

**Duke University School of Nursing**

**Job Description: Assistant Dean, Doctor of Nursing Practice (DNP) Program  
(Administrative Appointment)**

**Last Update: September 18, 2020**

**General Purpose**

The DNP Assistant Dean provides primary leadership to DUSON faculty in revising, implementing revisions, and evaluating the DNP program. The Assistant Dean, in collaboration with the Vice Dean for Academic Affairs, is responsible and accountable for the overall academic integrity of the DNP program and coordinates student and faculty activities within the program to include evaluation of teaching and learning. The Assistant Dean works closely with the Vice Dean for Academic Affairs (VDAA) for all responsibilities and

related to the Doctoral Program.

Responsibilities

1. Provide leadership in development of program evaluation criteria to assist the VDAA, faculty, and students in regular and systematic assessment of program quality.
2. Provides leadership to the faculty in ongoing program improvements based on results of evaluation results and emerging trends in nursing education.
3. Coordinates the revision of the curriculum and other program components (e.g., scholarly portfolio and scholarly project) ensuring that DNP program exceeds national, state, and professional organization standards for program quality.
4. Coordinates with elected DNP Program Committee Chair(s) to review, discuss, and approve program elements such as policies on Scholarly Project requirements, courses, and ongoing decisions related to curriculum quality monitoring and revision. In coordination with the DNP program Committee Chair, monitors and reports on students' progress towards degree completion.
5. Coordinates and mentors faculty efforts in DNP course development, implementation, and evaluation.
6. Ensures DNP program with nurse anesthesia specialty meets or exceeds Council of Accreditation standards.
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16. Tracks data on applicants, matriculants, and graduates; disseminates analysis and trends for strategic planning.

**Requirements**

Qualified candidates will hold an earned doctoral degree and will be eligible for appointment in a senior professorial rank (associate professor or higher), have a history of experience in doctoral nursing education, academic administration, and be actively engaged in nursing scholarship.

Position reports to: Vice Dean for Academic Affairs

**Qualifications:** Must meet the criteria for appointment as described above. Preferred qualifications include active licensure as a Registered Nurse and experience in academic administration in a school/college of nursing.