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AUTHORIZING RESOLUTION

concerning

Conversion of Present Position

at

Southern Connecticut State College


to

Associate Dean, Division of Nursing/Administrator IV

December 5, 1980

RESOLVED, That the position, Director of Nursing/Administrator IV, at Southern Connecticut State College be converted to Associate Dean, Division of Nursing/Administrator IV effective December 5, 1980, in accordance with all provisions and expectations as set forth in the proposal dated December 5, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARY

Title: Professional Studies/
Associate Dean - Division of Nursing/Adm. IV

Fund: General

Position Type: Permanent X Part-time

Effective Date: December 5, 1980

Cost: Salary level placed at current level of incumbent serving as
Director, Division of Nursing - \$34,064.00

Campus: Southern Connecticut State College

Proposal: To convert an existing filled position Director of Nursing/Adm. IV
to Associate Dean Professional Studies/Division of Nursing/Adm. IV

Summary: See attached job description.

Date: Dec. 5, 1980

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see p. 11. 11/26/80

POSITION DESCRIPTION

Professional Studies/
Associate Dean - Division of Nursing

POSITION SUMMARY: The Associate Dean is responsible for the supervision and administration of the Division of Nursing. The Associate Dean serves as the deputy to the Dean of Professional Studies on all matters pertaining to the Division of Nursing. The position involves the outreach to outside agencies, institutions, and organizations to promote and advance the nursing program.

POSITION RESPONSIBILITIES:

1. Provides leadership and direction to the Division of Nursing.
2. Establishes ongoing relationships with outside agencies, institutions, and organizations to enhance the nursing program.
3. Is the deputy to the Dean of Professional Studies in all matters concerning the Division of Nursing.
4. In conjunction with the Dean of Professional Studies makes recommendations to appropriate college bodies on all matters pertaining to promotion, tenure, faculty appointments, and termination.
5. In cooperation with the Chairperson and faculty of the Division of Nursing develops policies and procedures regarding curriculum and academic matters.
6. Prepares and maintains the budget for the Division of Nursing for cost items such as supplies, equipment, faculty and staff positions.
7. Processes requests for personal leave.
8. Approves all course offerings for the Division of Nursing.
9. Supervises all catalog changes.
10. Acts as a Hearing Officer regarding student complaints.
11. Directs and supervises all matters relating to accreditation including outreach to external agencies.

(continued)

POSITION DESCRIPTION

Professional Studies/
Associate Dean - Division of Nursing

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12. Is responsible for establishing and enhancing external relationships with national accrediting agencies, the State Board of Higher Education, local, state and federal funding agencies, and private social organizations.

13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Director

Administrative Rank: IV

Department: Division of Nursing

POSITION SUMMARY

As Director of the Division of Nursing, I administer the affairs of the Division according to the policies of the College as established by the Board of Trustees and the administration of the College. This involves screening, recruiting, and recommending new faculty; evaluation of faculty separate from DEC, constant study of curriculum, seeking and evaluating new clinical resources in a variety of settings, liaison with cognate departments in the College and clinical facilities in the surrounding communities, State Board of Examiners for Nursing, American Nurses Association, Connecticut Nurses Association, Connecticut League for Nursing, and National League for Nursing.

POSITION RESPONSIBILITIES

Administrative Responsibilities

1. Directly responsible to the Dean of Professional Studies: transmission of information from the Dean to faculty and vice versa.
2. Seeking and recommending new faculty. Acquiring additional faculty due to expansion of program.
3. Maintaining complete record system: course materials, minutes, correspondence faculty files, etc.
4. Involved in all aspects with Administrators of the College which have a direct effect on the Division.

Faculty

1. Orientation of new faculty.
2. Promotion of faculty development.
3. Evaluation of faculty in accordance with DEC policies.
4. Conferring with faculty in terms of their needs, problems or morale.
5. Chairman of Division of Nursing Administrative Faculty Committee.- monthly meetings.
6. Works with faculty to increase interest and participation in academic and professional organizations.

Bulletins and Schedules

1. Working with faculty in scheduling courses, supporting faculty in evolving new courses.
2. Working with Admission Office on registration figures as related to course and clinical facilities.
3. Assists in preparing and revising bulletins and other material as related to the program or course offerings.

POSITION DESCRIPTIONS (CONT'D)

Budget

1. Submission of budget requirements.
2. Follow-up on all requisitions.
3. Disbursement of money from Capitation Funds.
 - a. equipment-supplies
 - b. faculty salaries
 - c. travel
 - d. professional improvement of faculty

Curriculum

1. Curriculum development, revision, implementation and evaluation.
2. Investigation and entering into agreements with clinical facilities.
3. Major role in National League for Nursing Self Study Evaluation for accreditation.
4. Works closely with Directors of Health Care facilities.

Student Advisement

1. Available to all students for guidance and counseling.
2. Chairman of Student Progress Evaluation Committee.
3. Resource person state-wide to students and registered nurses. This includes advisements to students out-of-state.
4. Whole area of eligibility and records of senior students applying for State Board Examinations.

Professional Involvement

1. National League of Nursing - Council and Convention Meetings.
2. American Nurses Association.
3. New England Council of Higher Education in Nursing.
4. Connecticut Nurses Association
 - a. Government Relations Council
 - b. Program Development Council

Prepared by: Clairie C. Raymond

3/14/79