MONTANA STATE UNIVERSITY-BOZEMAN
COLLEGE OF NURSING

POLICY # A-5

TITLE: POSITION DESCRIPTIONS

BACKGROUND: The need to more clearly define the administrative role in the College of Nursing was first identified in 1975 when the School (now College) became an autonomous unit. The attempt begun then was soon abandoned so that Faculty organization and curricular matters could be handled.

In February, 1978, the School Council met with the administrators of the School and started developing position descriptions using a matrix approach with the rows representing positions and the columns, functions. Several drafts evolved.

The administrative positions described here are those of dean, associate dean, assistant dean, assistant to the deans, campus director, clinical resource nurse/graduate teaching assistant, course coordinator and faculty member.

POLICY: Position descriptions for major positions in the College will be developed, maintained and updated.

RATIONALE: Position descriptions clarify roles and responsibilities for those functioning within the College, thus facilitating coordinated work toward College goals.

SEE ATTACHED POSITION DESCRIPTIONS

Seven Attachments:
Attachment #1: Dean
Attachment #2: Associate Dean for Academic Affairs
Attachment #3: Assistant to the Dean
Attachment #4: Bozeman Campus Director
Attachment #5: Upper Division Campus Director
Attachment #6: Clinical Resource Nurse/Graduate Teaching Assistant
Attachment #7: Course Coordinator
Attachment #8: Faculty Member

Approved by:

Dean: Approved and Revised 7/93 (KAL); 8/99 (LA)
Position Description: Dean

The Dean is the chief academic and administrative officer of the College of Nursing, a statewide program with four campuses. The Dean reports to the Provost on the main campus in Bozeman.

The Dean is a visionary leader, with strong communication skills, and the ability to create and foster an environment that ensures academic excellence and produces successful faculty, students and staff. This environment is conducive to faculty and student discovery and scholarship, creative teaching and learning, and productive service for the citizens of Montana. The Dean supports the integration of nursing science into the work of the faculty, the curricula and nursing practice. The Dean has the primary responsibility for the recruitment and retention of faculty in the College of Nursing.

The Dean is creative in utilizing the resources of a rural state to deliver high quality nursing education at both the undergraduate and graduate levels. The Dean works collaboratively with the Provost, the Development Officer, benefactors, grant writers and others to acquire the necessary resources for the college to carry out its Strategic Plan. The Dean is able to communicate and work effectively with university administration, the Montana University System, nursing and other health care organizations, as well as political leaders and policy & decision makers.

The Dean is a strong voice for the college and provides statewide leadership in setting direction for nursing education in Montana through a clearly articulated vision that shapes nursing practice, science and education within the state and beyond.

Reviewed/Approved by:

Level I: Executive Council (Sept, 2003)
Level II: Provost (Sept, 2003)
Position Description: Associate Dean for Academic Affairs

The Associate Dean has the chief responsibility within the College of Nursing to coordinate the graduate and undergraduate programs (including RN/Baccalaureate, undergraduate summer internship and continuing education offerings). S/he is directly responsible to the Dean and, in the absence of the Dean, assumes the duties and responsibilities of the Dean. In addition, s/he shares responsibility for overall College of Nursing public relations activities and participates in all aspects of the faculty role.

In executing the responsibilities of this position, the Associate Dean,

In relation to the University:

- Serves as the College’s representative to appropriate University committees (e.g., Assistant Deans’ Council, Graduate Council, and Assessment & Outcomes, which meet on a regular basis; and Graduate Appeals and University Scholastic Appeals, which meet periodically).
- Oversees activities related to the undergraduate and graduate sections of the following reports:
  - University Bulletin (catalog)
  - University Schedule of Classes
  - University Instructional Report

In relation to the College of Nursing Committees:

- Serves as a member of the College’s Executive Council.
- Serves as an ex-officio member of the College’s Graduate and Undergraduate Academic Affairs committees (GAAC and UAAC) in order to oversee the implementation of the graduate and undergraduate programs.
- Serves as the Chair of the College of Nursing Scholastic Committee and, as chair, receives all scholarship applications and academic appeals, makes recommendations on student probation/suspension, and advises on student grievances. S/he convenes the committee to consider student appeals for reinstatement and variances in progression, and to select recipients of scholarships which are based on College of Nursing recommendations.

In relation to the Curricula/Programs (undergraduate and graduate):

- Facilitates, seeks approval and oversees implementation of new academic programs and initiatives for the College.
- Oversees the undergraduate and graduate curricular sections of national accreditation and State Board of Nursing self-study reports.
- Works closely with students, faculty and the Dean to promote the College’s strategic academic goals including, but not limited to, distance education, continuing education, and articulation of nursing education programs.
- Oversees marketing of the undergraduate and graduate programs (including brochure development and oversight of the academic content on the College’s web site).
In relation to the Campus Directors:

- Informs Campus Directors of procedures and regulations to be followed in advising, admitting, registering and tracking students through completion of the graduate and undergraduate programs.
- Serves as a resource and University link to Campus Directors on issues related to the graduate and undergraduate curricula as well as student progression through the programs.
- Coordinates and reviews the annual contractual agreements the Campus Directors negotiate with the clinical agencies that are used in College of Nursing programs and informs these agencies of College and University activities.
- Collaborates with Campus Directors and the FNP Program Coordinator to finalize graduate teaching assignments.

In relation to Students/Alums:

- Serves as a resource to prospective and continuing graduate and undergraduate students upon referral by the undergraduate Advising Coordinator, FNP Program Coordinator, and graduate student advisors.
- Facilitates acknowledgment/recognition of graduate and undergraduate student achievement.
- Oversees graduate and undergraduate student withdrawals.
- Signs undergraduate verification forms and graduate student theses/projects (approval rests with the Chair) and provides employment and scholarship references.

In relation to Faculty/Staff:

- Oversees the work of the undergraduate Advising Coordinator, FNP Program Coordinator and graduate student advisors.
- Serves as a resource to those individuals involved in teaching in the academic programs.

Approved by:

Dean:  8/11/92 (KAL); 10/10/95 (LA); 8/99 (LA)

Administrative Council: Reviewed and Revised 8/99
Position Description: Assistant to the Dean

The Assistant to the Dean has the chief responsibility within the College of Nursing to coordinate administrative support activities including management of fiscal and human resources as well as creating, monitoring and implementing College-wide plans, policies and procedures related to budgeting, classified personnel, facilities, technology and administrative services.

In executing the responsibilities of this position, the Assistant to the Dean:

- Serves as the College’s representative to the University Financial Aid Committee and provides financial information to the Associate Dean for the awarding of student scholarships.
- Oversees fiscal management, including budget planning and analysis.
- Develops appropriate procedures and guidelines to improve efficiency related to budgeting, personnel, facilities, technology and administrative services.
- Has official signature authority for all aspects of fiscal and administrative management of the College.
- Responsible for overseeing the submission of the Federal Traineeship Grant application and working with the graduate program assistant in allocating funds to qualified students.
- Works closely with administration and staff to evaluate and improve data collection and storage.
- Responsible for organizing administrative data and generating information for yearly, quarterly and special reports for statewide and national questionnaires.
- Participates in implementing and monitoring all administrative aspects of College-wide projects.
- Responsible for promoting the College’s strategic plan, including improving the technology infrastructure.
- Responsible for maximizing College resources by determining campus clinical supply account allocations and working with Campus Directors to determine which educational hardware, software and computer requests should go forward to the University computer and equipment committees for central funding each year.
- Serves as the hiring authority for classified staff, responsible for assessing overall College needs, writing appropriate position descriptions, coordinating recruitment efforts and serving as a major resource person for training. In addition s/he evaluates the performance of the Bozeman staff and coordinates the activities of upper division staff by acting as a coordinating, monitoring and inspection point (insuring departmental and university policies are followed and deadlines are met) and serves as a resource to upper division campus directors regarding staff recruitment, hiring, training, supervision and evaluation.
- Serves as a resource to the Dean, Associate Dean, Campus Directors, faculty and staff on administrative support issues and activities.
- Serves as an ex-officio member of the College’s Executive Council.
- Serves as the College’s representative to University committees in the absence of the Dean and Associate Dean.
- Serves as liaison with upper division campus directors.

Reviewed/Approved by:

Level I: Dean (May, 2002)
Level II: Executive Council (November, 2002)
Position Description: Bozeman Campus Director

The Bozeman Campus Director is a faculty member with half-time administrative responsibility for fostering a positive environment to facilitate the faculty role and student learning. The Bozeman Campus Director serves as a resource to faculty related to their teaching, research, and service responsibilities. The Campus Director is an active participant in Executive Council and is directly responsible to the Dean.

Overall Administration:
- Facilitates communication among University/College administration, faculty and students, and the community.
- Establishes and maintains agency agreements for clinical teaching sites.
- Oversees the implementation of the curriculum on the 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 and students.
- Coordinates College of Nursing faculty representation on University committees.

Member of Executive Council:
- Provides counsel to the Dean.
- Reviews and resolves administrative issues.
- Provides input on campus needs: funding, faculty and resources.
- Recommends joint/affiliate appointments to the Dean.
- Recommends/plans faculty development.
- Provides input to the Dean regarding the College budget.
- Provides support and assistance to the other Executive Council members.
- Develops and communicates administrative policies.

Responsibilities related to the faculty search process:
- Provides input on faculty vacancies.
- Participates in candidate interviews and provides evaluative input to the Search Committee.
- Makes hiring recommendations to the Dean related to temporary and local positions.

Responsibilities to Campus Faculty:
- Oriented faculty to the campus/College/University goals, roles, policies and procedures.
- Negotiates with faculty in goal development, career planning and professional development.
- Makes faculty undergraduate teaching assignments and collaborates with the Associate Dean in finalizing graduate teaching assignments considering areas of expertise/education, needs of curriculum/campus, and individual faculty goals.
- Conducts annual faculty performance evaluation and provides review and performance rating recommendations to the Dean; also forwards a copy of faculty goals to the Dean.
- Conducts Campus Director administrative review for formal review candidates.
Responsibilities to Students (generic):

➢ In collaboration with the undergraduate Advising Coordinator, assigns students to advisors.
➢ Serves as a resource to students who are having academic difficulty or are experiencing problems with their instructor or advisor.

Role of Facility Maintenance:
➢ Facilitates access to resources for faculty and students.
➢ Recommends, requests, and prioritizes resource and equipment needs for faculty and students.
➢ Responsible for scheduling of classes and classroom space.
➢ Assign faculty office space.

Role in Public Relations:
➢ Communicates to community and contracted agencies the role of the College in the state, region, and national arenas.
➢ Develops and maintains positive public relations with educational and service agencies.
➢ Facilitates positive visibility for the College in the community/state/nation.
➢ Facilitates the work of faculty and students in public relations.

Role of 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 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.

Approved by:

Dean: 6/91; 1/92/ 2/97 (LA); 8/99 (LA)
Administrative Council: Reviewed 9/96; 1/97; 8/99
Position Description: Upper Division Campus Director (Billings, Great Falls and Missoula)

The Campus Director is directly responsible to the Dean and works with the Associate Dean and Assistant to the Dean. The Campus Director is an active participant in the Executive Council which has an advisory role to the Dean on overall CON affairs and is responsible for management of the faculty, student and facility affairs of the local campus.

Overall Administration:
- Facilitates communication among University/College administration, faculty and students, and the community.
- Oversees the implementation of the curriculum on the 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 and students.
- Establishes and maintains agency agreements for clinical teaching sites.

Member of Administrative Council:
- Provides counsel to the Dean.
- Reviews and resolves administrative issues.
- Provides input on campus needs: funding, faculty and resources.
- Recommends joint/affiliate appointments to the Dean.
- Recommends/plans faculty development.
- Provides input to the Dean regarding the College budget.
- Provides support and assistance to the other Executive Council members.
- Develops and communicates administrative policies.

Responsibilities related to the faculty search process:
- Provides input on faculty vacancies.
- Participates in candidate interviews and provides evaluative input to the Search Committee.
- Makes hiring recommendations to the Dean related to temporary and local positions.

Responsibilities to Campus Faculty:
- Orient faculty to the campus/College/University goals, roles, policies and procedures.
- Negotiates with faculty in goal development, career planning and professional development.
- Makes faculty undergraduate teaching assignments and collaborates with the Associate Dean in finalizing graduate teaching assignments considering areas of expertise/education, needs of curriculum/campus, and individual faculty goals.
- Conducts annual faculty performance evaluation and provides review and performance rating recommendations to the Dean; also forwards a copy of faculty goals to the Dean.
- Conducts Campus Director administrative review for formal review candidates.
- Serves as resource to faculty in student academic advisement role.
Responsibilities to Staff on Campus:
- Orient to roles, responsibilities, channels of communication.
- Assists in goal development and attainment.
- Supervises and oversees work; assists in problem solving, priority setting.
- Performs annual evaluations and forwards to administration.

Responsibilities to Students (generic, RN, graduate, pre-nursing, prospective):
- Assigns academic advisor and oversees advisement.
- Orient 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.
- Collaborate/communicate with pre-nursing advisors, pre-nursing students and potential students to facilitate entrance into the MSU/CON system.

Role of Facility Maintenance:
- Facilitates access to resources for faculty, students and staff.
- Recommends, requests and prioritizes resource and equipment needs.
- Responsible for scheduling of classes, classroom space.
- Assign faculty and staff office/space.
- Supervises maintenance and security of campus space and inventory.

Role in Public Relations:
- Communicates to community and contracted agencies the role of the College in the state, region, and national arenas.
- Develops and maintains positive public relations with educational and services agencies.
- Facilitates positive visibility for the College in the community/state/nation.
- Facilitates the work of faculty and students in public relations.

Role of 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 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.

Approved by:

Dean: 6/91; 1/5/95; 2/4/97 (LA); 8/18/99 (LA)
Administrative Council: Reviewed 9/17/96; 1/21/97; 8/18/99
Position Description:  Clinical Resource Nurse (CRN) or Graduate Teaching Assistant (GTA)

A CRN or GTA works under the direction and guidance of a faculty member to assist with the supervision of students in clinical activities. A CRN or GTA never replaces the faculty role or responsibilities with students.

Qualifications:
1. Minimum of Baccalaureate Degree in Nursing
2. RN licensure State of Montana
3. Clinical expertise and experience appropriate to assigned duties

Scope of Responsibility:
The faculty supervisor will assign specific duties to the CRN or GTA. The CRN or GTA is responsible for limited supervision of students as assigned. While under the supervision of a CRN or GTA, students may perform nursing care ordinarily requiring licensure only if the knowledge to provide such care has been previously learned from MSU faculty.

Planned Learning Assignments:
All student learning activities (e.g., assignments) must be approved by the faculty supervisor. It is the faculty member's responsibility to determine appropriate learning activities. The CRN or GTA assists in carrying out the planned learning activities. Independent decisions regarding a learning plan are not made by the CRN or GTA.

Student Evaluation:
Evaluation of student performance is the responsibility of faculty. The CRN or GTA will provide written and verbal evaluative input on student performance to the faculty supervisor. If a student is not prepared to provide safe care to clients, or if a student's performance is unsatisfactory, the faculty supervisor is notified immediately by the CRN/GTA.

Faculty Responsibility:
The faculty supervisor is responsible for orienting the CRN or GTA. This orientation will include a discussion related to the scope of responsibility as well as an overview of the College of Nursing curriculum, goals and objectives of the specific course, and the level of the learners. The faculty supervisor is responsible to assign the CRN or GTA duties that are appropriate to the scope of responsibility. The supervising faculty must be available either physically or by phone at all times for consultation when a CRN/GTA is working with students.

At the conclusion of employment and/or annually, the faculty supervisor will provide written evaluative input on the CRN's work performance to the Campus Director. GTA evaluations will be done each semester per College of Graduate Studies requirements. The Campus Director will review the written evaluation and will meet with the CRN/GTA as appropriate for evaluative input. A copy of the evaluation with Campus Director comments will be forwarded to each CRN/GTA; to the Dean's office for filing, and to the Associate Dean (for GTAs only).

Approved by:
Dean: 7/93
Position Description: Course Coordinator

The Course Coordinator is assigned by the Campus Director and is the teacher of record for the course (e.g., signs grade sheet; is the accountable person regarding issues/decisions about the course with active solicitation of input from other assigned faculty and Campus Director).

Course Preparation:
Solicits input from other faculty involved in the course and then makes decisions regarding:
- Development of syllabus, including grading criteria, student assignments and learning activities
- Selection of texts and assigned readings
- Evaluation format for theory and lab
- Faculty who will teach content
Solicits input from other faculty involved in the course and makes recommendations to the Campus Director.
The Campus Director retains the authority for final decisions regarding:
1. Lecture and lab times
2. Clinical teaching responsibilities
3. Scheduling of classrooms for class and college lab
Coordinates use of clinical agencies in the course with other involved faculty in conjunction with the Campus Director.
Arranges for agency contracts and updates, as appropriate, in conjunction with the Campus Director.
Prepares course syllabus and submits to Word Processing according to appropriate deadlines.
Arranges for all faculty involved in the course to receive copies of syllabi and other course materials.
Orders the textbook(s) through the appropriate process according to deadlines.
Arranges for placement of library reserve materials, Kinko's Readers, etc., as appropriate.
Submits final order to Administrative Assistant for needed AV equipment.
Develops the individual course outline (3 column outline) in conjunction with involved faculty and submits to AAC for approval, according to established deadlines.
Keeps Campus Director informed of the overall aspects of the course; i.e., course and clinical work of involved faculty, planned placement of students for college and clinical lab activities.
Orients new faculty to the course and facilitates orientation to agency and agency personnel.

Course Implementation:
NOTE: College of Nursing resources do not allow for more than one faculty member to be present (as a part of an assigned teaching load) for delivery of lectures, seminars, clinical conferences, etc., except in extraordinary circumstances with specific rational and prior approval of the Campus Director.

Facilitates open communication among faculty involved in the course.
Orients students to the course (can delegate when appropriate).
Participates in lecture/lab teaching.
Coordinates preparation of quizzes and tests and makes test grading arrangements.
Determines a mechanism for involved faculty to maintain communication about lecture material, student issues, agency issues, etc.
Keeps Campus Director informed regarding student issues, agency issues, etc.
Is responsible for securing faculty evaluation forms for students to complete.
Is available to faculty and students to address questions/issues regarding students' experiences and progress and refers students to academic advisor, if appropriate.

Course Completion:
Coordinates the evaluation of appropriateness of the clinical settings for students' learning experiences.
Facilitates students being given time to complete faculty evaluations.
Oversees the completion of students' clinical evaluations and skills lists (if skills lists are in effect).
Completes the University grade sheet on students.
  • Lab instructor makes decisions regarding "S" or "U" in lab and communicates to the Course Coordinator.
  • If teaching assignments are such that multiple faculty clinically evaluate the same students, the involved faculty collaborate on the evaluation and determine "S" or "U". If disagreement exists, the Campus Director is informed and used as a resource before the final grade is assigned.
Course coordinators do not have responsibility for evaluating the performance of faculty members involved in the course.

Approved by:

Dean: 7/93 (KAL):
Position Description: Faculty Member

1. State briefly the work done by the unit and/or division in which the employee works.

   The College of Nursing provides undergraduate and graduate nursing education and engages in scholarly activity, research and service in relation to nursing and health care.

2. Describe the primary responsibilities (essential functions) of the position.

   1) Teaching, including classroom instruction and clinical supervision. The latter is often provided on-site in client care settings.
   
   2) Scholarly activity which usually includes research, creative work, and production of refereed presentations and published manuscripts.
   
   3) Service, including service to the University, the College of Nursing and the profession. In most instances, service activities also incorporate nursing consultation or teaching and/or the delivery of nursing care to appropriate publics. Faculty practice may be included as a part of service.
   
   4) Communication, within a four-campus system, with faculty peers, students and supervisors on a monthly, weekly and daily basis.

   Individuals are required to hold licensure as registered nurses in the state of Montana (or be in the process of acquiring licensure as demonstrated by a Montana RN temporary work permit).

   Standards and criteria for each faculty rank are described in College of Nursing Policy C-1.

3. Describe the secondary or related responsibilities (occasional functions) of the position.

   The College's four-campus system requires faculty members to travel among the four campuses, an average of two to three times per semester, for faculty meetings. Faculty members must also travel to clinical agencies where teaching, service or research occur.

4. Describe how this position fits with others in the unit, division, and/or University. Indicate the effects of the employee's work on the policies, procedures and structure of the University and/or the use of people, material, equipment and funds of the University.

   Faculty members in the College of Nursing fit within all of the University's general guidelines for faculty members' rights and responsibilities.

   Collaborative and respectful working relations with students, staff and faculty colleges are expected.
Faculty members are located at one of four campuses and report directly to a Campus Director (department head) who, in turn, reports to the Dean. The major communication link among the four campuses is the College's audio teleconference system.

5. **Describe the nature and extent of the employee's authority to speak or act for the unit, division and/or the University.**

While performing in the faculty role, every faculty member represents both the College of Nursing and the larger University and, thus, must act in a manner which reflects positively on the College and the University. Specific faculty members, upon request of their Campus Director or the Dean, may be authorized in particular instances to speak on behalf of the College.

6. **Describe the guides or authorities that influence or affect the position, such as supervisors, regulations, procedures, practices, manuals, standards, etc. What is the source of these authorities? Describe how they affect the position's work. To what extent does the employee exercise independent judgement in developing or applying these guidelines?**

The Campus Director is the first-line supervisor for all faculty members, and the Dean is the overall administrator.

Each faculty member must meet and abide by all requirements for the practice of professional nursing for the state of Montana as set forth by the State Board of Nursing Rules and Regulations. In addition, faculty members are governed by University policies and procedures, College of Nursing policies, general professional nursing standards, and the specific requirements of clinical agencies in which they conduct teaching, research or service activities.

Faculty members in the College of Nursing are subject to all regulations and procedures which affect University faculty members in general. As professional nurses, each faculty member must exercise independent judgement in relation to the appropriate level of supervision of students and the oversight of patient care as it relates to clinical teaching, to research, or to service.

While functioning in the teaching role in clinical agencies, the faculty member must meet all health standards set forth by that particular agency (e.g., hospital, health department, etc.) and, at a minimum, meet communicable disease control standards set forth by the CON (see Policy C-8).

7. **Describe the nature and extent of the mental or emotional demands of the position, such as initiative, originality, judgement, ability to handle stress, ability to deal with crisis situations, etc.**

Since the position involves the responsibilities and demands of both a faculty role and the role of a professional registered nurse, the individual is required to exercise considerable initiative, self-direction, and sound judgement. The individual may frequently be called upon to handle stressful and/or crisis situations. Based upon the area in which the individual has her/his major appointment, s/he will be expected to meet national standards (e.g., American Nurses' Association standards) for practice in that particular specialty area. Individuals must be able to adequately perform all clinical activities involved in patient/client care in relation to the specialty area in which they teach.

8. **List the positions supervised, number of employees in each position, and a brief description of their responsibilities.**

In general, faculty members are responsible for the supervision of students and do not have direct responsibility for the supervision of other employees.
9. State any knowledge, skills, and abilities actually required to perform this job. Identify the tasks concerned in each case and describe how and why such requirements are necessary. Include manual skills, physical abilities, and aptitudes required.

Please refer to the American Nurses' Association standards and the requirements of the Montana State Board of Nursing regarding employment of faculty members in programs preparing students for licensure as registered nurses. Minimum requirement for the position is a master's degree in nursing, a doctoral degree in nursing or a related field is preferred. Experience in clinical nursing practice is strongly preferred. Experience in teaching baccalaureate or higher degree nursing students is preferred. Individuals must be appropriately prepared by graduate-level education for the specific clinical area in which they teach, e.g., medical-surgical nursing, community-health nursing, etc. (See also No. 7.)

10. Please check the blank below that indicates the educational requirements (minimum) for the job, not the employee's own educational background.

   _ Two year college certificate or equivalent
   _ Four year college degree
   X Advanced degree (M.S., M.S., J.D., etc.)
   _ Terminal degree (Ph.D., Ed.D., D.M.A., etc.)
   X Professional certification or license
   - must be licensed as a registered nurse in the state of Montana

Does the job require a specific major, specific courses, or specific training? If yes, please describe.

Please refer to No. 9.

11. Describe the type of experience needed to perform the job, not the experience possessed by the employee.

Please refer to No. 9.

Approved by:

Dean: 7/93 (KAL); 1/95 (KC);

NOTE: Faculty Member general description prepared at the request of the Affirmative Action Office to meet ADA requirements.