Conway School of Nursing
Associate Dean, Undergraduate Program and Clinical Assistant/Associate Professor

The Conway School of Nursing (CSON) at The Catholic University of America (CUA) seeks to fill an approved 12-month, benefits-eligible Associate Dean, Undergraduate Programs and Clinical Assistant/Associate Professor position to begin immediately.

The CSON is distinguished for preparing expert clinicians, nurse scientists, and leaders. The CSON offers curricula that lead to the receipt of baccalaureate, masters, doctor of nursing practice and PhD degrees. These functions contribute to the mission of the University to “to be of service to the community, the country, and the world” by offering degrees that help to address the healthcare needs of our community, the nation, and global patient populations. The CSON is CCNE accredited and has over 500 students enrolled in BSN, MSN, DNP, and PhD programs. The BSN students participate in multiple study abroad opportunities in Australia, Ireland, and Nicaragua. The 2020 BSN graduate NCLEX pass rate was 98.46%. Ranked #5 by U.S. News and World Report, the on-line MSN programs prepare family nurse practitioners (FNPs), adult-gerontological nurse practitioners (AGNPs), and acute and primary care pediatric nurse practitioners (PNPs). Post-graduate APRN certificate program tracks are also available and in Fall 2022 an ACAGNP program will also be initiated. Students in the BSN programs gain clinical experiences in world-class health care facilities and multiple premier health settings across Virginia, Maryland, and Washington, DC. The on-line PhD program prepares expert clinicians as nurse scientists. The on-line DNP program, approved for post-master’s and post-baccalaureate pathways, focuses on leadership in advanced nursing practice.

We seek candidates who understand, are enthusiastic about, and will make a significant contribution to the mission of the University, which reads as follows: “As the national university of the Catholic Church in the United States, founded and sponsored by the bishops of the country with the approval of the Holy See, The Catholic University of America is committed to being a comprehensive Catholic and American institution of higher learning, faithful to the teachings of Jesus Christ as handed on by the Church. Dedicated to advancing the dialogue between faith and reason, The Catholic University of America seeks to discover and impart the truth through excellence in teaching and research, all in service to the Church, the nation and the world.”

The Associate Dean reports to the Dean, CSON and assists in providing effective and efficient management of all CSON undergraduate academic matters. The Associate Dean, in collaboration with the undergraduate faculty is responsible for oversight of the BSN program. This includes: 1) the management of curriculum improvement and assessment data, and 2) the creation, direction, and support of the CUA vision, mission and values. This is a twelve (12) month administrative faculty position with faculty rank and privilege.
Minimum Qualifications: This individual must hold a doctoral degree in nursing, PhD preferred, with an active DC RN license. The incumbent will evidence the ability to engage undergraduate CSON faculty and staff in developing and advancing an innovative undergraduate nursing education program in keeping with accrediting agency requirements. The successful incumbent will demonstrate emotional maturity, keen organizational skills and assure effective and efficient operations in the undergraduate program. This includes but is not limited to developing and sustaining a solid infrastructure function comprised of academic program management, clinical partnerships and placement, and clinical simulation. The incumbent will likewise endeavor to secure and retain expert faculty, assure their fully subscribed academic assignments, conduct productive evaluations to ensure faculty professional growth, and continually identify opportunities for improved academics thereby offering students a program experience second to none and evidenced in rankings such as U.S. News and World Report. The successful incumbent will exhibit the persona of an expert academic professional and experienced operations leader. The incumbent must demonstrate exceptional verbal skills and writing proficiency as evidenced in publications, presentations, and the like.

Responsibilities:

1. Contributes to the university’s mission in discovering and imparting the truth through excellence in teaching and research. Work both inside and outside of the classroom evidence collaboration with faculty and staff to enhance and advance exemplary academics, spiritual growth, and engagement with the world.
2. Provides the vision for the undergraduate nursing program by ensuring the quality and integrity of all academic programs, courses, services, operations, and its personnel.
3. Leads undergraduate nursing program faculty in the development, implementation, evaluation, and revision of undergraduate curriculum, courses, and assessment of student learning outcomes.
4. In collaboration with the Dean, CSON, oversees the development and evaluation of all undergraduate program policies, procedures, publications, legal contracts, and public documents.
5. Monitors undergraduate nursing program compliance with external approval and accrediting bodies, including contributing and/or writing official reports.
6. Directs the process of achieving undergraduate student learning outcomes by conducting program assessments and in-depth curriculum review.
7. Achieves and sustains positive and effective relationships with internal and external colleagues and stakeholders, including university administration, clinical partners, faculty, alumni, as well as professional nursing organizations and other external nursing programs in support of the CSON undergraduate program.
8. Advocates for the undergraduate nursing program and collaborates with Enrollment and Marketing services and with student success services to meet the needs of undergraduate nursing students.
9. Evaluates faculty and staff personnel at least annually according to established goals and objectives; revises operations as necessary to enable goal achievement.
10. In concert with undergraduate faculty, envisions future program opportunities and develops strategic plans for the BSN program that map continued program improvement through academic and operational transformation(s).
11. Represents the Dean and serves in a leadership role in the absence, or at the request, of the Dean.
12. Represents the CSON’s interests internally on matters related to academic programs within the University and externally to constituents.
13. Maintains personal academic faculty obligations in teaching, service, and research specific to the area of expertise.
14. Establishes productivity and workload standards in consultation with faculty and other administrators.
15. Performs other duties as assigned.

Application requirements include:

- A curriculum vitae
- Two letters of recommendation
- A one- to two-page personal statement indicating how your research, teaching, and service will make a distinctive contribution to our University’s mission and to the vision of Catholic education outlined in the Apostolic Constitution on Catholic Universities Ex Corde Ecclesiae.

Please forward all application documents to Dr. Petra Goodman, Chair of the Search Committee, School of Nursing, at goodmanp@cua.edu.

The Catholic University of America is an Equal Opportunity Employer.