults the official class roster to assure that all students appearing in class are registered for the class, as students are not permitted to sit in class without being registered. All students must be registered by the end of the add period.
8. Maintains a paper or electronic record (i.e., spreadsheet or grade book) of each student's progress and has it available upon request by appropriate College personnel. Submits a copy of the record to the academic area chair at the conclusion of every semester. Such records must be kept by the college for a period of three years.
9. Enters grades online for each student for attendance verification, mid-semester notification and final grades. Monitors NMC email for instructions and deadline dates. (*See pp. 14-15, for more information.*)
10. Follows academic area's established method for obtaining student evaluation feedback regarding instructor performance.
11. Treats all members of the College community with dignity and respect.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

No competency or factor selected.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty 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.

### **Education and/or Experience**

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **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 top management, public groups, and/or boards of directors.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Chrome, Firefox & Internet Explorer and browser based applications Internet software; G Suite Applications, Spreadsheet software and MS Word, Word Processing software.

### **Certificates, Licenses, Registrations**

Registered Nurse License from the State of Michigan, Current Cardiopulmonary Resuscitation (CPR) card with Professional Rescuer or Healthcare Provider certification

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **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 regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually moderate.