I. POSITION TITLE: Associate Dean

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Dean, School of Nursing; Provost

V. POSITIONS REPORTING TO THIS POSITION: Campus Nursing Program Chairs

VI. DUTY HOURS: The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.

VII. MINIMUM REQUIREMENTS:

   EDUCATION: Master’s degree in Nursing and Doctorate in Nursing or related field; terminal progress in a doctoral program will be considered.

   EXPERIENCE: Current/eligible RN licensure in South Dakota. At least five or more years of professional experience in clinical nursing, nursing administration or nursing education; at least three years of documented successful experience related to teaching adults, teaching methodology, curriculum development, use of simulation and curriculum evaluation.

   PHYSICAL: Occasionally must exert force to lift and/or move objects up to 20-40 lbs.

   SKILLS EXPECTATIONS: Strong skills in instructional methods, performance-based curriculum design and evaluation; management and leadership skills; organizational and research skills; strong interpersonal and communication skills.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: A School of Nursing associate dean is selected by the School of Nursing dean and the provost and ratified by the School of Nursing Executive Committee. The School of Nursing associate dean provides collaboration, supervision and support to the campus nursing program chairs. The associate dean assists the chairs in achieving student learning outcomes, assessment, use of simulation, curriculum and other matters as assigned in support of the mission of the school.
of nursing and in support of the mission of the university as defined by the university president and the board of governors. This position assists in fostering a climate of academic excellence.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

A. Personnel
   * 1. Assist and support in development plans for campus nursing program chairs.
   * 2. Participate and collaborate in retention, promotion and development of campus nursing program staff and faculty.
   * 3. Foster cooperation and a team approach across all campus programs.
   * 4. Promote rapport within the campus.
   * 5. Participate in local, state and national nursing education meetings.
   * 6. Model professional behavior, innovative leadership and standards of practice.

B. Budgets
   1. Assist campus nursing program chairs in the annual budget planning process for the nursing education programs.
   * 2. Assist the dean in planning for projected future programs.
   * 3. Assist with planning needs for implementation of simulation.

C. Administration
   * 1. Insure and document the nursing education program’s compliance with the Nurse Practice Act and all other state or federal regulations.
   * 2. Collaborate and maintain relationships between the nursing programs and the university. Act as liaison with the campus nursing education programs and the university.
   * 3. Demonstrate leadership through communication of the School of Nursing academic vision.
   * 4. Oversee the design, development, coordination and use of simulation across program curriculums.
   * 5. Assist in identifying and advocating for services needed by students in the campus nursing education programs.
   * 6. Participate in assessing the need for faculty development.
   * 7. Participate in activities that facilitate professional expertise in the areas of administration, teaching and leadership.
   * 8. Collaborate in accreditation reviews and reports, as requested.
   * 9. Assist in publicizing and dissemination of information about the nursing programs.
   * 10. Assist in the resolution of faculty and student concerns.
   * 11. Communicate accurately School of Nursing and university policies, procedures and rationales.
   * 12. Assist the campus program nursing chairs in the hiring and separation of faculty.
   * 13. Participate in the development of the School of Nursing policies and procedures.
D. Committee/Meeting Responsibilities
   * 1. Serves as a member of the School of Nursing Executive Committee.
   * 2. Serves as a member of the ASN, BSN and MSN Assessment and Curriculum Committees.
   * 3. Participate in the Advising Committees/Nursing Foundational Core.
   * 4. May attend Campus Program Nursing Faculty Committees, Collaborative Committees, Nursing Advisory Committees, Decision Committees for Clinical Core Entrance and other committees if necessary.
   * 5. Participate in regional planning and leadership meetings.

E. Advising
   * 1. Serve as mentor and advisor for campus nursing program chairs.
   * 2. Assist chairs and faculty in identifying and utilizing resources that may contribute to student success.

F. Curricula
   * 1. Insure implementation of simulation within the curriculum.
   * 2. Participate in the development and evaluation of nursing education curricula.

G. Teaching Load
   1. No teaching load assigned.
   2. May teach simulation related course content.

H. Perform other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: School of Nursing Executive Committee and Dean, Campus Executive Officers, Campus Academic Deans, Chairs of other divisions within the university, Administration, faculty, staff and students of the university, and State and national accrediting agencies, business people, clients and customers

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the School of Nursing and university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

*Denotes essential elements of the position.

I have reviewed and comprehend the responsibilities of the School of Nursing associate dean. Upon acceptance of this position, I acknowledge and accept these responsibilities.

Signed: ___________________________   Date: ________________