

## JOHNS HOPKINS SCHOOL OF NURSING

### Director of the DNP and Advanced Practice Nursing Programs

The Director of the DNP and Advanced Practice Nursing Programs serves as leader of the DNP Program and advanced practice certificates and the MSN advanced practice tracks until the MSN tracks are closed in May 2020. This position reports to the Executive Vice Dean and works collaboratively with the Associate Dean for Teaching and Learning, the Associate Dean for Enrollment Management and Student Affairs, other Academic Program Directors, Department Chairs 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 Director is responsible for leading the assessment of the program curricula and the quality of teaching working with full-time and part-time faculty and Department Chairs as needed to address faculty teaching performance and developmental needs related to teaching.

#### **Major Responsibilities**

##### **Program Leadership**

- Leads the program in ensuring that elements of the curriculum and program are in place to meet accreditation and credentialing requirements of the degree, tracks and certificates
- Determines which courses in the program will be offered each semester and the mode of delivery
- Leads the development of program goals and ongoing monitoring of the program
- Develops annual program report and other reports as required
- Collaborates with other leaders in Academic Affairs in preparing regulatory and credentialing reports
- Creates a climate in which faculty are motivated to achieve excellence in teaching
- Guides and mentors track and certificate coordinators in their leadership of the track/certificate program and adherence to requirements for accreditation and credentialing
- 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 collaborate with colleagues at other schools to advance DNP and Advanced Practice Nursing Education
- Provides input to the Academic Affairs Administrator regarding the management and performance evaluation of the DNP and Advanced Practice Nursing Academic Program Administrators
- Responsible for program outcomes

##### **Teaching / Learning**

- Collaborates with Executive Vice Dean and Department Chairs in making teaching assignments for the year to ensure coverage for all courses in the program considering the teaching requests from individual faculty members
- Orients full-time and part-time faculty to the program, evaluates teaching performance and mentors faculty in teaching as needed.

- 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 Department Chairs 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

#### **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
- Monitors 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 Executive Vice Dean 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 development of program budget, grant writing and identification of potential donors
- Maximizes resources in accord with sound fiscal principles
- Collaborates with the 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
- Collaborates with the Executive Vice Dean, Graduate Curriculum Committee and Faculty Assembly to identify which existing tracks/certificates/programs are not financially sustainable and should be recommended for discontinuation by the Dean and Academic Council.

#### **Outreach**

- Represents the program at national and international professional meetings
- Serves as a liaison between the program and community partners

#### **Qualifications of Program Directors**

The program director must have a master's degree in nursing and earned doctorate. The program director should be senior-level faculty with rank of Associate Professor or Professor. The program director must be a nationally certified advanced practice nurse who is eligible for Maryland licensing.

The program director will have demonstrated skills in:

- development of solutions that combine information and ideas in new and innovative ways
- strategic thinking and planning

- project planning, management and evaluation
- negotiation
- independent thinking and action
- financial management
- decision making and action with moral and academic integrity