POSITION DESCRIPTION: Director, Bachelor of Science in Nursing (BSN) Programs

QUALIFICATIONS:

- doctoral degree in nursing with a concentration in higher education administration and curriculum and instruction in nursing education and practice;
- minimum of five years in academic leadership at the undergraduate or graduate level;
- demonstrated experience in public health, community-population-centered 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 Bachelor of Science in Nursing Programs provides leadership and facilitates collaboration, coordination, and supervision for its new and innovative community population-centered Bachelor of Science in Nursing (BSN) and its Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Programs, including but not limited to programs, services, faculty, staff, students, and affiliating agencies of the School in accord with the Catholic and Dominican mission and its strategic plan, Vision 2020, policies and procedures of Aquinas College and the School of Nursing. The Director of the Program is appointed by and serves as the pleasure of the President of the College and reports to and is evaluated by the Dean of the School of Nursing.

KEY RESPONSIBILITIES:

- serves as Chair of the BSN Program Committee;
- coordinates all aspects of the BSN 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 prepare 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 BSN Program and conducts annual performance evaluations consistent with College and School policies.
- assures the appropriate professional performance and development, including research, of faculty and to evaluate faculty performance;
- recommends BSN faculty for promotion in rank;
- provides academic advising for students;
- in collaboration with the Dean of the School of Nursing assures the academic quality, accountability and fiscal viability of the BSN Program and services using the
Continuous Systematic Program Evaluation Plan (CSPEP):

- coordinates scheduling of courses, including practicum experiences, in consultation with the School of Nursing’s Clinical Coordinator and the Deans of other Schools;
- 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;
- facilitates and prepares grant proposals that support programmatic activities;
- assists in the management of enrollment, recruitment of students, their admission to the BSN programs, the evaluation of their progress, and to recommend candidates for degrees, honors and awards;
- represents the BSN Program on designated School/College/Councils and Committees;
- 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 and adherence to all College, School and Program policies and procedures by Program faculty, staff and students;
- promotes within the BSN Program, with other Schools and administrative units of the College a working climate conducive to cooperation, accountability and the implementation of the College’s Mission and Strategic Plan – Vision 2020;
- 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 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 statement of 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
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Nashville, TN 37205
e-mail: sonsearch2015@aquinascollege.edu

For additional information on Aquinas College, the School of Nursing and the BSN Programs please review the Aquinas College website at www.aquinascollege.edu.