

**Temple University
College of Health Professions
Department of Nursing**

**Director, Graduate Nursing Programs
Position Description**

Qualifications:

- Earned doctoral degree in nursing or related discipline
- Experience in graduate nursing education
- Evidence of professional leadership in academic administration

Overall Description:

The Director, Graduate Nursing Programs, is responsible for the efficient administration of the program, including, but not limited to, management of human resources, execution of operational budget, space allocation, coordination with partner institutions (including clinical resources), and other activities as warranted. The Director reports to the Chair, Department of Nursing, College of Health Professions. As a member of the Departmental Executive Council, the Director collaborates as a peer faculty administrator with other administrators within the Department in order to effectively and efficiently achieve overall goals and objectives of nursing's academic strategic plan.

Responsibilities:

- Recruitment of faculty and staff to meet the needs of the program
- Annual faculty workload assignments to meet programmatic needs each academic year
- Annual fall semester development of faculty goals and objectives; annual faculty performance evaluations based on achievement of goals and objectives
- Recommendations to Chair regarding merit awards for faculty based on performance evaluations
- Completion of annual reports and other documents as needed to internal as well as external constituencies, including the Pennsylvania State Board of Nursing, American Association of Colleges of Nursing/Commission on Collegiate Nursing Education, American Nurses Credentialing Center, American Academy of Nurse Practitioners, National Organization of Nurse Practitioner Faculty, and others
- Coordination of processes related to execution of Memoranda of Understanding for clinical placement of students in the program, including contracts for individual student primary care sites and advanced clinical practica.
- Review program policies and procedures, making recommendations for revisions as warranted on an annual basis

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- Participate in marketing efforts to attract students, including coordination with webmaster to update web site as needed
- Serve as resource to standing committees of the Department as well as the Division of Performance Improvement on matters related to the program
- Coordinate program-specific database efforts with the Division of Performance Improvement
- Lead accreditation efforts related to the program
- Submit annual operational asking budget to the Chair for resources needed to manage the program, including need for adjunct faculty, tuition differential, technology, and other requirements
- Efficient utilization of final operating annual budget for the program
- Participation in Departmental, College, and/or University committees and/or task forces as needed
- Coordination with community partners as needed for program sustainability and expansion, including, but not limited to, academic institutions, health care agencies, health care corporations, insurance agencies, government agencies, and others as appropriate
- Participation in a Community Advisory Committee constituted for existing and proposed graduate offerings.
- Monitoring of students' progression through the curriculum, assumption of mediator as needed for dispute resolution
- Other duties as required.