



**Position Title:** Adjunct Faculty for BSN  
**Reports to:** DON and Campus Deans  
**Classification:** Exempt  
**WC Code:** 8869  
**Position Type:** Fourth Level Administrator

**Requirements:** It is the purpose of the Faculty member at Florida National University to provide quality instruction and career advisement to all students. The faculty also is responsible for maintaining grades and for the development of course objectives, outline, syllabi, and course competencies.

**Specific Duties and Responsibilities:**

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Faculty Handbook, the institutional effectiveness process and the FBON guidelines.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Provides appropriate level of instruction.
4. Provides quality instruction for the students.
5. Ensures the assessment of students learning outcomes per course.
6. Conducts classes for the schedule amount of hours each class meeting.
7. Models appropriate attendance for his/her students.
8. Demonstrates evidence of professional growth through participation in continuing education, research or related activities.
9. Reports to the Registrar's office all grades and submits reports on a timely fashion.
10. Attends all faculty meetings, professional development functions and University committees to which they have been assigned.
11. Provides students with effective guidance and supervision in clinical practices.
12. Responsible for supervising students on no more than two units during one clinical instruction period.
13. Must be physically present within the health care facility while students are engaged in providing direct care to patients.
14. Must be available by telephone, beeper or cell to all students engages in an observational experience and students assigned to clinical experiences in community agencies.
15. Performs the administrative duties designated by the program director.
16. Works with the librarians in the establishment and weeding of the library program and course collection development.
17. Participate in the self-studies and committees conducted by the University.
18. Participates in the University's Commencement Exercises.
19. Performs any special project assigned by the President or supervisor.
20. Performs other duties as assigned.

**Note:** The use of computers and university resources is limited to school business purpose. Installation of any software is prohibited.

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.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>