



**DATE ISSUED:** 01/19  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Dean, College of Nursing (CON)

### **JOB SUMMARY**

The Dean serves as the chief academic and administrative officer of the college. The Dean provides academic leadership and oversees the short and long range goals and objectives both withstanding and external to the college. In addition, the Dean directs and evaluates the associate deans, and other direct report staff within the college. Responsibilities include academic management, fiscal management, quality assurance, faculty and staff evaluation, grants and research oversight, program planning and evaluation, community relations and resource development. Work is performed under minimal supervision with evaluation based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Provost and Vice President for Academic Affairs

*Supervises:* Faculty and staff of the college

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Actively works to promote collaborative partnerships to include: interdisciplinary, inter-institutional, and health-related partnerships.
- Provides academic leadership for the college.
- Oversees the short and long range goals and objectives for the college.
- Provides leadership in establishing and meeting enrollment goals.
- Establishes, implements and monitors policies and procedures for the college.
- Provides information and makes recommendations to the Provost/Vice President for Academic Affairs on all matters related to the college.
- Serves as liaison between the college and TWU central administration.
- Directs and evaluates the work of the department, associate deans and other direct subordinates within the college.

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- Provides leadership and guidance in faculty and staff searches and supports access, equity and diversity.
- Recommends faculty for promotion and tenure consideration.
- Formulates and administers the college budget.
- Sets priorities for resource allocation and utilization.
- Works with appropriate departments to develop external funding.
- Responsible for establishing job standards for subordinate CON staff and effectively evaluating CON staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Earned doctoral degree in Nursing.

### **EXPERIENCE**

Established record of teaching, research and service at a level consistent with TWU requirements for the rank of full professor. A minimum of five years of academic administrative leadership experience and achievement in positions of progressively-increasing responsibility is required. Substantial experience in: curricular development, budget management, research facilitation and external funding, academic leadership and management of instruction.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Academic and administrative expertise in areas appropriate to the college.
- Ability to organize work effectively, conceptualize and prioritize goals and objectives and to exercise informed judgment based on an understanding of organizational policies, procedures and activities.
- Ability to integrate resources, policies and information in order to develop procedures and to solve problems.

- Knowledge and understanding of current Nursing and Texas specific licensure requirements issues in higher education.
- Knowledge of management methods and the ability to provide administrative guidance, direct supervision and training as needed.
- Ability to promote collaborative partnerships including: interdisciplinary, inter-institutional and health-related partnerships.
- Strong managerial skills, initiative, and vision in program development and administration. Ability to apply budgeting and fiscal planning techniques within fiscal constraints in order to maximize resources.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to present information effectively to administrators/staff at all levels within the University, to public groups, and to the TWU Board of Regents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain effective working relationships with students, faculty, staff and the public.
- Ability to communicate effectively-orally, in person, in writing, and by telephone.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment, on-campus and off-campus.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***