

Academic Leadership



Job Descriptions

Revised 07/2020

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UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Dean

Position Description

The Dean is responsible for all matters relating to academic leadership, external constituent relations, and the administration of the College of Nursing including academic programs, faculty, staff, students, facilities, resources, budget, alumni, fund-raising and relationships with the University and communities external to the University. The Dean is also a partner of the Clinical Leadership team of the University of Kentucky Medical Center (UKMC). The Dean reports to the Provost for academic affairs and the UKMC EVP of Health Affairs for clinical affairs. DOE 100%

Responsibilities:

1. Serve as an advocate for the College's vision and mission.
2. Oversee the development, implementation, and evaluation of both long-range and strategic plans for the College.
3. Foster and supports cooperation and innovative partnerships on academic, research, and service endeavors externally and with other units of the University, including the Health System.
4. Foster a supportive environment for the faculty's teaching, research, and service activities. Actively participate in and provides oversight to all College fund-raising.
5. Actively solicit the support, financial and in-kind, of the College of Nursing alumni; the College's Advisory Board; parents and friends; and the business and foundation community.
6. Assure the productive operation of the College's administrators, support staff, and facilities. Appoints faculty, recommends faculty for promotion and tenure, participates in faculty evaluation, renews and/or terminates faculty appointment.
7. Chair the Senior Administration Team, which is responsible for policy development and implementation of management decisions in support of the College's mission.
8. Direct the budget process and approves the state, grant, gift and endowment, and local/state sales budgets.
9. Promote the College's interests in meetings within the University, the Health System, and the Commonwealth of Kentucky, as well as at the national and international levels.
10. Render service to the University's administrative and development activities as may be directed by the Provost and the President.

Qualifications:

1. Doctoral prepared.
2. Eligible for appointment in the senior ranks.
3. Eligible for licensure to practice nursing in Kentucky.
4. History of experience in higher education and progressive leadership responsibility in academic and/or research administration.
5. Outstanding history of scholarly productivity in nursing or health-related research.
6. Evidence of strong interpersonal and communication skills.

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Senior Associate Dean
Position Description

The Senior Associate Dean serves as the chief administrative officer for academic affairs and strategic outcomes for the College of Nursing and is a key member of the Dean's leadership team. The Senior Associate Dean provides leadership for instruction and instructional support services, student learning outcomes, academic program outcomes and academic clinical partnerships. In addition, the Senior Associate Dean guides and oversees the direction of the academic programs, fosters intensive scholarly activities related to academic programming and student learning outcomes (in collaboration with the Associate Deans), promotes faculty development, advocates for the instruction mission, and serves in an ex-officio capacity on the Program Committees. The Senior Associate Dean has direct supervisory responsibility for the following: the Assistant Dean of Academic Operations, the Assistant Dean of Student Services, the Director of Assessment, Accreditation and Analytics, and the Director of Professional Development. The Senior Associate Dean Chairs the Academic Leadership and Faculty Advancement Council and co-chairs the Global Affairs Council. The Senior Associate Dean provides leadership support for the Work-life Engagement Director and the Information and Instructional Technology Council. The Senior Associate Dean serves at the pleasure of and reports to the Dean and serves on the Dean's Council. The Senior Associate Dean works closely with other administrative officers to ensure the mission of the College is met. DOE Range – 20%-60%

Responsibilities:

1. Provide leadership for the direction, development and evaluation of the College's strategic goals and initiatives.
2. In collaboration with the academic program leaders, oversee the College's systematic plan for internal and external evaluation of academic programs.
3. Ensure the College maintains approval of professional, regional, and Commonwealth accreditation standards and regulations.
4. Oversee the College's academic policies to ensure congruency with the University and state/national regulatory bodies.
5. Serve as a resource and advisor for students, faculty, associate deans, program directors, other university personnel, and parents on academic issues.
6. Supervise the Assistant Dean of Academic Operations; Assistant Dean of Student Services; Director of Assessment, Accreditation and Academic Analytics; Director of Professional Development; and Administrative Assistant.
7. Consult with associate deans about faculty performance with regard to academic, service and scholarly affairs for advancement.
8. Has primary signatory authority for education, training, and service grants.
9. Promote the College's interests on Health System, University, and Commonwealth academic committees and at events.
10. Advise the Dean on relevant academic issues and faculty development and contributes strategic insights to the Dean's Council.

11. Collaborate with College of Nursing leadership to advance the College's initiatives.
12. Provide leadership in generating grants to support academic programs
13. Provide leadership in developing and managing global affairs.
14. Participate in teaching and/or mentoring at the College.
15. Perform other duties as assigned by the Dean.
16. Ex-officio member on College committees, as defined in the by-laws.

Qualifications:

1. Eligible for licensure to practice nursing in Kentucky.
2. Doctorate in nursing or related field.
3. Eligible for the rank of associate or full professor.

Dean's Council (approved/updated/reviewed): 1/27/2015; 2/2/15; 2/20/15; 8/28/17; 9/5/17; 7/7/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Associate Dean of Administration and Finance

Position Description

The Associate Dean of Administration and Finance provides strategic and operational direction in support of the missions and goals of the College of Nursing. Working closely with the Dean, is responsible for implementing the strategic goals and objectives of the College. The Associate Dean oversees administrative services including strategic planning, budget and financial management, human resource management, information technology, and facilities management; directly supervises business office staff members; and serves as a member of the College's leadership team, working collaboratively to ensure the mission of the College is effectively met. The Associate Dean of Administration and Finance serves at the pleasure of and reports to the Dean and serves on the Dean's Council. DOE 100%

Responsibilities:

1. Support the Dean and the College by overseeing all administrative operations, including finance and budget; human resources; information technology; and strategic, space and financial planning.
2. Manage the College's human resources, creating a healthy work environment and enriched work experiences that encourage employee excellence and confirms with all appropriate policies and laws.
3. Supervise the faculty appointment renewal process and the payment processes for the College's personnel; and
4. Coordinate the evaluation process for staff.
5. Advises the Dean on financial planning and resource allocation to meet the strategic priorities of the College;
6. Develop the state, grant, gift and endowment, and local/state sales budgets in accordance with Budget and Provost Office guidelines, for the Dean's approval, in consultation with Associate Deans and Academic Program Directors.
7. Supervise the production, reconciliation, and distribution of monthly financial statements and the procurement and payment of goods and services.
8. Support the Director of Information Technology by providing the necessary resources to execute the strategic plan for technology.
9. Supervise the development of security and disaster recovery plans, the optimal use of resources, and the introduction of new, state-of-the-art technologies. Ensures policies and initiatives are developed in coordination with the Director of Information Technology, the Director of Communication, and the Dean's Council.
10. Provide College personnel with essential information: a Faculty/Staff Handbook containing policies and procedures that are unique to the College (updated annually); a clinical/practice site contracts database; and research on requested topics with recommendations in a timely manner.

11. Ensure the classrooms, offices, and conference rooms are secure and well-equipped.
12. Supervise the space assignment process; addresses ergonomic issues; and, coordinates building maintenance and enhancements with Facilities Management.
13. Advise others on policy issues, such as the Research Grants Administrator (by reviewing grant proposal budgets); the Director of Development and Alumni Affairs (on issues related to gift and endowments projects); and with others on new funding initiatives.
14. Promote the College's interests to the University at large serving on appropriate committees as indicated.
15. Perform other duties as assigned by Dean.
16. Ex-officio member on College committees, as defined in the by-laws.

Qualifications:

1. Demonstrated leadership ability to plan, inspire, mobilize, and empower others.
2. Demonstrated ability to manage a complex operation in accordance with financial and human resource policies and procedures (State, University, and School).
3. Solid supervisory skills including the ability to establish objectives, set performance standards, organize motivate, and develop administrative support staff to achieve goals.
4. Strong communication skills, both oral and written.
5. Ability to prioritize, delegate, and work in a team environment.
6. Bachelor's degree in Business or a related field, plus five years of work-related experience required; Master's degree and previous supervisory experience preferred.

Dean's Council (approved/updated/reviewed): 1/27/2015; 2/2/15; 2/20/15; 7/7/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Associate Dean of BSN Faculty & Inter-professional Education Affairs

Position Description

The Associate Dean of BSN Faculty & IPE Affairs provides leadership to faculty in meeting the educational, research and service/practice mission of the College. The Associate Dean must be able to foster a culture of trust, respect and collegiality among faculty to promote an integrated mission for the College. The Associate Dean of BSN Faculty & IPE Affairs serves at the pleasure of and reports to the Dean and may serve as the lead administrator in the Dean's absence. This position works closely with other administrative officers to ensure that the mission of the College is met. DOE range of 20% - 50%.

Responsibilities:

Directs and manages faculty resources:

1. Assist in the identification of faculty needs.
2. Identify potential candidates for faculty positions.
3. Oversee the recruitment process including working with search chairs and administrators to ensure compliance with University policies.
4. Inform all Associate Deans of recruitment status.
5. Work with the Associate Deans to complete the hiring process and communicates the results to others.
6. Assess, direct, and manage course scheduling and staffing, and workload effort in consultation with the Senior Associate Dean as needed.

Promotes professional growth and advancement of faculty and staff:

1. Participate in the planning and implementation of the new faculty orientation program.
2. Assist faculty in articulating and implementing realistic goals for programs of professional development in the areas of teaching, scholarship and service.
3. Identify and develops resources to assist faculty with different developmental needs: clinical faculty, master's prepared faculty, doctoral prepared faculty, etc.
4. Meet with each faculty member at least annually to discuss goals, determine teaching, research, and service responsibilities, and to evaluate performance.
5. Support faculty preparation of portfolio for promotion and tenure.
6. Support faculty for promotion, tenure, awards, recognition, or committee membership (e.g. university or national).
7. Assist faculty in managing academic/professional issues including referral for resources as indicated.
8. Fosters a climate of trust, respect and cooperation among faculty and encourages engagement by all members in College activities and decisions.

Enhances communication and workflow within and outside of the College:

1. Participate in faculty governance and advocates on behalf of faculty.
2. Serve on College committees as member or ex-officio, as defined in the by-laws.
3. Assume responsibility for the day-to-day operations of the College as they affect faculty and staff, resolving issues presented as appropriate.
4. Communicate information to faculty and staff.
5. Work with and supports the Assistant Dean for Student Affairs in planning and implementing student events including open houses, new student orientations and graduation exercises.
6. Serve as a liaison between faculty and staff and administrative offices in the College.
7. Participates with the administrators, faculty, and others in long range planning for the College.
8. Facilitate collaboration with members of the University and community.
9. Promote the College's interests at University-wide and community functions.
10. Promote integration of IPE across all UKCON programs.
11. Serve as chair of appropriate undergraduate or graduate faculty meetings.
12. Serve as a member of Deans' Council.
13. Serve as ex-officio member or member of College committees, as defined by by-laws.

Supports the work of the faculty by managing resources:

1. Work with other members of the administrative team to develop, administer and monitor the budget.
2. Allocate resources in a systematic and logical manner that supports the mission of the College.
3. Approve expenditures related to faculty affairs.
4. Advise appropriate Associate Deans on faculty needs and requests for research support, summer teaching assignments, leaves of absence, etc.
5. Work with the Senior Associate Dean on academic clinical partnerships and student support services as needed.
6. Work with Dean and Associate Dean of Administration and Finance in the assignment of faculty offices and secretarial support for faculty and the procurement of furniture and computers for new faculty.
7. Supervise assigned staff and conducts annual staff performance evaluation; encourages faculty support and cooperation in office policies and procedures; and facilitates relationships among faculty and staff
8. Work to develop external resources to support the mission of the College.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or related field.
3. Eligible for the rank of tenured associate or full professor.

Dean's Council (Approved/Updated/Reviewed) 8/21/17jh; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

Associate Dean of MSN and DNP Faculty & Practice Affairs
Position Description

The Associate Dean of MSN and DNP Faculty & Practice Affairs provides leadership to faculty in meeting the educational, research and service/practice mission of the College. The Associate Dean must be able to foster a culture of trust, respect and collegiality among faculty to promote an integrated mission for the College. The Associate Dean of MSN and DNP Faculty & Practice Affairs serves at the pleasure of and reports to the Dean and may serve as the lead administrator in the Dean's absence. This position works closely with other administrative officers to ensure that the mission of the College is met. DOE range of 20% to 50%.

Responsibilities:

Directs and manages faculty resources:

1. Assist in the identification of faculty needs.
2. Identify potential candidates for faculty positions.
3. Oversee the recruitment process including working with search chairs and administrators to ensure compliance with University policies.
4. Inform all Associate Deans of recruitment status.
5. Work with the Associate Deans to complete the hiring process and communicates the results to others.
6. Assess, direct, and manage course scheduling and staffing, and workload effort in consultation with the Senior Associate Dean as needed.

Promotes professional growth and advancement of faculty and staff:

1. Participate in the planning and implementation of the new faculty orientation program.
2. Assist faculty in articulating and implementing realistic goals for programs of professional development in the areas of teaching, scholarship and service.
3. Identify and develops resources to assist faculty with different developmental needs: clinical faculty, master's prepared faculty, doctoral prepared faculty, etc.
4. Meet with each faculty member at least annually to discuss goals, determine teaching, research, and service responsibilities, and to evaluate performance.
5. Support faculty preparation of portfolio for promotion and tenure.
6. Support faculty for promotion, tenure, awards, recognition, or committee membership (e.g. university or national).
7. Assist faculty in managing academic/professional issues including referral for resources as indicated.
8. Foster a climate of trust, respect and cooperation among faculty and encourages engagement by all members in College activities and decisions.

Enhances communication and workflow within and outside of the College:

1. Participate in faculty governance and advocates on behalf of faculty.
2. Serve on College committees as member or ex-officio, as defined in the by-laws.
3. Assume responsibility for the day-to-day operations of the College as they affect faculty and staff, resolving issues presented as appropriate.
4. Communicate information to faculty and staff.
5. Work with and supports the Assistant Dean for Student Affairs in planning and implementing student events including open houses, new student orientations and graduation exercises.
6. Serve as a liaison between faculty and staff and administrative offices in the College.
7. Participate with the administrators, faculty, and others in long range planning for the College.
8. Facilitate collaboration with members of the University and community.
9. Promote the College's interests at University-wide and community functions.
10. Promote integration of Faculty Practice across all programs with focus on UK HealthCare.
11. Serve as chair of appropriate undergraduate or graduate faculty meetings.
12. Serve as a member of Deans' Council.
13. Serve as ex-officio member or member of College committees, as defined by by-laws.

Supports the work of the faculty by managing resources:

1. Work with other members of the administrative team to develop, administer and monitor the budget.
2. Allocate resources in a systematic and logical manner, which supports the mission of the College.
3. Approve expenditures related to faculty affairs.
4. Advise appropriate Associate Deans on faculty needs and requests for research support, summer teaching assignments, leaves of absence, etc.
5. Work with the Senior Associate Dean on academic clinical partnerships and student support services as needed.
6. Work with Dean and Associate Dean of Administration and Finance in the assignment of faculty offices and secretarial support for faculty and the procurement of furniture and computers for new faculty.
7. Supervise assigned staff and conducts annual staff performance evaluation; encourages faculty support and cooperation in office policies and procedures; and facilitates relationships among faculty and staff
8. Work to develop external resources to support the mission of the College.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or related field.
3. Eligible for the rank of tenured associate or full professor.

Dean's Council (Approved, Updated, Reviewed) 8/21/17jh; 7/7/20jh

Associate Dean for Research and PhD Faculty Affairs
Position Description

The Associate Dean for Research and PhD Faculty Affairs provides leadership to PhD faculty in meeting the educational, research and service/practice mission of the CON, and fosters a culture of trust, respect and collegiality among faculty to promote an integrated mission for the CON. Performing high-level executive academic functions, the Associate Dean for Research and PhD Faculty Affairs is the academic administrative officer also responsible for the development and conduct of research within the CON. In collaboration with faculty, s/he provides the vision and strategic plan for the CON's aspiration to reach the top 20 of nursing research institutions, provides mentorship and resources to assist faculty to develop and maintain productive programs of research, and promotes collaboration among faculty in the CON, other Colleges, units, as well as other institutions. The Associate Dean for Research and PhD Faculty Affairs provides evidence of the contribution of faculty research to the CON mission and serves as the liaison between the CON's faculty and the UK Vice President for Research, working closely with members of the senior administrative team to provide coordinated leadership for research. S/he is a serves at the pleasure of and reports to the Dean for all responsibilities and activities related to administration of the research enterprise, PhD faculty affairs and PhD education. S/he may be assigned other responsibilities by the Dean as needed. This position may serve as the lead administrator in the Dean's absence, and works closely with other administrative officers to ensure that the mission of the College is met. DOE 40%

Responsibilities: PhD Program:

Directs and manages faculty resources:

1. Assist in the identification of faculty needs and identifies potential candidates for faculty positions.
2. Oversee the recruitment process including working with search chairs and administrators to ensure compliance with University policies; works to complete the hiring process and communicates the results to others.
3. Assesse, directs, and manages course scheduling and staffing, and workload effort in collaboration with the Assistant Dean of the PhD Program and ScholarlyAffairs.

Promotes professional growth and advancement of faculty and staff:

1. Participate in the planning and implementation of the new faculty orientation program.
2. Assist faculty in articulating and implementing realistic goals for programs of professional development in the areas of teaching, scholarship and service.
3. Identify and develops resources to assist faculty with different developmental needs.
4. Meet with each faculty member at least annually to discuss goals, determine teaching, research, and service responsibilities, and to evaluate performance.
5. Support faculty for promotion, tenure, awards, recognition, or committee membership (e.g. university or national), as well as faculty preparation of portfolio for promotion andtenure.

6. Assist faculty in managing academic/professional issues including referral for resources as indicated.
7. Encourage engagement by all members in CON activities and decisions.

Enhance communication and workflow within and outside of the CON:

1. Participate in faculty governance and advocates on behalf of faculty.
2. Serve on CON committees as member or ex-officio, as defined in the by-laws.
3. Assume responsibility for the day-to-day operations of the CON as they affect faculty and staff, resolving issues presented as appropriate.
4. Communicate information to faculty and staff.
5. Work with and supports the Assistant Dean for Student Affairs in planning and implementing student events including open houses, new student orientations and graduation exercises.
6. Serve as a liaison between faculty and staff and administrative offices in the CON.
7. Participate with the administrators, faculty, and others in long range planning for the CON.
8. Facilitate collaboration with members of the University and community.
9. Promote the CON's interests at University-wide and community functions.
10. Serve as chair of appropriate graduate faculty meetings.

Supports the work of the faculty by managing resources:

1. Work with other members of the administrative team to develop, administer and monitor the budget.
2. Allocate resources in a systematic and logical manner which supports the mission of the College.
3. Approve expenditures related to faculty affairs and research.
4. Collaborate with the Assistant Dean of PhD Program and Scholarly Affairs on faculty needs and requests for research support, summer teaching assignments, leaves of absence, etc.
5. Work with the Assistant Dean for the PhD Program and Scholarly Affairs on the assignment of Graduate Assistants to faculty and facilitates relationships between the faculty and graduate assistants.
6. Work with Dean and Associate Dean of Administration in the assignment of faculty offices and secretarial support for faculty and the procurement of furniture and computers for new faculty.
7. Supervise assigned staff and conducts annual staff performance evaluation; encourages faculty support and cooperation in office policies and procedures; and facilitates relationships among faculty and staff
8. Work to develop external resources to support the mission of the CON.

Responsibilities: Research

1. Develop a creative vision for the CON Office of Research, disseminates that vision to the CON and the University, and obtains support for the enactment of that vision.

2. Direct the Office of Research by providing leadership and assistance in the development of faculty as productive researchers and by supervising the Grant Development and Biostatistics, Epidemiology and Research Design teams.
3. Provide resources and support for research development in the CON.
4. Develop, implements, and evaluates systems to support faculty, students, and post- doctoral fellows involved in research.
5. Plan and oversees CON research activities.
6. Oversee the development of tracking systems and databases for documentation of research activity and scholarly productivity of faculty and students in the CON. This includes faculty percent effort on grants, grant submissions, and awards(benchmarking).

Qualifications:

1. Doctorate in nursing or related field.
2. Experience in graduate education and progressive leadership responsibility in academic and research administration.
3. Outstanding history of grantsmanship and productivity in nursing or health-related research.
4. Evidence of strong interpersonal and communication skills.
5. Eligible for rank of associate or full professor.

Dean's Council (Approved, Reviewed, Update) 1/27/2015; 2/2/15; 2/20/15; 8/28/17; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

**Assistant Dean for Academic Programs: BSN, MSN & DNP and PhD
Position Description**

The Assistant Dean supports the respective Associate Dean (BSN, MSN & DNP, or PhD) in providing leadership in meeting the mission of the College of Nursing (CON). This position also provides leadership for quality related to curriculum management and assessment, recruitment and retention of students, faculty support and meeting academic regulatory standards for respective CON programs. This position also works collaboratively with Assistant Deans/Directors for academic operations and assessment affairs. Assistant Deans for Academic Programs serve at the pleasure of and report to the designated Associate Dean. DOE range 20% to 50%.

Responsibilities:

Works closely with the respective faculty and Associate Dean to support the growth and successful implementation of academic programming and committee functioning.

1. Identify didactic and/or clinical faculty teaching needs and monitors the outcomes.
2. Participate in the recruitment process by interviewing faculty candidates for positions.
3. Participate in hiring, orienting and evaluating faculty/adjunct faculty/preceptors/teaching or graduate assistants teaching in program.
4. Serve as a resource for faculty members having questions about the program and/or policies related to carrying out responsibilities within the program(s).
5. Serve as a resource for student admission and matriculation issues.
6. Keep the faculty advisors and the respective Associate Dean informed about advisees experiencing academic difficulties and works with both to develop plans to address the issues.
7. Refer students with issues related to a course to the course professor. If unable to resolve, refers in the following order: Track Coordinator (as indicated), Assistant Dean, and the faculty member's Associate Dean.
8. Refer students with issues related to a faculty member, who is not responsible for an enrolled course, to the respective Associate Dean.
9. Participate in regularly scheduled program meetings for faculty teaching in the program to review curriculum/curricula and discuss issues/concerns.
10. Work with Track Coordinators to ensure quality and, where appropriate, consistency within the program (e.g., use of the same textbooks in more than one course).
11. Provide leadership with evaluating part-time clinical faculty/preceptors.
12. Identify professional development opportunities for faculty to participate in conferences/workshops related to the respective program.

13. Stay abreast of regulatory requirements, standards of licensure and accreditation and engages in decision-making and/or action as needed.

Represents the program(s) to students:

1. Participate in student recruitment activities, such as open houses.
2. Actively engage with retention and time-to-degree progression of students.
3. Meet with prospective students, as needed, to answer questions about the program.
4. Participate in new student orientation activities and events.
5. Keep students informed about curricular issues/changes affecting their respective programs.
6. Conduct periodic informational sessions with students to address their concerns and issues.
7. Attend student events related to the respective program.

Coordinates implementation of respective program(s) curriculum/curricula and makes recommendations on managing resources within the department:

1. Advise the Associate Dean in allocating resources in a systematic and logical manner to support the mission of the CON, including assignment of faculty offices and secretarial support for faculty.
2. Make recommendations to the Associate Dean and/or Track Coordinators on course scheduling and workload within the academic unit.
3. Assist as appropriate with administration and/or faculty in the development of course schedules for fall, spring, and summer terms.
4. Work with Course/Track coordinators to evaluate clinical site placements.
5. Submit recommendations for curricular revisions to the appropriate curriculum committee.
6. Serve on the respective curriculum committee as defined by by-laws.
7. Contribute to updating program materials, such as the CON website, annually, and others, as needed.

The Assistant Dean fulfills the administrative responsibilities for the respective program(s), enhances communication and workflow within and outside the College:

1. Participate in faculty governance and promotes the voice of faculty.
2. Chair faculty meetings in Associate Dean's absence.
3. Assume responsibility for the day-to-day operations when Associate Dean is absent; addresses issues presented by personnel as appropriate in the absence of the Associate Dean.
4. Work with the Associate Dean, faculty, and others in long range planning for the CON.
5. In the absence of the Associate Dean, chairs the appropriate undergraduate or graduate faculty meeting and/or represents the Associate Dean at appropriate committees/functions.
6. Complete reports and surveys related to the respective program as requested.
7. Review course evaluations and end of program evaluations, and makes

- adjustments as needed, to ensure quality of program(s).
8. Function in an advisory capacity in administrative decision making.
 9. Participate in the annual program budget.
 10. Attend meetings related to academic program operations and/or assessment.
 11. Foster a culture of trust, respect and collegiality to promote an integrated mission for the CON.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or a related field with teaching experience in the program(s) content.
3. Eligible for the rank of associate or full professor.

Dean's Council (Approved, Updated, Reviewed): 1/27/2015; 2/2/15; 2/20/15; 9/5/17; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

**Assistant Dean for Academic and Student Affairs
Position Description**

The Assistant Dean for Academic and Student Affairs has delegated authority and responsibility by the Senior Associate Dean for planning, implementing, coordinating, and evaluating activities related to student affairs at the College of Nursing. The Assistant Dean provides direction and support and has planning and decision-making responsibility, accountability, and authority for these activities. DOE: 51% reporting to Student and Academic Life and 49% reporting to Senior Associate Dean.

Responsibilities:

1. Direct and manage the day-to-day operations of the Office of Academic and Student Affairs for both undergraduate and graduate programs.
2. Work with Student and Academic Life to assure the College of Nursing student advising experience is consistent with professional academic advising across the university.
3. Administer the College's academic policies with regard to student retention, progression, suspension, and graduation status.
4. Develop, implement, and evaluate a plan for academic and non-academic advising, support and retention of undergraduate and graduate nursing students.
5. Develop student activities and programs that enhance the academic experience of undergraduate and graduate students.
6. Hire and supervise staff to support student advising, recruitment, admissions, retention initiatives, counseling, compliance, and graduation services.
7. Develop and administers career planning and placement programs for the College (in collaboration with faculty and University Career Services).
8. Coordinate staff and faculty committee efforts in admission processes for undergraduate and graduate programs.
9. Serve as the advisor for undergraduate and graduate student governance councils and/or organizations.
10. Administer the budget and other resources related to student services activities of the College.
11. Serve as a resource for students, faculty, department chairs, program directors, other university personnel and parents on academic and student services issues.
12. Represent the College at the University, state, regional, national, and international levels related to student services.
13. Advise the Senior Associate Dean on the budget and other matters related to student services.
14. Provide data on student demographics, course enrollment, retention, and graduation to Dean and other administrators as requested.
15. Collaborate with the College's Development Office on matters related to Student Services.
16. Serve on College committees as defined by by-laws.

17. Assist Associate Deans for Faculty Affairs (undergraduate and graduate) in student related matters as indicated.
18. Perform other duties assigned by the Dean and Senior Associate Dean of the College of Nursing.

Qualifications:

1. Bachelor's degree in education or a related field, plus five years of work-related experience required;
2. Master's degree and previous supervisory experience preferred.

Dean's Council (Approved, Updated, Reviewed): 1/27/2015; 2/2/15; 2/20/15; 2/26/15; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

**Assistant Dean of Academic Operations
Position Description**

The Assistant Dean of Academic Operations provides leadership to assure quality related to curriculum management, instructional support services, and academic regulatory affairs. The Assistant Dean of Academic Operations works closely with Associate Deans and Assistant Deans of academic programs and the Director of Assessment, Accreditation and Analytics regarding academic/curricular leadership responsibilities. The Assistant Dean of Academic Operations serves at the pleasure of and reports directly to the Senior Associate Dean. DOE 20% to 40%

Administrative Responsibilities to Support Undergraduate Education:

1. Attends program committee and faculty meetings as needed (UPC, USAPC, UG Faculty).
2. Consults with appropriate stakeholders, such as the Associate Dean, Assistant Dean, Option Coordinators, and others, to assess needs and provide support so that requirements for accreditation and assessment are met.
3. Works with the Associate and Assistant Deans for the Undergraduate Program to ensure that resources are in place to support the academic mission of all undergraduate programs (Traditional, Second-career Option, Med Vet Option, and RN-BSN).

Administrative Responsibilities to Support Graduate Education:

1. Attends program committee and faculty meetings as needed (MSN/DNP, PhD, Graduate Faculty).
2. Consults with appropriate stakeholders, such as the Associate Deans, Assistant Deans, Option Coordinators, and others, to assess needs and provide support so that requirements for accreditation and assessment are met.
3. Works with the Associate and Assistant Deans for the MSN/DNP and PhD Programs to ensure that resources are in place to support the academic mission of all graduate programs.

Administrative Responsibilities to Support Compliance:

1. Works with identified staff, tracking program provider and University Health Service to assure that all students meet the TB screening, vaccination, health insurance, CPR, and background check requirements for the College and partnering health care agencies.
2. Revises compliance policies as needed in accordance with evolving national standards and health care agency requirements.

Administrative Responsibilities to Support Student Services:

1. Provides direct supervision to specified College divisions that work to support the academic mission of the College:
 - a. Instructional Design
 - b. Library Liaison
 - c. Writing Specialist
 - d. Student Support Specialist
2. Provides support as needed to other College divisions that work to support the academic mission of the College, including but not limited to Student Services and Simulation.
3. Provides support as needed to divisions outside the College that work to support the academic mission of the College, including but not limited to University constituents/academic units and distance learning partnerships.

Administrative Responsibilities for Special Academic Programming Projects/Analysis:

1. To include but not limited to new program development, analysis of current job descriptions and creation of new job descriptions, development of new policies, and assistance with strategic plan.
2. To include but not limited to representing the Senior Associate Dean for University or community outreach initiatives related to academic clinical partnerships or educational outreach.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or a related field required with academic teaching and administration experience and evidence of scholarship.
3. Eligible for the rank of associate or full professor.

Dean's Council (Approved/Updated/Reviewed): 9/3/17; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

**Assistant Dean of Faculty Practice
Position Description**

The Assistant Dean of Faculty Practice provides leadership to advance the College's mission for overall strategic assessment, planning, and evaluation of UKCON faculty practice within the UK HealthCare system and beyond. The Assistant Dean directs all clinical operations for the UKCON Phyllis D. Corbett Community Health Center to achieve goals related to accessible and quality health services in the Wilmore and Jessamine County community. The Assistant Dean works closely with the Office of Practice and Clinical Engagement Contracts for generating revenue through individual/expanded practices and clinical services. The Assistant Dean serves at the pleasure of and reports to the Associate Dean of MSN and DNP Faculty and Practice Affairs. DOE range 20% to 40%

Responsibilities:

Directs and manages clinical operations at the Phyllis D. Corbett Community Health Center in Wilmore, Kentucky:

1. Provides direct supervision for all NP Providers at the Wilmore clinic.
2. Manages staff assigned to specific initiatives related to clinical practice and community outreach.
3. Provides oversight of faculty practices and student practicum experiences.
4. Develops, implements, and analyzes/evaluates infrastructure to optimize clinical revenue operations.
5. Designs systems to support entrepreneurial development and high quality business practices.
6. Develops, maintains, and refines processes, policies and standard operating procedures related to faculty practice operations.
7. Develops and implements continuous quality improvement processes and peer review.
8. Creates a culture that supports scholarly practice and use of business models for decision-making.
9. Conducts regular business meetings related to clinical practice affairs.

Advances clinical revenue outcomes for the College:

1. Formulates strategies to market and expand the College's outreach for faculty practice.
2. Obtains funding and support for academic nursing practice initiatives by developing contracted services for community-based programs that will enhance faculty practice outreach.
3. Promotes cooperative and collaborative practice arrangements with clinical agencies in the community.
4. Serves as the College's liaison to other entities engaged in practice and related activities.
5. Negotiates faculty practice agreements in collaboration with the Office of Practice and Clinical Engagement Contracts.
6. Advises the College's Leadership team on matters related to community outreach and practice initiatives.

Promotes professional growth and clinical scholarship for the College:

1. Supports clinical faculty in preparation for promotion, tenure, awards, recognition, or committee membership (e.g. university or national).
2. Provides leadership with core functions of the Faculty Practice Council.
3. Maintains own program of research/clinical scholarship and practice.

Qualifications:

1. Current licensure to practice in Kentucky as an Advanced Practice Registered Nurse (APRN), Family Nurse Practitioner.
2. Doctorate in nursing or related field.
3. Demonstrated expertise in primary care APRN practice, supervision of APRN faculty and student teaching and advising.
4. Expertise in federal, state and University regulation and accreditation standards for clinical practice settings.
5. Eligible for the rank of tenured associate or full professor.

Dean's Council 9/05/17jh; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

Academic Program/Track Coordinator
Position Description

The Program Coordinator (PC) provides leadership to assure quality related to curriculum management and assessment, recruitment and retention of students, faculty support and compliance with academic regulatory standards for the following programs: RN-BSN, Accelerated BSN, and the Advanced Practice Nursing (APN) Tracks: Family Nurse Practitioner, Pediatric Acute Care Nurse Practitioner, Pediatric Primary Care Nurse Practitioner, Psych-Mental Health Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, Adult-Gero Clinical Nurse Specialist, Advanced Healthcare Leadership (MSN and Executive Nurse Leadership), and post-certificate programs. The PC works closely with the respective Assistant Dean regarding academic/curricular leadership responsibilities; serves at the pleasure of and reports directly to the respective Associate Dean for faculty responsibilities. DOE ranges 5% to 20%.

Responsibilities:

1. Works closely with the respective Assistant and Associate Deans to identify faculty needs for the specialty areas.
2. Assists in the orientation of new faculty assigned to teach in the specialty area.
3. Ensures that the clinical site placements are carried out according to the policies and procedures in the Faculty and Staff Handbook including but not limited to: ensuring a valid contract with the site, health screening requirements are met by the students and (College) faculty preceptors, agencies have been informed of student placements and learning experiences, etc.
4. Confirms and finalizes clinical site placements with the appropriate agencies.
5. Works with program part time clinical faculty to ensure that course tasks are completed and that faculty are providing appropriate clinical monitoring of students.
6. Maintains required records and databases for program/track.
7. Identifies students experiencing difficulties in meeting the academic or clinical requirements and works with respective advisors, Assistant and Associate Deans in developing plans to address the problems.
8. Informs students of curricular issues and changes affecting their programs.
9. Identifies the need for curricular adjustments in the specialty area and, in consultation with specialty faculty and the respective Assistant Dean, proposes changes to the curriculum.
10. P
Participates in and/or delegates faculty to assist with student recruitment efforts in the specialty area.
11. Represents the program at special events, such as College of Nursing and University graduation.

Represents the program to students:

1. Actively engages in recruitment, retention and time to degree progression of students
2. Participates in student activities/events, such as health/career fairs, open houses, etc.

3. Meets with prospective students, as needed, to answer questions about the program.
4. Participates in new student orientation activities and events.
5. Provides student communication related to curricular issues and/or changes affecting their programs of study.
6. Conducts periodic informational sessions with students to address their concerns and issues.
7. Attends student events related to the respective program.

Coordinates implementation of respective program curriculum:

1. Collaborates with the respective Assistant and Associate Deans in the development of course schedules for fall, spring, and summer terms.
2. Works with the respective Assistant Dean to evaluate clinical site placements.
3. After consultation with specialty faculty and respective Assistant Dean, submits recommendations for curricular revisions to the appropriate curriculum committee.
4. Serves on the respective curriculum committee as defined by by-laws.
5. Updates program materials such as the website annually, and others as needed.

Fulfills the administrative responsibilities for the respective program:

1. Completes reports and surveys related to the respective program, as requested by the Assistant and Associate Deans or the Director of Accreditation and Strategic Outcomes.
2. Reviews course evaluations and end of program evaluations, and makes adjustments as needed, to ensure program quality.
3. Functions in an advisory capacity in administrative decision making.
4. Provides input for the annual program budget.
5. Participates in hiring, orienting and evaluating single course faculty/adjunct faculty/preceptors teaching in the program.
6. Attends meetings related to academic program operations and/or assessment.
7. Completes and approves all verification processes necessary for regulation such as certification boards and/or licensure boards.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. The Track Coordinator for the nurse practitioner programs must be nationally board certified and maintain current practice.
3. Doctorate in nursing or a related field required for MSN, DNP, and PhD program; doctorate preferred and masters in nursing required for BSN program/track; teaching experience required for all programs.
4. Eligible for the rank of senior lecturer, associate or full professor.

Dean's Council 1/27/2015; 2/2/15; 2/20/15; 8/28/17; 7/6/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Director of Accreditation and Strategic Outcomes
Position Description

The Director of Accreditation and Strategic Outcomes (DASO) advances the College's mission by ensuring an integrated planning, organizing, and coordinating of activities required for University-wide assessment of strategic goals as well as standards for state and national regulatory bodies. S/he works effectively with administrators in academic, healthcare and accreditation organizations as well as other including but not limited to students, faculty, and clinical staff in helping to develop strong linkages with service agencies. S/he maintains engagement with teaching and advising as well as scholarly activities. Working closely with all Associate Deans and Assistant Deans, the DASO serves at the pleasure of and reports to the Senior Associate Dean. S/he provides leadership with building a culture of service to support assessment, continuous quality improvement, and planning activities to be consistent with College mission, values, and vision with a DOE range of 20% to 40%.

Teaching and Advising:

1. Actively participates in the preparation, delivery, evaluation, and revision of theoretical content within assigned courses. This may involve the planning, guidance, and evaluation of clinical experiences for students. It also includes the enforcement of the CON and clinical agency rules and regulations, the Behavioral Standards in Patient Care, and the Health Science Student Professional Behavior Code.
2. Participates in evaluation and revision of curriculum.
3. Participates in faculty and course meetings.
4. Serves as faculty advisor for assigned students. This involves periodic meetings with students, either individually or in groups, and other communications as needed to facilitate their scholarly development and identity with the CON and the profession, to provide career and academic counseling, and facilitate their integration into the life of the CON.
5. Assists with the development of courses and programs as requested.

Administrative Responsibilities for Accreditation and Strategic Outcomes:

1. Serves as a liaison between the CON and the University assessment office and external regulatory and accreditation agencies. This involves collaborating with appropriate agency personnel to develop and implement meaningful assessment and evaluation approaches to promote the development and maintenance of standards across the CON's undergraduate and graduate programs.
2. Monitors the process of the implementation of the University and CON Systematic Evaluation Plan.
3. Acquires data and prepares progress report on the University and CON Strategic Plan.

4. Assures that course and instructor evaluations are completed and the data are obtained and prepares reports as requested.
5. Coordinates/generates program and CON data acquisition and responding to University, state and national affiliates reporting needs as requested.
6. Coordinates data acquisition for grant reports, presentations etc. as requested.
7. Monitors program outcomes, appraises Dean, Associate Deans, Assistant Deans, and faculty of the data to promote student success.
8. Collaborates with faculty to assure all of the programs' curricula are aligned with the Kentucky Board of Nursing regulations, national nursing standards and SACS accreditation standards.
9. Monitors and updates program printed materials (paper and online) for accuracy.
10. Updates and refines the Systematic Evaluation Plan in response to changes in State and National accreditation standards.
11. Supports the CON's mission by providing ongoing assessment of evaluation data.
12. Serves on the university distance learning task force for state authorizations and professional board approvals.
13. Serves on the University Assessment Council.
14. Other projects as directed by the Dean/Senior Associate Dean.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctoral degree in nursing or related field required.
3. Demonstrated expertise in teaching, advising, student-learning & program outcome evaluation, and accreditation and regulation standards.

Dean's Council (Approved, Updated, Reviewed): 09/21/17; 7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

Director of Diversity, Equity and Inclusion
Position Description

The Director of Diversity, Equity and Inclusion (DEDI) provides leadership to recruiting and retaining a competitive workforce that values diverse thoughts and ideas. Integrating diversity and inclusion within all areas of the College is critical for the University's strategic goal of being an intellectually vibrant climate where a variety of ideas and perspectives work together to foster innovation.

The DEDI reports to the Dean of Nursing for diversity and inclusion affairs with a DOE range of 20% - 40% to provide leadership to foster engagement with making recommendations for programs and initiatives that promote diversity and inclusion in the College.

Responsibilities:

Works closely with the Dean and senior administration to implement the strategic initiatives related to workforce diversity, equity and inclusion:

1. Participates in the recruitment process by interviewing faculty/staff candidates for positions.
2. Participates in the orientation of new faculty and staff.
3. Serves as a resource for marketing materials of academic programs and/or faculty recruitment materials.
4. Keeps the faculty advised of academic and student life matters related to diversity and inclusion.
5. Serves as a resource for faculty leaders to ensure quality and, where appropriate, diversity and inclusion program development.
6. Informs faculty of opportunities to participate in conferences/workshops related to diversity and inclusion.
7. Stays abreast of regulatory requirements and/or best standards of practice for workforce diversity and inclusion.

Represents diversity, equity and inclusion affairs to community of interest:

1. Participates in student recruitment activities, such as open houses.
2. Meets with prospective students/faculty/staff, as needed, to answer questions about diversity and inclusion.
3. Participates in new student/faculty/staff orientation activities and events as appropriate.
4. Conducts periodic informational sessions with students/faculty/staff to address their concerns and issues.
5. Attends student/faculty/staff events related to diversity and inclusion.

Administrative and leadership responsibilities:

1. Assists with reports and surveys related to diversity, equity and inclusion affairs.
2. Serves as Co-Chair of the Diversity, Equity and Inclusion Council and coordinates bi-annual meetings.
3. Functions in an advisory capacity in administrative decision making for diversity and inclusion affairs.

4. Serves as lead facilitator for strategic plan related to diversity and inclusion initiatives.
5. Provides leadership for submitting HRSA grant/related funding to improve student diversity.
6. Manages DEDI annual budget related to promoting workforce diversity and inclusion activities.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or a related field with teaching experience in the program(s) content.
3. Eligible for the rank of associate or full professor.

Dean's Council (Approved, Updated, Reviewed): 6/17/15; 7/7/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Director for Clinical Simulation and Learning Center
Position Description

The Director for Clinical Simulation and Learning Center (CSLC) promotes the mission, vision, and goals of the CSLC by providing leadership and support for faculty and staff development in simulation according to standards of best practice. Collaborates with faculty and staff to incorporate simulation technology in nursing education across programs. The Coordinator position serves at the pleasure of and reports to the Assistant Dean of Academic Operation with a DOE range of 20%-40% for CSLC and 60-80% for faculty responsibilities.

Responsibilities:

1. Provide daily oversight of CSLC operations, and supervision and assignment of duties to CSLC faculty and staff.
2. Seek grant funding to support and promote simulation education
3. Lead the use of evidence based simulation models to develop, implement, and evaluate simulation scenarios as an educational modality
4. Stays up to date on current practices related to simulation education
5. Evaluate clinical simulation curriculum to achieve the mission, vision and goals of the CSLC.
6. Support the teaching, research, and revenue-generating goals of the Center.
7. Operate simulation technology in development and implementation of simulated clinical events.
8. Develop and implement special projects within the simulation center
9. Attend and participate in meetings related to the simulation center and implementation of evolved plans.
10. Mentor students and faculty.
11. Collaborate with faculty to develop simulation curricula.
12. Participates in Undergraduate and DNP Program Committees
13. Facilitate use of CSLC with/between all programs within the CON.
14. Maintain vendor relationships.
15. Represent the CSLC locally, regionally, and nationally.
16. Oversee accreditation efforts and ensures that the CSLC upholds all accreditation standards.

Qualifications:

1. Master's degree in Nursing required.
2. Preferred Doctorate in Nursing.
3. Minimum of three years of professional nursing experience within the last five (5) years
4. Three years simulation experience.
5. Active Kentucky license as a registered nurse required.

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

Chair of Work-life and Student Mental Health Wellness

Position Description

The Chair of Work-Life and Student Wellness provides leadership for members of the Work-life and Student Wellness Council to meet strategic goals of the University of Kentucky and College of Nursing related to healthy work-life and student wellness. This includes ensuring collaboration and commitment between the faculty, staff and students of the CON to promote and create strategic implementation of mental, physical, social and mindful practices that enhance the ongoing development of a diverse, vibrant, and respectful academic workplace climate where a resilient workforce, along with their knowledge, ideas and perspectives can flourish.

The Chair of Work-life and Student Wellness serves at the pleasure of and reports to the Senior Associate Dean with 5%-20% allocation for DOE support and reports to the appropriate Associate Dean for faculty responsibilities for the remaining 80% -95% allocation of DOE.

Responsibilities:

1. Chair the Work-Life and Student Wellness Council
2. Work closely with the Senior Associate Dean and senior administrators to implement work life engagement strategies that support and promote healthy working and learning environments for faculty, staff and students.
3. Provide advice to senior administrators on decisions regarding resources needed to promote the health of faculty, staff and students
4. Assist in managing the designated resiliency space for faculty, staff and student guided activities across the health profession colleges
5. Monitor and evaluate all aspects of the Work-Life and Student Wellness Council to ensure programsuccess
6. Represent the College for University related work-life and student wellness goals andobjectives

Required Qualifications:

1. Current licensure to practice nursing in Kentucky
2. Doctorate in nursing or a related field
3. Mental health expertise and experience as a group facilitator
4. Certified in mindfulness /stress reduction/ resilience related areas
5. Rank of assistant professor or higher

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Chair of Global Affairs

Position Description

The Chair of Global Affairs provides leadership to meet strategic goals of the University of Kentucky and College of Nursing related to student and faculty engagement in the global and local community. This includes ensuring students of the CON have transformational opportunities to learn, practice and develop cross-cultural skills necessary to promote health in diverse environments. In line with the strategic plan of UK, this position will promote student and faculty global engagement to foster the development of citizen-scholars.

The Chair of Global Affairs is a leadership position that will have responsibility for leveraging and growing global initiatives and programs at the College of Nursing, by building strong collaborative relationships among individuals, programs, and organizations. This position will also serve to yield greater visibility in the global community at UK, particularly in the health care colleges through interprofessional education, research and practice. The chair will strive to seek innovative approaches to confront global health issues and create opportunities to engage students both locally and abroad.

The Chair of Global Affairs serves at the pleasure and reports to the Senior Associate Dean with 5-20% allocation for DOE support and reports to the appropriate Associate Dean for faculty responsibilities for the remaining 80-95% allocation of DOE.

Responsibilities:

1. Co-chair the Global Affairs Council
2. Work with the senior administrators and faculty, Education Abroad, and the International Center to implement global engagement strategies that support and promote interprofessional practice, research and student learning opportunities.
3. Establish and maintain global health partnerships to promote student and faculty engagement.
4. Work with the Senior Associate Dean and Associate Dean of Research to identify opportunities (grants, foundations, donors) to support global health engagement, practice and research.
5. Oversee the Global Health track in the undergraduate program and expand opportunities for graduate student engagement.
6. Maintain and improve interprofessional collaboration in global health education, practice and research.
7. Recruit and promote global health programs to undergraduate and graduate CON students.
8. Play a leadership role in developing the vision and mission of global health at the CON and represents the College for University.

Required Qualifications:

1. Doctorate in nursing, rank of assistant professor or higher, preferred: ANCC Board certified in Public and Community Health Nursing, Clinical Nurse Specialist

2. Current licensure to practice nursing in Kentucky
3. Experience teaching, leading and facilitating global health education and research
4. Completed faculty training with the Consortium of Universities of Global Health to develop and maintain ethical experiential global learning opportunities (or equivalent).
5. Demonstrate team-based approaches to support collaboration and maintaining productive partnerships in an academic setting.
6. Demonstrate competence in cross-cultural communications and the ability to work in low, middle, and high income communities.

UKCON Dean's Council 7/30/19,7/7/20

**UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING**

Chair of Instructional Design and Innovation (IDI)

Position Description

The Chair of Instructional Design and Innovation provides leadership to help faculty and staff meet strategic goals of the University of Kentucky and College of Nursing related to ensuring online learning is engaging, interactive, and instructionally sound. The chair works closely with the members of the Instructional Design and Innovation Council to improve the CON faculty and student teaching/learning experience through faculty development and enhancement of instructional design and technology. The chair works with the Office of Academic Operations and Assessment to ensure compliance with accreditation standards and assessment measures.

The Chair of Instructional Design and Innovation serves at the pleasure of and reports to the Senior Associate Dean with 5%-15% allocation for DOE support and reports to the appropriate Associate Dean for faculty responsibilities of the remaining 85 -95% DOE allocation.

Responsibilities:

1. Co-chair the Instructional Design and Innovation Council to ensure responsibilities are met.
2. Works closely with the University's Office of Teaching, Learning and Innovation, the Senior Administration, and Information Technology to implement strategic initiatives to advance online learning.
3. Serves as a standing member of the Academic Leadership and Faculty Advancement Council.
4. Serve as a liaison between faculty and Center for the Enhancement of Learning and Teaching (CELT)
5. Foster communication and the mutual exchange of ideas among students, staff, administrators, faculty, University of Kentucky Analytics and Technology management, and community partners in relation to current and future instructional technology.
6. Assure that Quality Matters (QM) is evident throughout all online and hybrid courses/programs, using the QM Rubric for online education.
7. Represent the College for University related online education goals and objectives.

Required Qualifications:

1. Current licensure to practice nursing in Kentucky
2. Doctorate in nursing or a related field
3. Teaching experience in online degree programs
4. Certified in online teaching
5. Engagement in the evaluation of and scholarship for online learning
6. Teaching and/mentoring experience for undergraduate and graduate
7. Rank of assistant professor or higher

UKCON Dean's Council 7/30/18,7/7/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Chair of Advancement of Student Scholarly Affairs

Position Description

The Chair of the Advancement of Student Scholarly Affairs (CASSA) provides leadership to promote research and scholarship opportunities for undergraduate and graduate students in the College of Nursing by fostering multidisciplinary research and scholarship within the College of Nursing and beyond. Working closely with Assistant Deans/Associate Deans regarding academic/scholarly curricular activities, the CASSAC provides leadership to meet strategic goals related to student scholarship and research engagement outcomes.

The CASSA serves at the pleasure of and reports to the Associate Dean for Research and PhD Faculty Affairs for a DOE range of 5% - 20% as CASSAC and other faculty responsibilities for 80%-95%.

Responsibilities:

1. Chair the Advancement of Student Scholarly Affairs Council, coordinating faculty and student representatives.
2. Represent the College at special scholarly events, such as College of Nursing and University graduation or at SNRS, MNRS, GNAAC, Delta Psi, STI, UKMC Research Papers Day or CCTS Student Showcase.
3. Function in an advisory capacity in administrative decision making related to student scholarship and research.
4. Attend meetings related to student scholarship and research operations and/or assessment
5. Liaise with UK HealthCare, Central Baptist and the Office of Undergraduate Research to promote research and scholarship.
6. Engage in other activities as directed by the Associate Deans to advance student scholarship and research engagement.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or a related field required, with experience teaching/mentoring undergraduate and graduate nursing students.
3. Experience with academic nursing leadership.
4. Established national recognition as a leader and/or fellow.
5. Eligible for appointment as a tenured associate or full professor.

Dean's Council approved 12/02/19; 12/19/19; 7/7/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Chair of Practice Readiness
Position Description

The Chair of Practice Readiness (CPR) provides leadership to promote the skills of clinical reasoning and judgement and clinical communication across the curriculum in all pre-licensure BSN tracks in the College of Nursing. Working closely with the Associate and Assistant Deans and course faculty, the CPR provides support to meet strategic goals of promoting academic excellence and growth in the undergraduate program.

The Chair of Practice Readiness (5-20% DOE allocation) serves at the pleasure of and reports to the Associate Dean for Undergraduate Faculty and Interprofessional Educational Affairs for CPR and other faculty responsibilities.

Responsibilities:

1. Works collectively with course faculty to implement strategies that support the development and enhancement of practice ready skills in undergraduate pre-licensure tracks.
2. Promotes the integration of activities, assignments and evaluations across all programs to promote student practice readiness that will meet NCSBN and AACN competencies.
3. Facilitates the development of signature assignments that will scaffold and build across the curriculum to promote academic excellence in undergraduate education.
4. Advocates for faculty and student engagement in activities that will promote academic excellence and growth in the undergraduate program with particular focus on practice readiness, quality and safety.

Fulfills the administrative responsibilities for scholarly student affairs:

1. Provides advice and counsel, collectively and individually, to the Associate Dean, the Assistant Dean and course faculty related to activities across the curriculum to enhance practice readiness.
2. Functions in an advisory capacity in administrative decision making related to undergraduate course, clinical, and lab activities and evaluations related to practice ready skills.
3. Attends meetings related to student academic excellence and curriculum development (e.g. Undergraduate Program Committee (UPC) and Undergraduate Leadership Committee (ULC)).
4. Engages in other activities as directed by the Associate Dean of Undergraduate Faculty and Interprofessional Educational Affairs.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or a related field required, with experience

teaching/mentoring undergraduate nursing students.

3. At least 3 years of direct patient care experience
4. Experience with academic nursing leadership and practice readiness.

Dean's Council approved 7/7/20

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

Chair of Student Success

Position Description

The Chair of Student Success is responsible for directing student success programs in all pre-licensure BSN tracks in the College of Nursing. Serves as a resource, liaison, and advocate for a diverse population of students. Collaborates with Associate and Assistant Deans and course faculty in planning, implementation, and evaluation of student support programs that empower students to succeed academically and personally.

The Chair of Student Success (5-20% allocation for DOE support) reports to the Associate Dean for Undergraduate Faculty and Interprofessional Educational Affairs.

Responsibilities:

1. Reviews academic progress and facilitates student awareness of available support and programs.
2. Works collaboratively to identify high-risk students and works proactively to support student success.
3. Provides vision, strategic direction, and accountability for developing programs and services that support undergraduates' academic transition and success such as peer tutoring, success coaching, and mentoring.
4. Participates in committees coordinating retention and student success initiatives (e.g. Undergraduate Student Admission and Progression, Undergraduate Program Committee and Undergraduate Academic Leadership).
5. Maintains appropriate records and data to document impact of programs and services.

Qualifications:

1. Current licensure to practice nursing in Kentucky.
2. Doctorate in nursing or a related field required.
3. At least 3 years working with undergraduate nursing students.
4. Experience with academic nursing leadership.

Dean's Council approved 7/7/20