



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean Nursing & Rehabilitative Sciences
POSITION NO.	501331
LOCATION	Multi Campus
REPORTS TO	VP Academics Affairs
GRADE	BOE 18
WORK SCHEDULE	Non-Standard: 35 hours per week
LIMITATION (if applicable)	
REVISION DATE	01/2022

JOB SUMMARY:

Serve as a visionary and collaborative leader for the Nursing, Allied Health, Dental, and Rehabilitative Health Programs at a multi-campus community college. Support the work of the Division's chairs, faculty and staff to provide excellent educational and experiential opportunities to a diverse student population.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- *for student-facing positions* Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- *for other positions* Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

Leadership:

- Provide leadership for the development and implementation of programs, initiatives, and projects in the health programs.
- Serve as a Liaison with agency and community representatives to ensure dissemination of appropriate information and services to the public. Represent the College and/or Division at appropriate community events and serve on internal and external committees as requested by the President or Vice President for Academic Affairs.
- Chair and/or participate in various academic affairs and college-wide committees, as appropriate; Chair the Nursing and Allied Health Curriculum Committee.
- Coordinate the development of criteria for selection of students in health programs; serve as a resource person for the Admissions Office, College staff and applicants.
- Work collaboratively with others in a diverse and inclusive environment.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Other administrative duties as assigned by the President or Vice President for Academic Affairs.

Program and Project Management:

- Coordinate curricula, program development, academic policy, and program/degree requirement changes within the division.
- Provide leadership for program accreditation; support the development, implementation, and administration of the college's accreditation and program review processes, particularly the assessment of student learning outcomes.
- Develop new programs as indicated; responsible for credit and non-credit Certified Nurse Assistant programs, as well as Nursing and Allied Health refresher courses and the EMT curriculum.
- Oversee department chairpersons within the division in the performance of tracking and analyzing of program data, specifically student performance, enrollment, retention, and completion data for the division.

- Manage special projects requiring research and/or grant proposal development; assist with data collection, analysis and reporting.
- Contribute to the development and management of externally funded grant projects related to the academic division.

Personnel Management:

- Participate in the selection of faculty in keeping with bargaining unit agreements; participate in the orientation of new faculty.
- Responsible for the direct management of all Nursing, Allied Health, Rehabilitative Health and Dental Health Program department chairpersons.
- Provide orientation to new department chairpersons within the division; supervise and evaluate department chairs.
- Support the professional development of divisional faculty and seek resources to promote effective teaching and learning.
- For all faculty assigned to the division, review and evaluate promotion and tenure applications, requests for LOA's, travel requests and expenses, and all faculty evaluations.
- Review all faculty evaluations and teaching schedules for assigned departments in collaboration with other academic deans to ensure appropriate workloads and compliance with college policy and collective bargaining agreements.

Departmental Support:

- Conduct on-going divisional meetings with department chairs to strengthen communication, collaboration, and program effectiveness.
- Coordinate with department chairs to establish divisional priorities that support CCRI's current Strategic Plan and review and monitor departmental budgets.
- Act as liaison between the Academic Affairs Division and Department Chairperson on such matters as budget requests and allocation, curriculum planning and support services.
- Coordinate with department chairs, Enrollment Services, and other academic deans to develop, monitor, manage, and approve the master schedule, course offerings and class sections for assigned departments.
- Facilitate and direct the submission of Health and Rehabilitative Science programs' curricula revisions to the Office of the Post-Secondary Council and serve as the official contact person for the Health and Rehabilitative Science education programs and curriculum related issues.
- Monitor national, regional and local trends in the health care system and interpret the significance of such trends to the administration and faculty.
- Develop and coordinate agreements with cooperating agencies for clinical placements.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's Degree in nursing AND an earned doctorate in a related field, required.
- Experience in curriculum development, teaching, student learning outcomes' assessment and specialty accreditation, required.
- At least three years of experience in higher education administration, required.
- Supervisory experience in a unionized environment, required.
- Current, active, unencumbered RN license, required.

PREFERRED QUALIFICATIONS:

- Excellent oral, written, and interpersonal communication skills and effective decision-making and organizational skills.
- Commitment to equity, inclusion, and to the philosophy and mission of a comprehensive community college; excellent communication, organizational, problem solving and conflict resolution skills, including ability to anticipate needs and concerns.
- Experience in budget preparation and monitoring desirable.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.