Under general direction of the Dean, the Associate Dean (AD) for Faculty & Student Affairs (ADFS) provides visionary leadership to advance the mission of the UConn School of Nursing (SON). The overall purpose of this position is to direct faculty and student affairs. The ADFS serves as a liaison among the School of Nursing, University, and our academic clinical partnerships. The ADFS serves as a member of the School’s leadership team and participates in the development, implementation, and evaluation of goals and objectives for the School of Nursing consistent with the University and School’s mission and policy, serves as an advocate for faculty and students, shares information with students, colleagues, and other interested parties that promote student success, retention, and graduation, and facilitates the collection of student data on which decisions are made. As a member of the Center for Nursing Scholarship and Innovation the ADFS collaborates with the Associate Dean for Research & Scholarship and Center members to advance faculty scholarship and innovation.

**DUTIES AND RESPONSIBILITIES**

- Collaborates with the Dean, AD for Academic Affairs, AD of Research & Scholarship, Program and Track Directors, including the Coordinators of Clinical Scholarship and Director of Teaching and Learning, to advance the strategic plan of the School of Nursing.
- Implements a shared vision of leadership at the SON.
- In consultation with the Dean, develops, evaluates, interprets, and enforces University and School of Nursing policies, procedures, guidelines, and strategies; has direct authority to make or approve decisions that may establish or alter policies, procedures, or operations; may advise the Dean and Faculty in the development and implementation of academic policies.
- Maintains current knowledge of University organizational policies and procedures related to students and faculty to assure protocols are followed; serves as a principle source of information regarding the interpretation and application of these policies and regulations.
- As a member of the Center for Nursing Scholarship and Innovation (CNSI) partners in providing a culture of scholarship within the SON that fosters the highest level of achievements, encourages originality and innovation, supports faculty scholarship and enriches the student learning experience.
- Ensures that appropriate strategies and polices are in place to enable the successful recruitment, retention and development of faculty excellence. Shares responsibility for the academic administration including decision-making regarding academic appointments, curriculum, degree programs, faculty services, and academic planning.
- Collaborates with Recruitment and Selection Committee.
- Assists with annual review of faculty.
- As a member of the CNSI, develops and leads a faculty mentorship program.
- In conjunction with the AD for Research & Scholarship, fosters collaborative and interdisciplinary teaching and research scholarship with colleagues in the academic and clinical setting.
- Promotes linkages and engagement among the faculty within the SON, across the University and with external organizations. This includes encouragement of faculty to engage in inter-professional opportunities across the University and externally with other organizations.
- Approves changes to undergraduate student’s plan of study and program.
• Assists students in reaching settlement of their informal requests or complaints through consultation, mediation and counseling; refers issues with a formal avenue of redress to appropriate University offices for resolution.
• Works with appropriate University officials and faculty to facilitate satisfactory solutions to student issues and problems.
• Assures the accuracy of all student related materials: e.g., website, handbooks, plans of study, advisement.
• In collaboration with Student Services staff, assigns students to faculty advisors.
• Co-ordinates the Undergraduate Honors Program and acts as liaison regarding other student scholarly initiatives with clinical partners.
• Supervises the Study Abroad Program and other international initiatives.
• Maintains active program of research and/or scholarship and engages in research and/or scholarly projects in conjunction with other academic or professional colleagues.
• Teaches selected courses in area of expertise.
• Participates in scholarly activities, faculty committees, school-wide programs and events and professional services as required of members of the University faculty community.
• Serves as designee representing the Dean as requested.
• Completes other assignments as requested by the Dean.

MINIMUM QUALIFICATIONS

• Doctoral degree (PhD, EdD, or equivalent) in Nursing or related field
• Current Connecticut RN license (valid at date of hire)
• 3-5 years of relevant work experience in higher education
• Demonstrated ability to work collaboratively and interact productively with faculty, staff and students
• Strong organizational, communication and interpersonal skills
• Demonstrated area of scholarship
• Extremely high level of motivation, independence, leadership, and responsibility
• Excellent academic record and demonstrated scholarly ability
• Demonstrated writing and research ability
• Excellent teaching evaluations
• Candidates should be eligible for tenure at the rank of associate or full professor.

PREFERRED QUALIFICATIONS

• Demonstrated excellence as a progressive/participative leader who provides creative and innovative alternatives to complex matters facing an organization
• Demonstrated conflict resolution skills to handle complex and volatile situations that arise
• Demonstrated knowledge and adherence to federal and state laws regarding employees and students (i.e. FERPA and labor laws), and be versed in related University policies and procedures
• Experience managing employees in unionized setting

APPOINTMENT TERMS

This is a full-time, twelve month appointment.
TO APPLY

Select “Apply Now” to be redirected to Academic Jobs Online to apply. Please submit the following and include your last name as well as Search #2019464 in the document title for each document submitted:

- **Cover letter** specifically addressing your credentials relative to the minimum and preferred qualifications listed above;
- **Curriculum vitae**;
- One-page **teaching statement**;
- One-page **research and/or scholarship statement**;
- One-page **commitment to diversity statement** (as related to broadening participation, integrating multicultural experiences in instruction and research/scholarship, and pedagogical techniques to meet the needs of diverse learning styles, etc.);
- Additionally, please follow the instructions in Academic Jobs Online to direct **five** reference writers to submit **letters of reference** on your behalf.

Evaluation of applicants will begin immediately and continue until the position is filled.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019464)

For more information regarding the School of Nursing please visit the school’s website at [http://nursing.uconn.edu/](http://nursing.uconn.edu/).

This position will be filled subject to budgetary approval.

All employees are subject to adherence to the State Code of Ethics, which may be found at [http://www.ct.gov/ethics/site/default.asp](http://www.ct.gov/ethics/site/default.asp).

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The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty, and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural, and diverse community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities, and members of traditionally underrepresented populations.