POSITION DESCRIPTION: Dean, School of Nursing and Director, Master of Science in Nursing (MSN) and Post-Master’s Certificate (PMC) Programs in Nursing Education

QUALIFICATIONS:

- doctoral degree in nursing with a major in higher education administration and curriculum and instruction in nursing;
- minimum of five years experience in academic leadership as a dean or associate dean in baccalaureate and higher degree programs in nursing;
- demonstrated competence in collaborating with colleagues and communities of interest;
- unencumbered license to practice as a registered nurse in Tennessee;
- excellent written and verbal communication skills.

SUMMARY: The Dean is the chief academic officer of the School of Nursing and, in collaboration with program directors, faculty and staff, is responsible for providing the leadership, vision, coordination and supervision necessary for setting strategic, operational and financial directions for all programs, services, faculty, staff and students of the School in accord with the College’s Catholic and Dominican mission and its Strategic Plan, Vision 2020, policies and procedures of Aquinas College and the School of Nursing and for developing an effective collegial environment that supports excellence in nursing practice through excellence in nursing education. The Dean is appointed by and serves at the pleasure of the President of the College and reports to and is evaluated by the Provost-Vice President for Academics.

The Dean will also serve as the Director of the accredited MSN and PMC programs of the School of Nursing. The description of the duties of the Director for these programs follows the description below.

KEY RESPONSIBILITIES OF THE DEAN:

- serves as chair of the School of Nursing’s Faculty Organization;
- coordinates the School’s long-range and strategic planning in collaboration with the College’s Strategic Plan – Vision 2020, other schools, programs, administrative units and support services;
- prepares and monitors the School’s annual budget and assures that all programs and services remain within their approved budgets.
- receives, coordinates and prepares all written reports, i.e. School monthly reports, minutes of meetings, annual reports, catalogue material, etc.;
- collaborates with Directors of the ASN, BSN and MSN programs in the recruitment, recommendation, and ongoing evaluation and development of the faculty and staff. It is the responsibility of the Dean to:
a. obtain, verify, and evaluate the credentials of those so recommended for faculty and staff appointments and forward complete files to the Provost-Vice President for Academics for review and action;
b. assure the appropriate professional performance and development, including appropriate research, of faculty and to evaluate faculty performance as prescribed in the documents of the College;
c. recommend faculty for promotion in rank;

- assures the academic quality, accountability and fiscal viability of the School’s programs
- coordinates scheduling of courses in consultation with Program Directors, other School Deans and other administrative units;
- facilitates and prepares grant proposals that will benefit programs in the School;
- assures adequate staff and resources to support the academic programs and services;
- assists in the management of enrollment, recruitment of students, their admission to programs, the evaluation of their progress, and to recommend candidates for degrees and honors.
- serves as the final recourse in the School of Nursing for faculty, staff and students experiencing difficulties or problems with policies and procedures, personnel, or grades and to assure that written College procedures are followed.
- represents the School on designated College Councils/Committees, to coordinate the School’s Advisory Boards and Committees and to further develop and maintain external relations which serve the interest of the College, the School, the community and the profession.
- develops and maintains external relations with clinical partners, peer institutions, communities of interest, professional associations and organizations that serve the interest of the Program, School of Nursing, the College, the community and the profession.
- assures the implementation of and adherence to all College and School policies and procedures by School faculty, staff and students;
- promotes within the School and with other Schools and Departments of the College a working climate conducive to cooperation, accountability and furtherance of the College’s mission;
- holds membership and participates in professional and learned societies to maintain expertise in advanced practice nursing.

POSITION AVAILABILITY: June 1, 2015

INTERESTED APPLICANTS: Interested applicants for the position of Dean and Director of the MSN/PMC programs should submit the following documents to the Chair, School of Nursing Search Committee, electronically or by regular mail, by April 30:

- Current curriculum vitae;
- Names and contact information of three professional references;
- A philosophy and vision of nursing and nursing education that coheres with the Mission of Aquinas College and the philosophy of the School of Nursing;
Frank M. Hatcher, Ph.D.
Chair, SON Search Committee
Aquinas College
4210 Harding Pike
Nashville, TN 37205
e-mail: sonsearch2015@aquinascollege.edu

For additional information on Aquinas College, the School of Nursing and the MSN Programs please review the Aquinas College website at www.aquinascollege.edu.
POSITION DESCRIPTION: Director, Master of Science in Nursing (MSN) and the Post-Master’s Certificate (PMC) Programs in Nursing Education (This position will be part of the duties of the Dean of the School of Nursing)

QUALIFICATIONS:
- doctoral degree in nursing with a concentration in higher education administration and curriculum and instruction in nursing education and practice;
- minimum of five-ten years in academic leadership at the graduate level;
- demonstrated experience in undergraduate and graduate nursing education, practice and research;
- demonstrated competence in collaborating with colleagues and communities of interest;
- unencumbered license to practice as a registered nurse in Tennessee;
- excellent written and verbal communication skills;

SUMMARY: The Director of the Master of Science in Nursing (MSN) and the Post-Master’s Certificate (PMC) Programs in Nursing Education provides leadership and facilitates collaboration, coordination, and supervision for its competency-based Master of Science and Post Master’s Certificate Programs in Nursing Education including but not limited to programs, services, faculty, staff, students, and affiliating agencies of the School in accord with the College’s Catholic and Dominican mission, its strategic plan, Vision 2020, policies and procedures of Aquinas College and the School of Nursing. The Director of the MSN Program is appointed by and serves at the pleasure of the President of the College and reports to and is evaluated by the Dean of the School of Nursing.

KEY RESPONSIBILITIES OF THE DIRECTOR:
- serves as chair of the MSN Program Committee;
- coordinates all aspects of the MSN Program’s development and planning and collaborates with other programs, units and support services;
- prepares and monitors the Program’s annual budget;
- receives, coordinates and prepares all written reports, e.g. monthly reports, Minutes of meetings, annual reports, catalog and web site materials, etc.
- collaborates with the Dean of the School of Nursing in the recruitment and appointment of faculty to the MSN Program;
- assures the appropriate professional performance and development, including research, of faculty and to evaluate faculty performance consistent with College and School policies;
- recommends faculty for promotion in rank;
i. provides academic advising for students;
j. in collaboration with the Dean of the School of Nursing assures the academic quality, accountability and fiscal viability of the MSN and PMC Programs and services using the Continuous Systematic Program Evaluation Plan (CSPEP);
k. coordinates scheduling of courses, including practicum experiences, in consultation with the School of Nursing’s Clinical Coordinator and the Deans of other Schools;
l. assures that faculty and programs meet the requirements and standards of all external regulatory and accrediting agencies;
m. collaborates with others in the maintenance and development of instructional resources, including library and media holdings necessary for the continuing development of the academic programs;
n. facilitates and prepares grant proposals that will support programmatic activities;
o. assures adequate staff and resources to support the academic programs and services;
p. assists in the management of enrollment, recruitment of students, their admission to programs, the evaluation of their progress, and to recommend candidates for degrees, honors and awards;
q. represents the MSN Program on designated School/College/Councils and Committees;
r. develops and maintains external relations with clinical partners, peer institutions, communities of interest and professional associations and organizations that serve the interest of the Program, School of Nursing, the College, the community and the profession;
s. assures the implementation and adherence to all College, School and Program policies and procedures by Program faculty, staff and students;
t. promotes within the MSN Program, with other Schools and administrative units of the College a working climate conducive to cooperation, accountability and implementation of the College’s Mission and Strategic Plan – Vision 2020;
u. holds membership and participates in professional and learned societies to maintain expertise in advanced practice nursing.