

DEAN OF HEALTH SCIENCES

In addition to the general duties and responsibilities of the Academic Deans, the Dean of Health Sciences shall:

1. Supervise and evaluate the work of the administrator in charge of the Respiratory Therapy Program.
2. Facilitate, coordinate, and evaluate the interactions with external licensing, accreditation, and regulation agencies.
3. Coordinate activities of advisory committees. Recommend members to the Vice President of Instruction for appointment. Determine topics of discussion and develop meeting agendas. Meet at least annually for each occupational program.
4. Supervise follow-up studies of graduates and employees for the health programs in the division.
5. Establish, maintain, and evaluate formal and informal working relationships with community and clinical agencies.
6. Assist the Vice President of Instruction in identifying appropriate growth and program areas in the health sciences.
7. Establish, maintain, implement, and evaluate mechanisms for student selection in limited enrollment health science programs.
8. Serve as Director of Nursing:
 - a. Organize, develop, supervise, coordinate, and evaluate Nursing programs.
 - b. Facilitate, coordinate, and evaluate interactions with external licensing, accreditation, and regulation agencies.
 - c. Coordinate and prepare regular and required licensing, accreditation, and regulatory reports, documents, and visits.
 - d. Work with the faculty and staff and appropriate hospital personnel to insure that clinical aspects of the program provide necessary high quality experience.
 - e. Outline requirements and qualifications for personnel in Nursing programs.
 - f. Recruit, hire, and evaluate Nursing program faculty and staff, full- and part-time.
 - g. Work with probationary Nursing faculty members, evaluating their teaching performance and qualifications for continuing contract.
 - h. Work with Nursing faculty members on continuing contract, evaluating their teaching performance and qualifications for continued employment.
 - i. Develop the schedule of classes and recommended instructor assignments.
 - j. Work with faculty to develop and implement competency based curriculum.
 - k. Develop and recommend to the Vice President of Instruction the annual budget for Nursing programs.

- l. Provide the leadership to organize and promote an active advisory committee which will assist in identifying the needs of the program in relationship to the work place.
- m. Share teaching responsibilities, as assigned.
- n. Prepare reports as necessary.
- o. Assist with advising and recruitment of students.
- p. Determine program admissions requirements.
- q. In cooperation with Student Services, determine program advising information for prospective students.
- r. Supervise and conduct follow-up studies of Nursing students, graduates, and employers.
- s. Coordinate program related activities.
- t. Perform other duties related to the program and the institution as assigned.