



POSITION ANNOUNCEMENT

Job Title: **Dean of the College of Nursing and Health**
Department: College of Nursing and Health
Reports To: Provost and Vice President of Academic Administration
Salary: \$125,000 per year

Summary

Madonna University invites applications for the position of Dean of the College of Nursing and Health. The University seeks a candidate with administrative experience, successful teaching, and substantial knowledge of Nursing and Health disciplines. The Dean works closely with faculty, both full- and part-time, and with the Provost to articulate and fulfill the College's role/position in a Felician Franciscan institution. This position includes promoting diversity, equity, and inclusion across the University, as well as promoting the goals of College faculty by facilitating excellence in teaching, service, and scholarship. The Dean reports to, and works directly with, the Provost.

Who We Are

The mission of Madonna University, a Catholic institution of higher learning, is to instill in its students' Christian humanistic values, intellectual inquiry, a respect for diversity, and a commitment to serving others through a liberal arts education, integrated with career preparation and based on the truths and principles recognized within a Felician Franciscan tradition.

Madonna's mission receives its spirit from these Franciscan Values:

- Respect for the Dignity of Each Person
- Peace and Justice
- Reverence for Creation
- Education for Truth and Service

Madonna University History

In 1937, Madonna University (then known as Presentation of the Blessed Virgin Mary Junior College) was established by Mother Mary DeSales Tocka and her council in the Felician Central Convent in Livonia, with the first-year enrollment of 18 Sisters. Madonna University instituted master's-level programs in 1982 and became a university in 1991. A leader in nursing education at the state, regional, and national levels, Madonna's College of Nursing and Health launched the University's first doctoral program – the Doctor of Nursing Practice – in 2009. Through this growth and development, the institution has become one of the nation's largest Franciscan Universities with a combined undergraduate and graduate student body of approximately 2,500 students.

Additional information about Madonna may be found at www.madonna.edu.

Why Work at Madonna

Madonna University takes pride in being a student-focused institution offering a career-oriented, liberal arts grounded education reflective of the Mission of the University. Madonna is deeply committed to excellence in teaching, scholarship, and service, as well as ensuring access and affordability.

Skills You Have

Candidates for the position must possess a distinguished record as a scholar and educator, significant administrative experience (especially at the University-wide level), excellent communication and collaboration skills, and personal qualities of vision, integrity, dedication, strong work ethic, and empathy.

Background Screening

Madonna University conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks are performed in compliance with the Fair Credit Reporting Act.

Madonna EEO/AA Statement

We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Candidate Work Requirement

Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

JOB SUMMARY

The Dean is responsible for overseeing all matters related to the academic programs offered by College of Nursing and Health: curriculum development; staffing (recruitment, hiring, workload, evaluation and professional development); student complaints/grievances; budgeting and planning; program assessment; resource development/grant writing; and compliance with accreditation processes, regulatory compliance and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership in the planning, development, and effective implementation of academic programs at the undergraduate and graduate levels, including international programs.
2. Convenes faculty meetings for the College, chairs the meetings, supervises deliberations, and responds to advice. Represents the College on the Academic Council, Curriculum, Educational Policy and Assessment Committee, Graduate School Committee, and other relevant committees of the University.
3. Fosters and maintains a positive college culture centered on Felician Franciscan values and mission.
4. Conducts cyclical review of academic programs and presents recommendations for continuous improvement, including preparation for and conducting review for professional accreditation.
5. Manages the contract process and relationships between the College of Nursing and Health and clinical partners.
6. Leads, oversees and assures compliance with CCNE accreditation and State Board of Nursing regulations and reporting.
7. Develops, recommends, and monitors the College budgets.
8. Oversees publication of the promotional materials and monitors marketing and student recruitment plans for the College.
9. Collaborates on University advancement and development activities.
10. Leads the Department Chairs and Program Directors in the College.
11. Works with Chairs, Program Directors and Faculty to assure rigor of programs and maintain excellence in NCLEX and graduate program credentialing scores.
12. Promotes effective student advisement and ensures consistent adherence to policies published in student and faculty handbooks and the University Catalogs, including College and University grievance procedures.
13. Provides leadership in advocating for the traditional hallmarks of excellence in higher education by encouraging and facilitating high standards of academic quality through appointment of appropriately credentialed faculty, admission of qualified students, and high expectations for student achievement and program assessment.
14. Monitors retention and graduation rates for programs offered by the College and develops strategies to address concerns.
15. Fosters cooperation, coordination, and understanding among the departments of the College, with the other colleges/schools and offices of the University, and with the University administration.
16. Completes other projects as assigned by the Provost or President.
17. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Doctoral degree in nursing or related field required with a Master's of Science in Nursing. Minimum of 5 years of full-time university teaching. Current licensure to practice nursing in the state of residency and eligibility for licensure in Michigan. Professional certification and/or licensure in a specialty area in nursing is encouraged. Excellent interpersonal skills including ability to work cooperatively with faculty and departmental staff and students. Excellent communication skills. Demonstrated ability to exercise initiative, independent judgement, tact and diplomacy. Positive service-oriented attitude and follow-through to plan, organize, and manage a diverse workload with attention to detail. Demonstrated ability with successful grant writing.

TO APPLY: External and Internal candidates please send a *letter of intent* reflecting the above responsibilities and qualifications and a *resume* to essentialhrinfo@madonna.edu

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.