



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 9/12/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Dean, School of Nursing  
Status: Full-time, Calendar Year Appointment  
Grade: 20  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports To: Provost / Vice President for Academic Affairs

**PRIMARY PURPOSE:**

To serve as chief academic officer of the School of Nursing.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

Within the School of Nursing and in collaboration with faculty and staff of the School, the Dean will:

- Provide transformational leadership and oversight for faculty, staff and programs across the RIC and Nursing Education Center campuses.
- Articulate a clear vision for the School of Nursing (SON).
- Collaborate and demonstrate leadership within the Nursing Education Center.
- Promote a culture of high standards and accountability.
- Work with department chairs and program directors to improve and advance all programs and support educational innovation.
- Prepare a strategic plan for the SON reflecting the RIC Strategic Plan: Affirming our Strength, Building our Future.
- Promote development of new programs and projects that enhance the missions of the School and College.
- Promote faculty and staff awareness of industry trends.
- Oversee completion of accreditation and approval reports required by the College, RI BON, RI BOE, CCNE, COA, NEASC and others.
- Oversee a continuous quality approach to evaluation of program effectiveness.
- Motivate faculty and staff to achieve goals; support professional development; promote awareness of opportunities; promote research and scholarship; acknowledge contributions of members.
- Participate in hiring, promotion and tenure, and human resource decisions and recommendations.
- Demonstrate a commitment to mentoring, shared governance and diversity Review performance evaluations prepared by the department chairs.
- Support inter-professional education and practice.
- Oversee internal and external communications, including the website (<http://www.ric.edu/nursing/Pages/default.aspx>)
- Collaborate with the Office of Communications and Marketing to promote awareness of the value and accomplishments of the School.
- Oversee all physical facilities.

- Oversee the SON Simulation facilities, program and personnel.
- Develop and augment the School's budget and monitor expenditures.
- Improve efficiency of administrative procedures and educational approaches.
- Build relationships with alumni and encourage gifts to and involvement in the School.
- Develop scholarships and other supports for students.
- Enhance external funding and development of resources.

Within the College, the Dean will:

- Participate in College affairs through academic leadership groups.
- Demonstrate leadership through committee and project assignments.

In the Community, the Dean will:

- Engage in health care agency work, community events and partnership projects.
- Participate in discussions of health care issues in local, state, national and global venues.
- Advocate broadly for the school in local, state, national and global venues.

#### Occasional Job Functions:

- Serve on College committees.
- Undertake additional duties as required by the needs of the School and College.

### **REQUIRED QUALIFICATION STANDARDS:**

#### Education:

A graduate degree in nursing (master's or doctorate).

#### Experience:

- Experience as a nursing faculty member at least at the rank of associate professor.
- At least five years' administrative experience at the level of department chair, program director or higher.
- Teaching or administrative experience in a CCNE-accredited program.
- Sufficient experience, scholarship, and/or professional achievement for appointment at the rank of associate or full professor.

#### Skills, Knowledge, and Abilities:

- Demonstrated competence as an administrator.
- Demonstrated competence in curriculum development, program assessment, and assessment of student outcomes.
- Demonstrated competence in working with diverse populations.
- Demonstrated knowledge of CCNE accreditation standard and procedures.
- Demonstrated knowledge of hospitals and other environments that provide clinical settings for nursing education.

### **PREFERRED:**

- Bilingual in English / Spanish (fluent in speaking and writing).
- Earned doctorate from an accredited institution.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*