V. Administrative Positions

A. Dean, College of Nursing & Health Sciences

Function:

The Dean is the executive officer in the College of Nursing and Health Sciences and has responsibility for the educational leadership of the area in terms of teaching, assessment, research, and general scholarship/creative activity.

Scope:

The Dean shall, as appropriate:

- Develop policies and programs for the operational unit.
- Direct and coordinate activities of program or departmental units.
- Coordinate human resources programs within the unit.
- Supervise the development and implementation of a schedule of courses or other activities.
- Coordinate activities of academic advising personnel in consultation with the Deans of University College and Graduate Studies.
- Coordinate activities of faculty and/or other personnel committees.
- Promote the unit through the development of working relationships with community and other affiliated groups.
- Oversee strategic planning, continuity of learning, and assessment/continuous improvement efforts of the operational unit.
- Contribute to the overall planning and development of the University.
- Manage the unit budget.
- Oversee planning and implementation of staff development.
- Recruit faculty and staff.
- Adjudicate staff and student complaints.
- Ensure effective communication within the college or unit.
- Support the overall fundraising efforts of the University, supervising Alumni Development in conjunction with Institutional Advancement.
- Lead processes and supervise activities related to maintenance of accreditation.
- Direct/Lead college marketing efforts in conjunction with the Office of Marketing and
Communications.

- Perform other duties as assigned.

**Supervision:**
The Dean reports to the Vice President for Academic Affairs and Provost. The Dean supervises Associate Deans and/or Assistant Deans, tenure-system and non-tenure system faculty, and administrative/professional staff.

**Education:**
An earned terminal degree from a regionally accredited university or equivalent is required. Current, unrestricted license as a RN/APRN in Texas or ability to become licensed as a RN/APRN in Texas.

**Experience:**
The Dean shall have demonstrated abilities in leadership in or out of higher education, to lead a diverse population toward continuous improvement and the pursuit of excellence in undergraduate and graduate education and research and scholarly/creative activity.

**B. Executive Associate Dean of The College of Nursing and Health Sciences**

**Function:**
The Executive Associate Dean is directly accountable to the Dean of the College of Nursing and Health Sciences. As a member of the Deans’ senior leadership team, this position is responsible for the operational efficiency and effectiveness of the organization. Responsibilities include development, design, operation, and improvement of the systems to ensure the College’s vision, strategic direction and priorities are implemented effectively and will identify and explore new strategic opportunities and initiatives. The Executive Associate Dean acts on the behalf of the Dean in his/her absence.

**Scope:**
The Executive Associate Dean shall, as appropriate:

- Cascade the organizations strategy/mission statement throughout the organization of maximal alignment and develop appropriate rewards/recognition and coaching practices to align personnel with College goals.

- Facilitate the operational activities of the Department Chairs and collaborate with Associate Dean of Academic Programs, the Associate Dean of Research, Innovation and Clinical Practice and the Coordinator of Student Services.

- Provide oversight to operational functions within the College to include facilities, security, and biosafety.

- With the aim of financial stability, assist the Dean to marshal limited resources to the most productive uses and identifies potential areas for revenue generation.

- Advise the senior leadership team on recruitment, hiring, retention and development of faculty as it relates to the academic mission.
• In collaboration with Department Chairs, organize and implement orientation program for new faculty and oversees the integration of new faculty into the College through office assignments, purchase of equipment and books, as well as, other miscellaneous support.

• Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.

• Assist the Dean in building relationships with alumni and external stakeholders for the purposes of development, fundraising, scholarships and other engagement activities.

• Represent the College and the Dean at meetings and events as designated by the Dean, and functions as the administrator of the college in the Dean’s absence.

• Other duties as assigned.

Supervision:
The Executive Associate Dean of the College of Nursing and Health Sciences reports to the College Dean. Administratively, the Executive Associate Dean will be facilitated by and accountable to the Dean and will be a member of the senior leadership team. The Executive Associate Dean supervises staff as delegated by the Dean.

Education:
An earned terminal degree from a regionally accredited university or equivalent is required. Current, unrestricted license and a RN/APRN in Texas or ability to become licensed as RN/APRN in Texas.

Experience:
The Executive Associate Dean of the College of Nursing and Health Sciences shall have demonstrated abilities in leadership in or out of higher education in order to effectively perform the responsibilities of the role.

C. Associate Dean of Academic Programs

Function:
The Associate Dean of Academic Programs serves as the chief academic officer of the College of Nursing and Health Sciences and is a key member of the Dean’s senior leadership team.

Scope:
• Ensure the highest quality of academic programs and student services.
• Promote a student body that represents diversity and academic excellence.
• Advance innovative pedagogy.
• Foster an environment that endorses student achievement and support.
• Provide leadership in curricula and program development, implementation, evaluation and accreditation.
• Provide strategic insight and assist the Dean in setting institutional goals.
Supervision:
The Associate Dean of Academic Programs reports to the College Dean. The Associate Dean of Academic Programs supervises the Director of Simulation Education and other staff as delegated by the Dean.

Education:
An earned terminal degree in nursing or related field from a regionally accredited university or equivalent is required.
Current RN/APRN license in the State of Texas, or eligible for licensure in Texas is required.

Experience:
The Associate Dean of Academic Programs shall have a demonstrated record of research and publication in high-quality peer-reviewed journals and excellence in teaching, in academic curricula, program development and evaluation experience. Knowledge of academic program accreditation is required.

D. Associate Dean of Research, Innovation and Clinical Practice

Function:
The Associate Dean of Research, Innovation and Clinical Practice is directly responsible to the Dean of the College of Nursing and Health Sciences. As a member of the Dean’s senior leadership team, this position is responsible for creating a highly supportive environment for research productivity, utilization and dissemination across faculty, pre- and post-doctoral scholars and managing the resources of the Office of Research Facilitation (ORF).

Scope:
- Assist faculty and student colleagues with their research career scholarship, make outcomes visible, and collaborate with the administrative team, particularly Department Chairs to manage and grow human capital resources.
- Support professional development of faculty, alumni and community stakeholders through continuing education offerings.
- Facilitate the expansion of innovative nursing research and research training across the College.
- Facilitate the attainment of extramural research funding across clusters of investigators.
- Provide strategic leadership in creating a research vision and identifying unique, interdisciplinary research opportunities.
- Seek and advocate for resource allocation to manage resources.
- Collaborate in and initiate the recruitment of research-intensive faculty.
- Act as a liaison to facilitate inter-institutional and inter-disciplinary research and research training initiatives.
- Interface with the campus Division of Research, Commercialization and Outreach.
- Develop and create visibility for college-aligned research and research training across constituents.
• Broker partnerships with community leaders and agencies for synergistic research and practice improvement initiatives.

• Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.

• Represent the College and Dean at meetings and events as designated by the Dean, and function as the administrator of the College in the Dean’s absence.

• Other duties as assigned.

Supervision:

The Associate Dean of Research, Innovation and Clinical Practice reports to the College Dean. Administratively, the Associate Dean of Research, Innovation and Clinical Practice will be facilitated by and accountable to the Dean and will be a member of the senior leadership team.

Education:

An earned terminal degree from a regionally accredited university or equivalent is required. Current RN/APRN license in the State of Texas, or eligible for licensure in Texas is preferred.

Experience:

The Associate Dean of Research, Innovation and Clinical Practice shall have experience and recognized program of extramurally funded and published research. Additionally, administrative leadership experience in academia is favored.

E. Department Chair

Function:

The Department Chair is directly accountable to the Dean of the College of Nursing and Health Sciences (CONHS). As a member of the Dean’s senior leadership team, this position serves as the chief executive officer for a Department. The Department Chair is responsible for recruiting and mobilizing faculty to set the departmental strategic directions and activities that complement and contribute to the strategic directions of the CONHS. For the cadre of faculty appointed into the Department, the Department Chair will create a generative environment for advancing scholarship productivity (teaching/learning, research/discovery, practice/service) and assure that faculty have balanced responsibilities suited to their rank and scholarship expertise, and goals and the tools or resources needed for innovative productivity. The Department Chair will collaborate with the Associate Dean of Academic Programs and other College Department Chairs to assure that the CONHS curricula are expediently operational, advocate for and seek resources (time, money, space) within and outside the College to advance strategic directions, make outcomes visible, and collaborate with others on the College administrative team, and beyond, to manage and grow resources. This is a 50% administrative appointment.

Scope:

• Facilitate the execution and evolvement of innovative nursing science curricula across College degree programs, clinical and translational research discoveries and practice/service
opportunities, especially related to faculty expertise.

- Support synergistic interface between students, staff, alumni and faculty.
- Facilitate the attainment of extramural research funding across clusters of investigators in collaboration with the Associate Dean of Research.
- Seek and advocate for resource allocation to manage departmental resources.
- Initiate and collaborate in recruiting research and clinical intensive faculty.
- Conduct faculty and staff recruitment, screening, appointment, orientation, evaluation, promotion and other aspects of career development for the Department in collaboration with the Executive Associate Dean.
- Act as a liaison to campus groups related to the business practices of the campus.
- Facilitate and communicate departmental decisions regarding faculty or staff performance, including appointments and promotions for faculty or staff, activities analyses, merit reviews, award nominations and peer, student or class evaluations.
- Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.

**Supervision:**

The Department Chair reports to the College Dean. Administratively, the Department Chair will be facilitated by and accountable to the Dean and will be a member of the senior leadership team. The Department Chair also supervises staff assigned to support department operations.

**Anticipated Responsibilities**

**Faculty Tracking**

- Credentialing.
- Requesting Appointment for Graduate Faculty Status.
- Coordinating communication of key university/college processes (ie. Disaster preparedness, email changes, skill building).
- Coordinating faculty representation and university/college/community events.

**Professional Development and/or Promotion /Tenure**

- Establishing individual development plan for each faculty member.
- Mentor faculty in teaching, scholarship and services.
- Annual Faculty Evaluations.
- Assign and manage workload for assigned courses.
- Identify service opportunities for faculty/students/staff aligning with CONHS strategic
initiatives.

- Collaborate with Associate Dean for Research (or other designee) to identify and support student/faculty scholarship that aligns with strategic initiatives.
- In collaboration with Departmental faculty, support community building, self-care, and professional development of assigned student cohorts.

Human Resource Management

- Point-person for Faculty Issues (ie. FMLA, absences, sick).
- Adjunct Faculty Hiring.
- Onboarding of Adjunct Faculty.
- TrainTrak compliance of Department faculty and staff.

Education:

An earned terminal degree from an accredited university is required.

Tenured/tenure track faculty member with administrative leadership experience.

Current, unrestricted RN/APRN Texas license.

Experience:

The Department Chair shall have academic curricula, program development and evaluation experience, as well as experience/intention for extramural funding.

F. Program Coordinator

Function:

The Program Coordinator is directly accountable to the Associate Dean of Academic Programs. As a member of the Associate Dean of Academic programs leadership team, the Program/Track Coordinator is responsible for educational leadership of a program in terms of curriculum, part-time hiring needs, assessment, facilities, and general administration. The College of Nursing and Health Sciences Program Coordinators include:

- Health Sciences
- Undergraduate
- MSN Family Nurse Practitioner (FNP)
- MSN Leadership in Nursing Systems and Nurse Educator
- Doctorate in Nursing Practice (DNP)

Scope:

- Coordinate faculty discussions on program changes and new program development.
• Assist the Associate Dean of Academic Programs on scheduling of courses.

• Collaborate with Department Chairs on program hiring needs for faculty, including adjunct faculty and graduate teaching assistants; develop local adjunct pool.

• Assist the Associate Dean of Academic Programs with program specific reporting related to accreditation requirements, such as substantive change, documentation of faculty qualifications for instructors of record and documentation of student achievement.

• Generally, oversee 5-year program reviews and follow-up reports (unless the Associate Dean of Academic Programs assigns this responsibility to another faculty member).

• Assist Associate Dean of Academic Programs with completing course inventory change forms for assigned program(s) and catalog copy changes.

• Oversee program assessment and reporting activities in consultation with the Associate Dean of Academic Programs.

• Recommend to the Associate Dean of Academic Programs and oversee any renovation or improvements to facilities dedicated to the program.

• Assist the Associate Dean of Academic Programs with duties related to strategic planning and continuity of learning planning.

• Perform related duties as assigned by the Associate Dean of Academic Programs and in coordination with Department Chairs, program faculty/staff, such as program recruitment, admissions, maintenance of an alumni database, assistance with undergraduate and graduate faculty appointments, overseeing program implementation with adjunct faculty (including appropriate syllabi and textbooks), as well as other miscellaneous duties as assigned.

• Coordinate with academic advisors on degree plans, program changes, as well as other miscellaneous duties as assigned.

• Coordinate program reviews in terms of national and international standards established by/for the discipline.

• Communicate with faculty in relation to curriculum and student issues.

**Supervision:**

The Program Coordinator reports to the Associate Dean of Academic Programs.

**Education:**

An earned terminal degree from a regionally accredited university or its equivalent is required. (In rare and exceptional cases, a non-terminally degreed Program Coordinator may be named based on additional qualifications or experience.)

Current, unrestricted RN/APRN license in the State of Texas, or eligible for licensure in Texas is required for nursing program coordinators.
Experience:

The Program Coordinator shall have demonstrated ability in leadership in or out of higher education. This person shall be able to lead the faculty of the Program toward continuous improvement and the pursuit of excellence in undergraduate and/or graduate education.