ASSOCIATE DEAN SCHOOL OF NURSING
Position Description

Summary
The Associate Dean School of Nursing is selected by the Dean of the School of Nursing and the Provost. This position provides collaboration, supervision, and support to the campus nursing program chairs, assists the chairs in achieving student learning outcomes, assessment, curriculum, and other matters as assigned in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Associate Dean School of Nursing must satisfy the following minimum qualifications:
1. Master’s degree in nursing and doctorate in nursing and/or related field; terminal progress in a doctoral program will be considered; and
2. 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, and curriculum evaluation; and
3. Current/ unencumbered RN license in South Dakota or in a compact state.

Skills and Attributes
The Associate Dean School of Nursing must possess the following skills and attributes: strong skills in instructional methods, performance-based curriculum design and evaluation; management and leadership skills; organizational and research skills; strong interpersonal and communication skills

Essential Functions
The Associate Dean School of Nursing performs the following essential functions:
1. Personnel
   A. Assists and supports in development plans for campus Nursing Program Chairs.
   B. Participates and collaborates in retention, promotion, and development of campus nursing program staff and faculty.
   C. Fosters cooperation and a team approach across all campus programs.
   D. Promotes rapport within the campus.
   E. Participates in local, state, and national nursing education meetings.
   F. Models professional behavior, innovative leadership, and standards of practice.
2. Budgets
   A. Assists campus Nursing Program Chairs in the annual budget planning process for the nursing education programs.
   B. Assists the Dean of the School of Nursing in planning for projected future programs.
3. Administration
   A. Insures and documents the nursing education programs’ compliance with the Nurse Practice Act and all other state and/or federal regulations.
B. Collaborates and maintains relationships between the nursing programs and the university. Acts as liaison with the campus nursing education programs and the university.
C. Demonstrates leadership through communication of the School of Nursing academic vision.
D. Assists in identifying and advocating for services needed by students in the campus nursing education programs.
E. Participates in assessing the need for faculty development.
F. Participates in activities that facilitate professional expertise in the areas of administration, teaching, and leadership.
G. Collaborates in accreditation reviews and reports, as requested.
H. Assists in publicizing and disseminating information about the nursing programs.
I. Assists in the resolution of faculty and student concerns.
J. Communicates accurately School of Nursing and university policies, procedures, and rationales.
K. Assists the campus Program Nursing Chairs in the hiring and separation of faculty.
L. Participates in the development of the School of Nursing policies and procedures.

4. Committee/Meeting Responsibilities
   A. Serves as a member of the School of Nursing Executive Committee.
   B. Serves as a member of the ASN, BSN, and MSN Assessment and Curriculum Committees.
   C. Participates in the Nursing Foundational Core Advising Committees.
   D. Attends (when required) Campus-Based Program Nursing Faculty Committees, Collaborative Committees, Nursing Advisory Committees, Decision Committees for Clinical Core Entrance, and other committees if necessary.
   E. Participates in regional planning and leadership meetings.

5. Advising
   A. Serves as mentor and advisor for campus nursing Program Chairs.
   B. Assists Program Chairs and faculty in identifying and utilizing resources that may contribute to student success.

6. Curricula
   A. Participates in the development and evaluation of nursing education curricula.

7. Teaching Load
   A. The Associate Dean School of Nursing will not assume a teaching load.
   B. The Associate Dean School of Nursing will be at 100% release time.

8. Performs other duties as assigned.

Required Work Hours
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

Reporting and Supervisory Responsibilities
1. The Associate Dean School of Nursing reports to the Dean of the School of Nursing and the Provost.
2. This position has no supervisory responsibilities.

Physical Requirements
The Associate Dean School of Nursing must be able to speak, hear, see, write, type, dial, reach, and bend.

Travel
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**

1. FLSA: Exempt
2. IPEDS: Management

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Associate Dean School of Nursing.

_____________________________  ______________________________
Signature                                      Date

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Print Name