



Position Description Dean

Supervisor: President

Department:

Status:

FLSA:

Position Goal: To develop, implement, evaluate and revise the educational programs for Prelicensure Nursing in accordance with rules and regulations of the state and federal regulatory and accrediting bodies and in response to identified industry and community needs.

Position Responsibilities:

Essential Duties:

1. Develop and maintain collaborative relationships with the Administration and Board of Galen College, related faculties, students, clinical agencies, and the community.
2. Participate in the preparation and administration of the program of nursing budget.
3. Screen and recommend candidates for faculty appointment, retention and promotion, and termination.
4. Ensure that new faculty members receive adequate orientation.
5. Develop admission, retention and progression criteria.
6. Develop, implement and evaluate the program of nursing.
7. Develop and implement program policies.
8. Facilitate continuing academic and professional development of the faculty.
9. Develop and negotiate contracts with clinical facilities.
10. Establish student/faculty ratios in the clinical practice experience.
11. Conduct regularly scheduled faculty meetings.
12. Submit the "Certified List of Program of Nursing Graduates" as prescribed by the Ohio Board of Nursing.
13. Review curriculum continuously in collaboration with faculty to ensure all content is being taught.
14. Evaluate adequacy of testing with the nursing program, in collaboration with faculty, and student performance on the NCLEX.
15. Work with faculty to improve test -taking skills of students.
16. Observe faculty and students in clinical sites to evaluate the effectiveness of instruction and the use of the facility. Arrange for evaluation of clinical sites by students and faculty.
17. Review, periodically, the clinical evaluation tools used and the processes used by faculty and students to evaluate clinical skills and achievement of objectives.
18. Assist in orientation of students to program.
19. Ensure students receive adequate facility counseling.
20. Observe faculty members in the classroom and/or clinical areas to observe teaching style, strategies used, and interaction with students.
21. Review course outline for courses taught with each instructor to determine all areas are addressed in teaching content.

Other Duties:

