



## College of Nursing

### Faculty Position Description: Assistant Dean for the PhD Program

The University of Utah College of Nursing seeks an experienced nurse faculty with an established record of research, teaching, and service to serve as the Assistant Dean for the PhD Program. The Assistant Dean reports to the Associate Dean for Research and the PhD Program and provides PhD program leadership including recruitment and retention of students, implementation and evaluation of the program curriculum, and development of policies and procedures in order to assure quality outcomes. The PhD program admits students who have earned a bachelor's degree with a major in nursing (BSN, BS) or a master's degree in nursing or related disciplines. The program emphasizes student cohorts engaging in year round study via synchronous distance learning, conference and on-campus based intensives and faculty mentorship. This administrative position is .20 FTE appointment. The remaining FTE will be comprised of teaching research/scholarship, and service.

**Criteria:** A PhD (or comparable research degree) with knowledge and experience in teaching, dissertation supervision as well as curriculum development and evaluation at the doctoral level is required. Must be a registered nurse or advanced practice registered nurse. Individual must have an active program of research, be knowledgeable about research, scholarship, higher education, and the profession of nursing. A demonstrated ability to work collaboratively and productively with individuals and groups, and demonstrated leadership/management ability are assets for this position. Prior administrative experience preferred. This individual must be eligible for tenure at the Associate Professor or Professor rank at the University of Utah College of Nursing.

**Principal Functions and Responsibilities:** Works collaboratively with the Dean, Associate Dean for Research and the PhD Program, Associate Dean for Academic Programs, Student Services and PhD program faculty to:

1. Lead development and/or implementation of an effective national and international recruitment strategy.
2. Coordinate the admission process in concordance with University and College policies and procedures.
3. Facilitate student applications for scholarships and fellowships, and pursue extramural funding for student and program support.
4. Monitor and support student progression through the PhD program.
5. Provide mentorship and assistance to faculty advisors/chairs and approve doctoral supervisory committee membership.
6. Plan and participate in PhD student on-campus weeks and conference-based learning events.
7. Oversee the evaluation of the PhD Program and provide an annual report to the Associate Dean for Research and the PhD Program.
8. Supply requested data to the Graduate School and national review bodies including reporting for funded grants.
9. Participate in the review and implementation of extramural traineeship and/or educational grants.
10. Advance research-focused doctoral education by monitoring issues, trends, and the future direction of nursing education and research.

11. Facilitate continuity and coordination of the PhD program including curriculum evaluation and revisions, and course evaluations.
12. Facilitate the resolution of issues and concerns arising in the planning, implementation, and evaluation of the PhD Program including the use of technology to support effective program delivery.
13. Chair the PhD Program Committee and serve as an ex-officio member on PhD Program Committee task forces.
14. Serve as a member of the Academic Program Team (APT) and NEXus Steering Committee.
15. Conducts the final review of dissertations.

**College of Nursing:** The College of Nursing is an integral part of University of Utah Health, an academic health sciences center. Currently ranked 18<sup>th</sup> in the nation in NIH funding, the College of Nursing is a focal point for researchers and clinicians from the academic health sciences to collaboratively improve individual, family, and community health, and quality of life in the Intermountain West. Areas of strength include aging; cancer, symptom management and palliative care; nursing informatics and technology-based health interventions; women's health; and health disparities. The College of Nursing has a P01 Program Project Grant from NCI entitled "Enhancing End-of-Life and Bereavement Outcomes Among Cancer Caregivers", an NIBIB funded U54 informatics center focused on the use of sensors in research, and a T32 award from NINR titled "Interdisciplinary Training in Cancer, Aging and End of Life Care." Our college is home to the Gerontology Interdisciplinary Program and the Hartford Center of Geriatric Nursing Excellence. The Emma Eccles Jones Nursing Research Center provides infrastructure and support for the College of Nursing research mission, and includes a biostatistics core. Diversity and inclusiveness, independent inquiry and collegiality form the fabric of everyday life for faculty and students.

**University:** The University of Utah is a PAC-12 institution located in Salt Lake City nestled in the foothills of the Wasatch Mountains. Numerous interdisciplinary centers support team science within the University Health Sciences, including the Huntsman Cancer Institute and an NIH Center for Clinical and Translational Research. The Utah Population Database, with over 7 million linked genealogical and clinical records, is a unique resource for population-based research. The University's Technology & Venture Commercialization program supports faculty in the transformation of ideas into practical, commercially viable products and services. Please visit the following linked webpages for more information about the [University of Utah CON](#), [CON Research](#), and [Living in Utah](#).

**Inquiries and Application:** Interested candidates should apply by submitting 1) a cover letter that addresses your research, teaching, and any administrative/leadership experience, as well as your interest in and match with the position, 2) an academic CV and, 3) for external candidates, the names of three individuals from outside of the University of Utah who can provide a letter of reference when requested. Applications will be accepted until the position is filled.

For inquiries about the position, please contact the administrative liaison for the search committee, Dr. Linda Edelman at [linda.edelman@nurs.utah.edu](mailto:linda.edelman@nurs.utah.edu) or 801-585-9187.

*The University of Utah Health Sciences Center (HSC) is a patient focused center distinguished by collaboration, excellence, leadership, and respect. The University of Utah HSC values candidates who are committed to fostering and furthering the culture of compassion, collaboration, innovation, accountability, diversity, integrity, quality, and trust that is integral to our mission. The University of Utah is an Equal Opportunity/Affirmative Action employer and educator. Minorities, women, and persons with disabilities are strongly encouraged to apply. Veteran's preference. Reasonable accommodations provided. For additional information: <http://www.regulations.utah.edu/humanResources/5-106.html>*