

Director - Nursing Program
University of Texas Permian Basin

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Posted Feb. 3, 2025, set to expire May 30, 2025

Job Title	Director - Nursing Program
Department	Nursing
Institution	University of Texas Permian Basin Odessa, Texas
Date Posted	Feb. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professor Associate Professor
Academic Field(s)	Health Administration & Policy Nursing - Clinical (all categories) Nursing - Administration Nursing - General
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Director - Nursing Program

Hiring Department

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The University of Texas Permian Basin's College of Health Sciences welcomes applications for the position of Director of Nursing

Salary Range

Highly competitive depending on qualifications.

Essential Functions

The University of Texas Permian Basin's School of Nursing welcomes applications for a tenure-track Associate Professor or Professor Rank. The successful candidate is expected to serve as the Director of the Nursing Program.

The Director is assisted by the Administrative Assistant, the Director of the Nursing Simulation Center, and the faculty. The Director reports to the Dean of the College of Health Sciences. The Director directs the achievement of the mission and goals of the Nursing Program and represents the Nursing Program to the community. The Nursing Program Director is responsible for leadership, planning, coordination, and oversight of six Board of Nursing areas: students, faculty, curriculum, organizational structure, governance, research, and evaluation.

The Director of the Nursing Program will:

- Be a communicative leader who can build relationships within the School, College and the University, engage and serve the healthcare community, and establish and maintain excellent relationships with the local and regional healthcare systems, its administrators and staff;
- Serve as a strategic leader willing to promote innovative ideas and diverse modes of course delivery as the School grows in numbers of students and programs.
- Teach courses based on departmental needs and expertise; supervise clinical practicum.
- Carry out a research program, publish in peer-reviewed journals, and contribute to collaborative and interdisciplinary efforts across campus, and is encouraged to apply for external funding.
- Participate in curricular development.
- Provide academic advising to students.

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- Mentor students to prepare them for professional practice, graduate studies, and research.
- Provide support to students in need of academic improvement.
- Serve the University, college, and department.

Actively participate in the department's expansion

Leadership

- Represent the Program's needs and interests to other programs, colleges, and schools within UT Permian Basin.
- Serve as spokesperson for the Nursing Program, with experience liaising with a state board of nursing.
- Provide leadership in developing the self-study report and accreditation process for nursing (CCNE) and within the UT Permian Basin SACSCOC institutional effectiveness plan.
- Collaborate with Institutional Advancement /Development Office in developing community support for the Nursing Program.
- Promote appropriate nursing honor societies such as Sigma Theta Tau and state student nursing organizations; recruit faculty to serve in leadership roles to mentor students in these organizations.
- Develop and maintain an environment conducive to the teaching/learning process.

Liaison with and maintenance of the relationship with both Texas Board of Nursing and Commission on Collegiate Nursing Education and others.

Areas of Responsibility

A. Students

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- Responsible for writing, dissemination, and implementation of policies affecting students.
- Responsible for providing and/or facilitating guidance, advising, counseling, goal development, and advocacy for students so they may succeed in the Program.
- Responsible for planning, revision, and oversight of students' admission, progression, retention, dismissal, and graduation.
- Responsible for maintaining nursing student passing rate on the NCLEX board exam.

B. Faculty

- Responsible for recruiting, developing, and maintaining qualified faculty who support the school's mission and goals.
- Responsible for faculty evaluations, recruitment, performance review, promotion, and retention.

C. Curriculum

Responsible for oversight of curriculum planning, development, and revision in all program areas to respond to the healthcare needs of the community, state, and nation and to educate healthcare providers who are prepared to meet these needs.

D. Organizational Structure and Governance

- Responsible for the establishment and maintenance of the administrative organization of the Nursing Program.
- Responsible for the implementation of University governance policies.
- Provide reports to accrediting agencies and the Texas Board of Nursing.

E. Resources

- Responsible for oversight of hiring, training, and management of efficient and qualified staff to perform duties necessary to support the mission and goals of the Nursing Program.
- Responsible for fiscal oversight and management of resources of the Nursing Program, including

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state, grant, discretionary, and endowment funds.

- Responsible for appointment and leadership of a Nursing Program Advisory Board comprised of representatives from local and regional healthcare agencies and community leaders to provide input on curricular matters, new developments in their fields, and educational affiliation for students who assist the Nursing Program with resources and positive public relations.
- Responsible for the oversight of the use of physical facilities to best meet the Nursing Program's needs.

Responsible for maintaining strong liaisons and creative service partnerships with the health service agencies, the surrounding communities, and the Nursing Program.

F. Evaluation

Responsible for planning, developing, and implementing a plan for systematic evaluation of all unit and program components.

Operations

- Oversee the selection of appropriate clinical sites.
- Supervise the Nursing program's staff; delegate supervisory responsibilities when and where the Director deems appropriate; and oversee the assignment and exercise of supervisory responsibilities by other staff as necessary.
- Direct and oversee students' admission, progression, probation, and dismissal.
- Provide evidence of faculty expertise and knowledge to teach curriculum content.
- Maintain evidence of faculty qualifications, including ongoing validation of current licensure or privilege to practice nursing in Texas and changes in educational credentials.
- Verify the student's completion of program requirements on the Affidavit of Graduation.
- Develop and oversee the Nursing program's budget, prepare budget requests, allocate funds, and supervise the Nursing Program's expenditures under the direction of the University's

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administration.

Supervise the Nursing Program's implementation of University policies and programs.

Required Qualifications

1. Doctorate (PhD, DNP, or DNS) in nursing or master's degree in nursing with doctorate in healthcare administration, healthcare education, or related field.*
2. Proven track record of building relationships with all constituents (hospitals, healthcare providers, community college, higher education institutions, etc.)
3. Three (3) years of administrative or leadership experience in a School of Nursing
4. Current RN license with eligibility for licensure or licensure in Texas
5. Three years of administrative or leadership experience in a School of Nursing.

*Based on the desire and qualifications of the applicant, the position may be hired as executive staff or as tenure track faculty at the Associate or Professor rank

Preferred Qualifications

1. Demonstrated leadership skills related to coordination of teaching activities
2. Effective verbal/written communication skills and proficiency in the English language
3. Proven track record of building relationships with all constituents (hospitals, healthcare providers, community colleges, higher education institutions, etc.)
4. Awareness of current issues/trends in nursing and higher education
5. Effective interpersonal and organizational skills

Additional Information

Required Application Materials

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1. Cover Letter
2. Resume
3. List of References
4. Transcripts (Preferred)
5. Letters of Recommendation (Preferred)

Conditions of Employment

1. The job description is not a complete list of all responsibilities and duties performed by employees. Employees may perform other related duties as assigned by their immediate supervisor.
2. Employment is subject to an introductory period to monitor employee performance.
3. Once hired, the prospective employee must present documentation within three (3) days of the hire date to establish their identity and employment eligibility as required by Immigration and Customs Enforcement (ICE). Applicants must be able to show proof of eligibility to work in the United States by time of hire. UTPB participates in e-Verify.
4. Employees must be able and willing to travel and perform duties away from campus as necessary and must be able to operate a licensed motor vehicle, have access to a dependable motor vehicle, and possess a valid state driver's license. Must have and maintain a satisfactory driver's record.
5. Employment is contingent upon a successful background check.
6. UT Permian Basin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Schedule

Generally, the normal work hours for the university are Monday through Thursday, 7:30 - 5:30 pm; Friday, 8:00 am - 12:00 pm with a one-hour lunch. The individual holding this position may need to be available early morning, evening, and on weekends to meet the needs of the department. Hours worked may differ with some departments.

Standard Working Conditions

1. Able to lift various materials up to 25 pounds on an occasional basis.
2. Able to bend, crouch, and reach continuously.
3. Physically able remain seated, frequently to continuously.
4. Able to remain standing up to 15% of the time.
5. Possesses dexterity abilities required to perform job duties including extensive keyboard work,

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operating office equipment, performing filing, and other job-related responsibilities that include extensive wrist and hand movement.

6. Standard working conditions may differ depending on department and occupation

University Benefits

1. UT Permian Basin offers an excellent compensation package including health, retirement, & fringe benefits for eligible employees.
2. Coverage includes medical, prescriptions, life insurance, AD&D, and matching retirement provided by UTPB.
3. You may also be eligible to add dental, vision, family coverage, & flex-spending accounts, additional retirement, and a few other coverages as options too.
4. Fringe benefits include tuition reimbursement (after one year of service), wellness breaks, employee assistant program (EAP), and meal deals, among other perks and discounts!
5. Our benefits package, along with an ample leave policy, make for a great total compensation package.

About the University

The University of Texas Permian Basin is located in Odessa, Texas. It was authorized by the Texas Legislature in 1969 and founded in 1973. The Permian Basin is one of the fastest-growing, culturally vibrant, economically invigorated regions of the country - full of industry, culture, and wide-open spaces. At the academic heart of this area sits The University of Texas Permian Basin - which every year, delivers smart, savvy leaders across the U.S.

As a regional, comprehensive institution, The University of Texas Permian Basin serves a diverse community of students from the region, the state, and beyond. Through excellence in student-centered teaching, learning, research, and public service, the University cultivates engaged citizens and impacts lives while advancing the technology and public interests of West Texas.

Our vision is that the University of Texas Permian Basin will be an innovative, responsive university that thinks large and lives local. We will lead in advancing education, research, economic competitiveness, and cultural enrichment.

Visit our social media sites below for more information.

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Thank you for your consideration in today's job market. We look forward to connecting with you more in the future.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Nursing

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