

University of Alberta
Faculty of Nursing
Associate Dean Undergraduate Programs

Competition No. - **A102338794D1**

Closing Date - **Will remain open until filled.**

We are seeking an experienced teacher, researcher and administrator to take on the Associate Dean Undergraduate Programs role with the Faculty of Nursing. The Associate Dean Undergraduate Programs (ADUP) is a member of the senior administrative team and shares responsibility in providing leadership in strategic planning, operation, and evaluation of undergraduate programs in the Faculty of Nursing. The ADUP is tasked with recruiting excellent students; assisting in the recruitment of faculty who are experts in teaching; participating in quality assurance activities within and beyond the University of Alberta; and working with other members of the senior administrative team to strategically position undergraduate nursing education within the broader context of the Faculty of Nursing, the University of Alberta, as well as provincial, national and international environments.

The key responsibilities of the Associate Dean Undergraduate Programs role include:

- Recruits and retains excellent undergraduate students by leading activities related to determining qualifications for entry into undergraduate programs; recognizing excellent student achievement; and creating a respectful, supportive learning environment.
- In collaboration with the Associate Dean Graduate Studies and the Vice Dean, works collegially to make recommendations for faculty teaching assignments to ensure both undergraduate and graduate programs are taught by faculty with the necessary expertise.
- Participates in recruitment and selection of Tenure Track faculty and Academic Teaching staff who support the faculty's vision for the future.
- Makes decisions regarding qualifications for entry into undergraduate programs within the Faculty that consider equity, diversity and inclusivity
- Builds productive relationships within the University of Alberta and the larger community to facilitate collaborative initiatives that benefit undergraduate education at the University of Alberta.
- Leads overall activities related to the evaluation of undergraduate programs.
- Manages enrollment to ensure targets are consistently met.
- Promotes and oversees student led activities.
- Works collaboratively with our nursing sites in Fort McMurray, Grande Prairie and Red Deer.
- Responsible for all aspects of the curriculum.
- Oversees the Undergraduate Support staff team.
- Contributes to the establishment and monitoring of the Faculty's budget and the budget for operating the Collaborative BScN Program.
- Creates a respectful, appreciative working environment in the undergraduate programs.

Visit us at www.nursing.ualberta.ca to learn more about the Faculty of Nursing including our:

- Two Canada Research Chairs
- Nursing Research Chair in Aging and Quality of Life
- Two research units: Innovations in Seniors Care Research Unit and Philosophical Nursing Research Unit

Candidates must be at the rank of Associate or Professor with tenure, or be eligible for appointment to the rank of Associate or Professor with tenure. As a qualified applicant, you hold a PhD, have a proven research focus and publication record, and can demonstrate a commitment to teaching excellence.

If you are interested, you are invited to submit a letter of interest outlining research interests, teaching expertise, and major contributions, a curriculum vitae and the names of three referees to:

Dr. Greta G. Cummings, Dean

Faculty of Nursing, University of Alberta

3-118 Edmonton Clinic Health Academy

11405 – 87 Avenue, Edmonton, AB T6G 1C9

To assist the University in complying with mandatory reporting requirements of the Immigration and Refugee Protection Act (R203(3) (e)), please include the first digit of your Canadian Social Insurance Number in your application. If you do not have a Canadian Social Insurance Number, please indicate this in your application.

The University is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women, First Nations, Metis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.

Interested applicants may apply to: <https://www.careers.ualberta.ca/Competition/A102338794D1/>

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