

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY # A-5  
ATTACHMENT #5**

**Position Description: Campus Director**

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. (The EC is advisory to the dean on overall CON affairs). The campus director 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.
- 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.
- Monitors and analyzes patterns of unusual occurrences.
- Participates in overall program evaluation.

**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:**

- 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 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 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 (Except on Bozeman campus):

- Orients 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. May advise graduate students if committee chair is on another campus
- 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.
- Collaborate/communicate with pre-nursing advisors, pre-nursing students and potential students to facilitate entrance into the MSU/CON system.
- Secures/ensures library resources

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 (except in Bozeman).

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 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.

**Reviewed/Approved:**

**Level I: Dean (EN) (November, 2004)**

**Level II: Executive Council (November, 2004)**