

POSITION DESCRIPTION

Vice Dean of Faculty

- a) **Position Characteristics:** Reporting to the Dean, the Vice Dean of Faculty provides leadership for the initiatives focused on systems that promote faculty success, mentoring, inclusivity, and diversity and faculty development. The Vice Dean works closely with the faculty governance process to maximize the career arc of faculty. The goal is to streamline the infrastructure to enhance the success of the faculty, foster career development, professionalism, and faculty development. Within the School's matrix structure, the Vice Dean will collaborate with the Associate Deans and Vice Deans to align the individuality of a faculty member's career trajectory with the School's mission and goals. The Vice Dean will oversee a mentorship initiative to support the growth and development of faculty careers and will engage with faculty starting with recruitment through promotion and tenure process and work to ensure retention. Finally, the Vice Dean will promote inclusion and diversity and will foster an inclusive environment.

a) **Responsibilities**

Systems of Success:

- Develop an environment through mission-aligned strategic plan that fosters faculty development at all levels.
- Collaborate with the Offices of Admissions and Student Services, Academic Affairs, Nursing Research and Scholarship, and Practice and Engagement (UT Nursing).
- Supports Faculty governance (Faculty Assembly, Faculty Council, Promotion and Tenure, Faculty Evaluation Committee, Nominations Committee, Search Committee, and By-Laws committee).
- Active member of the School of Nursing Executive Council
- Conducts a faculty needs assessment, plans programming, and evaluations yearly.
- Prepares and identifies faculty nominations for awards at local, state and national levels.
- Ensure systems of evaluations that measure overall faculty success occur.
- Provide oversight of faculty workload to ensure equitable distribution across all missions.
- Create programs to celebrate faculty success.
- Collect and maintain faculty data for systematic evaluation plan and strategic plan.
- Project faculty needs in consideration of programmatic offerings based on five year plan.

Mentoring

- Facilitate the work of Promotion and Tenure committee ensuring deadlines and notifications are met.
- Collaborate with the Promotion and Tenure committee to conduct regular workshops.
- Lead the process for annual and periodic faculty evaluations.
- Connect Faculty at all points in the pipeline to role models, mentors, and opportunities by partnering with existing organizations/ programs or by assisting in the planning and implementation of new programming.

Inclusivity and Diversity

- Provide oversight of search committee processes for hiring to ensure inclusivity of new faculty.
- Manage faculty general grievance concerns and work with Vice President for Academic, Faculty and Student Affairs and HR offices as appropriate.
- Seeks qualified, diverse candidates for all Faculty positions by recruitment in appropriate venues and appropriate recruitment advertisement.
- Develop sustainable diverse and inclusive environments that value and celebrate inclusivity and diversity.
- Develop or assist in the support of public campaigns such as newsletters, posters, public events, and/or list serves to promote the importance of inclusivity and diversity in an academic environment.
- Facilitate social aspects that promote student, staff, and faculty interactions as well as interactions between faculty to promote diversity.

Faculty Development

- Make accessible to faculty innovative programs that will provide education which supports their role through webinars, workshops, seminars, and conferences.
- Work closely with the Assistant/Associate/Vice Deans to align faculty development goals with assessed faculty needs and with other issues as needed.
- Actively seek campus and extramural funding for programs and initiatives advancing faculty development.

Other Duties As Assigned.

b) Qualifications

- Minimum preparation: PhD required, PhD in nursing preferred.
- Should demonstrate at least five years of experience working in the areas of faculty affairs and development and proven experience developing and mentoring faculty members.
- The successful candidate will need to be eligible for appointment at the rank of Professor with Tenure in the School of Nursing.
- Ability to build effective teams and diverse work groups of faculty and staff, ability to inspire and work with all levels and disciplines within higher education and the broader community; ability to provide counsel and advice at both strategic level and a daily operations level desired.
- Strong project management, organization, planning, budget, time management, collaboration, and relationship skills.
- Must possess excellent communication skills and be able to apply interpersonal and leadership skills.
- Ability to maintain confidentiality is necessary.
- The successful candidate will have demonstrated experience promoting a diverse and inclusive environment.
- The successful candidate will spend about 75 percent of her time on administration, and the balance of time on teaching/research/clinical, depending upon expertise.

Manager, Office of Faculty Excellence**a) Duties:**

- Manages the faculty recruitment process attracting top diverse talent in collaboration with search committee and provides effective onboarding.
- Plans and coordinates new faculty orientation process and content.
- Manages UT Careers system for faculty recruitment purposes that include initial applicant screening and continuance to offer letters for employment.
- Monitors faculty licensure requirements.
- Organizes the SoN faculty promotion, tenure and appointment process, in collaboration with the Vice Dean of Faculty.
- Oversees the financial operations of OFE.
- Administers the annual budget for the OFE with responsibility for accuracy of OFE financial information.
- Management of the faculty discretionary projects, endowments and completion of associated reports. Serves as the primary institute contact for School of Nursing faculty data and statistical reporting and ensures accurate data collection and dissemination.
- Oversees the collection and maintenance of faculty aggregate data required for School of Nursing, institutional, and other reports. Completes AACN faculty surveys.
- Supervises and oversees Office for Faculty Excellence administrative staff through talent acquisition performance management, and other duties, to include orientation, mentoring, and continuous development to support faculty academic, research, service, and practice endeavors.
- Oversees completion of the and maintenance of faculty e-CVs on the E-Talus program.

b) Qualifications

- Bachelor's degree in Business Administration, Accounting, Healthcare Administration, Business Management, Human Resources, or related field of study, and least five (5) years of related and progressive experience, including at least (1) year of supervisory or leadership experience.

Faculty Employment Coordinator

a) Duties:

- Coordinates OFE events/meeting/visits (includes planning, preparing and maintaining project plans).
- Plans and coordinates New Faculty Orientation consistent with CCNE, TBON, and SACSCOC, and HSC directives.
- Coordinates professional Development Events with internal education development support and external opportunities.
- Schedules faculty candidate phone interviews and campus visits.
- Develops and maintains faculty on-boarding booklet.
- Manages faculty hiring process from start to finish.
- Coordinates with search committee on all faculty recruitment positions. Ensures faculty applications are complete.
- Processes Faculty Hires: Tenure/Tenure-Track, Non-Tenure Faculty, and Part-time or Full-time Non-Tenure Track Titles, Joint and Cross Appointment, Additional services payments documents and offer letters.
- Track progress, identifies and resolves obstacles regarding faculty hire process.
- Prepares and processes paperwork for faculty separation/clearance.
- Collects faculty leave request forms and obtains approval from Dean and Associate Deans. Checks for faculty leave balance on the Human Capital Management (HCM).
- Administratively supports the Faculty Search Committee, Staff Assembly, and Communication Committee.
- Maintains faculty master list for Annual Data Reports preparation for Commission on Collegiate Nursing Education (CCNE), American Association of Colleges of Nursing (AACN), Nursing Education Program (NEPIS), and U.S. New Graduate Nursing Schools Statistical Survey Report-Faculty Data.
- Professional Licensure: Check for appropriate professional licensure for expiration dates on Texas Board of Nursing Website.
- Prepare Additional Services Request: Work with senior administrative to support office manager prepare additional services request forms for faculty salary with accurate and detailed information provided by the Vice Dean of Faculty salary with accurate and detailed information provided by the Vice Dean of Faculty and accountant associate. Schedule appointments with faculty and appropriate dean for signature.

- Maintains faculty folders and ensures proper documents are current and consistent with Records Retention Policy.
- Manages Salary Budget for Adjunct Faculty.
- Updates e-mail list serve for faculty and staff.
- Creates and updates internal forms for OFE.

b) Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or equivalent experience in a professional environment.

Accountant-Intermediate**a) Duties**

- Prepares income and balance sheet statements, consolidated statements and various other accounting statements and reports for OFE.
- Analyzes financial reports and records, making studies or recommendations relative to the accounting of reserves, assets and expenditures.
- Reviews and verifies the accuracy of journal entries and accounting classifications assigned to various records.
- Conducts special studies and develops or recommends accounting methods and procedures.
- Instructs or assigns work to bookkeepers, accounting clerks and other employees engaged in general accounting activities.
- Coordinates accounting matters with other School of Nursing offices, locations and divisions.
- Utilizes computer input, retrieve or display accounting information.
- Know and applies the fundamental concepts, practices and procedures of particular field of specialization.
- Under supervision, performs work that is varied and that may be somewhat difficult in character. Some evaluation, originality or ingenuity is required.
- Employees typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities.
- Primary activities and decision-making authority are predominantly performed independently affecting business operations to a substantial degree.

- Communicate with faculty on endowment balances, reporting to university endowment office and has monthly meetings.
- Process expenses for faculty and office between accounts using HCM.
- Process reconciliations between grants and funding projects. Work closely with Office of Nursing Research administrative to appropriate funds between project and faculty salary funds. PID accounts as well.
- Process, clarify and check faculty timesheets for personal, sick, and vacation leave times. Submit after final check.
- Process faculty salary as per effort times reported by Vice Dean for Faculty Excellence and Associate Dean for Accounting.
- Process all transaction related to faculty salary, grants, and expenses for school. Work closely with senior administrative staff to enter faculty data for hire.

b) Qualifications:

- Bachelor's degree in accounting or finance with two years of related experience or CPA certification with no years of experience.

Administrative Assistant- Senior (1 of 3)**a) Duties:**

- Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.
- Correspond all appropriate information for faculty by following up with faculty and staff including message to Nurfac.
- Upload all required documents onto these folders and ensure maintenance of Share drive (Office for Faculty Excellence) and share point (School of Nursing).
- Process travel requisitions and reimbursement for faculty with the last name from A-L
- Notary Public
- Process volunteer/intern
- eTalus support for faculty with the last name from A-L
- Assist with inventory and property removal permits
- Assist faculty with converting documents using adobe, MS Word, etc.

- Process key and phone requests
- Process printing requests
- Contacts website for OFE updates
- Deposits checks received for OFE business
- Supports the following committees
 - Faculty Assembly Committee
 - By-laws Committee
 - Nominations Committee
- Other duties as assigned

Administrative Assistant- Senior (2 of 3)

a) Duties:

- Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.
- Correspond all appropriate information for faculty by following up with faculty and staff including message to Nurfac.
- Upload all required documents onto these folders and ensure maintenance of Share drive (Office for Faculty Excellence) and share point (School of Nursing).
- Hire teachings assistants and assist with clearance/separation
- eTalus support for faculty with the last name from M-S
- Travel requisitions and reimbursements for faculty with last name from M-S
- Collects and enters faculty and staff timesheets
- Support the following committees.
 - Mentor Committee
 - Evaluation Committee
 - Promotion and Tenure Advisory Committee (PTAC)
- Support mentoring group assigned by Dean
- Update HCM contact information (room and telephone)
- Professional development seminar planning (emails, work order, room set up, and food purchase)
- Timesheet (Monthly & Bi-weekly): Work closely with accountant intermediate to collate faculty, staff and teaching assistant timesheets with reported sick/personal/vacation for record keeping.

- Support faculty with technical support
- Create OFE online forms
- Assist faculty with converting documents using adobe, MS Word, etc.
- Procard holder for OFE expenses
- Other duties as assigned

Administrative Assistant- Senior (3 of 3)

a) Duties:

- Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.
- Correspond all appropriate information for faculty by following up with faculty and staff including message to Nurfac.
- Upload all required documents onto these folders and ensure maintenance of Share drive (Office for Faculty Excellence) and share point (School of Nursing).
- Maintains the OFE calendar and RightFax
- Maintains OFE email/Distribute internal and external mail
- eTalus support for faculty with the last name from T-Z
- Travel requisitions and reimbursements for faculty with last name from T-Z
- Order office supplies, equipment, and book supplies
- Prepare student exam supplies
- Check (receive/stamp/log)
- Submits ticket for technical support to IMS
- Facilities Management
- Records Retention
- Support faculty development functions (emails, work order, room set up, and food purchase)
- Staff support for the Office for International Studies

b) Qualifications

- Associate degree with five years' experience or high school diploma or GED with seven years related experience.