

POSITION DESCRIPTION

Vice Dean of Faculty

- a) **Position Characteristics:** Reporting to the Dean, the Vice Dean of Faculty provides leadership for the initiatives focused on systems that promote faculty success, mentoring, inclusivity, and diversity and faculty development. The Vice Dean works closely with the faculty governance process to maximize the career arc of faculty. The goal is to streamline the infrastructure to enhance the success of the faculty, foster career development, professionalism, and faculty development. Within the School's matrix structure, the Vice Dean will collaborate with the Associate Deans and Vice Deans to align the individuality of a faculty member's career trajectory with the School's mission and goals. The Vice Dean will oversee a mentorship initiative to support the growth and development of faculty careers and will engage with faculty starting with recruitment through promotion and tenure process and work to ensure retention. Finally, the Vice Dean will promote inclusion and diversity and will foster an inclusive environment.

a) **Responsibilities**

Systems of Success:

- Develop an environment through mission-aligned strategic plan that fosters faculty development at all levels.
- Collaborate with the Offices of Admissions and Student Services, Academic Affairs, Nursing Research and Scholarship, and Practice and Engagement (UT Nursing).
- Supports Faculty governance
- Active member of the School of Nursing Executive Council
- Conducts a faculty needs assessment, plans programming, and evaluations yearly.
- Prepares and identifies faculty nominations for awards at local, state and national levels.
- Ensure systems of evaluations that measure overall faculty success occur.
- Provide oversight of faculty workload to ensure equitable distribution across all missions.
- Create programs to celebrate faculty success.
- Collect and maintain faculty data for systematic evaluation plan and strategic plan.
- Project faculty needs in consideration of programmatic offerings based on five year plan.

Mentoring

- Facilitate the work of Promotion, Tenure and Appointments Committee ensuring deadlines and notifications are met.
- Collaborate with the Promotion, Tenure and Appointments Committee to conduct regular workshops.
- Lead the process for annual and periodic faculty evaluations.
- Connect Faculty at all points in the pipeline to role models, mentors, and opportunities by partnering with existing organizations/ programs or by assisting in the planning and implementation of new programming.

Inclusivity and Diversity

- Provide oversight of search committee processes for hiring to ensure inclusivity of new faculty.
- Manage faculty general grievance concerns and work with Vice President for Academic, Faculty and Student Affairs and HR offices as appropriate.
- Seeks qualified, diverse candidates for all Faculty positions by recruitment in appropriate venues and appropriate recruitment advertisement.
- Develop sustainable diverse and inclusive environments that value and celebrate inclusivity and diversity.
- Develop or assist in the support of public campaigns such as newsletters, posters, public events, and/or list serves to promote the importance of inclusivity and diversity in an academic environment.
- Facilitate social aspects that promote student, staff, and faculty interactions as well as interactions between faculty to promote diversity.

Faculty Development

- Make accessible to faculty innovative programs that will provide education which supports their role through webinars, workshops, seminars, and conferences.
- Work closely with the Assistant/Associate/Vice Deans to align faculty development goals with assessed faculty needs and with other issues as needed.
- Actively seek campus and extramural funding for programs and initiatives advancing faculty development.

Other Duties As Assigned.

b) **Qualifications**

- Minimum preparation: PhD required, PhD in nursing preferred.
- Should demonstrate at least five years of experience working in the areas of faculty affairs and development and proven experience developing and mentoring faculty members.
- The successful candidate will need to be eligible for appointment at the rank of Professor with Tenure in the School of Nursing.
- Ability to build effective teams and diverse work groups of faculty and staff, ability to inspire and work with all levels and disciplines within higher education and the broader community; ability to provide counsel and advice at both strategic level and a daily operations level desired.
- Strong project management, organization, planning, budget, time management, collaboration, and relationship skills.
- Must possess excellent communication skills and be able to apply interpersonal and leadership skills.
- Ability to maintain confidentiality is necessary.
- The successful candidate will have demonstrated experience promoting a diverse and inclusive environment.
- The successful candidate will spend about 75 percent of her time on administration, and the balance of time on teaching/research/clinical, depending upon expertise.

Senior Manager, Office for Faculty Excellence

a) Duties:

- Manages the faculty recruitment process attracting top diverse talent in collaboration with search committee and provides effective onboarding.
- Plans and coordinates new faculty orientation process and content.
- Manages UT Careers system for faculty recruitment purposes that include initial applicant screening and continuance to offer letters for employment.
- Monitors faculty licensure requirements.
- Organizes the SoN faculty Promotion, Tenure and Appointment process, in collaboration with the Vice Dean of Faculty.
- Oversees the financial operations of OFE.
- Administers the annual budget for the OFE with responsibility for accuracy of OFE financial information.
- Management of the faculty discretionary projects, endowments and completion of associated reports. Serves as the primary institute contact for School of Nursing faculty data and statistical reporting and ensures accurate data collection and dissemination.
- Oversees the collection and maintenance of faculty aggregate data required for School of Nursing, institutional, and other reports. Completes AACN faculty surveys.
- Supervises and oversees Office for Faculty Excellence administrative staff through talent acquisition performance management, and other duties, to include orientation, mentoring, and continuous development to support faculty academic, research, service, and practice endeavors.
- Oversees completion of the and maintenance of faculty CV's.

b) Qualifications

- Bachelor's degree in Business Administration, Accounting, Healthcare Administration, Business Management, Human Resources, or related field of study, and least five (5) years of related and progressive experience, including at least (1) year of supervisory or leadership experience.

Faculty Process Support Specialist**a) Duties:**

- Plans and coordinates New Faculty Orientation consistent with CCNE, TBON, and SACSCOC, and HSC directives.
- Schedules faculty candidate phone interviews and campus visits.
- Develops and maintains faculty on-boarding booklet.
- Manages faculty hiring process from start to finish.
- Coordinates with search committee on all faculty recruitment positions. Ensures faculty applications are complete.
- Processes Faculty Hires: Tenure/Tenure-Track, Non-Tenure Faculty, and Part-time or Full-time Non-Tenure Track Titles, Joint and Cross Appointment, Additional services payments documents and offer letters.
- Track progress, identifies and resolves obstacles regarding faculty hire process.
- Prepares and processes paperwork for faculty separation/clearance.
- Administratively supports the Faculty Search Committee
- Maintains faculty master list for Annual Data Reports preparation for Commission on Collegiate Nursing Education (CCNE), American Association of Colleges of Nursing (AACN), Nursing Education Program (NEPIS), and U.S. New Graduate Nursing Schools Statistical Survey Report-Faculty Data.
- Professional Licensure: Check for appropriate professional licensure for expiration dates on Texas Board of Nursing Website.
- Creates and distributes SON Newsletter
- Update faculty profiles
- Maintains faculty folders and ensures proper documents are current and consistent with Records Retention Policy.
- Updates e-mail list serve for faculty (nurfac).

b) Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or equivalent experience in a professional environment.

Administrative Assistant- Senior (1 of 3)

a) Duties:

- Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.
- Correspond all appropriate information for faculty by following up with faculty and staff including emails to Nurfac.
- Upload all required documents onto folders and ensure maintenance of Office for Faculty Excellence Share drive and School of Nursing SharePoint.
- Support Faculty with last names from **A – J**.
- Process desk copy, AV, printing, and exam supply requests.
- Supports new hired faculty onboarding and set up.
- Assist faculty with travel requests, travel vouchers and mileage reimbursement in Dynamix with Financial Services Center (FSC).
- Complete copying, scanning and faxes up request.
- Assist with formatting and printing (course syllabi, sign-in sheets, tent cards, etc.)
- Process Facilities Management service requests when needed (furniture moves, hanging items, event set-ups, etc.)
- Supports Faculty Assembly.
- Onboarding for teaching assistants
- Annual Inventory and Property Removal Permits.
- Supports Committee on International Programs.
- Supports Committee on Interprofessional Education
- Records Retention Coordinator.
- Notary Public.
- CV support for faculty.
- Assist with inventory and property removal permits.
- Assist faculty with converting documents using adobe, MS Word, etc.
- Process key and phone requests.
- Other duties as assigned

Administrative Assistant- Senior (2 of 3)

a) Duties:

- Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.
- Correspond all appropriate information for faculty by following up with faculty and staff including emails to Nurfac.
- Upload all required documents onto folders and ensure maintenance of Office for Faculty Excellence Share drive and School of Nursing SharePoint.
- Support Faculty with last names from **K – Z**.
- Process desk copy, AV, printing requests and exam supply requests.
- Supports new hired faculty onboarding and set up.
- Assist faculty with travel requests, travel vouchers and mileage reimbursement in Dynamix with Financial Services Center (FSC).
- Complete copying, scanning and faxes upon request.
- Assist on formatting and printing (course syllabi, sign-in sheets, tent cards, etc.)
- Process Facilities Management services request when needed (furniture moves, hanging items, even set-ups).
- Submit service request tickets in Dynamix (computer repairs, telephone issues, network issues, etc.)
- Sort/deliver main mail and packages (faculty folders).
- Monitor OFE email and RightFax
- Manages OFE Deadline/Event Calendar
- Updates OFE intranet website and OFE online forms.
- Submit tickets in Dynamix to update external SON website and SON Handbook (Bylaws and OFE Portion).
- CV support for faculty.
- Support faculty with technical support.
- Create OFE online forms.
- Assist faculty with converting documents using adobe, MS Word, etc.
- Other duties as assigned

Administrative Assistant- Senior (3 of 3)

a) Duties:

- Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.
- Correspond all appropriate information for faculty by following up with faculty and staff including emails to Nurfac.
- Upload all required documents onto folders and ensure maintenance of Office for Faculty Excellence Share drive and School of Nursing SharePoint.
- Point of contact for TAMS, updates distribution of effort changes (DOE), adds new faculty, and inactivates separated faculty.
- Provides support to: Nominations and Bylaws Committees.
- Supports Faculty Development and Mentoring programs.
- Assists with reconciliations and telephone certifications.
- Processes additional services for Adjunct faculty.
- Assists with Faculty Evaluations.
- Other duties as assigned.

b) Qualifications

- Associate degree with five years' experience or high school diploma or GED with seven years related experience.