Position Description

JOB TITLE: Associate Dean for Research and Scholarship

FLSA STATUS: Exempt
REPORTS TO: Dean, School of Nursing
APPROVED BY: Dean, School of Nursing
DIVISION: School of Nursing
Approved: July 11, 2007

SUMMARY: Assists faculty in the development of their programs of research and scholarship in the School of Nursing. Responsible for collaborating with the Regional Deans/Associate Deans of the School’s academic departments to assist in the development of research and scholarship opportunities.

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

HSC
• Serves as a member of the HSC Institutional Review Board.
• Serves as a member of the HSC Research Council.
• Serves as a member of the HSC Clinical Research Institute.
• Displays a scholarly orientation to the responsibilities of a university faculty member.

School of Nursing
• Collaborates with the School of Nursing leadership team in strategic planning activities which formulate, implement, and evaluate mission, goals, and outcomes.
• Provides assistance to faculty of the School of Nursing in preparation and implementation of research and scholarship endeavors.
• Develops and revises research and scholarship policies and procedures.
• Directs resource utilization for research and scholarship.
• Plans professional development activities as needed for the School of Nursing.
• Oversees the SON Research Collaborative.
• Oversees the Ken Ketner Faculty Development Endowment.
• Prepares annual Research and Scholarship report.

Nursing Community
• Collaborates with members of other health care disciplines in developing and conducting research and establishes and maintains liaison with other nursing schools.
• Participates in school and university committees and other activities associated with professional status.
• Maintains membership in and participates in activities of professional associations.
• Shares professional expertise at the regional, state, national, and international level.

Professional Development
• Carries an appropriate faculty-teaching load reduced to accommodate administrative responsibilities.
• Conducts and disseminates nursing research.

SUPERVISORY RESPONSIBILITIES:
Supervisory responsibility for the School of Nursing Statistician and the Grants Administrator.

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:
PhD 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 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 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:
• Preparation and experience in research design, methodology and data analysis.
• Successful experiences with improved clinical service, broad-based clinical focus and preference is made for certification in a clinical area.
• Knowledgeable about relevant accreditation and practice standards.
• Experience teaching in nursing related to the department mission.
• Demonstrated knowledge of curriculum development and instructional methodologies.
• 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

Developed:PSYW:sh 01/1989
Revised:SA/MAH:sh 04/2008; AA 12/2021
Approved:FAC 06/2008