The University of Tennessee Knoxville, College of Nursing

Executive Associate Dean for Academic Programs and Associate or Full Professor

As the state’s flagship school, the University of Tennessee Knoxville is home to over 100 research institutes and centers and numerous specialized research laboratories and consortia. Student enrollment totals more than 27,000 and research funding surpasses $188 million. Located near the Great Smoky Mountains and numerous lakes, Knoxville offers abundant recreational attractions, cultural attractions such as opera and symphony, low cost of living, and high quality residential neighborhoods.

The Executive Associate Dean for Academic Affairs is the College of Nursing’s chief operating officer for academic matters. The Executive Associate Dean provides leadership to ensure students have a positive learning experience that results in competent professionals who can meet the health care needs of state/nation. The Executive Associate Dean is accountable to the University Dean, is a member of the Administrative Team.

Responsibilities include:
1. Provides overall strategic direction, vision, and leadership for academic programs of the College of Nursing.
2. Holds ultimate responsibility for maintaining accreditation status of the School of Nursing’s academic programs.
3. Empowers the faculty and establishes a strong working relationship with them.
4. Coordinates activities of academic programs with campus/university academic support systems to ensure a well-integrated plan of operation compatible with the College of Nursing's goals and mission.
5. Assumes administrative accountability for ensuring the quality of the degree-granting educational programs.
6. Creates synergy across the responsibilities of the Assistant Dean for Undergraduate Programs, Assistant Dean for Graduate Programs, PhD and DNP Program Directors and Program Coordinators.
7. Oversees delivery of student services and evaluates the Director of Student Services.
8. Represents the College of Nursing's interests internally on matters related to academic programs within the University and externally to constituents.
9. Creates a seamless data management system for monitoring and facilitating academic programs.
10. Is responsible for preparing all administrative reports bearing on academic programs.
11. Demonstrates an administrative style that is responsive to the needs of highly prepared individuals.
12. Maintains personal academic faculty obligations in teaching, service, and research in accordance with area of expertise.
13. Accountable for implementing a continuous quality improvement process for monitoring academic
outcomes.

14. Provides development, support, and guidance to administrators for whom responsible.
15. Establishes productivity and workload standards in consultation with faculty and other administrators.
16. Ensures recruitment and retention of qualified and diverse faculty and students.
17. Manages overall academic budget; makes recommendations and implements actions that increase funds.
18. Develops and implements enrollment plans.
19. Conducts annual review of clinical faculty and academic affairs staff.
20. Responsible for all clinical affiliation agreements, adjunct faculty, and external academic reports and surveys.
21. Responsible for all academic documents and processes including academic calendar, policies and procedures, master schedule, time tables, handbooks, and catalog.

The College of Nursing offers:
- Office of Research Services
- Nurse-managed School-based Health Center using telehealth communications
- State of the Art Simulation Center with Smart Home for testing prototypes
- Mentorship and grant writing support at both College and University levels

Minimum Qualifications for this position include:
- BSN OR MSN and earned doctorate in nursing, education or related field
- Eligible for licensure as a Registered Nurse in the state of Tennessee
- Professional experience commensurate with rank
- Evidence of research or creative activities
- Demonstrated leadership abilities and commitment to the profession
- Effective interpersonal communication skills and ability to function effectively in large, complex organization.

Desirable Qualifications:
- Experience leading curriculum changes, quality improvement and continuous improvement
- Experience in managing groups of personnel including interviewing, hiring, evaluating and counseling, and terminating personnel
- Experience with Advanced Practice Nursing Programs.

For more information, visit our web site: http://nursing.utk.edu/. Interested applicants may send or email a cover letter, curriculum vitae, and three letters of reference to: Victoria Niederhauser, DrPH, RN, FAAN Dean & Professor, The University of Tennessee College of Nursing, 1200 Volunteer Blvd., Suite 301, Knoxville, TN 37996-4180, vniederh@utk.edu. Screening of applicant credentials will begin immediately and continue until position is filled. Rank and salary based on qualifications and experience.