



Position Title: Nursing Program Director (DON)
Reports To: Vice President of Academic Affairs & Campus Deans
Classification: Exempt
WC Code: 8868
Position Type: Third Level Administrator

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. Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

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 BSN 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 and faculty within the Nursing program.
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 University 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.

Revised: March 2022

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.
27. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.

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.

Employee Name: _____

Employee Signature: _____

Date: _____