JOHNS HOPKINS SCHOOL OF NURSING

Director of the MSN Programs

The Director of the Master of Science in Nursing (MSN) Programs serves as leader of the MSN (Entry into Nursing) Program and the MSN specialty program tracks in Health Systems Management and Public Health Nursing. The Program director is appointed by the Dean and reports to the Executive Vice Dean. This Director works collaboratively with the Associate Dean for Teaching and Learning, the Associate Dean for Faculty Development, the Associate Dean for Enrollment Management and Student Affairs, other Academic Program Directors and members of the Graduate Program Committees 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, the other Program Directors, the Associate Dean for Teaching and Learning, the Executive Vice Dean and the Associate Dean for Faculty Development.

Program Director Term
The program director generally serves a three-year term which may be extended to a second term if mutually agreeable to the program director and the dean.

Major Responsibilities

Program Leadership
- Leads the program in ensuring that elements of the curriculum and program are in place to meet accreditation and licensure/credentialing requirements of the degree and tracks
- Reviews plans of study and determines which courses will be offered each semester and the mode of delivery
- Leads the development of program goals and ongoing monitoring of the program
- Develop appropriate program learning outcomes in collaboration with faculty and consideration for accreditation and certification requirements.
- Work with faculty to ensure alignment of teaching and learning outcomes.
- Develops annual program report 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
- Oversees the work of the MSN (Entry into Nursing) Clinical Coordinator in hiring part-time clinical faculty and in orienting, evaluating and mentoring full-time and part-time clinical faculty
- Guides and mentors track coordinators and other faculty members to ensure adherence to requirements for licensure/accreditation and credentialing
- Provides oversight in the development, ongoing evaluation and implementation of program policies and procedures
- In consultation with the Academic Affairs leadership, ensures sustainability of the program strategically, financially and with regard to ongoing high quality learning outcomes

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- Participates in school and university committees
- Provides input to the Academic Affairs Administrator regarding the management and performance evaluation of the MSN Academic Program Administrator
- Provide input into classroom and clinical scheduling and room allocation.
- Ensure that assessment processes are valid, reliable, fair, objective, consistent and conducted in a timely manner as part of the moderation processes.
- Provide oversight of exam scripts.

Teaching / Learning
- In consultation with other responsible stakeholders demonstrate a vision for the program, engaging faculty in its development and evolution.
- Achieves strategic outcomes including graduate attributes, graduate employment, student satisfaction, online delivery, equity participation and globalization.
- In consultation with the Academic Affairs leadership and faculty, ensures the relevance and currency of the program.
- In consultation with the Associate Dean for Teaching and Learning, assist in ensuring compliance with standards of teaching and learning.
- Collaborates with Executive Vice Dean and other Program Directors when making teaching assignments for the year to ensure coverage for all courses in the program considering the teaching requests from individual faculty members and faculty expertise needed to meet the teaching needs of the program.
- Orients full-time and part-time faculty to the program
- Leads or contributes to, program-related quality assurance processes such as peer review of teaching and assessment.
- Evaluates the teaching performance of full-time and part-time faculty teaching in the program, with particular focus on the quality of part-time faculty.
- Mentors full-time and part-time faculty as appropriate.
- Assist faculty in developing and implementing initiatives that encourage and foster innovation.
- Collaborates with Associate Deans and Associate Dean for Faculty Development as needed on faculty performance issues within the program.
- Collaborates with the Associate Dean for Teaching and Learning in identifying faculty development needs related to teaching and learning.
- 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.
- Implement systems to track key program quality indicators such as fail rates, withdraw rates, etc.
- Addresses student issues and concerns.
- Works with faculty, SON Disabilities Services Coordinator and the University Office of Institutional Equity to ensure the provision of reasonable accommodations for students with a disability.
In consultation with faculty and appropriate staff, refers students to internal and/or external support services as required.

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 annual program budget submitted to the Dean's Office for approval.
- Identifies, interviews and hires part-time faculty to meet the teaching needs of the program in collaboration with the Executive Vice Dean.
- Monitors and controls program expenses within the final approved annual budget.
- Facilitates the acquisition of resources needed for academic program, faculty, and students through development of program budget, grant writing.
- Maximizes resources in accord with sound fiscal principles.
- Provides strategic leadership for planning, management and evaluation of the program and resources in collaboration with the Executive Vice Dean, other Program Directors, Graduate Program Committees, and Faculty Assembly to determine which new tracks/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/programs are not financially sustainable and should be recommended for discontinuation by the Dean and Academic Council.

**Outreach**

- Solicits feedback from program faculty and other stakeholders in relation to program coordination process/outcomes and program design.
- Maintains data related to interactions with stakeholders, including employers, industry contacts, professional associations, accreditation bodies, graduates, alumni and others in the wider community.
- Fosters partnerships and relationships with key stakeholders and communities (within the state, nationally and internationally) to strengthen and support the ongoing development of the program.
- Engages with local, regional, national and international colleagues for educational, practice, research and service collaboration.
- Serves as a liaison between the program and communities of interest (e.g. clinical partners, preceptors, etc).
- Works with JHSON Marketing and Communications to ensure that communications activities are strategically aligned and appropriate for specific purpose.

**Qualifications of Program Directors**

The program director must have a master’s degree in nursing and earned doctorate. The program director should be a ranked faculty member (Assistant, Associate or Full Professor) with demonstrated leadership experience.

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