



<b>Job Title: Assistant/ Associate Professor</b> Medical/Surgical Nursing OR Critical Care Nursing	<b>Job Reference Number</b>	NUR022024
<b>Responsible to: Department Chairman/Associate Dean/Dean</b>		
<b>Basic Function:</b> Contributes to the university's mission through teaching, research and institutional service, with varying roles and degrees of responsibility in accordance with credentials and experience.		

**Principal Duties:**

**Academic/Professional Responsibilities**

- Perform the required hours of work weekly in teaching undergraduate and/or postgraduate courses, and the remainder of time spent in research, academic advising, office hours, committee meetings, administrative and other academic duties assigned by the relevant authorities in the college.
- Assist in the preparation of course materials and syllabi that outline the course requirements, rationale, goals, objectives, assessment methods and expected learning outcomes, in collaboration with the departments of Medical Education and/or Academic Affairs.
- Engage in curricular development and support area of discipline by recommending textbooks and other teaching aids as appropriate for instruction of assigned courses/sessions.
- Deliver up-to-date knowledge in area of specialty, and stimulate self-directed learning and critical thinking, using various teaching methods, including lectures, laboratories, demonstrations, interactive computer-based exercises, small group discussions, student-directed classroom activities, and other innovative approaches to teaching.
- Participate in assessment activities associated with assigned courses/sessions, including examination invigilation.
- Maintain laboratories and equipment when applicable.
- Foster student development.



- Maintain adequate office hours to be available to faculty and students for consultation in area of expertise.
- Serve as an academic advisor to undergraduate and/or graduate students.
- Participate in ongoing program evaluation and continuous quality improvement schemes.
- Collaborate with faculty in other departments and colleges to strengthen the program.
- Record student attendance in assigned activities, in coordination with the Department of Student Affairs.
- Monitor performance of the students and provide suggestions for improvement.
- Keep abreast of advances in area of discipline through continuing study, research, and/or participation in the activities of relevant professional organizations.

### **Research**

- Pursue scholarly growth on a consistent basis, both within and outside the subject of discipline.
- Undertake original research, either as an individual or with colleagues, of a level and quality that will result in publication in internationally recognized journals.
- Help develop research proposals and supervise collaborative projects with students.
- Assist in developing a research agenda that is in line with the research focus of the faculty and college.

### **Institutional Service**

- Provide service on an ongoing basis in a participatory, developmental, or advisory capacity by contributing effectively to department and university activities, including the Department Board and other department, college, and university committees, as delegated.
- Undertake administrative duties as directed by the Head of Department.
- Support and participate in student-organized activities.
- Promote the image and reputation of the department and the university in the wider academic and business community, including representation in conferences and seminars.
- Maintain the highest standards of personal character and conduct, setting an example of honesty, morality and professional ethics.



- Demonstrate a commitment to the mission and philosophy of the college, through personal growth, effective communication and collaboration with others, and adherence to established policies and regulations.
- Attain knowledge of accreditation processes and participate in the preparation of related surveys and documentation, as required.
- Make a full-time commitment to the college and refrain from work outside the college without prior approval, in accordance with university bylaws.
- Perform other job-related duties as required.

### **Essential and Preferred Requirements (E- Essential, P - Preferred, B Beneficial)**

<b>Education</b>	Ph.D. Degree in related field or equivalent - E
<b>Work Experience</b>	<b>Assistant professor:</b> Academic/educational experience and background, including research in the area of assignment - E <b>Associate professor:</b> Minimum experience of four (4) years in teaching at a university – E Academic/research experience and background in assignment – E
<b>English Language Skills</b>	E
<b>Arabic Language Skills</b>	P
<b>Computer Skills Level</b>	E