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## Assistant Dean, Undergraduate Nursing Programs

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The Assistant Dean is a senior academic leader responsible for the planning, development, implementation, and evaluation of the Undergraduate Nursing Education Programs in the Faculty of Health Sciences at McMaster University.

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### Reporting Relationship:

Reporting to the Vice Dean, Faculty of Health Sciences, Executive Director, School of Nursing.

### Duties and Responsibilities:

The Assistant Dean will oversee all aspects of planning, developing, implementing, and evaluating the undergraduate nursing programs. In addition, the Assistant Dean will recommend policies and procedures for the programs to the Health Sciences Education Council and will implement policies approved by Faculty Executive with respect to the programs. The term of appointment will be for a period of five years, renewal subject to a favorable review.

### The Assistant Dean will:

#### Administration

1. Establish policies and procedures for the operation of the programs and recommend the administrative structure and relevant committees required to support the program.
2. Participate in the establishment of principles for the allocation of resources to ensure effective operation of the programs.
3. Contribute to the strategic planning for the recruitment and assignment of faculty to teaching and administrative roles in the program.
4. Maintain liaison with appropriate departments, programs, and faculties within the University.
5. Maintain liaison with appropriate collaborative partners.
6. Chair and/or serve as a member of university specific and collaborative undergraduate nursing education committees.
7. Participate as a member of the Health Sciences Education Council.
8. Participate as a member of faculty and university committees relevant to the undergraduate programs.
9. Represent the Undergraduate Nursing Education Program to internal and external groups, institutions, and clinical agencies.
10. Provide mentorship to students, faculty, and staff within the program.
11. Support CASN accreditation, College of Nurses program approvals and IQAP processes for the undergraduate nursing programs.
12. Ensure that the unique needs of the collaborative partner sites are considered in the planning and implementation of the undergraduate nursing program.

#### Education

1. Provide ongoing academic leadership for the programs, including the development of innovative approaches to education, novel collaborative ventures, and the development of educational programs in response to changing needs of the nursing profession, and the healthcare and university environments.
2. Manage the development, implementation, and on-going refinement of the curriculum.
3. Oversee the development and implementation of appropriate evaluation methods for students, faculty, and courses in the programs.

### Research

1. Facilitate educational research, development, and evaluation in the programs and in relation to other programs, as appropriate.

### EDI-IR

2. Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
3. Demonstrate a commitment to the strategic priorities of the Faculty and University to equity and inclusion and Indigenous reconciliation by ensuring that it is embedded throughout all processes and operations of the School through proactive collaboration with the Associate Dean, Indigenous Health and Associate Dean, Equity and Inclusion.

### **Selection & Renewal Process**

The individual will be selected by a Departmental Selection Committee. The Selection Committee is chaired by Vice Dean, Faculty of Health Sciences, Executive Director, School of Nursing and includes teaching and tenure track faculty members and BScN and School of Nursing administrative leaders.

During their first term, the incumbent will undergo a 360 evaluation (or equivalent) and are encouraged to discuss the findings with the person they report to.

As part of the renewal process, the incumbent will submit a review of their accomplishments in the role over their first term.

Once the departmental committee has made its decision, the recommendation for the appointment will go to the FHS Faculty Executive Council and the Senate Committee on Appointments for approval, followed by Senate, and Board of Governors.

### **Conditions of Appointment:**

The position of Assistant Dean, Undergraduate Nursing Programs shall be held by a qualified full-time faculty member, appointed for a five-year term, renewable for a second term of up to five years.

This position is a 0.8 FTE role and includes a role-based stipend.

### **Review Schedule:**

These Terms of Reference are scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2028/29 academic year.

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Most recent approvals: School of Nursing Council – April 15, 2024; FHS Council – April 24, 2024

Supersedes/Amends: Version dated October 26, 2011

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