SON OP 10.042 Role and Responsibilities of Executive Leadership
Attachment F

Position Description

JOB TITLE: Associate Dean for Outcomes Management and Evaluation

FLSA STATUS: Exempt
REPORTS TO: Dean, TTUSHC School of Nursing
DIVISION: School of Nursing
APPROVED BY: Dean, TTUHSC School of Nursing
Approved: June 16, 2008

SUMMARY: In collaboration with the Dean, facilitates improvement, accreditation, assessment, strategic planning, measurement and communication of educational, and organizational processes and outcomes for the School of Nursing.

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

- Collaborates with the School of Nursing Leadership team, in strategic planning activities which formulate, implement and evaluate mission, goals and outcomes of the School of Nursing.
- Determines types of data required for documentation of achievement of School of Nursing assessment, evaluation, strategic goals, outcomes and accreditation processes/activities.
- Facilitates the accreditation processes of the School of Nursing:
  - Assures development, maintenance and communication of a reliable and valid assessment and evaluation plan to guide data collection, measurement and analysis strategies for outcome, process and structural performance indicators for the School of Nursing.
  - Coordinates analysis of available data into valid and reliable reports for decision-making by faculty and administration.
  - Identifies linkages among educational and organizational processes and outcomes, and collaborates with faculty, administration and leadership team to develop improvement action plans, as well as assessment of improvement action plan effectiveness.
  - Reviews and evaluates School of Nursing performance data and makes recommendations to administration and faculty.
  - Serves as administrative liaison to Texas Tech Health Sciences Center Office of Institutional Effectiveness, institutional task forces and committees for accreditation, evaluation and outcomes management.
  - Serves as administrative liaison to the Outcomes and Evaluation Council.
- Administrates grants and other sources of external funding.
- Plans professional development activities for self and faculty, such as continuing education offerings, workshops, professional meetings.
- Participates in department, 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; serves as a knowledgeable resource person to colleagues, students and community; contributes to the generation of research finding in nursing and nursing education.
- Shares professional expertise at the regional, state, national and international levels.
- Plans professional development activities for self and faculty such as continuing education offerings, workshops, professional meetings, etc.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Direct supervision of Staff, Director of Outcomes Management and Evaluation and Unit Manager, and all other staff as assigned by the Dean of the School of Nursing.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an 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 (preferred [or if other than nursing, as specified by the Texas Board of Nursing Rules]). All degrees must be from a regionally 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 inquiries 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 director 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 an extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

OTHER SKILLS or QUALIFICATIONS:
• Demonstrated management skills related to supervision of faculty, schedule building, staff development, accreditation processes and departmental evaluation.
• Knowledge of outcomes management and evaluation procedures.
• Educational/administrative experience in a nationally accredited nursing program.
• Experience in all aspects of teaching in nursing related to the department mission.
• Demonstrated knowledge of curriculum development and instructional methodologies.
• Knowledge of clinical nursing practice and the ability to assist students in clinical activities.
• Awareness of current issues/trends in nursing education.
• Community and professional leadership and networking skills.
• Commitment to the principles of affirmative action and equal employment opportunities.
• A democratic approach to interdisciplinary and intradisciplinary 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 in the State of Texas
Valid Texas Driver’s License