



# Position Announcement: Associate Dean of Allied Health and Nursing

## About Baltimore City Community College

Founded in 1947, Baltimore City Community College (BCCC) is a comprehensive, urban community college accredited by the Middle States Commission on Higher Education. The College has a main campus in west Baltimore and satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities to the citizens of Baltimore City and throughout the State of Maryland. BCCC serves approximately 20,000 students a year, providing credits that transfer to four year colleges and universities as well as workforce development training that leads directly to job placement. The College is proud of the fact that over 100 nations are represented within the student body.

Ad number	A15-018
Job title	<b>Associate Dean of Allied Health and Nursing</b>
Position summary	Reporting to the Dean, School of Allied Health and Nursing, the Associate Dean is the lead administrator for the Department of Nursing, Allied Health and Health & Life Fitness and, as such, is responsible for developing, coordinating, and administering all of the academic programs and activities within the department. The Associate Dean will articulate program aspirations, directions, standards, and points of view to constituents inside and outside the College community. With the assistance and advice of the faculty and staff, the Associate Dean ensures the relevance and vitality of programs within the department; develops departmental plans; encourages professional development opportunities for faculty and staff; champions teaching excellence; and, promotes learning college and student success principles both in and out of the classroom.
Required qualifications	<ul style="list-style-type: none"> <li>• Master's degree in Nursing</li> <li>• Two (2) years of experience managing academic program coordination and administration programs</li> <li>• Expertise in curriculum development, evaluation, learning outcomes assessment, and program accreditation. Additional expertise in problem-solving, teambuilding and day-to-day management related to student, faculty and administrative issues</li> <li>• Demonstrated expertise in fiscal management and application of information technology to teaching and learning</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Doctorate degree in Nursing preferred</li> </ul>
Open date	<b>May 1, 2015</b>

Close date	July 8, 2015
Salary range	\$78,890 - \$88,846
Essential Functions	<ul style="list-style-type: none"> <li>• Provides departmental leadership and support for teaching excellence and student success by promoting broad-based input, pursuing college-wide collaborations, and utilizing creative and innovative methods to solve problems.</li> <li>• Provides leadership in developing, evaluating, and maintaining curricula and programs that respond to community needs, prepare students for success and that meet the stated requirements of COMAR, Middle States, and where appropriate, other accrediting bodies.</li> <li>• Remains abreast of national research, trends, issues and initiatives impacting the discipline/programs within the department and teaching and learning.</li> <li>• Demonstrates a high standard for ethical behavior and compliance with college policies and procedures and legal mandates.</li> <li>• Develops departmental plans and budgets with input from faculty and staff; facilitates the development of programs, projects and initiatives in support of the College's Strategic Plan, Academic Master Plan and other college interests.</li> <li>• Develops a schedule of classes in consultation with the Dean and Vice President for Academic Affairs that is responsive to student and college needs.</li> <li>• Advocate and support the use of technology and alternative delivery methods such as asynchronous, online and hybrid classes, learning communities, etc.</li> <li>• Develops and implements strategies that support recruitment, retention, program completion, job placement and transfer opportunities for students; monitors program data, enrollment trends and devise appropriate strategies as needed to increase enrollment in all programs.</li> <li>• Oversees textbook review and selection process, updates textbook inventory and orders textbooks for area of responsibility.</li> <li>• Collaborates with secondary school faculty, community businesses, agencies and organizations to develop strategies that promote student success and that advance the mission of the College.</li> <li>• Selects and engages program advisory council(s).</li> <li>• Facilitate department meetings and participate on college committees.</li> <li>• Recommend faculty and staff for employment and advise the Dean of vacancies and projected staffing needs; supervise and evaluate personnel including making recommendations to the appropriate Dean for promotion and recognition of faculty, reclassification of staff, disciplinary actions and/or termination of employment.</li> <li>• Coordinates and oversees the assignment of mentors to new faculty while serving as mentor to all faculty and staff relative to job performance and professional development.</li> <li>• Conducts the annual performance evaluation for each faculty</li> </ul>

	<p>member, as well as workload plans.</p> <ul style="list-style-type: none"> <li>• Supervises department office personnel.</li> <li>• Conducts meetings with faculty to review/approve department plans, delivery of services, resolve faculty and student issues, and ensure faculty support and attainment of the department and individual faculty goals.</li> <li>• Perform other duties as assigned.</li> </ul>
Application procedure	<p><b><i>Email entire packet to careers@bccc.edu</i></b>  <b>All applicants must provide the following information as part of the <u>initial</u> application package in order to receive consideration:</b></p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume</li> <li>• Completed BCCC Application and EEO Survey – links below</li> <li>• Unofficial transcripts</li> </ul>
Link to BCCC Employment Application	<a href="#">BCCC Employment Application</a>
Link to BCCC Demographic Survey	<a href="#">BCCC EEO Survey</a>
EEO Statement	<p><b><i>Baltimore City Community College is an Equal Opportunity Employer and does not discriminate on the grounds of race, color, gender, religion, age, sex, sexual orientation, national or ethnic origin, physical or mental disability, marital status, veteran status, or any other characteristic prohibited by law. Baltimore City Community College is committed to diversity and seeks to foster positive human relations among all individuals and groups within the community.</i></b></p>
Special Requirements	Finalists will be subject to successfully completing a background investigation.