POSITION DESCRIPTION

JOB TITLE: Dean of the School of Nursing

FLSA STATUS: Exempt
REPORTS TO: President, HSC
DIVISION: School of Nursing
APPROVED BY: TTUHSC Dean, School of Nursing

SUMMARY: The Dean serves as the chief academic and administrative officer of the School of Nursing; leading faculty and staff of the School in planning, securing resources, implementing and evaluating activities related to academic operations of teaching, scholarship, (including research), clinical service and academically related public service programs. The Dean represents the School both internally to the University and externally to the various stakeholder. The Dean also serves as part of the Institution’s executive Team through active participation in various Institutional planning, implementing and evaluating activities.

ESSENTIAL DUTIES and RESPONSIBILITIES: includes the following, with other duties that may be assigned by the President and/or Chancellor.

- Provides academic leadership in strategic planning activities which formulate, implement and evaluate goals and objectives for the School.
- Directs resource utilization for the School of Nursing in collaboration with Regional Deans, Associate Deans, Department Chairs and faculty.
- Responsible for hiring, retention and evaluation of academic personnel and staff within the School of Nursing.
- Responsible for evaluating academic personnel for tenure and promotion and submitting names of faculty eligible for consideration to the President’s Office.
- Represents the School of Nursing in regional, state and national taskforces related to the improvement of nursing/healthcare resources and services.
- Provides leadership in development/fund-raising to support scholarships and departmental activities.
- Coordinates/maintains communications, contracts and community engagement activities.
- Reviews goals, objectives, policies, and procedures of the School in consultation with students, faculty, university, and community advisory bodies.
- Oversees student affairs in collaboration with Department Chairs and Associate/Regional Deans including admission, progression, and graduation.
- Advocates for the School in interdisciplinary and intra-disciplinary activities
- Administers grants and other sources of external funding.
- Maintains membership in and participates in activities of professional associations.
- Carries an appropriate faculty teaching load reduced to accommodate administrative responsibilities.
- Serves as a knowledgeable resource person to colleagues, students and community.
- Shares professional expertise at the regional, state, national and international level.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:
 Supervises Associate/Regional Deans, Department Chairs and Dean’s Office staff. Responsibilities include assigning work, evaluating performance and disciplinary management for those that report directly to the Dean.

Carries out supervisory responsibilities in accordance with the Institution’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work; evaluating performance; rewarding and coaching employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:
To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Doctorate in Nursing (preferred) or related field and Master of Science Degree in Nursing (required). All degrees must be from an accredited university.
LANGUAGE SKILLS:
Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquires or complaints from customers, regulatory agencies, faculty, staff, students and members of the profession of nursing and other business entities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to individuals at all levels, ranging from children to members of board of directors and legislators.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:
Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

OTHER SKILLS or QUALIFICATIONS:
- Demonstrated leadership skills related to management of faculty, hiring personnel, budgeting, staff development, accreditation processes and departmental evaluation.
- Interpersonal and organizational skills to effectively provide leadership to a diverse school.
- Demonstrated knowledge of curriculum development and instructional methodologies
- Demonstrated achievement in research.
- Knowledge of clinical nursing practice.
- Awareness of current issues/trends in nursing and nursing education.
- A democratic approach to interdisciplinary and intra-disciplinary work.
- Commitment to the principles of affirmative action and equal employment opportunity.

WORK ENVIRONMENT:
Normal job functions performed within a standard office environment. Exposure to clinical patient care and/or research laboratory is likely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS:
Licensure as a Registered Nurse in the State of Texas
Valid Texas Driver’s License