To apply, submit an employment application (click here for application), resume, and letter of interest to: Provost
5301 S Highway 16
Rapid City, SD 57701

DEAN OF THE SCHOOL OF NURSING
Position Description

Summary
The Dean of the School of Nursing serves as a member of the central administrative staff selected by the Provost. This position administers the university’s nursing programs, continuously scanning his/her professional field and program standards to improve the programs’ curriculum based on these findings and other matters as assigned in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Dean of the School of Nursing must satisfy the following minimum qualifications:
1. Master’s degree in Nursing and Doctorate in Nursing or related field. Doctoral candidates who are ABD are also accepted for application; and
2. Seven or more years of professional experience in clinical nursing, nursing administration or nursing education; at least three years of documented successful teaching experience, preferably in a baccalaureate degree program; and

Skills and Attributes
The Dean of the School of Nursing must possess the following skills and attributes: strong skills in instructional methods, performance-based curriculum design and research; strong interpersonal and communication skills; skills in initiating and managing change; strong management and leadership skills, including planning, organizing, leading and controlling; an ongoing interest in and involvement with relevant local, regional and national professional organizations.

Essential Functions
The Dean of the School of Nursing performs the following essential functions:
A. Personnel
   1. Recruits, selects and hires Nursing Program Chairs. Ensures proper recruitment of administrative staff.
   2. Designs and monitors professional development plans for Nursing Program Chairs and School of Nursing administrative staff.
   3. Appraises Nursing Program Chairs. Makes recommendations to the Provost for promotion and retention.
   4. Ensures proper administration of human resources policies and procedures as defined by the university Human Resources Department.
   5. Fosters development of the team concept of School of Nursing responsibility and commitment to the School of Nursing goals and mission by encouraging active participation of School of Nursing members.
   6. Participates in local, state and national nursing education meetings.
B. Budgets
1. Participates in the annual budget planning process for the Dean of the School of Nursing budget, including operating and capital expenditures and guide chairs in the budget process.
2. Manages the School of Nursing budget.

C. Administration
1. Develops and maintains the relationship between the School of Nursing and the university system, including, but not limited to, acting as a liaison with campus academic programs, departments and administrators and with other nursing education programs.
2. Attends and leads the School of Nursing Executive Committee meetings.
3. Develops and implements academic policies and procedures for the School of Nursing in collaboration with the School of Nursing Executive Committee.
4. Acts as a liaison with the national and state accrediting agencies in collaboration with the School of Nursing Executive Committee.
5. Achieves and maintains national and state accreditation for the university’s nursing programs in collaboration with the School of Nursing Executive Committee.
6. Serves on the university committees when applicable.
7. Participates in activities that facilitate professional expertise in the areas of administration, teaching and maintenance of nursing competence.
8. Assists in publicizing and disseminating information about the School of Nursing.
    Participates in regional accreditation reviews and reports, as requested.
9. Applies and communicate accurately School of Nursing and university policies, procedures and rationales.
10. Innovates effective teaching/learning principles for student success in the School of Nursing programs.

D. Curricula
1. Develops, implements and evaluates the nursing program curricula in collaboration with the School of Nursing Executive Committee in accordance with national and state regulations, accreditation standards and university policy.
2. Assures that master syllabi utilizing competencies and behavioral objectives and current instructional materials are up to date.
3. Reviews suggestions for changes in master syllabi and programs at the School of Nursing Executive Committee meetings.
4. Recommends methods for measuring student attainment of program competencies and outcomes to the university assessment department in collaboration with the School of Nursing Executive Committee.

E. 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 Dean of the School of Nursing reports to the Provost.
2. This position has supervisory responsibilities for the following:
   a. Associate Dean of School of Nursing
   b. Nursing Project Manager
Physical Requirements
The Dean of the School of Nursing Must be able to speak, hear, see, read, 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 Dean of the School of Nursing.

______________________________  ______________________________
Signature                                      Date

______________________________
Print Name