

Duke University School of Nursing

Job Description: Assistant Dean PhD Program (Administrative Appointment)

Last Updated: September 18, 2020

General Purpose: The Assistant Dean for the PhD Program provides primary leadership to DUSON faculty in developing, implementing, and evaluating the PhD program. The Assistant Dean, in collaboration with Graduate Faculty and the Vice Dean for Academic Affairs, is responsible and accountable for the overall academic integrity of the PhD program and coordinates student and faculty activities within the program. The Assistant Dean for the PhD Program is also a Director of Graduate Studies (DGS) and as such, is nominated by the department and appointed by the Dean of the Graduate School for a specified term of service. The Assistant Dean for the PhD Program is the primary representative of the Program both within and beyond DUSON. The Assistant Dean for the PhD Program reports to the Dean of the Graduate School and to the Vice Dean for Academic Affairs (VDAA) for all responsibilities and activities related to the Doctoral Program.

Essential Duties

1. Provides leadership in development of pG (n dE4 ((de)-1 (r)-2 (s)-1 (hi)-2 (p)5 (it)-1 mchJ0.002 1 (s)1 (faculty as appropriate.
6. Oversees faculty engaged in doctoral student advisement, dissertation supervision, and chairing dissertation committees, mentoring faculty as needed.
7. Coordinates, or appropriately delegates, the specified non-course components of the doctoral program such as facilitating access and attendance at research seminars, identifying opportunities to present at research conferences, achievement of benchmarks outlined in the scholarly portfolio.
8. Directs and assists with PhD student recruiting.
9. Oversees the development of admission criteria, admission review process and fellow committees, ensuring equal, fair, and timely consideration of all applicants.
10. Writes the justification for (with assistance of admissions committee), and signs off to Graduate School on, all departmental recommendations for admission/rejection.
11. Oversees selection of students and forwards nomination of students for Graduate School fellowships.
12. Serves as initial faculty advisor and continuing advocate for all PhD students, approves changes in status.

13. Assigns faculty advisors to PhD students no later than the end of the first year.
14. Advises the VDAA on teaching assignments for PhD program.
15. Oversees faculty selection and recommendations of DUSON faculty members to the Graduate Faculty.
16. Collaborates with VDAA to ensure adequate resources for implementation of the program, including identifying and securing external grants as appropriate.
17. Represents the School of Nursing at Graduate School academic and social functions, or delegate as appropriate.
18. Coordinates, in collaboration with assigned faculty mentor, scholarly developmental and socialization activities of post-doctoral fellow (and visiting pre-doctoral fellows), facilitating access to courses, participation in research seminars and all relevant aspects of academic life, identifying opportunities to present at research conferences, and setting and achievement scholarship goals.
19. Participates in the Administration Team of DUSON, advising the Dean and Vice Deans on matters related to the missions of the School.

Requirements