

POSITION DESCRIPTIONS

1. **Director, Academic Programs** – The Director, Academic Programs is a member of the senior leadership team of the School of Nursing. HE/SHE manages the OAA and supervises office staff. The Director participates in the development and maintenance of program curricula. The Director also plans and oversees program budget.

a) **Duties:**

- Oversees the day-to-day operations of the OAA.
- Provides leadership, management, supervision and oversight for the OAA and related clinical education.
- Coordinates with the Associate Deans for Undergraduate and Graduate Studies to develop, implement, and evaluate reporting and accreditation reports.
- Provides Associate Deans and Faculty with curriculum development, implementation, and evaluation activities.
- Collaborates with Associate Deans for Undergraduate, Graduate Studies, and Associate Dean for Admissions and Student Services to implement policies and procedures.
- Designs, executes, and ensures effectiveness of internal controls which assure effective work center operations, assets are safeguarded, financial information is reliable, and ensure compliance reporting is accomplished.
- Interviews, selects and trains employees; setting hours of work, and appraising the productivity and efficiency of the employees, handling complaints and grievances.
- Performs office accounting, to include purchases, reconciliations, and office staff timesheets.
- Conducts annual inventory for OAA equipment. Ensure property removal permits are completed in a timely manner.
- Participates as non-voting member of Faculty Council.
- Participates in SON Executive Council.

b) **Qualifications**

- Bachelor's Degree in Business Administration, health education, public health, community health, or related field with seven years of job related experience in selected subject area.

2. **Associate Dean for Graduate Studies:** The Associate Dean for Graduate Studies (ADGS) is a member of the senior leadership team of the School of Nursing. He/she is responsible for the oversight of the MSN, PhD and DNP programs and reports directly to the Dean. The Associate Dean provides transformational leadership in the educational mission of the school. The ADGS demonstrates firm and strong commitment to faculty, staff, and student participation in the governance of the school. Commitment to interdisciplinary and inter-institutional collaborative efforts is evident. The ADGS is part of the team to develop, implement, and evaluate academic programs. The Associate Dean is responsible and accountable for the daily implementation of the SON strategic and the Total Program Systematic Evaluation Plan (TPSEP) in order to ensure academic integrity and fidelity of the program, to coordinate faculty and student activities in support of the program and recommend allocation of resources provided for the program.
- a) **Duties:**
- Leads the faculty to ensure compliance with accreditation and regulatory reports.
 - i. Ensures integration of professional organization standards as well as state and national standards for program quality including all regulatory and credentialing.
 - ii. Directs and executes the development of multiple periodic reports on the Graduate Program to internal and external groups, including and professional accrediting bodies.
 - Participates and oversees the development of curriculum and programs.
 - Oversees the implementation of the Graduate Program, ensuring adherence to academic policies and standards.
 - i. Meets regularly with the faculty to support them.
 - ii. Coordinates with administrative program coordinator to create effective course scheduling.
 - iii. Meets with faculty and students, as needed, to interpret educational policy.
 - iv. Participates as a non-voting member of the Committee on Graduate Studies
 - Oversees the evaluation of the Graduate Program.
 - i. Oversees completion of evaluations for the School's courses, programs of instruction, and teaching faculty.
 - ii. Communicates the results of those evaluations to accountable parties.
 - iii. Reviews and updates the Total Program Systematic Evaluation Plan.
 - iv. Oversees action plan implementation as a result of QI processes.
 - v. Ensures the development and implementation of the plan for evaluation of the designated program including defined evaluation criteria and the processes identified in the SON Strategic Plan and Total Program Systematic Evaluation Plan.
 - vi. Ensures ongoing program improvements based on evaluation results and emerging trends in nursing education and healthcare delivery.

- Responsible for resources development and allocation in support of the Graduate Program. Seeks financial resources to accomplish academic mission.
 - i. Assists in developing the School's strategic agenda, particularly related to the Graduate Program.
 - ii. Contribute to the development of faculty as effective teachers
- Implements curricular innovations with faculty and other constituents as appropriate
- Fosters academic partnerships and works with faculty, staff, and clinical agency liaisons to monitor semester scheduling for accuracy, clinical placements, and course sequencing consistent with national standards.
 - i. Works with appropriate persons at clinical agencies to ensure students' learning experiences are congruent with best practices.
- Works closely with the Office of Admissions and Student Services to increase student access to education within the program by facilitating best evidence used for developing admission criteria and participating in recruitment activities.
 - i. Fosters a diverse student body inclusive of the review of applicants and student files for course placements and verification of course equivalencies for the Graduate Program.
 - ii. Provides input to the Associate Dean for Admissions and Student Services in setting annual program enrollment targets for new admissions.
 - iii. Projects trends in student enrollment, progression, and graduation for the Graduate Program and communicates to the SON Executive Team.
 - iv. Works closely with the Student Success Center to enhance student achievement.
- Provides input into the development of an annual budget to the Director of Academic Programs to facilitate programmatic goals.
- Facilitates appropriate advisor/mentor matches as needed.
- Facilitates the students' academic grievance process.
- Represents the SON and the Graduate Program at internal and external entities.
 - i. Assigns faculty and collaborates with Vice Deans.

c) Qualifications:

- Qualified candidates will be doctorally-prepared, eligible for appointment in the senior ranks, have a history of experience in nursing education and progressive leadership responsibility in academic administration and history of productivity in nursing scholarship.

3. **Associate Dean for Undergraduate Studies:** The Associate Dean for Undergraduate Studies (ADUS) is a member of the senior leadership team of the School of Nursing. He/she is responsible for the oversight of the BSN program and reports directly to the Dean. The Associate Dean provides transformational leadership in the educational mission of the school. The ADUS demonstrates firm and strong commitment to faculty, staff, and student participation in the governance of the school. Commitment to interdisciplinary and inter-institutional collaborative efforts is evident. The ADUS is part of the team to develop, implement, and evaluate academic programs. The Associate Dean is responsible and accountable for the daily implementation of the SON strategic and the Total Program Systematic Evaluation Plan (TPSEP) in order to ensure academic integrity and fidelity of the program, to coordinate faculty and student activities in support of the program and recommend allocation of resources provided for the program.
- a) **Duties:**
- Leads the faculty to ensure compliance with accreditation and regulatory reports.
 - i. Ensures integration of professional organization standards as well as state and national standards for program quality including all regulatory and credentialing requirements.
 - ii. Directs and executes the development of multiple periodic reports on the Undergraduate Program to internal and external groups, including the regional and professional accrediting bodies.
 - Participates and oversees the development of curriculum and programs.
 - Implements curricular innovations with faculty and other constituents as appropriate.
 - Oversee the implementation of the Undergraduate Program, ensuring adherence to academic policies and standards.
 - i. Meets regularly with the faculty to support them.
 - ii. Coordinates with administrative program coordinator to create effective course scheduling.
 - iii. Meets with faculty and students, as needed, to interpret educational policy.
 - iv. Participates as a non-voting member of the Committee on Undergraduate Studies.
 - Oversee the evaluation of the Undergraduate Program.
 - i. Oversees completion of evaluations for the School's courses, programs of instruction, and teaching faculty.
 - ii. Communicates the results of those evaluations to accountable parties.
 - iii. Reviews and updates the Total Program Systematic Evaluation Plan.
 - iv. Oversees action plan implementation as a result of QI processes.
 - v. Ensures the development and implementation of the plan for evaluation of the designated program including defined evaluation criteria and the processes identified in the SON Strategic Plan and Total Program Systematic Evaluation Plan.

- vi. Ensures ongoing program improvements based on evaluation results and emerging trends in nursing education and healthcare delivery.
 - Responsible for resources development and allocation in support of the Undergraduate Program. Seeks financial resources to accomplish academic mission.
 - i. Assists in developing the School's strategic agenda, particularly related to the Undergraduate Program.
 - ii. Contribute to the development of faculty as effective teachers.
 - Fosters academic partnerships and works with faculty, staff, and clinical agency liaisons to monitor semester scheduling for accuracy, clinical placements, and course sequencing consistent with national standards.
 - i. Works with appropriate persons at clinical agencies to ensure students' learning experiences are congruent with best practices.
 - Works closely with the Office of Admissions and Student Services to increase student access to education within the program by facilitating best evidence used for developing admission criteria and participating in recruitment activities.
 - i. Fosters a diverse student body inclusive of the review of applicants and student files for course placements and verification of course equivalencies for the Undergraduate Program.
 - ii. Provides input to the Associate Dean for Admissions and Student Services in setting annual program enrollment targets for new admissions.
 - iii. Projects trends in student enrollment, progression, and graduation for the Undergraduate Program and communicates to the SON Executive Team.
 - iv. Works closely with the Student Success Center to enhance student achievement.
 - Provides input into the development of an annual budget to the Director of Academic Programs to facilitate programmatic goals.
 - Facilitates appropriate advisor/mentor matches as needed.
 - Facilitates the students' academic grievance process.
 - Represents the SON and the Undergraduate Program at internal and external entities.
 - Assigns faculty and seeks consultation with Vice Deans.
- b) **Qualifications:**
- Qualified candidates will be doctorally-prepared, eligible for appointment in the senior ranks, have a history of experience in nursing education and progressive leadership responsibility in academic administration and history of productivity in nursing scholarship.

4. **Director, Academic Assessment and Compliance**

a) **Duties:**

- Executes and administers the research, collection, and verification of data that is used by the executive management team for long-range planning decisions.
- Coordinates and submits all substantive change notifications and/or approvals for SON programs with CCNE, Board of Nursing, UT System, THECB, and SACSCOC.
- Tracks status of all accreditation reports, substantive change notifications and approvals.
- Maintain accreditation program data and files. Coordinate with the Dean, Associate Deans, Vice-Deans, faculty and staff to ensure collection of assessment data and facilitate the use of data for improvement and in the successful integration of data analysis and strategic planning.
- Plan, organize and facilitate visits and reviews by external regulators for the SON and its programs. Participate in institutional, school, advisory, and program/institutional committee meetings, campus activities, and represent the SON across the institution.

b) **Qualifications**

- Master's Degree in related field, with eight years of progressively responsible experience in college and university institutional research.

5. Evaluation Specialist

a) Duties:

- Manage and launch semester course evaluations and exit and alumni surveys. Provide orientation to students and staff regarding the course evaluations.
- Maintains records of student's demographic, course evaluations, learning outcomes, employment status, pass rates and certification rates.
- Gathers data, creates tables, and charts to provide for surveys and reports to appropriate agencies both external and internal.
- Works closely with Director, Academic Assessment and Compliance to provide assistance and data for reports.

6. Administrative Assistant-Senior**a) Duties:**

- Greets individuals in person and on telephone, for the Office for Academic Affairs.
- Prepares requisitions for supplies and travel sponsored by Office for Academic Affairs.
- Prepares undergraduate letters for Dean's List each semester.
- Provides support for the SON Simulation Advisory Council as assigned minute taker.
- Distribution of the SON mail on a rotating basis.
- Prepare new student electronic files.

b) Qualifications:

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

7. Program Coordinators

a) Duties:

- Coordination and advisement of students regarding their program plans and degree requirements, utilizing data files and spreadsheets, and provide assistance with academic progression and graduation activities.
- Update and maintain student handbook, preceptor handbook, and assist with catalog revisions.
- Data entry, maintain student files, and provide support and manage multiple platforms utilized by the SON.
- Process affidavits for eligibility to sit for licensure and certification examinations.
- Provide support for the SON COUS and COGS committees as assigned minute takers. Assist the Associate Deans for Undergraduate and Graduate Studies.
- Maintain and update course schedules.
- Assisting in proctoring process.
- Maintain syllabus tool.
- Manage requests for academic room scheduling.

b) Qualifications:

- Bachelor's degree in Education, or related field, with three years of related experience.

8. Clinical Liaisons**a) Duties:**

- Coordinates clinical placements for SON UG and GRAD students in clinical courses.
- Coordinates memorandum of understanding contracts with each clinical agency, individual preceptors, and health care providers.
- Assures compliance with State, Federal and Local regulations. Presents a plan of clinical experiences to each clinical agency for each student placement.
- Coordinates communication with all clinical providers. Seeks leads for new clinical placement and assess new clinical placement opportunities.

b) Qualifications:

- Bachelor's degree in Nursing, with two years of professional nursing experience, and a current Texas RN license.

9. Education Development Specialist

a) Duties:

- Collaborate with faculty in the design, development and evaluation of online and blended learning instructional methods and materials.
- Plan and conduct seminars, workshops, courses, or in-services on various learning and learning technology-related topics for faculty and staff. Provides program-specific faculty development to meet student-learning outcomes through enhanced instructional methodology knowledge and skills.
- Provide for infusion and evaluation of new instructional strategies and materials. Support faculty's education research efforts.

b) Qualifications

- Master's Degree in a related field with three years job related experience.