POSITION DESCRIPTION

Position Title: Academic Chair, Bachelor of Nursing
Division: Edna Edwards School of Nursing
Classification: Excluded
Supervisor's Title: Dean, School of Nursing

POSITION SUMMARY

Reporting to the Dean, School of Nursing, the Academic Chairperson, provides day-to-day academic and operational leadership to the school, assuring the vitality and academic integrity of the programs and of the teaching and learning functions within the school. The Academic Chairperson works together with the college's academic, community training, distance education departments, as well as with community leaders, business and agencies; the incumbent directs and manages all aspects of programming and staffing required for the operation of assigned programs. The Academic Chair provides the leadership required to manage nursing programs and will share responsibility with faculty for ensuring a learning environment that maximizes student learning and success. In co-operation with the Dean, the Academic Chairperson is also responsible for managing general administrative processes including budget preparation and monitoring, course/instructor evaluations, and academic student advising. The Academic Chairperson may provide coverage for the Dean during vacations or other extended absences.

PRIMARY RESPONSIBILITIES

Leading Faculty:

- Provide day to day guidance and coaching to faculty on teaching and learning and other academic, cultural and professional matters
- Lead faculty hiring, onboarding, and performance management
- Provide day to day supervision and direction on administrative matters to faculty and staff
- Facilitate faculty participation in program management, and faculty contribution to school and college-wide academic matters
- Coach faculty in policy requirements, (including health and safety regulations)
- Facilitate faculty development and credential/skill attainment relevant to their teaching positions
- Conduct formal performance reviews, providing formative and summative feedback
- Plan/approve faculty professional development plans
- Assign, manage and report faculty contact hours/ workloads as per policy and the collective agreement
- Create staffing plans, including succession planning
- First stage dispute resolution for both faculty and students
- Work with faculty to ensure existing program curricula are current and relevant.

Leading Faculty:

- Manage enrolment in programs and courses
- Involve faculty in program planning, scheduling and Indigeneity
- Timetable courses
- Manage the relationship with the First Nation or Indigenous partner
- Ensure work placements for students are appropriate
- Ensure adherence to health and safety regulations
- Conduct investigations and participate in decision-making using processes as per policy

- Identify potential applied research opportunities
- Supervise research practices, including student research undertaken in their classes (i.e. ethics reviews needed when students doing surveys, interviews, use of animals)
- Collaborate with service departments on effective use of facilities and technology for teaching and learning
- Manage program equipment and disposable inventories
- Manage industry, education, and community partnerships

Managing students:

- Facilitate student learning contracts and/or student behaviour contracts
- Manage student retention/success programs
- Work with faculty, staff, and the Registrar to manage student progress and success
- Collaborate with Student Success Advisors on managing students at risk
- Collaborate with Indigenous Affairs on the inclusion of Indigenous Elders and Knowledge Keepers
- Liaise with sponsors to facilitate student success
- Ensure the provision of student accommodations
- Ensure students understand the College of Licenced Practical Nurses of Manitoba (CLPNM) regulatory obligations of the student and the Licenced Practical Nurse (LPN) in Manitoba, including the requirements for application to the CLPNM registers as SPN, GPN, and LPN
- Ensure students are informed of academic policies, which impact their program of study, including professional suitability, academic and disciplinary appeals, and student conduct, behaviour, and discipline

Managing quality:

- Lead the development of program reviews as per policy
- Manage program accreditation processes, and articulation/transfer requirements
- Make recommendations on admissions policy and calendar changes
- Lead course and program changes, seeking appropriate approvals
- Guide curriculum development and manage curriculum assets
- Approve course outlines as per college standards
- Contribute to Program Advisory Committee meeting support (PACs)
- Prepare proposals for new programs and program modifications

Managing change:

- Develop and maintain operational plans for all programs
- Lead change, such as those associated with the academic plan and apply change management practices
- Lead new program development
- Develop and oversee program and course renewal
- Demonstrate project management and change management, using appropriate tools

Managing finances:

- Supervise day to day financial operations
- Develop and oversee program budgets
- Collaborate with college leadership to create multi-year budgets, including capital budgets, as per operational plans
- Cultivate new business development including contract training and cost-recovery activities
- Analyze financial reports and project revenue as required
- Demonstrate effective financial decision making
- Oversee budget expenditures
- Develop financial and program proposals for contract training
- Procure resources as per policy

Managing student recruitment:

- Meet with potential students through information sessions and other means
- Provide academic advising when needed
- Participate in selection processes
- Participate in open house plans and activities
- Lead program information presentations
- Fulfill partnership agreements for community outreach
- Participating in college events
- Promote AC and its programs
- Contribute to marketing/recruitment material
- Manage technical information on program pages

Key Relationships

Staff Positions Directly Supervised: 0
Staff Positions Indirectly Supervised: 0

Other Key Relationships:

Knowledge, Skills, Abilities, Other:

Professional Competencies:

- Maintain membership in professional associations as required
- Actively cultivate professional networks in the post-secondary community as well as occupational areas
- Attend workshops and conferences
- Update credentials as required
- Participate in college-identified training
- Gain operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)

Personal Competencies:

- Demonstrate resiliency and confidence
- Practice entrepreneurship
- Lead others
- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others
- Manage effective meetings
- Manage and resolve conflict
- Think critically and creatively
- Build positive relationships across the college and with/and among staff and students
- Demonstrate financial stewardship
- Prioritize tasks
- Collaborate with others
- Support colleagues
- Demonstrate Emotional Intelligence
- Make decisions and solve problems
- Be Passionate, Take Initiative, Deliver Results
- Be ethical
- Manage and lead change
- Manage directives
- Display a sense of humour

Knowledge Competencies:

- Extensive knowledge of Canadian post-secondary college trends, developments, and directions.
- They will establish and maintain effective working relationships both within the college, and with contractors, consultants, customers, the public, and other personnel associated with private and public agencies.
- Outstanding interpersonal, communication, presentation, influencing, and negotiation skills including the ability to develop and promote close and effective internal and external work relationships.
- They will have demonstrated high-level analytical skills together with the capacity to evaluate situations make decisions and consult with others to inform, facilitate and expedite decision-making.
- Ability to use the computer system designed for Assiniboine, including word processing and budget analysis, and is expected to be a leader in the application of technology for educational administration.
- Ability to work with college stakeholders to develop partnerships and negotiate contracts.
- Strong financial and budgetary skills.
- Analytical decision-making skills, flexibility and attention to detail.
- Be culturally competent working with and in First Nation communities and with Indigenous People and organizations

The Academic Chair must:

- Adhere to the regulatory body's professional ethics and practice standards of the nursing profession
- Hold current registration and be in good standing with their Manitoba-based regulatory body
- Have appropriate nursing credential, a relevant degree (Masters preferred), and current nursing experience
- Have knowledge of and be committed to the spirit of the Truth and Reconciliation Calls to Action
- Have expert knowledge of the nursing industry trends, developments, and initiatives
- Have thorough knowledge of the health care system with a broad knowledge base of the diverse specialty areas in nursing.
- Keep current with trends in the health care sector and provide expertise and advice to partners, colleagues, and students to facilitate quality programming and an evidence-informed curriculum.
- Have strategic and operational planning, programming, and budgeting experience.
- Develop partnerships and training opportunities with First Nation communities for the delivery of the PN program
- Maintain effective relationships with First Nation communities
- Develop, implement, and monitor proposals and related budget for the role-out of PN programs in collaboration with First Nation communities

Qualifications

- Leading faculty
- Managing programs
- Managing students
- Managing quality of programs
- Leading Indigenization and decolonization of curriculum
- Managing change
- Managing finances
- Managing student recruitment
- Engaging community and understanding of Indigenous ways of being, knowing, and doing
- Exhibiting policy and governance knowledge
- Displaying academic leadership

Employee's Signature	Date
Supervisor's Signature	Date