

Associate Dean for Academic Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=113918>

Downloaded On: Nov. 17, 2018 1:28am

Posted Oct. 15, 2018, set to expire Feb. 16, 2019

<b>Job Title</b>	Associate Dean for Academic Affairs
<b>Department</b>	School of Nursing <a href="http://nursing.buffalo.edu/">http://nursing.buffalo.edu/</a>
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo , New York
<b>Date Posted</b>	Oct. 15, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean Professor
<b>Academic Field(s)</b>	Nursing - General Nursing - Administration
<b>Job Website</b>	<a href="http://nursing.buffalo.edu/additional-info/employment-opportunities.html">http://nursing.buffalo.edu/additional-info/employment-opportunities.html</a>
<b>Apply Online Here</b>	<a href="https://www.ubjobs.buffalo.edu/postings/16025">https://www.ubjobs.buffalo.edu/postings/16025</a>
<b>Apply By Email</b>	

**Job Description**

The University at Buffalo School of Nursing seeks an energetic, forward thinking Associate Dean for Academic Affairs (ADAA) and Professor, who is responsible to the Dean and provides innovative leadership in the promotion of excellent undergraduate and graduate nursing education programs (BS, ABS, RN/BS, MS, DNP, PhD) within this research-intensive university. The role has ultimate accountability for the quality and fiscal sustainability of the nursing curricula. The ADAA enables faculty to design and implement educational programs that: are innovative; address current and future

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directions in nursing; prepare graduates to be leaders in research, education, practice and service; facilitates the growth of our global health initiatives; and supports a culture of collaboration, inclusion and respect. To achieve these educational objectives, the ADAA fosters and champions collaboration and engagement: within the SON; throughout the University at Buffalo by championing interprofessional education, and with our local and global community partners. The role encompasses oversight of the operations that support students, including student services. The ADAA position will be 70% administrative and 30% research/scholarship. The ADAA is a member of the School of Nursing Executive Committee, collaborating closely with the Dean and Associate Deans, and supervises Assistant Deans for UG, MS/DNP, and PhD programs.

Responsibilities:

- Implements vision and provides leadership for academic excellence in accord with expectations of a research-intensive state university
- Provides leadership and manages systems for academic policy, accreditation and board approvals and reporting
- Supports standards for innovative, cost effective and efficient curricula and academic programming
- Identifies opportunities for external funding to support curricular innovation and collaborates in developing proposals, mentoring faculty in project development and implementation
- Assumes responsibility for robust learning assessments and program evaluation methodology that provides continuous quality improvement
- Maintains fiscal responsibility for Office of Academic Affairs, ensuring that programs of instruction are appropriately resourced
- Fosters an environment that champions evidence-based teaching and educational scholarship
- Collaborates in providing faculty orientation and facilitates faculty development in innovative teaching strategies, educational technology and interprofessional education and practice
- Serves as lead for the SON global initiatives and collaborates with the global initiatives coordinator to further develop our outreach to the local and global communities
- Equitably assigns faculty to courses and programs that are in alignment with their strengths and the needs of the programs in collaboration with Department Chairs and input from Assistant Deans
- Recruits, hires, and evaluates adjunct faculty in collaboration with Assistant Deans to fulfill the curricular needs of the programs
- Provides oversight of the Office of Student Services and Academic Operations
- Collaborates with Assistant Deans and Student Services for student issues, appeals and grievances, following UB policy and procedures
- Manages the Office of Academic Affairs to provide the needed support for programs
- Oversees and leads the SON participation and leadership in Interprofessional education within UB and with community partners
- Serves as a member of the leadership team for the SON, taking major responsibility for the

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educational mission and goals of the strategic plan

- Serves on the search committee, assuring that hiring, admission and retention practices support the continued development of a diverse faculty and student body to meet the needs of society
- Represents the School within UB and to the community in regard to academic matters

Minimum Qualifications:

- Earned doctorate in nursing or doctorate in a related field with a graduate degree in nursing from an accredited school of nursing
- Licensed Registered Nurse and eligible for licensure in the State of New York
- CV consistent with appointment at the full professor rank with tenure at the University at Buffalo
- Evidence of sustained productivity as a nationally and internationally recognized scholar
- Experience in teaching across programs
- Excellent communicator with demonstrated experience in motivating faculty and leading teams in a dynamic environment
- Demonstrated experience to manage the complex interaction of academic programming, student services and fiscal resources
- Commitment to the direction of UB School of Nursing's mission, vision and goals

Preferred Qualifications:

- Demonstrated leadership in academic operations
- Experience consistent with appointment at full professor rank at the University at Buffalo
- Experience in global health and educational innovation
- Experience in promoting and sustaining diversity and inclusion
- Experience with developing and sustaining collaborative partnerships

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Jackie Martek  
School of Nursing  
University at Buffalo, the State University of New York  
Buffalo, NY



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**Contact E-mail**     [jmartek@buffalo.edu](mailto:jmartek@buffalo.edu)