



## **JOB DESCRIPTION- DEAN OF NURSING**

### **General Description/Primary Purpose:**

The Dean is the academic and administrative leader for the School of Nursing and takes overall responsibility for developing, directing, coordinating, and evaluating the Nursing Programs offered at Murray State College. This position is responsible for fiscal and personnel management, strategic planning, fundraising, and partnership-building. The Dean works with faculty, staff, campus-wide units, and the college community to achieve the college's mission and vision, model the college's values, and build and sustain strong collaborations. The Dean reports directly to the Vice President of Academic Affairs.

**Classification:** Faculty/Administrator

**Academic Rank:** Instructor

**Salary:** Salary Commensurate with experience and qualifications, plus full fringe benefits.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

### **Job Functions- Dean of Nursing:**

1. Demonstrate scholarly standards of academic excellence and rigor and exhibit the traits befitting that of a distinguished faculty member.
2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction and other office duties.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and shows a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation,

genetic information, age, religion, disability, political beliefs, or status as a veteran.

4. Support the mission of the college.
5. Promote and maintain a positive attitude of service toward students, coworkers, and others.
6. Participate in community service activities and programs.
7. Promote and support service-learning activities.
8. Develop and use assessment of student learning methods at least every week and contribute to campus-wide assessment projects.
9. Use appropriate evaluation instruments to measure student progress at specified intervals.
10. Follow grading guidelines as set forth in the faculty handbook.
11. Submit assessment of student learning data into Taskstream course management software each semester and make modifications to teaching methods as needed.
12. Maintain in coordination with other department faculty (adjunct and full time) an up-to-date, complete, and well-organized syllabus following the MSC template requirements for each course taught as set forth by the Office of Academic Affairs.
13. Develop and maintain curricula that appropriately reflect current knowledge in the discipline and are in alignment with department curriculum guidelines.
14. Cooperate with the Academic Chair in the selection of textbooks and teaching materials.
15. Maintain a minimum of six scheduled office hours that match the modality of courses taught.
16. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
17. Encourage the use of the Academic Resource Center.
18. Incorporate the use of the MSC library and make recommendations for library purchases.
19. Sponsor clubs and extracurricular activities.
20. Serve on and contribute to campus-wide committees.
21. Support the President's Scholars Program as assigned.
22. Implement strategies to enhance college recruitment, retention, and graduation rates.
23. Participate in applicable professional development activities, including All Employee Meetings.
24. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
25. Following institutional policy, efficiently use a work-study position(s) (when available) to help in the accomplishment of other general responsibilities.
26. Serve as a mentor to adjunct faculty
27. Provide instruction to distance learning sites as assigned.
28. Participate in strategic planning initiatives (including Taskstream) and align instructional,

program, and departmental goals with the MSC Strategic Plan.

29. Support the institutional General Education program.
30. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
31. Perform other duties as may be assigned by supervisors.
32. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests.

**Specific Job Function:**

1. Guide the development of the Nursing Program within the philosophy and objective of Murray State College.
2. Explore available resources within the surrounding communities for the growth and development of the Nursing Program.
3. Acquire and maintain contracts with hospitals and other health agencies for clinical laboratory experience.
4. Participate in college recruitment activities and Market the Nursing program.
5. Conduct admission classes and nursing orientation for pre-nursing students.
6. Prepare and administer exit interviews of all graduates.
7. Prepare and administer the budget for the Nursing Program to maintain a quality program and control costs within the financial resources of the college.
8. Recruit and screen candidates for faculty appointments to strengthen the quality of the Nursing Program and to increase faculty potential for the development of health-related programs within the college.
9. Supervise and evaluate faculty in the performance of instructional duties for increased utilization of faculty potential.
10. Participate in the instructional process as necessary to provide the educational experiences necessary for student learning.
11. Conduct the Nursing Program in accordance with nationally recognized trends in nursing education and practices and in accordance with the criteria of state and national accrediting agencies.
12. Prepare the Nursing Program Self-Study for accreditation by the Accreditation Commission for Nursing Education. (ACEN).
13. Maintain accreditation with the ACEN.
14. Prepare the Nursing Program Self-Study for approval by the Oklahoma Board of Nursing if indicated.
15. Maintain approval with the Oklahoma Board of Nursing.
16. The administrator of the nursing education program, with institutional input, shall have the authority and responsibility for:

- a. The administration of the nursing program;
  - b. Preparation and administration of the budget for the nursing program;
  - c. Implementation of faculty development and performance review;
  - d. Recommendation of qualified faculty for an appointment, promotion, tenure (if applicable), and retention;
  - e. Notification to the Board of faculty appointments changes in the program or its administration, and reports as directed by the Board.
17. Maintain accurate and current administrative records which are readily available for reference.
18. Direct and guide the activities of the nursing faculty in the development, implementation and evaluation of the nursing curriculum.
19. Routinely review the process of identifying new candidates seeking acceptance into the nursing program and the criteria for eligibility.
20. Actively support the President's Scholars Program.
21. Serve as academic advisor to students in related majors.
22. Participate in the counseling of students for increased understanding of departmental and college policies.
23. Use and support the MSC Library by keeping abreast of current literature and recommending purchases of periodicals, books, and non-print materials for student and faculty use and by incorporating student library and online environment use in nursing courses.
24. Assist nursing faculty in continuing their educational preparation and professional skills.
25. Recruit and maintain productive working relationships with all clinical agencies and other community organizations.
26. Be immunized for rubella, rubeola, and Varicella if not proven immune, be tested annually for tuberculosis, be immunized for hepatitis B or sign a refusal form, and receive other such immunizations or testing as required by clinical facilities or state and/or federal law.
27. Represent Murray State College with the Oklahoma Board of Nursing.

### **Administration Responsibilities**

#### **Fiscal:**

1. Provide justification for all funding requests with an analysis of projected costs.
2. Manage budgets within the budget area with fidelity.
3. Appropriate assignment of faculty and staff in compliance with the institutional plan.
4. Manage college budgets responsibly to maximize student learning and faculty/staff professional

development. Effectively manage college budgets with a focus on fiduciary responsibility, ensuring resources are allocated to maximize student learning opportunities and support faculty and staff professional development.

### **Supervisor Responsibilities:**

1. Ensure that college personnel policy and procedures are appropriately applied.
2. Utilize college policy and procedures to resolve employee or student grievances, concerns, and problems.
3. Develop and implement strategies to hire and retain high-quality faculty and staff.
4. Oversee faculty and Academic Chair evaluations yearly. Assist the Office of Human Resources in collecting necessary records.
5. Develop and coordinate new faculty onboarding and training.

### **Required Knowledge, Skills, and Abilities**

Individuals must possess these kinds of knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Demonstrate a deep understanding of germane subject matter that goes well beyond the introductory textbook level.
- Experience and/or training in the use of state-of-the-art technology in the delivery of instruction, including but not limited to the Internet and Zoom.
- Develop critical thinking exercises and well-organized lectures.
- Communicate clearly and effectively to students in online courses as well as in in-person classes.

### **Rank Statement: Policy Statement (Approved by the MSC Board of Regents June 17, 2014)**

Murray State College recognizes four classifications of academic rank:

1. Instructor
2. Assistant professor
3. Associate professor
4. Professor

Regular full-time permanent faculty are ranked as an instructor upon employment in a full-time permanent faculty position. Regular full-time permanent faculty have the opportunity to apply for promotion in academic rank as outlined in the Faculty Promotion in Rank and Tenure Procedure. Must meet the evidentiary criteria for promotion in rank in minimum requirement and meet requirements for renewal -see Policies and Procedures Handbook. Monetary incentives for promotion in rank may be provided based upon the specified procedures and the availability of funds.

### **Other Ergonomic Requirements:**

1. Demonstrate sufficient manual dexterity to perform such technical skills as inserting a nasogastric tube, starting an IV, giving an injection, inserting a Foley catheter, etc.
2. Demonstrate the visual and auditory acuity necessary to perform and supervise client assessments in the clinical setting.
3. Demonstrate the physical ability to perform adult and pediatric CPR and Heimlich maneuver.
4. Demonstrate some amount of stooping, kneeling, bending, crouching, reaching, lifting, walking, and carrying of supplies and light equipment.
5. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

### **Hours:**

Generally, 37.5 hours a week. However, travel and additional hours will be required to attend meetings and fulfill the obligations required of the Dean of Nursing. Other professional activities can be scheduled in accordance with college policy and in cooperation with the Office of the Provost, Vice President of Academic and Student Affairs

### **Qualification Standards:**

1. **Minimum Education Required:** Master's degree in Nursing.
2. **Experienced Preferred:** Master's degree in Nursing. Academic preparation in the areas of administration, interpersonal relationships, and public relations.
3. **Minimum Experience:** Two years of full-time equivalent practice as a registered nurse in a clinical setting preceding the first date of first employment as a nursing instructor. At least two years of verified successful teaching experience in Nursing. Belief in the philosophy and objectives of a two-year college Associate Degree Nursing Program. Demonstrated successful supervisory and management skills. Professional employment experiences that demonstrate proficiency in the areas of administration, interpersonal relationships and public relations.
4. **License:** A current license to practice as a registered nurse in Oklahoma.
5. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
6. **Insurance:** A minimum of \$1 million professional liability insurance coverage by a company approved or licensed by the Oklahoma State Insurance Department and current membership in the Oklahoma Nurses Association and the National League for Nursing.
7. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times while performing their responsibilities.
8. **Background Check:** The successful candidate must give permission to have a formal background check conducted prior to employment of this position.

**Application Process:**

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC Background Check Consent Form

**Submit Application:**

Human Resources Office  
Murray State College  
One Murray Campus, AD Suite 104  
Tishomingo, OK 73460  
mscemployment@mscok.edu

**Application Deadline:**

Position closes when an acceptable candidate is identified.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.