JOHNS HOPKINS SCHOOL OF NURSING

Associate Director for the DNP Executive Track

The Associate Director for the DNP Executive Track reports to the Director of the DNP and Advanced Practice Programs and serves as leader of the DNP Executive Track. This position works collaboratively with the Associate Dean for Teaching and Learning, the Associate Dean for Enrollment Management and Student Affairs, other Academic Program Directors, and members of the Graduate Curriculum Committee to continually evaluate, improve and deliver the curriculum with innovative and high quality graduate education methods consistent with the mission, values and strategic goals of the SON, University and profession. This Associate Director is responsible for assuring continual educational excellence and innovation. This Associate Director is responsible for leading the assessment of the DNP Executive Track curricula and the quality of teaching working with full-time and part-time faculty and the Associate Dean for Teaching and Learning and The Associate Dean of Faculty as needed to address faculty teaching performance and developmental needs related to teaching.

Major Responsibilities

Program Leadership

Under the direction of the Director of the DNP and Advanced Practice Programs:

- Provides innovative leadership in program development
- Leads the DNP Executive Track in ensuring that elements of the curriculum and program are in place to meet accreditation and credentialing requirements of the degree and tracks.
- Determines which courses in the program will be offered each semester and the mode of delivery in collaboration with the Associate Director for the DNP Advanced Practice Track
- Leads the development of goals and ongoing monitoring of the Track
- Develops annual report for the DNP Executive Track and other reports as required
- Collaborates with other leaders in Academic Affairs in preparing regulatory and credentialing reports
- Creates an inclusive climate in which faculty are motivated to achieve excellence in teaching
- Provides oversight in the development, ongoing evaluation and implementation of program policies and procedures
- Participates in school and university committees
- Engages in professional organizations to represent the school and collaborates with colleagues at other schools to advance education within the DNP Executive Track
- Provides input to the Academic Affairs Administrator regarding the management and performance evaluation of the DNP Academic Program Administrators
- Responsible for outcomes of the DNP Executive Track
- In collaboration with JHSON leadership, contributes to cross-program integration and enhancement.

Teaching / Learning

- Collaborates with Executive Vice Dean, Director of the DNP and Advanced Practice Programs and Associate Director of the DNP Advanced Practice Track and Director of the MSN Programs in making teaching assignments for the year to ensure coverage for all courses in the program considering the teaching requests from individual faculty members

Version 06/10/2018
• Orients full-time and part-time faculty to the DNP Executive Track, evaluates teaching performance and mentors faculty in teaching as needed.
• Works with faculty to ensure complete alignment of learning outcomes and regularly communicate and liaise with staff to ensure consistent delivery.
• Collaborates with the Associate Dean for Teaching and Learning in identifying common faculty development needs in teaching and planning programs to address these needs.
• Collaborates with Executive Vice Dean and Associate Dean for Faculty in identifying faculty expertise needed to meet the teaching needs of the program.
• Initiates contract requests for part-time faculty as indicated by teaching needs and within the program budget.
• In consultation with the Associate Dean for Teaching and Learning, assists in ensuring compliance with standards in teaching and learning.
• Leads or contributes to, DNP Executive Track-related quality assurance processes such as peer review of teaching and assessment, and with particular focus on the quality of sessional faculty.
• Ensures that assessment processes are valid, reliable, fair, objective, and consistent and conducted in a timely manner as part of the moderation processes.

Student Recruitment and Retention
• Collaborates with Admissions Team to recruit a high quality and diverse pool of applicants to the program.
• Represents the program at all recruitment, orientation, graduation and other special events.
• Addresses student issues and concerns.
• Serves as a liaison between students and faculty.
• Collaborates with SON Disabilities Services Coordinator and the university Office of Institutional Equity to provide reasonable accommodations for students with a disability.
• Implements systems to track key program quality indicators such as fail rates, withdraw rates, etc.
• Monitors and reports enrollment, retention and progression of students in the program and uses data to recommend program resources, policy, or practice changes to increase student success and retention.

Fiscal
• Works with the Director of the DNP and Advanced Practice Programs to develop the program budget submitted to the Dean’s Office for approval including the use of part-time faculty and maintains program expenses within the final approved budget.
• Facilitates the acquisition of resources needed for academic program, faculty, and students through participation in the development of program budget, grant writing and identification of potential donors.
• Maximizes resources in accord with sound fiscal principles.
• Collaborates with the Director of the DNP and Advanced Practice Programs, Executive Vice Dean, Graduate Curriculum Committee, and Faculty Assembly to determine which new tracks/certificates/programs are a match for the SON mission and strategic plan and should be recommended for approval by the Dean and Academic Council.
Outreach
- Solicits feedback from DNP Executive Track stakeholders in relation to Track coordination process/outcomes and Track design.
- Fosters partnerships and relationships with key stakeholders and communities (within the state, nationally and internationally) to strengthen and support the ongoing development of the DNP Executive Track.
- Collaborates with the Associate Dean for Practice and the Clinical Placement team on identifying, securing and retaining preceptors for students in the DNP Executive Track
- Represents the program at national and international professional meetings
- Serves as a liaison between the DNP Executive Track and community partners
- Works with JHSON Marketing and Communications to ensure that communications activities are strategically aligned and fit for purpose.

Qualifications
The Associate Director for the DNP Executive Track must meet the following qualifications: a master’s degree in nursing with a clinical specialty and an earned doctorate; be a ranked faculty member with rank of Assistant Professor, Associate Professor or Professor; be eligible for Maryland licensure as an RN.

The Associate Director for the DNP Executive Track will have demonstrated skills in:
- development of solutions that combine information and ideas in new and innovative ways
- project planning, management and evaluation
- negotiation
- independent thinking and action
- decision making and action with moral and academic integrity
- experience in digital learning
- experience with interprofessional collaborative education, scholarship, and/or practice
- prior leadership and innovation experience