



Roxbury Community College  
Human Resources & Affirmative Action  
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**NOTICE OF VACANCY**

December 21, 2009  
FY10-09

Roxbury Community College  
**DEAN OF HEALTH SCIENCES**  
Full-time, 12 month, Non-Unit –Professional

**GENERAL STATEMENT OF DUTIES:** Responsible for the administration and coordination of the Health Sciences Programs, as well as providing leadership and direction in the development of those programs. Responsible for all areas related to Health Sciences, including planning, new program development, scheduling, curriculum, budgeting, faculty development, and implementation of the collective bargaining agreement. Creates and implements a plan to obtain and preserve NLN accreditation for the nursing programs; develops Health Sciences programs congruent with the college mission. Responsible for articulations with Baccalaureate programs within the Health Sciences.

**SUPERVISION RECEIVED:** Reports to the Vice President of Academic Affairs.

**SUPERVISION EXERCISED:** Exercises supervision over all faculties, professional and classified staff in the Division of Health Sciences programs.

**STATEMENT OF DUTIES: (Not intended to be an exhaustive list)**

**A. Administration:**

1. Recruits, screens and recommends to the Vice President of Academic Affairs all new faculties for the discipline and program areas included in the health science programs.
2. With faculty assistance develops and implements the college's annual budget.
3. Plans and coordinates disbursement of required instructional and office supplies to the health sciences programs.
4. Plans, organizes, coordinates and directs the overall operations of the health education program goals.
5. Represents the health sciences programs with area hospitals and other health agencies.
6. Collaborates with affiliating agencies in maintaining contractual agreements for the use of facilities for student experiences.
7. Writes the formal communications necessary to the agencies utilized for clinical experiences.
8. Facilitates and engages in grant writing and fund generation from federal state and private agencies.
9. Serves on college committees.
10. Provides first line management leadership to all members of the health sciences programs and represents those programs in the community.
11. Serves as an ex-officio member on all health sciences committees.
12. Serves as the Chair of the health sciences faculty Committee.
13. Develops and maintains educational policies and practices in accordance with standards set by Roxbury Community College, the Massachusetts Board of Registration in Nursing,, and the National League of Nursing Accrediting Commission
14. Maintains necessary flow of information through departmental, divisional and college-wide meetings.

**B. Curriculum:**

1. Ensures the delivery of high quality instructional services by faculty in the health sciences programs.
2. Oversees the development, maintenance, and evaluation of academic curricula under the programs' jurisdiction and makes recommendations regarding it to the Vice President of Academic Affairs.

3. Works collaboratively with the ADN department chair and RT and PN Program Coordinators in all areas of curriculum.
4. Promotes an awareness of current issues and trends in health sciences education among faculty.
5. Selects consultants and/or resources for the purpose of faculty development and curriculum improvement.
6. Clarifies and interprets the Health sciences and nursing curriculum to the college administration, other divisions and the community.
7. Collaborates with the Admissions office to clarify the curriculum for prospective students.
8. Oversees the Curriculum, Evaluation, and Admissions Committees' efforts to achieve their objectives in an efficient manner.
9. Provides overall leadership in the continual assessment of curriculum implementation, curriculum development and evaluation.

**C. Faculty:**

1. Orients full-time faculty to the college and division's philosophy, goals and priorities.
2. Oversees the development of schedules of faculty assigned to the division so that students' needs are met.
3. Evaluates each full-time faculty member annually (as specified in contract) for recommendations regarding contract renewals.
4. Monitors consistent compliance with faculty collective bargaining agreement, including student evaluations, administrative evaluations and faculty workload in the nursing program.
5. Recommends faculty for promotion, multiple year contracts, tenure, sabbaticals, etc., in accordance with the faculty collective bargaining agreement.
6. Leads/guides faculty and staff in the exploration and development of new programs, along with the department chair/program coordinator.
7. Leads faculty and staff in the development of short, intermediate and long range planning and strategies for the health sciences programs.
8. Assists the Vice President of Academic Affairs with professional development for faculty.
9. Meets with faculty regarding performance, as necessary, and annually to discuss workload, specific assignments, progress and problems. Uses the position descriptions as a guide.
10. Facilitates opportunities for the continued professional development of all health sciences faculty members through planned educational programs, workshops, professional association meetings, and/or advanced degree programs.

**D. Students:**

1. Assists in resolving student, faculty/academic problems and grievances.
2. Arbitrates student problems regarding academic program requirements in accordance with college policy.
3. Collaborates with administration in recruitment efforts.
4. Develops, with health sciences faculty, criteria for admission to selective health science programs.
5. Collaborates with Enrollment Management Division in the selection of students for admission to the health sciences programs.
6. Maintains open communication with students.
7. Provides for student input on all health sciences committees.

**E. Evaluation:**

1. With the faculty, develops a plan for the ongoing evaluation of each aspect of the health sciences programs.
2. Facilitates and promotes faculty involvement in evaluation of the curriculum.
3. Plans for the utilization of statistical information in evaluating and improving the health sciences programs.

**F. Records/Reports:**

1. Maintains confidentiality and security of faculty, student and staff records.
2. Participates in and promotes the maintenance of confidentiality of students' academic progress.

3. Prepares interim and annual reports of the activities and accomplishments of the health sciences for the college's administration.
4. Prepares and submits reports as requested by the Massachusetts Board of Nursing Registration and the National League for Nursing.
5. Establishes policies in relation to records, such as minutes, and other relevant historical data.
6. Assumes other related duties as assigned by Vice President of Academic Affairs.

**MINIMUM QUALIFICATIONS:**

1. Master's degree in nursing required, doctorate in nursing preferred.
2. Five years of progressively responsible positions in nursing administration at the college level. Experience, as nursing program director preferred.
3. Minimum of five years teaching in nursing in an accredited community college or other higher education institution.
4. Demonstrated interpersonal skills, leadership abilities and oral and written communication skills, including computer competency.
5. Meets all other requirements of 244CMR 6.04 (2) including:
  - (a) A minimum of five years full-time nursing experience, or its equivalent, within the last eight years, with at least three years experience in nursing education;
  - (b) Maintain expertise appropriate to administrative responsibilities.
  - (c) Current Massachusetts RN licensure or eligibility.

**Salary Range:** Commensurate with experience and qualifications, \$80,000 – \$90,000 with full benefits.

**Date of starting:** January 2010

**Application Procedures:**

**Application deadline;** Application review will continue until we hire.

**To Apply:** Please forward your resume, a letter of interest and contact information for all your references to [employment@rcc.mass.edu](mailto:employment@rcc.mass.edu) . For further information regarding Roxbury Community College Programs and employment opportunities, please visit us on-line at [www.rcc.mass.edu](http://www.rcc.mass.edu). You may also send your application package to:

*The Search Committee for the Position of Dean of Health Sciences  
C/O Human Resources Office  
Administration Building-Room 313  
1234 Columbus Avenue  
Boston, MA 02120  
Fax-617-541-5365  
Phone-617-541-5378*

**Roxbury Community College** is an affirmative action/equal opportunity employer and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated there under, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to the College's Affirmative Action Officer and/or the College's Coordinator of Title IX and Section 504."

