SON OP 10.042 Role and Responsibilities of Executive Leadership
Attachment A

Position Description
JOB TITLE: Regional Dean(s) of the School of Nursing

FLSA STATUS: Exempt
REPORTS TO: Dean, TTUHSC School of Nursing
DIVISION: School of Nursing

SUMMARY: Acts as the representative of the Dean in all local matters relating to the School of Nursing at the Regional Campus. Typical functions include representing the School to external organizations, institutions and agencies on the regional campus.

ESSENTIAL DUTIES and RESPONSIBILITIES: includes the following, with other duties that may be assigned by the Dean of the School of Nursing.

• Collaborates with the Dean and leadership team to implement and evaluate the strategic plan as it relates to the regional site and School of Nursing.
• Collaborates with the leadership team for the design of a School of Nursing student recruitment plan.
• Seeks partnerships and professional services with health systems, community agencies and other organizations for education, patient care and research within the assigned region that fulfill the School of Nursing’s strategic plan.
• Participates with the Dean and leadership team regarding the appointment of faculty candidates.
• Participates in fundraising efforts with the Campus and School of Nursing Development Officer.
• Oversees recruitment of students for the School of Nursing departments within the Region.
• In collaboration with the School of Nursing Department Chairs, seeks clinical sites to meet department needs and provides information regarding clinical agencies and preceptors/coaches in the Region.
• Coordinates with the School of Nursing Department Chairs for faculty recruitment and orientation of faculty on the Regional Campus.
• Participates in annual evaluation of regional campus faculty as appropriate.
• Develops and maintains operational and budgetary resources for the Regional Campus.
• Collaborates with the School of Nursing leadership team to implement professional development activities for self and faculty such as continuing education offerings, workshops, professional meetings, etc.
• Participates in program, school and university committees and in other activities associated with professional status.
• Maintains membership in and participates in activities of professional associations.
• Carries an appropriate faculty teaching load reduced to accommodate administrative responsibilities.
• Displays a scholarly orientation to the assumption of the responsibilities of a University faculty member.
• Utilizes teaching-learning principles appropriately.
• Provides leadership to colleagues in teaching, community service, and research.
• Serves as a knowledgeable resource person to colleagues, students and community.
• Contributes to the generation of research findings in nursing and nursing education.
• Shares professional expertise at the regional, state, national and international level.
• Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES:
Supervise the clerical staff assigned to the Regional Campus. Responsibilities include assigning work, evaluating performance and disciplinary management for those that report directly to the Regional 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:
• Education/administrative experience in a nationally accredited baccalaureate and/or higher degree program in nursing.
• Experience in clinical nursing.
• Demonstrated management skills related to faculty responsibilities, schedule building, staff development, accreditation processes, and program evaluation.
• Effective verbal/written communication skills and proficiency in English language.
• Demonstrated knowledge of curriculum development and instructional methodologies.
• Knowledge of advance clinical nursing practice and the ability to assist students in clinical activities.
• Awareness of current issues/trends in nursing education.
• Effective interpersonal and organizational skills.
• Commitment to the principles of affirmative action and equal employment opportunity.
• A democratic approach to interdisciplinary and intra-disciplinary work.

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 of Texas
Valid Texas Driver’s License