

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING  
Position Description #3**

**Position Description:** Associate Dean for Undergraduate Programs

The Associate Dean for Undergraduate Programs provides administrative oversight for the maintenance and growth of the baccalaureate program as well as planning, development, and implementation of new and innovative undergraduate programs. S/he reports to the Dean and shares administrative responsibility for many College of Nursing activities with the Dean and the Associate Dean for Research and Graduate Education. The Associate Dean participates in all aspects of the faculty role in addition to administrative duties. The Associate Dean's office is on the main campus in Bozeman.

In executing the responsibilities of this position, the Associate Dean works with a variety of entities.

In relation to the University:

- Serves as the College's representative to appropriate University committees (e.g., Assistant Deans' Council and Assessment & Outcomes that meet on a regular basis; and University Scholastic Appeals that meets periodically).
- Oversees activities related to the undergraduate sections of the following:
  - University Bulletin (catalog)
  - University Schedule of Classes
  - University Instructional Report
  - State Board of Nursing Annual Report
  - National accreditation self-study

In relation to the College of Nursing Committees:

- Serves as a member of the College's Executive Council (EC).
- Serves as an ex-officio member of the College's Undergraduate Academic Affairs Committee (UAAC).
- Serves as the Chair of the College of Nursing Scholastic Committee and the Scholarship Committee. As chair of these two committees, the Associate Dean receives all academic appeals and scholarship applications and convenes the committees to consider student appeals and to select scholarship recipients.

In relation to the Undergraduate Program:

- Provides administrative oversight of the maintenance and growth of the undergraduate program, as well as planning, development, and implementation of new initiatives for the College's baccalaureate program.
- Works closely with the Dean, faculty, staff, and students to promote the College's strategic academic goals related to undergraduate education.
- Oversees marketing of the undergraduate program (including brochure development and oversight of the academic content on the College's web site).

In relation to the Campus Directors:

- Schedules and convenes monthly meetings of the Campus Directors to discuss day to day management issues of the undergraduate program and coordinate summer undergraduate teaching assignments.

- Informs and updates Campus Directors of University and College of Nursing procedures and regulations to be followed in admitting, registering, advising, and tracking students through completion of the undergraduate program.
- Serves as a resource and University link to Campus Directors on issues related to the undergraduate curricula as well as student issues.
- Tracks and facilitates the approval of contractual agreements the Campus Directors negotiate with the clinical agencies that are used in the College's undergraduate programs.

In relation to Students/Alums:

- Serves as a resource to the Undergraduate Student Services Coordinator in providing freshmen and transfer orientation sessions and working with prospective and continuing undergraduate students.
- Oversees undergraduate student withdrawals.
- Facilitates acknowledgment/recognition of undergraduate student achievement.
- Signs undergraduate verification forms and provides employment and scholarship references when appropriate.

In relation to Faculty/Staff:

- Oversees the work of the Undergraduate Student Services Coordinator and the Undergraduate Program Assistant.
- Provides an overview of the undergraduate program during the College's new faculty orientation.
- Serves as a resource to faculty teaching in the undergraduate program.
- Participates in the instructional mission of the College.

**Evaluation of the Associate Dean for Undergraduate Programs:**

Regular evaluation of the performance of the Associate Dean for Undergraduate Programs is to be conducted as a part of the College's total program of evaluation and professional development. The Associate Dean annually prepares a self-evaluation based on criteria set by the Dean. Faculty of the College provide evaluative input on the Associate Dean's performance via the College of Nursing administrator evaluation questionnaire.

Reviewed/Approved By:  
Dean: 2014