

POSITION DESCRIPTION

Date: April 19, 2019

Title: Director of the PhD in Nursing Program Nursing

School: Frances Payne Bolton School of Nursing

Location: School of Nursing

Supervisor Name and Title: Carol M. Musil, PhD, RN, FAAN, FGSA, Interim Dean

GENERAL POSITION DESCRIPTION

The Director of the PhD in Nursing Program is the academic administrative officer responsible for the PhD in nursing program in the School of Nursing. The Program Director ensures that the standards and policies of the School of Graduate Studies, the University, and the School of Nursing (as applicable) are met in the PhD program, and further that the program achieves the highest standards for PhD education outlined by national bodies in nursing education (e.g., the AACN). The program director is responsible for facilitating the planning, implementation, evaluation, and continuous improvement of the School of Nursing's PhD in nursing program.

ORGANIZATIONAL RELATIONSHIPS

The Director of the PhD in nursing program works collaboratively with the Associate Dean for Academic Affairs in the School of Nursing with reporting lines to the Dean and Associate Dean in the School of Graduate Studies and the Dean and Associate Dean for Academic Affairs in the School of Nursing. The PhD Program Director collaborates with other Program Directors in the School of Nursing to coordinate course offerings and program planning and improvement. The program director sits on the Graduate Committee, and works closely with the Associate Dean for Academic Affairs and other Program Directors to facilitate efficient and coordinated use of resources. The PhD Program Director collaborates with the Directors of Student Services, Enrollment / Recruitment, and Marketing regarding PhD student recruitment, admissions, enrollments, program evaluation, and student scholarships and financial aid, and with the Associate Dean for Research to coordinate and enhance research activities of doctoral students, including grant submissions and administration.

RESPONSIBILITIES OF THE POSITION

- Participates with the Associate Dean for Academic Affairs, other administrators, and faculty in strategic planning for PhD nursing education
- Provides leadership for the ongoing review of the School of Nursing's strategic plan relative to PhD nursing education
- Coordinates, in collaboration with appropriate others, the systems for managing PhD nursing course offerings, class schedules, student advising/mentorship, candidacy examinations, and proposal and dissertation committees
- Monitors PhD students' programs of study and progression
- Chairs the PhD Council

- Participates in and reviews the faculty's recommendations for course, curricula and program changes, coordinates proposal development, and forwards proposals to the appropriate review bodies for approval
- Assists with doctoral student recruitment, admissions, advising, and decisions regarding financial aid
- Participates with the Associate Deans for Research and Academic Affairs and PhD faculty in seeking and implementing PhD training grants
- In collaboration with the Director of Institutional Research in the School of Nursing, collects and analyzes data to evaluate the quality and effectiveness of the PhD nursing program and to ensure that the policies and standards of the School of Graduate Studies and University are met
- Monitors application, admission, matriculation, progression, and graduation patterns of PhD nursing students
- Manages PhD nursing program budget
- Oversees teaching assignments of PhD nursing courses, in collaboration with other Program Directors in the School of Nursing
- Oversees progression review and other policies related to student progression and graduation
- Conducts program reviews and reviews alumni surveys for the PhD nursing program every five years in conjunction with the School of Graduate Studies regulations.
- Engages in an active program of extramurally funded research

QUALIFICATIONS

- An earned doctorate in nursing or a related field
- Experience in PhD level teaching, curriculum development, and program evaluation
- Evidence of success in an extramurally funded program of research and national recognition as a leader in the field
- Demonstrated leadership abilities, managerial skills, creativity, ability to make timely decisions, to collaborate effectively, and to be open to the ideas of others and to constructive feedback
- Rank of Associate or Full Professor; eligible to chair PhD dissertations (i.e. tenure-track or tenured).

Apply with a letter of interest and curriculum vitae to:

Carol M. Musil, PhD, RN, FAAN, FGSA

Interim Dean, Frances Payne Bolton School of Nursing

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In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply. Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Inclusion, Diversity and Equal Opportunity at 216-368-8877 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.