



**Conway School of Nursing
Assistant or Associate Professor · Associate Dean for Administration**

The Conway School of Nursing (CSON) at The Catholic University of America (CUA) seeks to fill an approved 11-month, tenure-track, benefits-eligible Assistant or Associate Professor/Associate Dean for Administration position to begin August 2022.

The CSON is distinguished for preparing expert clinicians, nurse scientists, and moral leaders in nursing. The CSON is CCNE accredited and has over 500 students enrolled in BSN, MSN, DNP, and PhD programs. The BSN students participate in study abroad opportunities in Australia and Rome. The 2021 BSN graduate 1st time National Council Licensure Examination (NCLEX) pass rate was 96%. The on-line MSN programs prepare family nurse practitioners (FNPs), adult-gerontological nurse practitioners (AGNPs), and acute and primary care pediatric nurse practitioners (PNPs) for dual certification. Post-graduate APRN certificate program tracks are also available and in January 2023 an Acute Care Adult-Gerontology Nurse Practitioner program will also be initiated. The on-line DNP program, approved for post-master and post-baccalaureate pathways, focuses on leadership in advanced nursing practice. The on-line PhD program prepares expert clinicians as nurse scientists.

We seek creative and innovative 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."

As a CUA faculty, you will gain multiple benefits!

1. Eligibility for employee tuition assistance
2. Eligibility for tuition assistance for undergraduate degrees for children and spouses
3. Eligibility for tuition exchange for children who want to pursue an undergraduate degree at another university or college other than CUA
4. Participation in an exceptional retirement plan (TIAA). If the faculty member contributes 5%, CUA will contribute 10% of gross salary.
5. One day per week for clinical practice/scholarship.

Responsibilities:

1. Leads the planning, implementation, evaluation, and revision of program curricula in collaboration with other Associate Deans and ensures the integrity of the academic programs.
2. Collaborates with Enrollment and Marketing services, other Associate Deans and faculty to meet recruitment and admission projections.
3. Maintains, in conjunction with the Senior Budget Analyst, oversight for the Scholarship Committee and addresses inquiries related to scholarships as needed.
4. Leads the CSON accreditation process in collaboration with the Associate Dean for the Baccalaureate Program, the Associate Dean for MSN and BSN-DNP Programs and the Associate Dean for Doctoral Programs by communicating with accrediting and licensing organizations to ensure compliance with accrediting and licensing requirements.
5. Determines faculty needs to support current and future academic programs in collaboration with the Dean and other Associate Deans and, in collaboration with the Senior Budget Analyst, supervises the process for recruitment of new faculty and staff.
6. Manages new faculty appointments and faculty reappointments, promotions and tenure applications.
7. Establishes productivity and workload standards in consultation with the Dean, Associate Deans, faculty and other CUA administrative leaders.
8. Oversees the work of the Clinical Coordinator of the graduate programs to achieve strategic goals and provides adequate support and staffing resources to assure placement of students in clinical practicums maintains compliance with Washington DC and out of state regulatory requirements.
9. Oversees the work of the Administrative Assistant III in securing memoranda of understanding (MOUs), clinical contracts, part-time faculty contracts and other types of contracts to meet the needs of the academic programs.
10. Serves as Incident Command Team Leader in establishing and maintaining a business continuity plan to minimize interruption of instructional delivery in a disaster.
11. Leads strategic planning, implementation and evaluation of academic programs domestic and abroad.
12. Works with the Dean and university human resources on preparing for faculty sabbaticals, retirements and other types of faculty requests for leave and in responding to faculty requests for reasonable accommodations.
13. Leads the implementation of the faculty mentoring program.
14. Leads the implementation and ongoing evaluation of the faculty development program with annual performance evaluations relative to the university appointment and promotion criteria.
15. Oversees the faculty Director, Study Abroad in the planning and execution of student travel abroad related to CSON academic programs and initiatives to ensure safe student international travel that meets academic accreditation and certification requirements.

16. Identifies needed infrastructure and collaborates with the Dean to secure resources to support academic programs and other CSON initiatives.
17. Provides, in collaboration with the CSON Senior Budget Analyst, oversight for the preparation and management of the budget for academic and faculty affairs.

Qualifications:

1. Earned doctoral degree in nursing or related field. Research doctorate preferred.
2. Eligible to obtain an active and unencumbered license to practice as a registered nurse in Washington D.C.
3. Evidence of scholarship published in peer-reviewed publications.
4. Evidence of success in securing external funding for a program of scholarship.
5. Demonstrated leadership and participation in curriculum development and evaluation.
6. Demonstrated leadership in the development and ongoing monitoring of academic program accreditation.
7. Distinguished record of interprofessional collaboration and scholarship.
8. Demonstrated leadership in international educational collaborations.
9. A high level of energy, creativity, initiative, and strong commitment to fostering student learning and academic excellence.

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. Marie Nolan, Dean, CSON, at nolanmt@cua.edu.

The Catholic University of America is an Equal Opportunity Employer.