

MONTANA STATE UNIVERSITY
COLLEGE OF NURSING
Policy A-5
Attachment #2

POSITION DESCRIPTION: Associate Dean for Research and Graduate Education

The Associate Dean for Research and Graduate Education provides leadership for the development and implementation of research and scholarly activities within the college and for development and implementation of the graduate program. The associate dean works with faculty in the development of programs of research, collaborative research relationships with clinical agencies, practitioners and members of other disciplines, and in maintaining cutting-edge graduate education. This position is 60% administrative and 40% instructional/research. Normally, this position is housed on the Bozeman campus.

In executing the responsibilities of this position, the Associate Dean,

In relation to the graduate curriculum:

- Provides leadership for the graduate program.
- Facilitates, seeks approval, and oversees implementation of new graduate programs and initiatives for the College.
- Works closely with students, faculty and the Dean to promote the College's strategic academic goals in relation to graduate programs and research.
- Oversees marketing of the graduate programs (including brochure development and oversight of the graduate academic content on the College's web site).

In relation to research support:

- Seeks resources to enhance the research and scholarly activities within the college.
- Collaborates in the development of program and research grant preparation.
- Facilitates collaborative research relationships with clinical agencies, other disciplines and health care practitioners.
- Facilitates opportunities for increasing faculty knowledge and skills in research and publication.
- Disseminates information regarding proposal requests, nursing research conferences and research funding agencies.

In relation to Faculty/Staff:

- Facilitates the development of faculty research projects and provides consultation to faculty regarding preparation of research proposals, potential funding sources, methodology, data analysis, data processing and dissemination of research findings.
- Provides leadership and oversight to CONORS office.
- Serves as a resource to those individuals involved in teaching in the graduate program.
- Oversees the work of the graduate program coordinators.
- Coordinates work of graduate advising.
- Participates in the instructional mission of the College.

In relation to Students/Alums:

- Serves as a resource to prospective and continuing graduate students.
- Facilitates acknowledgment/recognition of graduate student achievement.
- Oversees graduate student withdrawals.
- Signs graduate student theses/projects (approval rests with the Chair) and provides employment and scholarship references.
- Is project director of the Professional Nurse Traineeship grant (writes and manages) and other financial aid grant programs for graduate students.

- Processes the appointments of graduate teaching assistants through the university, and administers the awarding of other programs of financial aid for graduate students.
- Provides for orientation of new graduate students in collaboration with program coordinators.
- Seeks opportunities to involve undergraduate and graduate students in faculty research projects.

In relation to the Campus Directors:

- Serves as a resource and university link to campus directors on issues related to support of research and scholarly activities.
- Informs campus directors of procedures and regulations to be followed in advising, admitting, registering and tracking students through completion of the graduate program.
- Serves as a resource and University link to campus directors on issues related to the graduate curricula as well as student progression through the programs.
- Collaborates with campus directors and the graduate program coordinators to finalize graduate teaching assignments.

In relation to the University:

- Serves as the College's liaison with the Office of the Vice President for Research.
- Oversees activities related to the graduate sections of the following reports:
 - University Bulletin (catalog)
 - University Schedule of Classes
 - University Instructional Report
 - National accreditation reports.

In relation to the College of Nursing Committees:

- Serves as a member of the College's Executive Council.
- Serves as an ex-officio member of the College's Graduate Academic Affairs committee (GAAC).
- Serves as a member of the College of Nursing Scholastic Committee representing matters relating to graduate students.

Reviewed/Approved by:

Level I: Dean (Sept, 2005)

Level II: Executive Council (Sept, 2005)