Position Title: Nursing Program Director (DON)
Reports To: Vice President of Academic Affairs

MAJOR RESPONSIBILITIES: It is the purpose of the Program Director to evaluate the academic outcomes of the Program and to oversee and ensure the proper functioning of the program which he/she directs and all his/her subordinates.

SPECIFIC DUTIES AND RESPONSIBILITIES:
1. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Faculty, and Student Handbooks and the institutional effectiveness process.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Oversees and guides the ASN Program.
   a. evaluates and selects the prospective program’s candidates.
   b. oversees new students orientations.
4. In charge of faculty recruitment, development and evaluation, according to the Board of Nursing’s guidelines.
   a. develops a bank of qualified instructors, to ensure appropriate instructor-student ratio.
   b. compiles appropriate faculty documentation to comply with the Board of Nursing, SACS/COC and the University’s policies.
   c. conducts periodical faculty meetings and curriculum review meetings which enhance the faculty’s participation in the program.
5. Supervises program administrative staff.
6. Ensures the program schedule and clinical schedules are properly prepared in all campuses.
7. Ensures that the program’s syllabi are up-dated and copies are administered to the Vice-President of Academics, Campus Deans, the University Library, and the faculty.
8. Ensures that syllabi are posted in the appropriate classrooms.
9. Ensures alternative source of textbooks to be identified and available to the college as needed.
10. Ensures that all classes are taught on all campuses at an appropriate level of instruction.
11. Ensures that all students receive their required hours of instruction, lab and clinical practices.
12. Oversees the systematic evaluation of student learning in both clinical experience and theoretical instruction.
13. Ensures sufficient number of clinical facilities and maintains communication/relations with the facilities through periodical visits.
14. Maintains and updates clinical agreements as well as secure new clinical sites.
15. Visit clinical facilities to ensure that the clinical schedules are followed and that the 
students and the faculty are in compliance with the clinical schedules.
16. Ensures the development of the admission, retention and progression criteria.
17. Reviews data obtained from evaluation tools to ensure program improvement in all 
campuses.
18. Ensures adequacy of evaluation tools and methods within the nursing program in 
order to determine consistency with courses’ learning outcomes/objectives in lectures 
and clinical practices.
19. Develops, implements and evaluates program policies.
20. Prepares and submits all required reports to the Board of Nursing.
21. Oversees all program publications (Student Handbook, Orientation Manual, etc.)
22. Works with the Library Director to ensure that the needs of the program are met.
23. Provides the VP of Academics with the planning and evaluation report of the 
program.
24. Conducts Advisory Board Meetings as required by the FBON.
25. Performs any special project assigned by the President or supervisor.
26. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being 
performed by individuals assigned to this position. It is not intended to be construed as an 
exhaustive list of all tasks, duties, skills and/or responsibilities required for this position 
in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from 
individual to individual, campus to campus and over time, depending upon various 
factors. These are general guidelines for this job position.

If you wish to apply for this position please click on the hyperlink 
below:
g=en_US+