



VERMONT STATE COLLEGES

## Job Classification Description

**DEAN OF NURSING/CSC  
NON-BARGAINING UNIT**

**GRADE 18  
EXEMPT**

### **BASIC FUNCTION**

To serve as a nurse educator/administrator overseeing and leading the Associate in Science in Nursing Program and to develop and lead a Bachelor in Science in Nursing Program with a RN-to-BSN track.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Supervise the day-to-day operation of the Castleton Nursing Department. Plan, implement, administer, oversee, monitor, and evaluate the major activities of the Nursing Department in conjunction with the academic policies and activities of the College and VSC.
- Oversee department budget. Recommend all expenditures from department budgetary allocations. Provide initial recommendations for new departmental budgets.
- Prepare departmental information for program reviews, accreditation visits and college publications. Write state and national reports.
- Arrange clinical agency and staff contracts.
- Supervise and evaluate department faculty, instructors, and staff.
- Provide for and preside over meetings of the department to discuss department needs, activities and recommendations.
- Represent the Nursing Department to administration. Attend meetings of administrators as necessary.
- Conduct searches for additional faculty as needed. Coordinate the activities of the faculty and department in the recruitment and review of applicants for appointments to the faculty. Assist Academic Dean, or designee, in the orientation of new faculty.
- Recommend the need for part-time instructors and assist in the selection and rehiring of part-time instructors.
- Arrange for clinical coverage for faculty who are absent from the clinical area with the collaboration of the team coordinators.
- Conduct peer review of clinical instructors.
- Provide leadership and support to assigned staff.
- Interview student applicants and review files provided from the Admissions Office. Develop and adhere to policies and standards for program entrance. Monitor enrollment and retention.

- Coordinate all departmental academic advising including acceptance of major, fulfillment of degree requirements and assessment of the equivalency and transfer credit.
- Prepare and recommend course offerings of the department and of the faculty assigned to the department. Such work includes the coordination of requests from department faculty for schedule preferences, development of departmental schedule and recommendation of such schedule to the Academic Dean or designee.
- Assist in planning departmental offerings through assessing needs and recommending revisions in curricula and other approaches to improving education.
- Assess adequacy of library support and recommend acquisitions relative to departmental programs and offerings.
- Establish and maintain agreements with clinical affiliations, cooperating agencies, community groups, state and national advisory boards and accreditation organizations and others as needed.
- Manage the provision of facilities for classrooms, laboratories, library, and other functions.
- Keep abreast of current developments and trends in the field of professional nursing and nursing education through professional development opportunities, serve on related committees and/or boards, and participate in state, regional, and national affiliations in the best interest of the program.
- Assume some teaching responsibilities as assigned.
- Perform other duties as assigned.

#### **SUPERVISION RECEIVED**

General supervision is received from the Academic Dean.

#### **SUPERVISION EXERCISED**

Administrative and functional supervision of faculty and support staff within the assigned department and program. Supervision of staff assistant.

#### **MINIMUM QUALIFICATIONS**

Master's degree in nursing and doctorate in nursing or related field, plus three to five years of relevant teaching and administrative experience including recent experience in nursing administration and teaching in nursing education, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Current registration as a registered nurse in the State of Vermont.
- Current membership in ANA or NLN.
- Current certification in CPR.
- Current professional liability insurance.
- Thorough knowledge of higher education and administration practices and principles. Knowledge of current trends in nursing field.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.
- Ability to relate academic or special program functions to overall college programs and goals.

**This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

**04/09**