Non-Tenure Track Clinical Assistant Professor Position, Associate Program Director of the
Nurse Anesthesia Concentration

As the state’s flagship school, the University of Tennessee, Knoxville is home to over 100 research institutes and centers and numerous specialized research laboratories and consortia. Student enrollment totals more than 27,000 and research funding surpasses $188 million. Located near the Great Smoky Mountains and surrounded by numerous lakes, Knoxville offers abundant recreational attractions, cultural attractions such as opera and symphony, low cost of living, and high quality residential neighborhoods.

Qualifications for this position include:

- Terminal Degree in Nursing required (PhD, DNP, or equivalent)
- Certified Registered Nurse Anesthetist
- Must have previous anesthesia experience.
- Preference will be given to candidates who have previous experience in nurse anesthesia education administration.

Responsibilities:

1. Assists with the overall operation and administration of the Nurse Anesthesia Concentration.
2. Participates in curricular development, implementation and evaluation of the Nurse Anesthesia Concentration.
3. Assists the program Director/Concentration Coordinator with the development and implementation of policies and procedures to ensure that the outcome criteria, as mandated by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) are met.
4. Assists the Program Director/Concentration Coordinator to maintain all pertinent records as required by the COA.
5. Assists with the development and implementation of the self-study document required for the accreditation process.
6. Administers policies and procedures that govern student personnel procedures including admission, counseling, evaluation and actions resulting from evaluation.
7. Conducts continuous evaluation of didactic instructors.
8. Assists with student, faculty and program evaluations.
9. Coordinates and participates in didactic instruction.
10. Assists with the development and design of the course of study.
11. Participates in program enrichment, innovation and experimentation.
12. Serves on Nurse Anesthesia Concentration committees as assigned.
13. Implements policy and procedure that govern student evaluation, probation, dismissal, and graduation.
14. Capable, prepared, and willing to assume the duties of the Program Director at any time should a situation arise that would incapacitate the Program Director or prevent him/her from adequately fulfilling his/her responsibilities.
15. Performance of other duties as assigned by the Program Director.
16. The Associate Program Director will attend a minimum of two (2) of the following meetings annually at the discretion of the Program Director:
   i. Annual Meeting of the American Association of Nurse Anesthetists
   ii. American Association of Nurse Anesthetists Fall Assembly of States
iii. American Association of Nurse Anesthesia, Assembly of School Faculty
iv. American Association of Nurse Anesthetists, Mid-Year Assembly
v. Tennessee Association of Nurse Anesthetists Annual Meeting

In addition, the Associate Program Director agrees to:

1. Maintain an active status membership of the AANA, the cost of which is the responsibility of the individual.
2. Be an active member of the TANA.
3. Be active in the Nurse Anesthesia Concentration’s district chapter of TANA.
4. Be willing and able to travel to all NAC functions, meetings, and professional conferences. This will consist of both in state and out of state travel, sometimes for extended periods of time (a week or more).
5. Maintain confidentiality of all NAC and student business.
6. Maintain 24-hour/day availability (phone, beeper, personally present) for student/NAC problems.
7. Ability and willingness to consistently adhere to the College of Nursing mission, vision, strategic plan, and all University policies.
8. Act, at all times, as a representative of the Nurse Anesthesia Concentration.
9. Actively promote the program and its student body.

For more information, visit our website: [http://nursing.utk.edu/](http://nursing.utk.edu/). Interested applicants may send or email a cover letter, curriculum vitae, and the names and contact information of three references to: Roberta Lavin, PhD, FNP-BC, FAAN, Professor and Executive Associate Dean for Academic Affairs, The University of Tennessee College of Nursing, 1200 Volunteer Blvd., Suite 301, Knoxville, TN, 37996-4180 ([rlavin@utk.edu](mailto:rlavin@utk.edu)). Screening of applicant credentials will begin immediately and continue until position is filled. Rank and salary based on qualifications and experience.

The University of Tennessee, Knoxville EEO/AA Statement/Non-Discrimination Statement

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.