

**ASSOCIATE DEAN, PhD DIVISION AND PROGRAM**

UNC Chapel Hill School of Nursing

The **University of North Carolina at Chapel Hill School of Nursing,** a research intensive, top-ranked school of nursing, seeks outstanding candidates for tenured/tenure track positions at the rank of Associate or Full Professor to serve as Associate Dean of the PhD Division and PhD Program.

The Associate Dean of the PhD Division and PhD Program serves as the academic, administrative officer responsible for the PhD program within the School of Nursing. The Associate Dean ensures the standards and policies of the School of Nursing, the Graduate School, the University, and accrediting agencies are met. The Associate Dean is also responsible for facilitating the planning, implementation, evaluation, and continuous improvement of the School’s PhD curricula, related activities, and program. The Associate Dean is responsible for leading and mentoring faculty who are fulfilling the teaching, research, scholarship, practice, and service missions of the School and the University as they relate to the PhD program. S/he recommends faculty for appointment, promotion, and tenure, as appropriate and, in many instances, directs the recruitment and selection processes and makes the decisions regarding the hiring of faculty members. The Associate Dean is responsible for faculty performance evaluations and the performance evaluations of support staff s/he supervises. This is an at-will appointment of indeterminate length with an administrative review every four years and subject to continuation or discontinuation at the Dean's discretion.

The Associate Dean of the PhD Division and PhD Program reports to the Executive Vice Dean/Associate Dean for Academic Affairs (EVD/ADAA). In collaboration with the EVD/ADAA, the Associate Dean supervises and supports the PhD division faculty. The Associate Dean works closely with the EVD/ADAA, other Associate and Assistant Deans and administrators, and relevant School of Nursing committees to coordinate course offerings, program changes, and student experiences to ensure all are relevant to the overall PhD curricula and student’s program of study. S/he works closely with the EVD/ADAA and other school leaders to facilitate efficient and coordinated use of resources. The Associate Dean collaborates with the Office of Student Affairs regarding PhD student recruitment, admissions, and student financial aid programs.

The Associate Dean participates in regularly scheduled meetings of the Leadership Team, Executive Team, Academic Associate Dean meeting, Academic Affairs and Policy Council (AAPC), PhD Executive Committee, and standing and ad hoc committees and task forces

which provide formal mechanisms for the Associate Dean to develop and maintain collaborative relationships within the School. The Associate Dean will lead regularly scheduled PHD Faculty meetings and maintain a strong relationship with the Graduate School. The Associate Dean is designated as a liaison to the Graduate Student Association body, the School’s graduate student organization, and other graduate program directors. The Associate Dean leads regularly scheduled meetings of PhD faculty and various ad hoc committees and task forces.

Reporting to the Associate Dean are the faculty and the support staff assigned to the PhD division. Prior research and academic leadership experience are required.

**To be eligible for consideration, applicants must submit a cover letter, CV and a list of 3 references online at** [**http://unc.peopleadmin.com/postings/183171**](http://unc.peopleadmin.com/postings/183171)

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.