UCSF School of Nursing

Director, School of Nursing PhD Program

Position Overview:

UCSF School of Nursing seeks a Director for the PhD in Nursing Program. The Director of the PhD Program provides the overall academic leadership for the Program. The Director also provides leadership to the UCSF School of Nursing faculty in meeting academic regulatory standards and maintaining a standard of excellence for the PhD program. The Director works with the PhD Program Council (PPC), Associate Dean for Educational Programs, PhD Admission and Screening Committee (PASC), and Graduate Division to a) implement, monitor, evaluate, and modify the PhD program and policies as needed, b) assure effective recruitment and retention of PhD students, and c) communicate with prospective learners and the SON’s PhD students and faculty through the Program’s web pages and course catalog. The Director collaborates with department chairs to provide support to faculty teaching in the PhD program, engages regularly with current learners on various matters related to progression and retention and coordinates all administrative matters with the Graduate Division. The Director actively participates in shared governance at PPC meetings; organizes and/or presides over meetings about the Program, when appropriate; and represents the interests of the Program to the campus and University administrators. The Director will serve as an Ex Officio member of the PPC and the School of Nursing Education Committee. The Director also represents the School at meetings of the other UCSF PhD Program Directors within the Graduate Division.

In the 30%-40% administrative role of Director, the incumbent has dual reporting relationships to the Dean of the Graduate Division and the Dean of the School of Nursing, with a close working relationship with the Associate Dean for Educational Programs in the School of Nursing. The candidate will be appointed to one of the School of Nursing's departments. Departmental affiliation will be based on the candidate’s area of expertise. In addition to the administrative oversight of the program, the Director will participate in other aspects of the faculty role, including teaching, scholarship, clinical service, shared governance, and community service.

The successful candidate will be appointed at the rank of Associate or Full Professor in the Ladder rank (tenure track) series depending on qualifications.

Position Responsibilities Include:

• Lead and manage the overall program

• Oversee curriculum development and implementation

• Provide leadership to the faculty in ongoing program improvements based on the results of on-going monitoring and evaluation as well as emerging trends in nursing education

• Provide support to PPC in a) in reviewing, discussing, and approving program elements (such as policies on the qualifying exam, dissertation requirements, and courses), b) ongoing decisions related to quality monitoring and revision of the curriculum, and c) annual monitoring of students’ academic progress

• Provide leadership in the development of program and course evaluation criteria to assist the PPC, faculty and students in regular and systematic assessment of program quality

• Coordinate periodic PhD Program reviews

• Attend meetings related to academic program operations, assessment, educational policy and curriculum

• Collaborate with the Director of Outreach and Recruitment

• Participate in recruitment activities such as on-campus evening information sessions, conferences, and other professional venues

• Participate in new student orientation activities and events

• Support and oversee learner’s progress in the PhD program

• Communicate regularly with learners so they are well informed about curricular issues and changes affecting the PhD program.

Required Skills & Qualifications:

• PhD in Nursing or related field by the time of hire

• Three or more years of classroom teaching in a PhD program

• Experience working with and mentoring PhD students

• Active engagement in research

• Demonstrated commitment to diversity, equity and inclusion

• Applicant’s materials must list (pending) qualifications upon submission.

Qualifications - Desired:

• Experience in developing PhD curricula

• Academic leadership/administration experience

• Excellent judgment and decision-making capacity

• Outstanding interpersonal, networking, and communication skills

• Teamwork orientation.

Required Documents:

• Cover letter

• Curriculum vitae

• Statement detailing leadership experience and skills

• Statement of research contributions

• Statement of teaching contributions

• Statement of prior contributions to diversity initiatives and your vision for future diversity, equity, and inclusion initiatives

• Statement of vision for a high-quality nursing PhD Program

• Names and titles of 3 references. Note: References will not be contacted without applicant approval.

For additional information, please contact:

Alan D. Johns, Managing Director

ZRG Partners

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UC San Francisco seeks candidates whose experience, teaching, research, or community service that has prepared them to contribute to our commitment to diversity and excellence. The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.