UNIVERSITY OF UTAH COLLEGE OF NURSING

Position Description

TITLE: Associate Dean for Academic Programs

CRITERIA FOR APPOINTMENT: Graduate preparation in nursing; doctorate in nursing or related field; teaching and administrative experience required. Individual must be knowledgeable about the nursing profession, nursing education, higher education, research, scholarship, and health care delivery. Demonstrated leadership and ability to work collaboratively and productively with individuals and interdisciplinary groups is necessary. Demonstrated leadership and participation in curriculum development and evaluation.

DESCRIPTION: A key position in academic administration. Provides academic leadership in the planning, implementation, and evaluation of the Baccalaureate, Master’s, Doctor of Nursing Practice (DNP) and PhD programs of study. Works collaboratively with the Dean, Assistant/Associate Deans, Division Chairs, Specialty Track Directors, faculty, and officers of the University to promote the vision, mission, values, and strategic goals of the College, University, and profession. May serve as administrative officer of the College of Nursing in the absence of the Dean.

AREAS OF MAJOR RESPONSIBILITY

Provide academic leadership for achievement of excellence in nursing education through the coordination, planning, monitoring and evaluation of academic programs:

a. Identify needed infrastructure to support academic programs.
b. Meet with Assistant Deans, Executive Directors and Student Services Leadership on a regular basis and serve as a resource on the planning, implementation, and evaluation of curricula.
c. Coordinate curriculum program efforts through work with Executive Directors, Assistant Deans, faculty and College committees.
d. Work with Division Chairs, Specialty Track Directors, managers and faculty to assure an ongoing program of student and faculty recruitment.
e. Collaborate with Division Chairs to identify support for faculty development.
f. Participate in faculty review and evaluation as requested by Division Chairs.
g. Collaborate with Student Services Leadership to make recommendations to the Dean regarding budgetary needs for the Office of Academic Affairs.
h. Participate in establishment and implementation of strategic goals and implementation plans for the College.
i. Monitor national, regional, and local trends in nursing, health care, and nursing education to assure competitiveness in nursing education programs offered at the College.
j. Review training and education grants to determine feasibility of proposed curricula in terms of needed and available resources.
k. Assume final approval for course assignments for coverage of courses.
Provide administrative leadership for the achievement of excellence in nursing education:

a. Directly supervise the Assistant Dean of Student Services and Academic Programs Office staff.
b. Collaborate with the Student Services Office in the direction and supervision of the Associate Director of Scholarship and Funding, Academic Program Managers, and the IT Specialist Sr.
c. Evaluate the effectiveness of the Office of Academic Programs in the College.
d. Collaborate with the Dean, Associate Deans, Division Chairs, Specialty Track Directors, faculty and appropriate officers of the University in promoting the goals of the College, University, and profession.
e. Serve as primary liaison with University offices: Graduate School, Undergraduate Education, and schools and colleges with pre-professional and graduate cognate offerings.
f. Work with Specialty Track Directors, faculty, and students in assessment of teaching effectiveness of the faculty, teaching assistants, and adjunct clinical faculty.
g. Work collaboratively with Division Chairs to implement a plan for student evaluation of faculty teaching effectiveness.
h. Oversee and maintain records for Clinical Agency Agreements / Contracts established by the College.

APPOINTMENT: Calendar year

RESPONSIBLE TO: Dean of the College of Nursing

REVIEW & EVALUATION: Reviewed annually by the Dean, with input from the faculty at least every five years. The Dean makes recommendations concerning reappointment and salary to the Senior Vice President for Health Sciences.

CONTACT: For questions regarding this posting, please contact Barbara Wilson at barbara.wilson@nurs.utah.edu

TO APPLY: https://utah.peopleadmin.com/postings/99519

The University of Utah Health (U of U Health) is a patient focused center distinguished by collaboration, excellence, leadership, and respect. The U of U Health 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 Affirmative Action/Equal Opportunity employer and does not discriminate based upon race, national origin, color, religion, sex, age, sexual orientation, gender identity/expression, status as a person with a disability, genetic information, or Protected Veteran status. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities and protected veterans are encouraged to apply. Veterans’ preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. To inquire about the University’s nondiscrimination or affirmative action policies or to request disability accommodation, please contact: Director, Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Circle, Rm 135, (801) 581-8365.

The University of Utah values candidates who have experience working in settings with students from diverse backgrounds, and possess a strong commitment to improving access to higher education for historically underrepresented students.