



NURSING PROGRAM DIRECTOR

April 24, 2018

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our Nursing Program Director. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [application](#) Calvary University at humres@calvary.edu or fax to 816-425-6138 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147

Job Title: Nursing Program Director
FLSA Status: Full-Time Faculty, Exempt with benefits

I. CALVARY UNIVERSITY VALUES

Calvary University values faculty who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) continuing in research through a vibrant research agenda to grow the body of knowledge in and improve their respective fields, (3) capable teachers, mentors, and disciplers, able and eager to use their knowledge, experience, and maturity to benefit students, (4) effective in recruiting students to participate in their programs, and (5) skilled in developing strategic partnerships and collaborations to benefit their academic departments and to continually improve the quality of investment in Calvary University's students. Every faculty member is guaranteed academic freedom within the parameters of the General Standards and Statement of Faith of Calvary University.

II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of faculty who serve as Department Chair. These may change with each academic year, through discussions between you and your Dean and the Chief Academic Officer. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) research and creative activities, (3) teaching and mentoring, (4) recruiting and advising, and (5) administration and cooperative and collaborative efforts. Responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts, as Calvary leadership requires. The Department Chair's teaching load is adjusted from the normal faculty load in accordance with the University's workload policy.

III. FACULTY DEPARTMENT CHAIR RESPONSIBILITIES

As Practitioners

Calvary University Department Chairs are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Department Chairs will attend required meetings such as chapels, assemblies, faculty meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays and other service opportunities. Department Chairs are expected to serve in a collegial fashion and in accordance with Biblical, professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

As Researchers

Calvary University Department Chairs are expected to maintain and demonstrate progress in a research agenda that addresses important problems and benefits others. Department Chairs are expected to develop funding (grant writing) to help fund agenda, and produce publications (books, journal articles, scholarly papers, blogs, etc.) reflective of progress in their research agendas. Department Chairs will maintain professional development according to personal needs and certification requirements.

As Teachers, Mentors, and Disciplers

Calvary University Department Chairs are expected to ground their classes and programs in the Biblical worldview, and not simply integrate Biblical truth into their teaching. Department Chairs are expected to teach effectively, employing best practices in pedagogy and application of technology. Department Chairs will prepare course materials for assigned courses and teach appropriate hours according to the Faculty Handbook, as assigned. Department Chairs are expected to be involved in mentoring and discipling students beyond the classroom, and will maintain posted office hours of at least 8 hours per week during courses assigned. Department Chairs are expected to ensure that all students within the department are advised.

As Recruiters

Calvary University Department Chairs are expected to lead in recruiting students through online and in-person promotion of upcoming classes and departmental events, and through participation in and presentation at scholarly conferences and other events. Department Chairs are expected to assist the Admissions Department in representing the respective academic department through meetings with prospective students.

As Department Builders

Calvary University Department Chairs are expected to lead the department, to maintain and implement department plans (annual and five-year) and budget, and to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Department Chairs will lead in the development and evaluation of departmental curriculum and assessment of programs and courses.

IV. REQUIREMENTS

Personal

Calvary University requires that all Department Chairs have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal

Calvary University Department Chairs must demonstrate skill in organizational leadership and administration, must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission, and must demonstrate skill in communicating effectively to recruit, advise, lead, and teach college students. Prior teaching experience at the college level is preferred. Faculty must demonstrate organizational and administrative skills requisite to their areas of administrative responsibility.

Academic

Calvary University faculty must hold a minimum of a master's degree from a CHEA accredited institution (doctorate is preferred) in order to teach at the undergraduate level, and a doctorate or terminal degree from a CHEA accredited institution in order to teach at the graduate level. Faculty guiding doctoral education must possess a terminal doctorate from a CHEA accredited institution determined by the discipline and should possess a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be appropriate to the program and degree offered. Faculty must hold any licenses, certifications, and/or registrations as required by the program area or discipline. In rare circumstances, "tested experience" may be used to evaluate a prospective faculty member. Tested experience criteria are discussed in the Faculty Handbook.

V. ACCOUNTABILITY

Calvary University Department Chairs will report directly to their respective Dean. Department Chairs performance will be evaluated annually by the Dean and the Chief Academic Officer, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. WORKLOAD

Practice – accounts for approximately 10% of total workload expectation.

Research – accounts for approximately 20% of total workload expectation.

Teaching – accounts for approximately 37.5% of total workload expectation. (*Normal faculty load is 12 hours per traditional semester, overload is 13-18 hours. Department Chairs are credited with 3 hours of load per traditional semester for their leadership responsibilities.*)

Recruiting – accounts for approximately 15% of total workload expectation.

Department Building – accounts for approximately 17.5% of total workload expectation.

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status