

JOB DESCRIPTION
Director – School of Nursing
College of Health Sciences

1. DEFINITION

Under the direction of the Dean, the Director/Chair acts as a senior administrator of the School of Nursing. Working collaboratively with the faculty of the School and within the College of Health Sciences, the Director assumes administrative responsibility for the development, modification, and administration of programs necessary to meet the academic needs of students by the School. The Director shares with the faculty responsibility for the fostering of excellence in programs, instruction, scholarly activity and service.

2. MAJOR JOB DUTIES

Duties and Responsibilities: Working collaboratively with the faculty within the School, the Director is responsible for providing administrative leadership for the School of Nursing and for implementing the School goals and the goals and implementation strategies elucidated in the current College of Health Sciences Strategic Plan, giving special attention to the objectives for the academic programs of the School. The Director provides leadership for the School and working collaboratively with the faculty in the department, participates in the development of school/college and university policies. Administrative responsibilities of the Director include major duties listed below along with illustrative examples of the tasks associated with them.

College and University Level Responsibilities

- Serves as a member of the College of Health Sciences Leadership Team. In this role, he Director represents the School of Nursing on the COHS Administrative Council, and on the University's Chair Council.
- Implementation of a School Goals including short and long-term implementation plans, based on College of Health Sciences Mission/ Vision and Strategic Goals which are aligned with the University Mission/Vision and Strategic Plan.
- Serves on elected and appointed committees/taskforces as representatives of the College of Health Sciences, of their unit with possible roles of committee or taskforce leadership, liaison, member, or ex officio advisement.
- Serves in of other duties as assigned by the Dean.

Personnel Management

- Serves as the direct report supervisor of all employees in the School of Nursing and therefore, is responsible for conducting annual of faculty and staff performance evaluations.
- Oversees for the recruitment, orientation and advisement of students, staff, and faculty in collaboration with the faculty, including an assessment and recommendation of faculty candidates.
- Supervise faculty and staff development programs, and make unit level recommendations regarding faculty reappointment, tenure, and promotion.
- Provides overall supervision and final approval of all workload assignments of direct reports, including workload of faculty and staff within the School of Nursing.

Fiscal Management

- Serves as the fiscal manager of the School of Nursing Budgets (Operating/Personnel, Laboratory/Instructional Course Fees, Foundation Accounts, Sales & Service, Auxiliary/Special Fees, etc.)
- Works collaboratively with assistant directors and program coordinators in the annual budget planning process.

Curricular Management

- Oversees the ongoing program review process existing academic programs offered by the School of Nursing (degrees /majors/concentrations, minors, certificates, international education experiences, etc.) Provides recommendations for any modification of programs, development of new programs, or deactivation/termination of programs within the unit.
- Provides supervision of the development of new programs, projects, events and special initiatives within the School of Nursing as well as assist and support interdisciplinary programs within the College and/or University.
- Oversees the scheduling of courses (classroom, labs, clinical, and other field based experiences) and works collaborative with the Assistant Directors and other COHS unit heads in assuring efficient and effective scheduling of courses in COHS facilities, as well as campus-wide scheduling as needed.
- Provides oversight of the School of Nursing's instructional laboratories and equipment in a manner that promotes quality learning in classroom.