

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

**Director, RN-to-Bachelor of Science in Nursing Program
Position Description**

Qualifications:

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

Overall Description:

The Director, RN-to-Bachelor of Science in Nursing (BSN) Program, 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, including those located on partner institution campuses
- 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, and others
- Coordination of processes related to the execution of Memoranda of Understanding for placements of students in the program
- Execution of dual admission process and procedures between partner institutions and the program

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- Maintenance of inter-institutional relationships among partner diploma schools and community college programs
- Review program policies and procedures, making recommendations for revisions as warranted on an annual basis
- 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
- Coordinate the general education requirements of the program with appropriate disciplines within the University community
- Participation in Departmental, College, and/or University committees and/or task forces as needed
- Participation in a Community Advisory Committee constituted for efficient coordination of matters pertaining to student transition from diploma/associate degree education to completion of the baccalaureate degree
- Monitoring of students' progression through the curriculum, assumption of mediator as needed for dispute resolution
- Other duties as required.