The Associate Dean and Director of Graduate Studies has primary responsibility for providing innovative leadership in planning, implementing and evaluating both the master's and doctoral programs in the College of Nursing (CON). The ideal candidate has experience teaching at the master's and doctoral levels, experience in academic administration, significant scholarly accomplishments, and national and international service.

*The UND College of Nursing:*

- Offers a full range of programs, from baccalaureate to doctoral levels with 125 graduate students, 6 master's tracks, & a PhD program focused on vulnerable populations
- Has NIH-funded behavioral research building to be completed in 2008.
- Is 11th among nursing programs in research funding in the U.S.
- Has the only planning grant awarded to nursing for Clinical and Translational Science Awards among 52 funded projects.
- Leads the country with a successful Recruitment and Retention of American Indians into Nursing (RAIN) project.

*University Community:*

- UND has a unique combination of aerospace sciences, law, strong liberal arts offerings, medicine, and nursing.
- The Princeton Review ranked UND #9 in the country for its undergraduate entrepreneurship programs.
- School of Medicine and Health Sciences ranked 5th in nation for rural medicine by U.S. New & World Report

Submit letter of application addressing your qualifications with curriculum vita and names of three references to:

Donna L. Morris, DrPH, CNM, AHN-BC
Chair of the Search Committee
College of Nursing, University of North Dakota
430 Oxford St., Grand Forks, North Dakota 58202-9025
For additional information call 218-766-9877 or email: donnamorris@mail.und.edu

See full job description at [http://www.nursing.und.edu/](http://www.nursing.und.edu/)

University of North Dakota is an Equal Opportunity/Affirmative Action Employer
TITLE OF POSITION:
Associate Dean and Director, Graduate Studies

POSITION DESCRIPTION:

The Associate Dean and Director, Graduate Studies is a key administrator in the College of Nursing and is a member of the college Executive Council. The Associate Dean and Director, Graduate Studies has primary responsibility for providing forward-thinking leadership in planning, implementing and evaluating the graduate programs of the College of Nursing. The Associate Dean and Director, Graduate Studies works collaboratively with administrators and faculty in assuring the provision of high quality academic programs based on anticipated workforce needs in the dynamic health care environment. The Associate Dean and Director, Graduate Studies reports to the Dean of the College of Nursing.

QUALIFICATIONS:

1. Master’s in nursing and earned doctorate in nursing or related field.
2. Eligibility for licensure as a registered nurse in North Dakota.
3. Teaching experience in nursing at the baccalaureate and masters levels.
4. Administrative experience in an academic setting.
5. A substantial record of scholarship.
6. Appropriate participation and service in professional and/or community organizations.
7. Ability and skills to work independently and collaboratively with faculty, students and others.

APPOINTMENT AND CONTINUATION:

This normally will be a calendar year appointment with no more than 50 percent administrative responsibility. This position is administrative; however, the Associate Dean and Director, Graduate Studies will have a courtesy appointment in one of the departments of the college. The administrative appointment is for a three-year renewable term. Evaluation of the faculty role and the administrative role are separate and are conducted in compliance with the existing college processes.

RESPONSIBILITIES:

Administration

1. Provides leadership in the ongoing development of the graduate nursing programs within the College of Nursing.
   - Serves as a member of the Graduate Council and the Doctoral Council.
   - Serves as a member of the College Assessment Committee.
   - Administers the appointments of graduate teaching assistants and the awarding of Professional Nurse Traineeships and other programs of financial aid for graduate students.
   - Develops and implements an effective system of academic recruitment, advisement, and matriculation for graduate students.
   - Plans orientation for new graduate students.
   - Coordinates and facilitates outreach graduate education.
   - Writes grants to support curricular development as appropriate.
2. Coordinates academic matters with appropriate units within the university and NDUS to implement the graduate curricula.
3. Develops and implements the curriculum evaluation component of the graduate nursing program. Ensures that all evaluation and assessment data points for Graduate program are collected and analyzed, with data outcomes share with appropriate committee, the Dean, and the faculty.
4. Provides leadership in the implementation of the College Assessment Plan for graduate programs.
5. Handles graduate student academic leave of absence requests, petitions and grievances in accordance with established policies in collaboration with the Dean.
6. Assures the effective development and operation of the associate dean’s office and the Learning Resource Center.
7. Supervises and evaluates the LRC manager.
   - Recruits, hires, and evaluates members of the associate dean’s office staff in collaboration with appropriate college personnel.
8. Participates in the overall operation of the college.
   - Participates in the development of planning documents.
   - Participates in the planning and management of the fiscal resources allocated to the college.
   - Prepares and/or contributes to reports and records related to academic programs.
   - Participates in recruitment and orientation of faculty.
   - Assumes other assignments as delegated by the dean.
9. May assume responsibility for the administration of the college in the dean’s absence.

Faculty Responsibility

1. Teaching
   - Participates in teaching consistent with the mission of the College of Nursing.
   - Teaching reduction up to 50% of full equivalent load.
2. Research/Scholarship
   - Participates in research and scholarly activities.
   - Contributes to the creation and sustenance of a climate of scholarship and healthy debate.
3. Service
   - Serves as a resource person for faculty and students.
   - Participates in appropriate professional, college, and university organizations.