

Temple University  
College of Health Professions  
Department of Nursing

**Associate Chair  
Position Description**

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**Qualifications:**

1. Earned doctorate in nursing or related field
2. Evidence of professional leadership in academic administration
3. Experience in undergraduate or graduate education.

**Overall Description:**

The Associate Chair assumes the role of the Chair as needed and provides leadership in nursing education for a department dedicated to excellence in teaching, service, research, scholarship, and clinical practice within a diverse urban university. The Associate Chair is a member of the faculty and is the academic and administrative officer of the Department, reporting to the Chair of the Department. The Associate Chair represents the Department within the College, University and community as requested by the Chair. The position requires collaborative work with faculty, other department chairs and assistant/associate chairs, persons with administrative responsibilities throughout the University, and community members and leaders. The Associate Chair serves as a liaison between the College/Chair and nursing education. Areas of responsibility include administrative, academic, financial, personnel, scholarship and research in consultation with the Chair.

**Responsibilities**

- Complete and submit applications for student scholarships/funding.
- Maintain visibility of the program at local, county, state, national and international conferences and meetings as directed by the Chair/Dean.
- Provide oversight of student policies, procedures, files, criteria, progression and adherence to academic/agency/accreditation standards.
- Participate in development and implementation of policies for the department/school.
- Participate in the Department Community Advisory Council.
- Evaluate the adequacy of support services for the department in consultation with the Dean/Chair, Directors and faculty.
- Assure the accurate completion of accreditation reports as directed by the Chair/Dean.

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- Assess the needs for adjunct and full-time faculty; assist with the interviewing of adjunct and full-time faculty when needed.
- Serve as a liaison for the school in matters involving the stakeholders as directed by the Chair/Dean.
- Assume the responsibilities of the Dean/Chair in his/her absence.
- Teach as needed in area of expertise up to three credits per semester.
- Plan and implement an orientation program for all new faculty on an annual basis.
- Review written requests for release time and make recommends to the Chair/Dean of the program
- Work with Directors to assure the implementation of an equitable work load for all faculty.
- Assist faculty in grant writing in their areas of expertise.
- Assist faculty in marketing their accomplishments in scholarly and academic activities.

Associate Chair 9-2-08