

V. Administrative Positions

A. Dean, College of Nursing & Health Sciences or Dean of the College

The Dean is responsible for all matters related to academic leadership and administration, including curriculum, budgeting, fundraising, facilities, faculty, staff and students. The dean works closely with the provost and vice president for academic affairs to provide strategic vision and operational leadership for all aspects of the program. This individual is responsible for ensuring that the College of Nursing and Health Sciences contributes to the goals of TAMU-CC's strategic plan.

Responsibilities of the dean include, but are not limited to:

- Promote an understanding, both internally and externally, of the college, its purposes and objectives;
- Shape a strategic plan for the college that aligns with the goals of the university, including growing enrollments in existing programs, developing new degree programs, advancing research and scholarship, and ensuring a global perspective;
- Steer the college with faculty inclusion in an environment of shared governance; facilitating high-quality, relevant and innovative curricula;
- Enable student learning and retention through quality recruiting, counseling, internships, advising and placement;
- Ensure the college is an inclusive environment that celebrates diversity and advances efforts to support diverse students, faculty and staff;
- Promote research, scholarship and creative activity among the faculty;
- Provide consistent support of undergraduate and graduate research;
- Provide budgetary control and supervision; and
- Foster new partnerships, maintaining existing relationships and articulating a vision that generates investment and support from the community, private donors, alumni and foundations.

Supervision:

The Dean reports to the Vice President for Academic Affairs and Provost. The Dean supervises Associate Deans and/or Assistant Deans, tenure-system and non-tenure system faculty, and administrative/professional staff.

Education and Qualifications:

- An earned doctorate in nursing, health sciences or related discipline from a regionally and professionally accredited institution;
- Academic credentials commensurate with the appointment at the rank of associate or full professor;

- The ability to attain an unencumbered license to practice in Texas, if the candidate is in a clinical field where a license is required to practice;
- A minimum of three years of administrative experience working with undergraduate and graduate nursing programs;
- A leadership and management style that embraces collaboration, teamwork and transparency and reflects vision, innovation, strategic thinking and a global perspective.
- The financial acumen to effectively manage finite resources to achieve the goals of the college and the university;
- Evidence of promoting diversity and inclusion amongst faculty, administration, staff and students;
- Excellent communication and interpersonal skills.
- Success in private sector fundraising or skillsets that would translate into this work and the willingness to learn how to be successful.

Experience:

- Experience in leading and operating in a shared governance environment;
- A working knowledge of national trends in nursing, health sciences and higher education;
- Experience with program and curriculum development and assessment, including online course delivery, engaged learning, simulation and use of instructional technology;
- Experience promoting the growth of research and scholarship amongst the faculty and the ability to work collaboratively with the research arm of the university;
- The ability to work with deans and faculty in other departments and colleges and experience building interdisciplinary programs and partnerships within a university, and potentially with other institutions;

B. Associate Dean for Nursing

The **Associate Dean for Nursing** (ADN) is responsible for leading and supporting the Nursing Programs in the college. The ADN is responsible for supporting the academic operations (academic affairs) of the Nursing programs and providing leadership to facilitate the development of degree programs and courses. The ADN is responsible for ensuring the highest quality in teaching-learning excellence. The ADN also serves as the **Chief Nurse Administrator**, and in this role provides effective leadership to the Nursing programs in achieving the mission, vision, and expected learning program outcomes associated with the nursing programs in the college. The ADN advises and supports the Dean, performing additional duties as needed.

The broad duties of the position include:

- Ensures that academic programs within the Nursing departments comply with University academic policies;

- Collaborates with the College leadership team to assist in the development of academic policies and priorities at the college level;
- Monitors academic enrollment and performance metrics in the Nursing departments;
- Provides leadership in the development of academic policies and priorities within the Nursing programs;
- Serves as ex-officio member of the College Curriculum Committee which includes both undergraduate and graduate levels.;
- Oversees student academic requests and degree progress including transfer requests, grade change requests, and degree plan modification requests as they affect graduation requirements in the Nursing programs;
- Serves as the liaison and reporting authority of the Nursing programs to the Commission on Collegiate Nursing Education (CCNE);
- Works with the Nursing program leaders to ensure maintenance of accreditation status and adherence to accreditation standards of CCNE;
- Serves as the liaison to other Nursing organizations such as the American Association of Colleges of Nursing (AACN), Texas Organization of Baccalaureate and Graduate Nursing Education Programs (TOBGNE), and Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP);
- Works collaboratively with the Nursing Department chairs to develop annual budgets, personnel requests, capital and non-capital requests, and curriculum proposals that are submitted annually or on a regular basis to the Dean;
- Teach classes and pursue scholarly endeavors as appropriate.

Supervision:

The Associate Dean for Nursing (ADN) reports to the College Dean. Administratively, the ADN will be facilitated by and accountable to the Dean and will be a member of the leadership council. The ADN supervises staff as delegated by the Dean.

Education and Qualifications:

- An earned doctorate in Nursing from an accredited institution, or a doctorate in a related discipline from an accredited institution with an earned master's degree in Nursing from an accredited institution
- A record of achievement in scholarship appropriate for appointment with tenure at the rank of Associate Professor or higher.
- Experience in academic and clinical programming
- Unrestricted RN/APRN licensure in Texas by the date of hire

Experience:

The ADN shall have demonstrated abilities in leadership in or out of higher education in order to effectively perform the responsibilities of the role.

C. Associate Dean for Research and Innovations

Function:

The **Associate Dean for Research and Innovations** (ADRI) is responsible for supporting faculty and student research endeavors in the college, facilitating a culture of research and scholarship which promotes interdisciplinary and interprofessional connections, and links the college programs of research to the greater university research enterprise. The ADRI provides support and guidance to academic unit administrators, faculty, and students for developing strong interdisciplinary collaborations and synergistic, coordinated research foci in the college. The ADRI advises and supports the Dean, performing additional duties as needed.

The specific duties of the position include:

- Monitor and assess the research productivity and funding metrics of academic units in the college;
- Assist all units in the College to achieve research and external funding goals;
- Serve as the college liaison to the Office of Research and Innovations;
- Lead and work with the college Research Committee to develop, oversee and assess a strategic plan for research productivity and extramural funding across all academic units and college institutes/centers, ensuring alignment with the college strategic plan;
- Foster collaborative, interdisciplinary research associations between programs of the College and between the College and other units on campus.
- Provide guidance and support for faculty mentorship/development plans (especially junior faculty) focused on growing and sustaining programs of research;
- Monitor and develop the appropriate college infrastructure necessary to support funded programs of research across all academic units;
- Organize college-level student research activities including but not limited to the annual student research symposium;
- Organize faculty research symposiums;
- Oversee appointment of graduate faculty (research, associate and clinical);
- Teach classes and pursue scholarly endeavors as appropriate.

Supervision:

The Associate Dean for Research and Innovations reports to the College Dean. Administratively, the ADRI will be facilitated by and accountable to the Dean and will be a member of the senior leadership team. The ADRI supervises staff as delegated by the Dean.

Education and Qualifications:

- An earned terminal degree from an accredited institution in a related discipline.
- A record of achievement in scholarship appropriate for appointment with tenure at the rank of Associate Professor or higher.
- Experience in academic and clinical programming
- If applicable, unrestricted RN/APRN licensure in Texas by the date of hire

Experience:

The ADRI shall have experience and recognized program of extramurally funded and published research. Additionally, administrative leadership experience in academia is favored.

D. Department Chair

Function:

The Department Chair is directly accountable to the Dean of the College of Nursing and Health Sciences (CONHS) And is a member of the Dean's leadership team The Department Chair is responsible for recruiting and mobilizing faculty to set the departmental strategic directions and activities that complement and contribute to the strategic directions of the CONHS. For the cadre of faculty appointed into the Department, the Department Chair will create a generative environment for advancing scholarship productivity (teaching/learning, research/discovery, practice/service) and assure that faculty have balanced responsibilities suited to their rank and scholarship expertise, and goals and the tools or resources needed for innovative productivity. The Department Chair will collaborate with the CONHS Leadership team and other College Department Chairs to assure that the CONHS curricula are expediently operational, advocate for and seek resources (time, money, space) within and outside the College to advance strategic directions, make outcomes visible, and collaborate with others on the College administrative team, and beyond, to manage and grow resources. This is a 50% administrative appointment.

The specific duties of the position include:

- Facilitate the execution and evolvement of innovative curricula across College degree programs, clinical and translational research discoveries and practice/service opportunities, especially related to faculty expertise.
- Support synergistic interface between students, staff, alumni and faculty.
- Facilitate the attainment of extramural research funding in the department in collaboration with the Associate Dean of Research.
- Seek and advocate for resource allocation to manage departmental resources.
- Initiate and collaborate in recruiting research and clinical intensive faculty.
- Conduct faculty and staff recruitment, screening, appointment, orientation, evaluation, promotion and other aspects of career development for the Department.
- Act as a liaison to campus groups related to the business practices of the campus.

- Facilitate and communicate departmental decisions regarding faculty or staff performance, including appointments and promotions for faculty or staff, activities analyses, merit reviews, award nominations and peer, student or class evaluations.
- Provide needed information and data used in the preparation of annual reports, accreditation reports and other related surveys.

Supervision:

The Department Chair is accountable to the Dean of the college and is a member of the senior leadership team. The department chair of the Nursing Departments will report to the Associate Dean for Nursing. The Department Chair of Health Sciences is directly accountable to the Dean of the college. The department chairs assure that the CONHS curricula are expediently operational, advocate for and seek resources within and outside the College to advance strategic directions, make outcomes visible, and collaborate with others on the College administrative team and beyond to manage and grow resources. The Department Chair also supervises staff assigned to support department operations.

Anticipated Responsibilities

- Faculty Tracking
 - Credentialing.
 - Requesting Appointment for Graduate Faculty Status.
 - Coordinating communication of key university/college processes (ie. Disaster preparedness, email changes, skill building).
 - Coordinating faculty representation and university/college/community events.

Professional Development and/or Promotion /Tenure

- Establishing individual development plan for each faculty member.
- Mentor faculty in teaching, scholarship and services.
- Annual Faculty Evaluations.
- Assign and manage workload for assigned courses.
- Identify service opportunities for faculty/students/staff aligning with CONHS strategic initiatives.
- Collaborate with Associate Dean for Research (or other designee) to identify and support student/faculty scholarship that aligns with strategic initiatives.
- In collaboration with Departmental faculty, support community building, self-care, and professional development of assigned student cohorts.

Human Resource Management

Point-person for Faculty Issues (ie. FMLA, absences, sick).

Adjunct Faculty Hiring.

Onboarding of Adjunct Faculty.

TrainTrak compliance of Department faculty and staff.

Education and Qualifications – Nursing Departments:

- An earned doctorate in Nursing from an accredited institution, or a doctorate in a related discipline from an accredited institution with an earned master's degree in Nursing from an accredited institution
- A record of achievement in scholarship
- Experience in academic and clinical programming
- Experience with accreditation and writing curricular and administrative reports
- unrestricted RN/APRN licensure in Texas by the date of hire

Preferred Qualifications:

- Previous Chairperson or administrative experience
- Appropriate for appointment with tenure at the rank of Associate Professor
- Sustained record of research and extramural funding
- Experience in interprofessional education.
- Experience and knowledge of online delivery methods, distance education and/or hybrid education

Education and Qualifications – Health Sciences:

The minimum requirements are:

- An earned doctorate (PhD) in an area relevant to health professions education or practice.
- Eligibility for tenure or placement on tenure-track at the rank of Associate Professor or Professor at the time of hire
- Experience in management of human resources, budget, and academic and clinical programming
- Experience with accreditation and writing curricular and administrative reports.

Preferred Qualifications:

- Previous Chairperson or administrative experience
- Sustained record of research and extramural funding
- Experience developing new programs and working with healthcare partners
- Experience in interprofessional education
- Experience and knowledge of online delivery methods, distance education and/or hybrid education

E. Program Coordinator

Function:

The Program Coordinator is directly accountable to the Department Chair. The Program Coordinator is responsible for educational leadership of a program in terms of curriculum, part-time hiring needs, assessment, facilities, and general administration. The College of Nursing and Health Sciences Program Coordinators include:

- Health Sciences
- Undergraduate Nursing
- MSN Family Nurse Practitioner (FNP)
- MSN Leadership in Nursing Systems and Nurse Educator
- Doctorate in Nursing Practice (DNP)

Supervision:

The Program Coordinator reports to the Department Chair.

Education and Qualifications:

An earned graduate degree from a regionally accredited university or its equivalent is preferred. Current, unrestricted RN/APRN license in the State of Texas, or eligible for licensure in Texas is required for nursing program coordinators. Licensure and/or certification will be required if available.

Experience:

The Program Coordinator shall have demonstrated ability in leadership in or out of higher education. This person shall be able to lead the faculty of the Program toward continuous improvement and the pursuit of excellence in undergraduate and/or graduate education.