

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Dean, College of Nursing

**Department:** Academic Affairs

Dr. Susan DeWoody

6/1/2019

Prepared by

Date

Approved by

Date

### **Supervision Received:**

By title Vice President for Academic Affairs/Chief Academic Officer

### **Supervision Given:**

By title(s): College of Nursing Faculty, Secretary to the Dean for the College of Nursing, Student Workers

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees are expected to embrace these expectations and to model them in their behavior.

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic.*
- *Efficiency is achieved through wise management of human and financial resources.*

### **Purpose:**

The Dean of the OBU College of Nursing carries the charge to provide college-wide leadership for nursing-related disciplines. The Dean will work closely with area health industry partners to design innovative curricula that enhances the skills and knowledge of program graduates and complies with professional accreditation requirements. The Dean is responsible for planning, supervising, and administering the academic programs of the College of Nursing. The Dean will provide leadership in developing and maintaining a curriculum that is consistent with the institutional mission, as well as sensitive and responsive to the educational needs of the institution's target populations and accrediting bodies.

### **Essential Functions:**

- Provide strategic leadership and vision for the OBU College of Nursing
- Create an environment supportive of high quality teaching, service, and professional pursuit among faculty
- Provide leadership in hiring faculty for the College of Nursing who meet the academic and spiritual requirements of the University; ongoing supervision of faculty and staff in the College is also expected
- Coordinate systematic, ongoing evaluation for members of the College of Nursing faculty
- Provide leadership for qualified faculty members seeking appointment, promotion, Senior Faculty Status, and retention
- Plan and manage faculty teaching assignments in coordination with the Chief Academic Officer

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- Provide guidance to the faculty in the form of constructive administrative evaluation, both formative and summative, as appropriate in their career cycles
- Provide overall direction for the academic programs of the College of Nursing
- Develop strategic initiatives and objectives as well as innovative plans and programs for the College of Nursing
- Provide leadership in developing and maintaining a curriculum that is sensitive and responsive to the educational needs of the institution's target populations and assesses student learning for data-driven program improvement
- Provide leadership in developing scheduling options to maximize student learning
- Communicate with the Academic Center in planning class schedules
- Develop and provide appropriate advisement functions and structures for students in the College of Nursing
- Develop and administrate budgets for the Office of the Dean and for the academic programs of the College of Nursing
- Serve on the Deans Council, Graduate Council, and other University committees assigned by the Chief Academic Officer
- Develop and implement effective recruiting strategies and initiatives for the College of Nursing
- Provide leadership and coordination for the College of Nursing regarding student recruitment (Admissions), retention (Student Success), and promotion and development (University Communications and Advancement)
- Fulfill teaching requirements as required for the Dean of the College of Nursing
- Perform other duties as assigned by the Chief Academic Officer

### **Other Duties:**

- Responsible for all communication with the Oklahoma Board of Nursing, including the Annual Report, notification of faculty appointments, changes in the program or administration, and other reports as directed by the Board
- Develop and implement strategies that promote the College of Nursing and the University to local, regional, national, and international constituencies
- Enhance the College profile, explore resource streams, and engage with alumni and the community.
- Develop effective partnerships with healthcare industries in the identification of training needs. Serve as the College's liaison with these potential partners
- Work in partnership with the OBU Graduate College offices:
  - To schedule courses for the MSN which coordinate with other graduate programs
  - To identify and hire faculty for the MSN program who meet the academic and spiritual requirements of the University
  - To provide support services to MSN students
  - To provide program assessment to MSN students
  - Fulfill teaching requirements as required for the Dean of the College of Nursing

### **Qualifications:**

#### **Knowledge, Skills and Abilities:**

- Ability to develop and implement strategic planning initiatives
- Ability to develop and administrate complex budgets
- Excellent written and verbal communication skills
- Collaborative work habits and ability to establish collegial relationships; ability to participate actively in a team environment
- Strong interpersonal relationship and communication skills
- Organizational efficiency and attention to detail; ability to work quickly with high degree of accuracy; ability to multi-task
- Ability to handle confidential information appropriately
- Ability to work independently with minimal supervision
- Ability to supervise in a professional manner while instilling a sense of purpose and commitment with staff and faculty

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### Education:

- **Required:** Earned doctorate from an accredited university; Master of Science in Nursing.

### Experience:

- **Required:** Administrative, leadership, and teaching experience in a college or university
- **Preferred:** Satisfactory experience demonstrating leadership as an administrator and as a professor in Christian higher education

### Equipment:

- Proficiency in the use of standard equipment including personal computer, fax, and copier
- Competence in using Microsoft Office application and computer hardware required
- Familiarity with human resources information systems preferred

### Physical Requirements:

- Ability to operate computer and other equipment, answer telephone and direct telephone calls, and communicate effectively with a variety of constituents
- Sufficient mobility and physical stamina to walk about the campus to visit various offices, and to travel to local, regional, and national locations

### Special Requirements:

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local Southern Baptist church

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during: \_\_ New Employee Orientation or \_\_ Performance Evaluation\*.

Employee Signature

Date

Supervisor Signature

Date

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*