



**SOUTH DAKOTA
STATE UNIVERSITY**

College of Nursing



**An Invitation to Apply:
SOUTH DAKOTA STATE UNIVERSITY
College of Nursing
Position Description
Assistant Dean, Sioux Falls Site**

THE SEARCH

South Dakota State University (SDSU) College of Nursing invites applications and nominations for the position of Assistant Dean, Sioux Falls Site. The Sioux Falls Site Assistant Dean is a vital member of the leadership team who provides oversight and direction for program delivery including site operations and supervision of faculty and staff as assigned.

This administrative appointment is in the College of Nursing (CON). The Assistant Dean reports to the Dean of the College of Nursing. The Assistant Dean must hold a terminal degree. The position will dedicate 50% effort to teaching and scholarship and 50% effort to the administrative role, which includes general and assigned professional service.

The College of Nursing sponsors undergraduate and graduate courses supporting a health sciences curriculum and a master of public health degree program offered jointly with the University of South Dakota. The College has been nationally recognized for its work in rural and American Indian health, and the preparation of health care providers to serve rural areas and is committed to recruiting and retaining American Indian students in nursing. The College offers a unique opportunity for faculty to teach and conduct research in a rural health care environment with more than 100 regional clinical and allied health system partners.

Rank and salary will be commensurate with experience.

RESPONSIBILITIES OF THE ADMINISTRATIVE ROLE

A. Managing

1. Directly supervises selected Sioux Falls site faculty as assigned and completes faculty evaluations.
2. Provides input for annual Sioux Falls faculty reviews as requested.
3. Directly supervise personnel and projects as delegated by the Dean or Associate Deans.
4. Serves on the College of Nursing Leadership Team.
5. Serves as a resource for faculty and students.

B. Leadership

1. Guides faculty in carrying out the processes of development, implementation, and evaluation of curriculum activities.
2. Collaborates with the Associate Deans and the Dean in maintaining qualified teaching and support staff.
3. Interprets and facilitates implementation of College and University policies.
4. Encourages and facilitates faculty participation in professional and community activities.
5. Participates in the orientation of new faculty.
6. Implements strategies for program evaluation in collaboration with Associate Deans.
7. Collaborates with the Director of Nursing Student Services and the Sioux Falls Undergraduate advisor, as well as the Graduate Student Services and Advising Coordinator in the implementation of student activities.
8. Participates in College public relations to market the Sioux Falls programs and other College of Nursing activities.
9. Represents the College of Nursing as a leader at community and professional venues.

C. Resource Management

1. Works with the Associate Dean of Undergraduate Nursing and the Associate Dean of Graduate Nursing to secure adequate resources to maintain quality programs.
2. Collaborates with the Associate Deans in assigning teaching and other roles to faculty.
3. Collaborates in implementation of site-specific class and clinical schedules.
4. Monitors the extent to which objectives of the education program are being met.
5. Maintains a record-keeping system necessary for preparation of program reports.
6. Coordinates and monitors resources including but not limited to facilities, equipment, and supplies.

7. Collects and reports program evaluation and accreditation data in collaboration with the Associate Deans.

D. Staff Development and Teaching/Scholarship

1. Facilitates continuing education for self and other faculty and seeks opportunities for such pursuits.
2. Assumes a teaching assignment that is appropriate and feasible, in consultation with the Associate Deans and Dean.
3. Participates in scholarly activity with peer-reviewed outcomes.

E. Fulfill Tasks and Responsibilities delegated by the Dean and Associate Deans.

1. Participates in interviewing and selecting students admitted to the programs.
2. Plans new student orientation.
3. Collaborates with student services and advising staff to plan and implement events.
4. Collaborates with faculty coordinators to monitor and intervene with high-risk students.
5. Orients others and implements CON, SDSU and SD Board of Regents policies.

III. CONTROLS OVER THE POSITION

The Assistant Dean is responsible to the Dean, College of Nursing.

IV. COLLABORATION

The Assistant Dean collaborates with the Associate/Assistant Deans, the Dean, and the Director of Nursing Student Services to achieve mutual goals or address common concerns.

QUALIFICATIONS

A. Minimum Qualifications

- a. Doctoral degree in nursing or related field.
- b. Bachelor's degree in nursing and at least one graduate degree in nursing.
- c. Eligible for RN licensure by the South Dakota Board of Nursing.
- d. Minimum of 5 years' experience in baccalaureate and/or higher degree nursing education; curriculum development/implementation/evaluation; clinical nursing practice; and distance education delivery systems.
- e. Administrative experience in evaluating performance and directing activities.
- f. Evidence of research, leadership capability, and ability to work effectively with interprofessional groups.
- g. Experience in the application of clinical simulation and patient care technologies in nursing education.
- h. Effective communication and strong interpersonal and problem-solving skills.

- i. Experience in program development, implementation, and evaluation.

B. Desired Qualifications

- a. Expertise in alternative educational delivery systems for non-traditional students.
- b. Experience in research methods.
- c. Evidence of scholarly outcomes including publications and extramural funding.
- d. Demonstrated leadership in community activities.
- e. Experience with writing/administrating program and scholarly grants.
- f. Teaching experience in more than one degree-granting institution.

Note: It is acknowledged that the current SD Board of Regents, the SD Council of Higher Education (COHE), and the administration of South Dakota State University address administrative and faculty responsibilities. The Regents/COHE and SDSU expectations supersede this position description. Teaching and research expectations are commensurate with credentials and the SDSU Faculty Handbook and College of Nursing performance standards.

TO APPLY:

The executive search firm *The Hollander Group* has been retained by SDSU to assist in this recruitment. Applications, comprising cover letter and curriculum vitae, as well as nominations and inquiries, should be submitted electronically to info@thehollandergroup.net. Review will begin immediately and will continue until the position is filled. For full consideration, interested persons are encouraged to apply early.

South Dakota State University is an Affirmative Action/Equal Opportunity Employer and offers all benefits, services, education, and employment opportunities without regard for race, color, creed, religion, national origin, ancestry, citizenship, age, gender, sexual orientation, disability or Vietnam Era veteran status.

SOUTH DAKOTA STATE UNIVERSITY

South Dakota State University is the state's largest, most comprehensive higher-education institution. As South Dakota's Morrill Act land-grant university, SDSU had a fall 2014 enrollment of 12,557 students from all 50 states and 79 countries. Students can choose from among 73 majors, 31 specializations, 73 minors, 32 master's degree programs, 15 Ph.D. programs and two professional doctorates. The University also offers courses at various off-campus sites as well as undergraduate and graduate programs online through the Office of Continuing and Distance Education.

Sioux Falls is the largest city in the state of South Dakota.. It is the 47th fastest-growing city in the United States and the fastest-growing metro area in South Dakota, with a population increase of 22% between 2000 and 2010.

SDSU COLLEGE OF NURSING

The College of Nursing at South Dakota State University offers baccalaureate education through three options; the standard 4 year program (at three sites), a 1 year accelerated second degree program (at two sites) and a post-licensure RN to BSN option (on-line). Three graduate education degrees in nursing are offered: Master of Science (MS), Doctorate of Nursing Practice (DNP) and Doctor of Philosophy (Ph.D.).

The undergraduate curriculum is provided in four locations across the state (on the main campus in Brookings as well as in Rapid City, Sioux Falls and Aberdeen) to better serve the needs of students and the state health care system. The MS, DNP and PhD programs are largely delivered via distance education. Graduate curriculum options include: Clinical Nurse Leader, Nurse Educator, and Nurse Administrator (MS) and Family Nurse Practitioner (FNP – offered as both MS and DNP), post-MS to FNP/DNP for APRNs. Additional DNP advanced practice specializations are offered through university partnerships for the roles of Family Nurse Practitioner (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP), Pediatric Nurse Practitioner (PNP), Pediatric Clinical Nurse Specialist (PCNS), and Neonatal Nurse Practitioner (NNP). A Certificate in Nursing Education and a post-graduate FNP certificate are also available. The College of Nursing sponsors undergraduate and graduate courses supporting a health sciences curriculum and a master of public health degree program offered jointly with the University of South Dakota.

The College offers a unique opportunity for faculty to teach and conduct research in a rural health care environment with more than 100 regional clinical and allied health system partners.

Faculty practice is supported and encouraged.

Nursing Faculty Profile

The College of Nursing currently has 57 faculty, of which 19 positions are in the tenure track and 2 positions are in the clinical track.

Nursing Student Profile

Student enrollments by option in the College of Nursing are:

Option	Number
Undergraduate	789
Masters	83
DNP	79
PhD	24
Total	975

Nursing Staff Profile

The faculty and Students in the College of Nursing are supported by 16 staff members.

Accreditation

SDSU is fully accredited by the Commission on Collegiate Nursing Education (CCNE).

Updated: September 2016