SON OP 10.042 Role and Responsibilities of Executive Leadership
Attachment H

Position Description
JOB TITLE: Associate Dean/Department Chair

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

SUMMARY: Directs and supports the implementation of the Department and coordinates efforts of the faculty, students and staff in conjunction with the Dean of the School of Nursing to achieve department, school and university goals.

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.
- Develops realistic, measurable goals for the department consistent with School of Nursing goals and faculty attributes.
- Provides leadership and oversight for curriculum development and delivery for departmental area of responsibility.
- Maintains oversight and responsibility for admission decisions and admission processes for departmental area of responsibility.
- Maintains oversight and responsibility for student advisement processes and degree plan development for departmental area of responsibility.
- Maintains oversight and responsibility for progression and graduation of students in departmental area of responsibility.
- Collaborates with Associate Dean for Outcomes Management and Evaluation to ensure an effective and efficient process of course, faculty, and program evaluation resulting in valid data to support quality improvement processes.
- Collaborate with the Office of Student Affairs to coordinate student recruitment and student affairs initiatives.
- Recruits high-quality faculty to support and promote School of Nursing goals.
- Collaborates with faculty to review and evaluate performance and establish professional development goals, with appropriate administrators.
- Collaborates with faculty to review and evaluate performance and establish professional development goals, with appropriate administrators.
- Proactively plans and promotes faculty development within departmental area of responsibility as well as in collaboration with all Department Chairs for school-wide faculty development initiatives.
- Develops faculty workload in collaboration with appropriate administrators.
- Facilitates communication and team building among faculty within and across departmental areas.
- Serves as a liaison between faculty colleagues and upper administration of the School of Nursing.
- Manages student issues as they arise.
- Performs evaluations within departmental area of responsibility.
- Identifies and promotes staff development needs within departmental area of responsibility as well as in collaboration with all Department Chairs for school-wide faculty development initiatives.
- Ensures adherence to School of Nursing and TTUHSC institutional policies and procedures.
- Establishes collaborative relationships with hospitals and community agencies to support student educational experiences and promote the School of Nursing.
- Serves as a representative and advocate for the School of Nursing, the University and the community.
- Engages in alumni relations and institutional advancement initiatives to support advancement of the School of Nursing.
- Participates in Program, School and University Committees and in other activities associated with professional status.
- Serves as the administrative liaison to department committees.
- Carries an appropriate teaching load reduced to accommodate administrative responsibilities.
- Maintains membership in and participates in activities of professional associations.
- Displays scholarly orientation to the assumption of the responsibilities of a University faculty member.
- Serves a knowledgeable resource person to colleagues, students and the community.
- Contributes to the generation of new knowledge in nursing and nursing education.
- Shares professional expertise at the regional, state, national and international level.
- Performs other duties as assigned.
SUPERVISORY RESPONSIBILITIES:
Supervisory responsibilities for all faculty specific to department, Administrative Assistant and Coordinator for department as well as other staff as assigned.

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 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 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 and extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

OTHER SKILLS or QUALIFICATIONS:
- Educational/administrative experience in a nationally accredited nursing program.
- Experience in all aspects of teaching in nursing related to the department mission.
- Demonstrated management skills related to supervision of faculty, schedule building, staff development, accreditation processes and department evaluations.
- Demonstrated knowledge of curriculum development and instructional methodologies.
- Knowledge of clinical nursing practice and the ability to assist students in clinical activities.
- 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