

University of Southern Maine  
College of Nursing and Health Professions  
**Assistant Chairperson of Nursing and Nursing Faculty – Lewiston-Auburn College**

Nursing faculty who are hired for the nursing programs at Lewiston-Auburn College (LAC) hold their primary appointment in the College of Nursing and Health Professions (CONHP). Salary for nursing full-time and part-time nursing position resides in the LAC budget and falls under the responsibility of the LAC Dean.

**ASSISTANT CHAIRPERSON OF NURSING**

**MAJOR RESPONSIBILITIES:**

1. Acts as liaison and advisor to the LAC Dean on budget, faculty and staff recruitment, and program needs.
2. Develops and monitors processes with appropriate LAC staff and administrators to assure that nursing students receive the necessary support services.
3. Represents the nursing program to students, faculty, Lewiston-Auburn College, the University, and external groups as appropriate.
4. In collaboration with the Nursing Program Evaluator, coordinates program evaluation at LAC.
5. Monitors LAC nursing enrollments and reports information on enrollments to the Chairperson of Nursing and LAC Dean.
6. Works with the Chairperson of Nursing and LAC Dean to assure completion of LAC specific marketing materials.
7. Manages and develops program schedules in collaboration with the Chairperson of Nursing.
8. Recommends, in consultation with faculty, teaching assignments, including assignment of adjunct and part-time faculty, for approval to the Chairperson of Nursing.
9. Advises the Chairperson of Nursing and LAC Dean on workload implications related to faculty leaves (e.g., sabbaticals), workload redistributions (e.g., unfunded and funded release time, assignments external to the Department), and overloads.
10. Provides for orientation and mentoring of new faculty.
11. Works to enhance an atmosphere of collegiality and support for improving the teaching/learning environment.
12. Identifies faculty and other personnel needs and represents these needs to the Chairperson of Nursing and LAC Dean.
13. Manages recruitment of part-time faculty and other personnel and makes hiring recommendations to the Chairperson of Nursing and LAC Dean.
14. Ensures that faculty and staff adhere to Department, College, and University policies and procedures.
15. Supervises and evaluates assigned classified and professional staff.
16. Evaluates part-time faculty.
17. Organizes and chairs LAC nursing faculty meetings (e.g., agendas, scheduling).
18. Actively engages in recruitment, admissions, and retention of students in all phases of the nursing programs.
19. Orients LAC 1<sup>st</sup> and 2<sup>nd</sup> year nursing advisor to programmatic issues and consults as needed to assure student progression.
20. Advises nursing students with special circumstances.
21. Responds to student complaints and follows-up with LAC nursing faculty/staff as appropriate; students with complaints regarding

non-nursing faculty are directed to contact the LAC Dean.

- 22. Responds to nursing faculty and staff complaints and follows-up with Chairperson of Nursing and/or LAC Dean as appropriate.
- 23. Works with the Chairperson of Nursing to prioritize own workload related to teaching, research and scholarship, and service that enhances and supports the Department and College goals; workload must be consistent with the union contract.

**SECONDARY RESPONSIBILITIES:**

- 24. Assures timely assignment of advisors.

**OTHER ADMINISTRATION FUNCTIONS:**

- 25. Other duties as assigned by the Chairperson of Nursing and/or LAC Dean.

**BUDGET RESPONSIBILITIES:**

- 26. Oversees the nursing program budget and participates in budget planning for LAC.

**SPECIFIC ACTIVITES RELATED TO THE LAC NURSING PROGRAM**

<b>Action</b>	<b>Approval (if applicable)</b>	<b>Primary Responsibility</b>	<b>Comments</b>
New full-time faculty line approval	Provost	LAC and CONHP Deans	Identify need for full-time faculty, Assistant Chairperson of Nursing in collaboration with Chairperson of Nursing
New staff line approval	Provost	LAC Dean	Identify need for new staff line, Assistant Chairperson of Nursing
Recruitment of full-time nursing faculty, except for fixed-length faculty	n/a	CONHP Nursing Search Committee Chairperson	Committee includes nursing faculty from LAC and candidates meet with LAC faculty/staff; USM allocation for recruitment CONHP budget, costs in excess are negotiated between LAC and CONHP Deans
Hiring of full-time nursing faculty	Provost	LAC and CONHP Deans	CONHP Nursing Search Committee recommends to LAC and CONHP Deans after consultation with Chairperson of Nursing
Recruitment and hiring of fixed-length Faculty	LAC and CONHP Deans; Provost	Assistant Chairperson of Nursing	In collaboration with Chairperson of Nursing
Recruitment of part-time nursing faculty	n/a	Assistant Chairperson of Nursing	Recruitment costs (e.g., ads) covered by LAC Dean's Office

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Hiring of part-time nursing faculty	LAC Dean approves salary	Assistant Chairperson of Nursing	In collaboration with Chairperson of Nursing
Supervision and evaluation of part-time nursing faculty who are not full-time nursing faculty on the Portland campus		Assistant Chairperson of Nursing	
Reappointment, Promotion, and/or Tenure – Full-time Faculty (includes fixed-length faculty)	Provost, President, and BOT (tenure)	CONHP Dean writes letter in consultation with LAC Dean; CONHP Peer Review Committee	Representatives from LAC faculty are added to CONHP Peer Review Committee per policy. Chairperson of Nursing writes required letter (p. 6 of 16 in CONHP Peer Review document) per CONHP peer review process and solicits written feedback from the Assistant Chairperson of Nursing in relation to faculty member's teaching, service to the nursing program at LAC, and collegiality. The LAC nursing faculty member receives a copy of the Assistant Chairperson of Nursing's written feedback and has the option of providing written feedback to the Chairperson of Nursing within 5 working days of receipt. The Assistant Chairperson of Nursing's letter is due to the Chairperson of Nursing at least 5 working days prior to the Chairperson receiving the faculty member's BOT materials.
Assignment of Office Space, Phone Number, etc.	n/a	LAC Dean's Office	In consultation with Assistant Chairperson of Nursing.
Computer and Software	n/a	LAC Dean's Office	In consultation with CONHP Dean and faculty member.
Full-time Faculty Development/Travel	CONHP Dean	Faculty; LAC Dean	LAC full-time nursing faculty (tenure-track, tenured, fixed-length, and continuous contract) will be eligible for same level of financial support, as outlined in

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			CONHP Faculty Handbook, as Portland based nursing faculty <sup>1</sup> ; LAC nursing faculty are also eligible to apply for Payson funding through CONHP
Travel to Portland/Gorham for Nursing/CONHP Faculty Meetings and Assigned Committee Meetings	LAC and CONHP Deans	Faculty - monthly	Faculty should submit mileage and tolls, if applicable, to Pam Hartford
Nursing Course Offerings and Scheduling	LAC Dean if additional sections needed	LAC Assistant Chairperson of Nursing in consultation with Chairperson of Nursing	Schedule face to face meeting with Chairperson of Nursing to review nursing course offerings and scheduling
Assignment of Nursing Faculty to Courses		LAC Assistant Chairperson of Nursing in consultation with Chairperson of Nursing	
Tenure-track faculty, additional 3 credits of scholarship release during probationary years	CONHP and LAC Deans	Faculty Member	Faculty member discussed additional scholarship release with Assistant Chairperson of Nursing in relation to scheduling; faculty member with Assistant Chairperson's approval, forwards request to CONHP Dean
Securing Clinical Sites and Contracts		LAC Assistant Chairperson of Nursing	Clinical site contracts are established through CONHP, Sharon Gerrish is the staff contact
Non-nursing Course Offerings and Scheduling	LAC Dean if additional sections needed	LAC Assistant Chairperson of Nursing	Advises science faculty on what courses are needed (e.g., number of sections, semester, timing)
Oversees LAC nursing web page and updates at least annually		Assistant Chairperson of Nursing	
Assure web page linkage between CONHP and LAC		Assistant Chairperson of Nursing	Dan Philbrick is LAC Web Publisher who will implement
Accuracy of CONHP nursing		Chairperson of Nursing	In collaboration with Assistant Chairperson of Nursing

<sup>1</sup> LAC Dean's office will transfer the amount of money that all LAC full-time tenure-track/tenured faculty get annually to designated CONHP account.

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web pages, inclusive of LAC nursing program			
Faculty web page		CONHP Dean's Office	
Student Evaluation of Full-time Nursing Faculty		LAC Dean's Office	Nursing faculty at LAC are evaluated using SIRII <sup>2</sup> ; completed evaluations for LAC full-time nursing faculty are reviewed by LAC Dean and Chairperson of Nursing then housed in Portland; completed evaluations on nursing full-time faculty who are teaching on the LAC campus are forwarded to the Chairperson of Nursing for review then housed in Portland
Student Evaluation of Part-time Nursing Faculty		Assistant Chairperson of Nursing	Maintains completed evaluations in personnel file, located on LAC campus
Attendance at LAC Faculty Meetings as appropriate		Faculty in consultation with LAC Assistant Chairperson of Nursing/LAC Dean	
Library Resources	Budget LAC Dean's Office	Assistant Chairperson of Nursing or his/her designee	
Assignment of nursing service work on LAC campus		Assistant Chairperson of Nursing	
Assignment of nursing department service work		Chairperson of Nursing	
Assignment of CONHP service work		CONHP Dean and Chairperson of Nursing	
Nursing Lab Resources	Budget LAC Dean	Assigned Lab Coordinator	In consultation with Assistant Chairperson of Nursing and Director of Nursing Learning Resource Center on the Portland campus
Personnel and Peer Review File		CONHP Dean's Office	

<sup>2</sup> Decision reached in Spring 2004 to switch from LAC student evaluation form to CONHP adopted form – SIRII.

- *Originally prepared by Jane Kirschling, Marianne Rodgers, and Betty Robinson; Finalized August 23, 2002*
- *Revised July 17, 2003 in consultation with Betty Robinson*
- *Revised in consultation with Bonnie Cashin Farmer, Marianne Rodgers, and Zark Van Zandt, April 2004 and August 2005*

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