



Dean Rudy School of Nursing and Health Professions
Job Details:

Position Title	Dean, Rudy School of Nursing and Health Professions
Posting Date	March, 2016
Closing Date	Open Until Filled
Job Type	Full-time, 12-month Faculty position
Internal Job Category	Administration/Faculty
Job Function	This position is responsible to plan, organize, and manage the operations and activities of the Rudy School of Nursing and Health Professions.
Standard Expectations	<p>Responsibilities include, but are not limited to:</p> <ol style="list-style-type: none"> 1. To possess the understanding of and the commitment to the University Mission. 2. Develop and implement short and long term strategic plans. 3. Supervise all of the teaching, research, and service activities in the school. 4. Faculty recruitment, hiring, credentialing, development, evaluation, and termination for both full time and part time adjunct faculty. 5. Enhance enrollment and retention in both the undergraduate and graduate programs. 6. Lead the accreditation process within the school and provide leadership in the general University accreditation process. 7. Ensure compliance with all accreditation standards. 8. Serve as institutional liaison with the Tennessee Board of Nursing. 9. Supervise the licensing process for nursing and the certification process for athletic training graduates. 10. Support the recruitment and retention efforts of the University. 11. Program curriculum development for both undergraduate and graduate programs within the unit. 12. Schedule classes for units in the Rudy School each semester. 13. Advise and mentor students. 14. Financial planning and budgeting. 15. Management and cultivation of external relations with professional groups, organizations, and the community at large. 16. Fundraising and development. 17. Serve on the University Executive Management Team and Dean's Council. 18. To participate in and complete a Performance Management Process, following the guidelines set forth by the University. 19. To perform other duties/tasks that may be assigned and/or requested by the Provost or Vice President of Academic Affairs.

Decision Making and Management	Exercises executive judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the School. Position has supervisory responsibilities.
Education and Experience	Required: Ph.D. or other Terminal Degree in Nursing, must have current unencumbered license or have the ability to be licensed in the State of Tennessee. Preferred: Experience at the Senior Academic Management level
Qualifications and Skills	<ol style="list-style-type: none"> 1. Thorough understanding of the concepts and principles of general higher education and nursing and health professions education. 2. Experience in and demonstrated knowledge of higher education recruiting. 3. Knowledge and understanding of student needs and trends in Higher Education. 4. Demonstrated leadership with both written and verbal communication skills. 5. Excellent interpersonal, organizational, and time management skills. 6. Experience and proficiency with data management, instructional technology, and online platforms. 7. Ability to manage sensitive and confidential issues with a high degree of professionalism and integrity. 8. Ability to multitask and prioritize workload in a fast-paced deadline oriented environment. 9. Have the educational background, publications record, etc. to be appointed at the Associate Professor or Professor level.
Application Materials and Requirements	An electronic version of your letter of interest, unofficial transcript, a reference list, leadership statement, and a current curriculum vita (CV) are required.

Apply online:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=9288&clientkey=DEB43C3FD051B594AA4F4829C8587DC3>