POSITION DESCRIPTION: Campus Director

The Campus Director is responsible for the overall leadership and management of the local campus faculty, staff, students, as well as all College of Nursing equipment and leased facilities-space associated with that campus. The Campus Director is directly responsible to the Dean and works in collaboration with the Associate Dean for Undergraduate Programs, the Associate Dean for Research and Graduate Education, and the Director of Administration and Finance. The appointment as Campus Director is for three years and is renewable.

Overall Administration:
- Facilitates communication among University/College administration, faculty and students, and the community.
- Oversees the implementation of the undergraduate curriculum on the campus.
- Identifies faculty and staffing needs for their campus.
- Interprets and assures adherence to University and College policies on the campus.
- Implements and coordinates changes on the campus.
- Facilitates positive climate setting on the campus to support the work of faculty, staff, and students.
- Assures all campus clinical contracts are current and signed by agency staff and then forwards them to the Dean’s Program Assistant. Coordinates and plans consolidated clinical schedules with other nursing and health related education programs in the community and at some points statewide e.g. psych experiences.
- Participates in overall program evaluation.
- Responsible for campus fiscal allocations and budgeting.

Responsibilities to Campus Faculty:
- Fosters an environment that ensures academic excellence and successful faculty, students, and staff
- Provides input into the tenure track search process, participating in candidate interviews and providing evaluative input
- Recruits and recommends the hiring of non-tenure track (NTT) faculty to the Dean
- Orients faculty to the campus/College/University goals, roles, policies and procedures.
- Negotiates with faculty in goal setting, career planning and professional development.
- Makes faculty undergraduate teaching assignments and collaborates with the Associate Dean for Research and Graduate Education in finalizing graduate teaching assignments considering areas of expertise/education, needs of curriculum/campus, and individual faculty goals.
- Supports faculty research agendas.
- Conducts annual faculty performance evaluation and provides review, performance rating recommendations, and workload expectations for upcoming year to the Dean.
- Conducts Campus Director administrative review for formal review candidates.
- Serves as resource to faculty in student academic advisement role.
- Supervises work; assists in problem solving, priority setting.

Responsibilities to Students (traditional, accelerated, graduate, pre-nursing, prospective):
• Acts as temporary graduate student advisor until student identifies permanent academic advisor and thesis chair
• Orients to campus, college policies, local resources.
• Facilitates acknowledgment/recognition of student achievement.
• Advises, communicates policies, communicates/discusses options with students having academic difficulty or need for variance in curriculum.
• Collaborates/communicates with pre-nursing advisors, pre-nursing students and potential students to facilitate entrance into the MSU/CON system.
• Monitors student outcome and retention data as needed

Role of Facility Maintenance:
• Facilitates access to resources for faculty, students and staff.
• Requests and prioritizes resource and equipment needs.
• Schedules classes and classroom space.
• Assigns faculty and staff office/space.
• Supervises maintenance and security of campus space and inventory.

Role in Public Relations:
• Serves as the primary spokesperson, advocate, collaborator and, public relations representative for the campus with external audiences within the local community.
• Facilitates positive visibility for the College in the community/state/nation.
• Facilitates the work of faculty and students in public relations.

Role as Faculty Member of the College:
• Develops and negotiates annual and long-term goals appropriate to the roles of teaching, research/creativity, and/or service, and administration.
• Participates in teaching/advising/scholarly activities on the campus.
• Contributes to service and/or research/creative activities as negotiated in annual goals.
• Completes annual self evaluation.
• Participates in professional development.

Revised by: Dean (1/27/12)