

Duke University School of Nursing
Job Description: Vice Dean for Academic Affairs
Last Updated: September 18, 2020

General Purpose:

The Vice Dean for Academic Affairs (VDAA) serves as the Chief Academic Officer within the School of Nursing, responsible for the development, implementation and evaluation of outstanding programs of instruction. The VDAA provides thought leadership and guidance to the faculty in the developme

curricular and program innovations and educational partnerships.

- a. Provides vision and thought leadership to the development and implementation of the School's academic programs.
 - b. Meets with those engaged in the practice of nursing, other educators and scientists to identify new areas or formats for educational programming.
 - c. Discusses curricular innovations with faculty.
 - d. Conducts periodic studies to determine program feasibilities/trends.
 - e. Explores opportunities for developing or enhancing linkages, joint projects, and mutually beneficial academic initiatives between the School of Nursing and other parties, within Duke and Duke Health and beyond.
2. Oversee the implementation of the school's academic programs, ensuring adherence to academic policies and professional standards.
- a. Monitors regulations and standards governing professional nursing education to ensure compliance.
 - b. Supervises the school's Assistant Deans responsible for academic programs to support them and guide them as they monitor the academic programs they oversee.
 - c. Critically evaluates the linkages between and among the academic degree programs for their impact on one another and the total academic portfolio.
 - d. Anticipates the challenges faced by the academic degree programs and convenes the Assistant Deans to discuss those challenges.
 - e. Meets with faculty, students and administrators, as needed, to interpret policy and adjudicate conflicts related to the academic program and student conduct.
 - f. Participates as a non-voting member of the School's four degree Program Curriculum Committees.
 - g. Serves as School liaison to the University Student Disability Access Office.

- h. Assists in developing the School's strategic agenda, particularly related to the School's academic programs.
3. Assume responsibility for the evaluation of the school's academic programs, including course evaluation, program evaluation and teacher evaluations.
- a. Conducts evaluations of the School's courses, programs of instruction, and teaching faculty. Communicates the expectation of evaluation to accountable parties.
 - b. Conducts periodic reviews of the academic programs, drawing on resources outside the School and the University.
 - c. Leads the development of periodic reports required for successful accreditation of the School and its programs.
 - d. Provides evaluative input to those responsible for the periodic evaluation of faculty members.
 - e. Directs the development of multiple periodic reports on academic programs to internal and external groups, including the regional and professional accrediting bodies.
 - f. Develops and communicates conclusions from the evaluation data leading to program improvement and faculty performance within the academic program.
 - g. Recommends the resources required for successful implementation of the programs of instruction.
4. Propose plans for resources development and allocation in support of the school's academic programs, including faculty development, allocation of FTE and teaching assignments.
- a. Provides a high level of leadership and oversight to the development of an annual plan for teaching assignments, based on program needs, and considerate of faculty expertise and experience.
 - b. Assumes ultimate responsibility for teaching assignments, appropriate to the needs of the courses/programs and considerate of the overall needs of the faculty.
 - c. Working with the Vice Dean for Research, monitors the dedicated effort of faculty members across the academic program, research and clinical activities to ensure compliance to federal and university requirements.
 - d. Based on future needs, forecasts the resources needed to ensure continued academic program excellence.
 - e. Working with the Assistant Deans and units supporting implementation of the academic program, develops an annual budget to support the academic programs and its component supporting units. These include the Center for Nursing Discovery, the Office of Admission and Student Services, the Clinical placement Office, the Institute for Educational Excellence and the Office of Academic Programs.
 - f. Working with the Assistant Deans and in consultation with faculty, recommends annual enrollment targets for the academic programs.
 - g. Oversees the development and implementation and evaluation of high quality instructional support offered in the Center for Nursing Discovery (CND), particularly including innovative program development and resources allocation.

- h. Oversees the development, implementation and planning for sufficient clinical training sites and clinical preceptors to meet the academic program needs, including the development of programs that recognize and support clinical preceptors.
 - i. Working with the Director of the Institute for Educational Excellence (IEE), develops, implements and evaluates programs that support the development of the faculty as innovative and effective teachers.
 - j. Oversees the IEE's strategic planning, program development and resources planning to ensure the IEE's increasing stature as a resource to the profession, beyond Duke.
 - k. Consults with the Dean in the process of appointment and evaluation of faculty members to administrative responsibilities within the academic programs, including Assistant Deans and MSN Program major lead faculty.
5. Working through the Directors of Admissions and Student Services, oversees the development of a high functioning Office for Admissions and Student Services unit that supports the planning, implementation and evaluation of the services needed to enroll students, provide a nurturing and supportive environment for them during their studies and assists them to transition to employment following program completion.
- a. Oversees the development, and implementation and evaluation of student recruitment programs that are individually appropriate to the areas of study.
 - b. Oversees the admissions process and outcomes across all degree programs or adherence to policies and procedures and impact across degree programs.
 - c. Oversees the development of a program supporting student retention, consistent with the goals in the school's strategic plan.
 - d. Ensures the development and maintenance of a climate that is supportive of students and their educational goals, including oversight of the development, implementation and evaluation of a successful program of academic advising.
 - e. Oversees monitoring process regarding progression and graduation requirements, including compliance requirements to be met by students for participation in the academic program.
 - f. Working with the Director of Student Services and the Associate Dean for Development, establishes a broad program for student placement following degree completion.
 - g. Working with the Vice Dean for Finance and Administration, monitors the assignment of Student Financial Aid for adherence to policies and procedures and impact on the academic programs.

Minimum Requirements

Qualified candidates will be doctorally prepared, eligible for appointment in the senior ranks, have a history of experience in graduate nursing education and progressive leadership responsibility in academic administration, and a history of productivity in nursing scholarship.

This position is responsible to the School of Nursing.