CONFIDENTIAL

Position Description:

School of Nursing
UT Health Science Center
San Antonio

For the Position of:

Vice Dean for Faculty Affairs and Diversity

February 2016
Confidential Position Description:

Title: Vice Dean for Faculty Affairs and Diversity
Company: University of Texas Health Science Center at San Antonio, School of Nursing
Reports to: Dean
Location: San Antonio, Texas
Website: http://nursing.uthscsa.edu/

Overview of the School of Nursing:

The University of Texas Health Science Center at San Antonio School of Nursing (SON), one of five schools in a thriving South Texas Medical Center, is a vibrant, growing School dedicated to serving the South Texas community and beyond. Established in 1969 by founding Dean Dr. Margretta Styles, the School offers B.S.N., M.S.N., D.N.P. and Ph.D. programs of study.

The School’s mission is:
• We engage with our diverse students and communities to produce the future nursing leaders who will impact local and global health and lead the transformation of health care to make lives better through education, research, practice and community engagement.

The School’s vision is:
• We make lives better by promoting health as an act of social justice.

The School’s core values are:
• Ethics and Accountability - We believe physical, mental and social well-being is enhanced with high professional standards, by honoring the dignity of others, and through accountability for our actions;
• Diversity and Excellence - We believe excellent health care is a right of every person;
• Innovation - We believe in innovation to deliver leading edge health care, education, research, and community service;
• Education - We believe education is a lifelong process based on mutual teaching, learning, and research that ultimately makes life better for those we serve;
• Leadership - We believe through our leadership we can educate organizations within our communities to adopt practices and policies that promote health;
• Health - We believe in the power of professional nurses to improve the health status of people here and abroad; and
• Inter-professional Collaboration - We believe in the power of inter-professional collaboration to improve health outcomes.

Rich diversity in a student body of over 900 students (600 undergraduate and 350 graduate) reflects the School’s commitment to educate the next generation of compassionate, culturally-proficient nursing health care professionals at all levels of nursing education. Almost 18% of nursing students are male, and over 54% represent the following groups: Hispanics; African American; Native American; Asian; and other groups. There are more than 400 clinical affiliates (clinical rotation partners). The overall National Certified Licensing Board (NCLEX) pass rate is greater than the national norm. Students and faculty benefit from a state-of-the-art 7,281-square foot Clinical Simulation Center equipped with specialty rooms and computerized simulation mannequins.

The UT Health Science Center San Antonio School of Nursing is at the forefront of nursing education. The School leads in excellence in nursing leadership through innovative teaching, quality research, compassionate care and community service for our South Texas community and the world. As part of the only Tier 1 research university in South Texas and one of the major academic health science centers in the nation, SON is the only school in the region to offer doctorate nursing degrees. The School educates future nurse care providers, but more importantly, serving as the “leadership pipeline” for faculty, clinical leaders and specialists, nurse practitioners, and nurse scientists. The over 11,000 nursing graduates of the UT Health Science Center San Antonio School of Nursing are shaping the health care practices of today and transforming the future of nursing care for tomorrow.

Clinical practice and community engagement complement the educational and teaching missions of the School. Established in 2009, the Office of Practice and Engagement (OPE) provides a research and learning laboratory where evidence-based practice and education occur. The charge of the Office is to create an accessible, caring, high quality, culturally proficient and effective health care delivery system for individuals, families and communities.
The School operates a Student Health Center and Employee Health and Wellness Clinic for the UT Health Science Center San Antonio. In addition, the School manages two clinics in the community providing care to the underserved.

The School has over talented 100 faculty members and has 10 Fellows of the American Academy of Nursing (FAAN). All Nurse Practitioner faculty maintain a faculty practice. There are two departments in the School: Department of Family and Community Health Systems and the Department of Health Restoration and Care Systems Management. SON has two Centers of Excellence: The Academic Center for Evidence-Based Practice and the Center for Community-Based Health Promotion with Women and Children. The School also has international memoranda of understanding with the following: Chiang Mai University, Mahidol University and Thammaset University in Thailand; Universidad Autonoma de Nuevo Leon in Mexico; and the University of Kuopio in Finland.

SON sits within the University of Texas Health Science Center at San Antonio, one of the country’s leading health sciences universities. The operating budget for FY 2016 is $801.8 million (revenues). The university’s schools of medicine, nursing, dentistry, health professions, and graduate biomedical sciences have produced more than 32,200 graduates. Designated by the U.S. Department of Education as a Hispanic-serving Institution, the Health Science Center consistently ranks among the top schools in the nation for graduating Hispanic healthcare providers. For more information on the many ways “We make lives better,” visit uthscsa.edu. Serving patients in San Antonio and South Texas, the institution’s healthcare professionals work in more than 100 affiliated hospitals, clinics, and healthcare facilities across San Antonio, Laredo and the Rio Grande Valley. More than 3,000 students, researchers, and post-doctoral students from around the world come to the UT Health Science Center of San Antonio to study, research, and discover new breakthroughs. The mission of The University of Texas Health Science Center at San Antonio is to make lives better through excellence in education, research, healthcare, and community engagement.

Role Summary:

Reporting to the Dean, the Vice Dean for Faculty Affairs and Diversity is a new position. The successful individual will develop and streamline the infrastructure to enhance the academic and behavioral environment that will support diversity of the faculty, enhance professionalism and faculty development. The Vice Dean will work closely with the two Department Chairs to
identify professional development opportunities for faculty at all ranks. Most importantly, the new Vice Dean will serve as a mentor to support the growth and development of faculty careers and will engage faculty from the initial appointment through each phase of the Promotions and Tenure process. In short, the Vice Dean will serve as the catalyst for faculty development.

In addition to playing a leadership role with faculty development activities, the Vice Dean will promote diversity and inclusion across the School. This requires devising a thoughtful plan with milestones that directly support the School’s mission and desire to have the most inclusive ethos.

The School seeks an individual with the academic credibility to garner respect from colleagues. The individual must possess excellent communication and collaboration skills and abilities, be flexible and nimble, have a sense of humor, and follow through. The Vice Dean will spend about 75 percent of his/her time on administration and 25 percent of time on research, teaching and other projects.

**Responsibilities:**

**Faculty Affairs**

- Develop an environment through a mission-aligned strategic plan that fosters faculty development at all levels.

- Create and implement innovative programs that will provide education to faculty.

- Collaborate with the Offices of Student Affairs, Academic Affairs, Research and Clinical Enterprise.

- Provide oversight of search committee processes for hiring of new faculty.

- Review, mediate, and sign all initial and Promotion and Tenure faculty packets.

- Develop and administer workshops for Department Promotions and Tenure Committees to align their collective processes more closely together.

- Develop and run internal workshops for faculty and staff on promotion and tenure issues and procedures as needed.
• Work closely with the Executive Team regarding any faculty issues.

• Develop a needs assessment for topics of faculty affairs not covered by other offices within the School or University.

• Manage faculty general grievance concerns and work with the EEO and HR offices as appropriate.

• Work closely with the all Assistant/Associate/Vice Deans to align faculty development goals with assessed faculty needs and with other issues as needed.

• Screen Faculty Nominations for awards.

• 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.

• Devise and monitor systems of evaluation that measure overall faculty success.

• Provide strategic planning and implementation for faculty workforce.

• Provide oversight of faculty workload to ensure equitable distribution.

• Actively seek campus and extramural funding for programs and initiatives advancing faculty development.

• Create programs to capitalize on Faculty successes.

• Collect and maintain faculty data.

• Serve as a member of the Dean’s Executive Council.

• Perform other duties as assigned.
Diversity

• Work with diversity at all levels and develop an orientation session for new faculty.

• Seek qualified, diverse candidates for all faculty positions and develop sustainable diverse and inclusive environments that value and celebrate diversity.

• Develop or assist in the support of public campaigns, such as newsletters, posters, public events, and/or list serves, to promote awareness and clarity around the importance of diversity in an academic environment.

• Facilitate social aspects that promote student, staff, and faculty interactions as well as interactions between faculty to promote diversity.

• Serve as liaison to broaden the University regarding diversity initiatives.

Required Qualifications and Experience:

• Ph.D. required; Ph.D. in Nursing preferred.

• Should demonstrate at least five years of experience working in the areas of diversity and/or faculty affairs.

• Depending on experience, this position could be filled by either a faculty member or an Administrative and Professional individual.

• If the successful candidate is a faculty member, the appointment in the appropriate clinical department of SON should be at the rank of Professor with tenure.

• Ability to maintain confidentiality is necessary.

• Strong project management, organization, planning, budget, and time management, as well as collaboration skills are expected.
• Must possess excellent communication skills and be able to apply interpersonal and leadership skills.

• Ability to build effective cross-departmental 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 a strategic level and a daily operations level is desired.

• Knowledge and experience in diversity and/or faculty affairs initiatives. An understanding of the structure, policies, rules, and procedures of an academic environment is also preferred.

The University of Texas Health Science Center at San Antonio is an Equal Opportunity / Affirmative Action Employer including protected veterans and persons with disabilities.

All faculty and Administrative and Professional appointments are designated as security sensitive positions.

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