

Associate Dean, Academic Affairs  
University of Toledo

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**Job Title** Associate Dean, Academic Affairs  
**Department** College of Nursing  
<http://www.utoledo.edu/nursing/>  
**Institution** University of Toledo  
Toledo, Ohio

**Date Posted** Dec. 20, 2017

**Application Deadline** Open Until Filled

**Position Start Date** Jul. 1, 2018

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Administration - Academic Unit  
Senior Administration  
Academic Affairs

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**Job Description**

Opportunity

Reporting directly to the Dean of Nursing, the Associate Dean, Academic Affairs is an innovative leader responsible for working collaboratively with faculty, staff, students, and administrators. The Associate Dean will join a strong team of nurse educators that values interprofessional education in a time of substantial growth and new leadership for the College.

The new Associate Dean will be responsible for accomplishing the mission, goals, and program

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outcomes for the academic programs in the College, as well as assisting with the recruitment and retention of nursing faculty. S/he is expected to participate on doctoral student project committees, scholarly activities, and service commensurate with criteria for faculty rank.

### Required Qualifications

- \* Earned Doctoral degree
- \* Must meet the criteria established by the Ohio Board of Nursing for a faculty and administrative appointment (detailed in Chapter 4723-5 Ohio Administrative Code)
- \* Possess or be eligible for current valid RN licensure in Ohio
- \* Meet background check requirements according to the State of Ohio and the University of Toledo.
- \* Evidence of ongoing scholarship and scholarly productivity. Must meet requirements for achievement of tenure at UT at the Associate or Full Professor rank
- \* Broad knowledge of undergraduate and graduate level academic nursing, common university academic standards, and of student and program academic requirements.
- \* Expertise in meeting CCNE accreditation requirements and processes.
- \* Previous academic teaching experience is required including experience in undergraduate and graduate education with knowledge of current educational technologies, including simulation, online, and distance education.
- \* Excellent interpersonal and leadership skills incorporating creativity, innovation, kindness, and flexibility with strong nurturing, coaching, mentoring philosophy.
- \* Excellent communication skills (verbal, written, etc.) are required.
- \* Possess strong organizational, time management and project management skills
- \* Expertise in utilizing and understanding appropriate software and information applications.

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### Principal Duties and Responsibilities

1. Accountable for the achievement of the undergraduate and graduate purposes, goals and program outcomes. This includes program development, implementation and evaluation of outcomes for continuous improvement. Coordinates activities of the undergraduate and graduate programs within the college inclusive of new faculty orientation, consortium arrangements, undergraduate/graduate college representation, and the administrative leadership group. In addition, collaborates with the dean to facilitate external relationships with constituents. Maintains contact with clinical agencies/community partners to interpret curriculum deployment and delivery, evaluates the effectiveness of learning environments, and oversees clinical agreements and student placements in close collaboration with the program directors. Collaborates with constituents to review, interpret and revise policies and procedures relative to academic programs.

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2. Works collaboratively with the Dean, other associate and assistant deans, department chairs, and program directors to develop, implement and evaluate academic programs as it relates to the University and CON strategic plans and the master plan for evaluation in the college. Works closely with Student Affairs on issues related to admission, advising, retention, and student success. The position leads activities related to Ohio Board of Nursing and University level program approval reviews/reports; all university and national accreditation reviews/reports (including CCNE); major surveys, and reviews and seeks Dean approval of documents for the college and university. Collaborates in the development, implementation, and evaluation of communication, marketing, and public relations activities for the CON.
3. Oversees the leadership (including directors, coordinators) of the learning resource center, simulation & interprofessional education activities, continuing nurse education, and assessment & evaluation. Is responsible for managing and the annual evaluations of directors, coordinators and any others assigned as depicted on the CON organizational chart. Manages the appointments, assignments, and evaluations of teaching assistants and graduate research assistants (in collaboration with Associate Dean for Research).
4. Participates in student and faculty orientations; oversees licensure and credential verification with the Dean's office; serves as a member of the Dean's leadership groups and as a member/ex-officio member of appropriate college and University committees. Participates in professional organizations as appropriate.
5. In the absence of the Dean, represents the CON as designated.
6. Accepts other duties as assigned.

#### Working Conditions

Works and collaborates in a highly professional and positive manner with administrators, faculty, staff, students, families, other university offices/ colleges and multiple outside agencies. Travel is required.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

#### College of Nursing

The mission of the College of Nursing is to improve the human condition; to educate professional nurses in a manner that engages and serves a diverse learner population as part of a larger metropolitan university, to discover and disseminate nursing knowledge that informs evidence-based practice for quality patient outcomes, and to address the service needs of our stakeholders through

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innovative programs and entrepreneurial initiatives.

Nursing courses are taught by qualified UT faculty who are experts in clinical practice and research and who are excellent teachers and leaders in their profession. Registered nurses who seek the BSN can take courses at UT or at outreach sites via online classes. Courses in the BSN and MSN programs are also offered in a traditional classroom and online via computers.

UT is a comprehensive university that offers graduate degrees in the health professions. Graduate nursing students enroll at UT and graduate with a Master of Science degree in Nursing. Graduates are prepared to function in a variety of positions that require advanced nursing practice. The graduate program serves as a foundation for doctoral education in nursing. All pre-licensure programs of the College of Nursing are approved by the Ohio Board of Nursing. In 2009, the BSN and MSN program earned continuing national accreditation for the maximum ten-year period by the Commission on Collegiate Nursing Education. The DNP, Master's and Bachelor's Degree programs are nationally accredited by the Commission on Collegiate Nursing Education. Graduates of advanced practice programs are qualified to take national certification examinations in their specialty areas and are eligible to apply for Certificates of Authority granted by the Ohio Board of Nursing.

### University of Toledo

Founded in 1872, The University of Toledo (UT) ([www.utoledo.edu](http://www.utoledo.edu)) is one of 14 public universities in Ohio. UT currently has an enrollment of approximately 20,600 students (16,200 undergraduate and 4,400 graduate). The University is comprised of 13 academic colleges and an academic medical center. UT's 255-acre main campus is adjacent to one of Toledo's finest residential neighborhoods, providing a suburban atmosphere while allowing access to cultural and entertainment venues in Toledo. The campus, featuring its iconic bell tower, is frequently recognized for its beauty. The University's professional health care programs and medical center are located at its Health Science Campus. Specialized programs and activities are located at the University's other four campuses: Scott Park Campus, Center for the Visual Arts at the Toledo Museum of Art, Lake Erie Center and Stranahan Arboretum.

With an institutional operating budget exceeding \$730 million, UT's approximately 6,600 employees have a regional economic impact in excess of \$1 billion. The University plays a central role in economic development in northwest Ohio. Its economic development arm, called Rocket Innovations, helps professors translate discoveries found in the lab into commercial products and businesses that create jobs. Across all campuses, UT has invested more than \$300 million in capital projects to renovate, rebuild and revitalize university facilities. The University is currently finalizing a 10-year campus master facilities plan and developing a five-year strategic plan.

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UT leadership is focused on strengthening the educational opportunities provided to students, helping ensure student success, and providing a wide array of research and career opportunities. The University's current strategic priorities aim to improve the national standing of the institution; increase enrollment, retention and student preparedness; grow externally funded research; boost philanthropy and fundraising; and ensure a UT education remains affordable by reducing administrative costs.

### Living in Toledo, OH

This family-friendly, culturally and religiously diverse city offers a cost of living 23.3% lower than the U.S. average. Toledo boasts great restaurants, cultural events, one of the top ten art museums in the country, symphony, theater, children's science center, zoo, and an extensive Metropark system. Within an hour and a half are five major research institutions. Toledo is home to two professional sports teams, motor speedways, and golf courses and its proximity to Lake Erie provides many recreational opportunities. Detroit and Ann Arbor are within an hour drive and Pittsburgh, Indianapolis and Chicago less than four hours. Toledo's relationship with Toledo, Spain represents the world's oldest sister city partnership and is one of many global partnerships at UT.

### EEO/AA Policy

The University of Toledo has declared a policy of providing equal opportunity in all policies and procedures affecting employment and education. In conjunction with the objectives of the policy and in accordance with the various local, state, and Federal laws, rules and regulations, the University is committed to providing employment and educational opportunities without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, veteran status and/or the presence of a disability.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Valerie Woodruff  
Recruiting  
Academic Keys



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