3710 Director of Nursing

I. Director of Nursing Role and Responsibilities

The Director of Nursing has authority and responsibility for the development and administration of the Nursing Program, nursing faculty, nursing curriculum, nursing budget, and support of nursing student learning. The Director is responsible for faculty and staff evaluation and performance reviews including recommendations regarding faculty retention, tenure and promotion, and all other personnel matters relating to the nursing faculty. In addition, the Director facilitates professional development opportunities for nursing faculty. The Director is responsible for all Nursing Program communications and compliance regarding meeting expectations of the Wyoming State Board of Nursing and the Accreditation Commission for Education in Nursing. This includes preparation and timely submission of these required materials and communications.

In the case of all matters listed above, the Director of Nursing shall serve in the place of the Division Chair. The Director of Nursing shall evaluate nursing faculty member's performance in the three required areas: teaching effectiveness, academic service, and professional development. This assessment shall also address the quality of the faculty member's working relationships with students, other nursing faculty, and personnel from area clinical facilities (see policy 3620 "Documents and Procedures Used for Evaluation). A copy of the Director of Nursing's evaluations shall be sent to the Vice President for Academic Affairs and the President.

II. Recruiting and Hiring of the Director of Nursing

Development of the Director of Nursing position description and the conduct of the search for a Director shall be completed based on the standards for Nursing Education Programs section as contained in the Rules and Regulations of the Wyoming State Board of Nursing (located at https://wsbn.wyo.gov/) and the Faculty Employment Policies. Search Committee shall be chaired by the Vice President for Academic Affairs or one of the Academic Affairs Deans. Other members of the Committee shall include two nursing faculty members, one faculty member from outside the division, and one administrative or professional staff representative. A representative from a clinical site may serve as an ex officio member of the Committee.

III. Evaluation of the Director of Nursing

The Director of Nursing holds faculty rank and is bound by comparable review procedures (see policies 3600 "Faculty Evaluation" and 3630 "Rank and Tenure Process"). However, since the Director's duties differ significantly from those of faculty whose primary responsibility is classroom teaching, necessary differences exist in the type of evidence of performance and its generation. The primary evaluation criteria for the Director of Nursing shall be leadership and service. The job description shall define, but not limit, specific responsibilities. In particular, the Director is responsible for ensuring that the Nursing Program complies with all relevant requirements of the Wyoming Board of Nursing, including timely submission of complete and accurate reports. The Director plays a central role in the hiring, evaluation, and professional development of nursing faculty, development of the curriculum, budget management, and communication of nursing information and concerns to both the Vice President for Academic Affairs and others as needed. The Director finalizes agreements with clinical-site partners.

The College expects the Director to participate on campus committees and to represent the College in state and national professional organizations. The Director is also expected to update nursing skills and knowledge as required by the Wyoming Board of Nursing and the College.

The office of the Vice President for Academic Affairs shall maintain an evaluative file which shall contain, but not be limited to, the following items:

- A yearly report of activities prepared by the Director of Nursing and submitted at the end of each contract year.
- An annual evaluation done by the Vice President for Academic Affairs or designee in consultation with nursing faculty.
- Student evaluations of any formal teaching performances.

- Documentation that required Nursing Program reports have been submitted to the Wyoming State Board of Nursing, the Accreditation Commission for Education in Nursing, and other professional groups and agencies as required.
- All other materials and requirements relevant to the duties of the Director of Nursing and specified in the Rules and Regulations of the Wyoming State Board of Nursing.

The same timelines and guidelines for review for reappointment of faculty also apply to the Director of Nursing. However, if the Director of Nursing is on a fixed-term contract (see policy 3510 "Contract Policies: Contract Status").

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