

**Description & Job Ad Template**  
**Job Description**

**University of Colorado Anschutz Medical Campus**  
**College of Nursing**

**Job Title: Assistant Dean of Doctor of Nursing Practice (DNP) Programs (Administrative Faculty Appointment)/ Associate Professor or Professor (Open Rank) in Faculty Clinical Teaching Track**

**Position Location: Anschutz Medical Campus, Aurora, CO 80045**

**Nature of Work:**

The University of Colorado, College of Nursing is seeking a strong faculty leader to serve as the Assistant Dean of DNP Programs, an administrative faculty position, that is responsible for the overall quality and implementation of the post-Masters DNP Program within the college. The ideal candidate would be qualified to hold a faculty appointment at the rank of Associate Professor or Professor in the Clinical Teaching Track with dedicated time for the Assistant Dean of DPN Programs, an administrative faculty appointment.

The Assistant Dean will work collaboratively with Master Programs Specialty Directors and the Assistant Dean for Masters Programs to ensure a high-quality, seamless curriculum, positive student outcomes, and student satisfaction with learning. The individual in this faculty administrative role is accountable for ensuring that the DNP curriculum and related procedures reflect academic excellence and meet all national and state standards as well as regulatory and accreditation requirements.

The Assistant Dean of Master Programs reports to the Associate Dean for Academic Programs. This position will collaborate with faculty, Specialty Directors, the Assistant Deans of Undergraduate Programs, Master's Programs, and PhD Programs, the Sr. Associate Dean of Faculty and Students, the Director of Admissions and Student Affairs, the Associate Dean of Research and Scholarship, the Associate Dean of Clinical and Community Affairs, the Experiential Learning Team, and college leadership as appropriate. They also provide input for faculty members' annual performance evaluations.

While the primary focus for this position resides in the College's teaching mission, service and scholarship to the University and the College are an expectation of all faculty members. A successful candidate will help foster a community of belonging and will utilize a justice lens to effectively engage with all members of the CU Nursing community, specifically faculty, staff, students, and community partners with diverse identities.

**Supervision Received:**

Work is performed independently under the general direction and supervision of the CU Nursing Associate Dean of Academic Programs.

**Supervision Exercised:**

Provides direct supervision to lecturers and indirect supervision to specialty directors.

**Examples of Work Performed:**

- Student Coordination
  - Recruits, interviews, and makes recommendations for admission of qualified post-Master's applicants. Collaboratively participates in making recommendations for admission for the BS-to-DNP students with Specialty Directors as requested.

- Works collaboratively with Specialty Directors to establish faculty advisors for DNP students and communicates these matched to the Assistant Dean for Master's Programs.
- In collaboration with the clinical placement team –ensure that students in the DNP post masters programs are compliant with student standards and requirements.
- Works collaboratively with the Student Affairs team to assure student progression tracking systems are in place and student data is current and relevant. Creates individualized plans of study for students in collaboration with Student Affairs and the Office of Academic Programs as appropriate.
- Works with the Student Affairs Committee as appropriate for issues related to student progression.
- In coordination with the CU Nursing Marketing and Communications team. Builds and leverages relationships with alumni, using a variety of methods including social media to (1) maintain ongoing contact with DNP Program graduates and (2) promote their participation as DNP Leadership mentors.
- Curriculum
  - Oversees the quality of and the implementation of DNP projects. Facilitates quality improvement as needed.
  - Routinely evaluates the DNP curriculum, compares the curriculum with national competencies and the DNP Essentials and make recommendations to the Assistant Dean for Master's Programs, Associate Dean of Academic Programs, and faculty of needed changes/recommendations, and facilitates curriculum revision as needed.
  - Collaborates with the Associate Dean of Academic Programs to identify programmatic needs, faculty requirements, and other resources needed to deliver the DNP curriculum.
  - Collaborates with the Associate Dean of Academic Programs to develop benchmarks for programmatic evaluation. Monitors quality improvement metrics for the DNP curriculum. This includes the reporting and monitoring of student progress and post-graduate employment as appropriate.
  - Serves as a lead faculty for the DNP Curriculum.
  - Monitors DNP Program information in College publications and website in collaboration with the Specialty Directors and recommends changes to the Associate Dean of Academic Programs, as needed.
  - Analyze DNP Leadership Mentor and DNP Project site evaluations, document findings, and communicate findings to the Associate Dean of Academic Programs. Make quality improvement changes as necessary.
- DNP Leadership Mentors
  - Works with faculty to establish and maintain standards for selection of external project mentors.
- DNP Leadership Faculty Advisors
  - Prior to each semester, collaborate with the Specialty Directors and the Assistant Dean for Master's Programs to identify DNP Leadership faculty matches for each student in the DNP program.
  - Assure that each Faculty Advisor has Graduate Faculty Status in accordance with the College of Nursing process.
  - Leverage networks, knowledge of clinical sites, information from professional organizations and collaborative relationships with the Clinical Placement team to recruit/suggest DNP Project sites and DNP Leadership Mentors and actively expand the database of qualified mentors.
  - Participate in the initiation and maintenance of relationships with clinical agencies, organizations and/or practices to identify potential DNP projects that represent community needs.
  - Actively participates as a member of state, regional, and national professional organizations by attending meetings, and engaging in service activities.
- Communication/Leadership/Other

- Plans and lead regularly scheduled faculty meetings that routinely shares information regarding students engaged with the DNP curriculum. Shares pertinent CU Nursing academic policies and changes and national DNP recommendations (i.e., AACN DNP competencies, CCNE standards).
- Serves as Ex-Officio member on designated faculty committee
- Prepares reports in accordance with internal and external requirements.
- Collaborates with the Associate Dean of Academic Programs in the preparation of training and demonstration grants.
- Participates in teaching within the College of Nursing, serving as a role model for professional and educational excellence.
- Demonstrates effective, collaborative, and civil communication patterns with students, stakeholders, faculty, and staff.
- Engages in other activities and responsibilities as delegated by the Associate Dean of Academic Programs.

### **Minimum Qualifications**

This is an open rank position and could be categorized as Associate Professor of Clinical Teaching or Professor of Clinical Teaching based on experience and qualifications as indicated below:

#### **Associate Professor:**

- Eligible to obtain an unencumbered RN license in Colorado.
- Master's degree or equivalent in nursing from an accredited institution.
- Doctoral (DNP or PhD) degree from an accredited institution.
- Eligible for faculty appointment at the rank of Associate Professor in the Clinical Teaching Track
- Experience as a DNP Project faculty advisor (within or outside of the CU Nursing) resulting in successful completion of DNP Projects.
- Demonstrated ability to mentor doctoral students (i.e., co-authored publications, presentations and/or poster presentations with doctoral student authors).

#### **Professor:**

- Eligible to obtain an unencumbered RN license in Colorado.
- Master's degree or equivalent in nursing from an accredited institution.
- Doctoral (DNP or PhD) degree from an accredited institution.
- Eligible for faculty appointment at the rank of Professor in the Clinical Teaching Track
- Experience as a DNP Project faculty advisor (within or outside of the CU Nursing) resulting in successful completion of DNP Projects.
- Demonstrated ability to mentor doctoral students (i.e., co-authored publications, presentations and/or poster presentations with doctoral student authors).

***Applicants must meet minimum qualifications at the time of hire.***

### **Preferred Qualifications:**

- Doctoral degree in nursing from an accredited institution.
- Experience coordinating a DNP Program
- Experience working on an academic medical campus
- Demonstrated knowledge of current DNP trends.

### **Competencies:**

- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity, equity, and inclusion.

- Ability to think critically and problem-solve to achieve program objectives.
- Demonstrated lived experience and/or commitment to creating a justice driven culture of belonging evidenced by addressing structural systems of oppression, striving to eliminate society inequity, and/or advancing health equity in teaching, practice, scholarship, and/or research
- Excellent leadership qualities, including a participatory leadership style that fosters respect and collegiality, openness to the ideas of others and to constructive feedback.

## Job Ad/Posting Details (this is your preview/draft of the posting)

**\*\* Include when a search will be conducted \*\***

Human Resources will populate most. Please update items in yellow when submitting job description and complete search committee charge details below.

University of Colorado Anschutz Medical Campus

College of Nursing

Job Title: Assistant Dean of Doctor of Nursing Practice (DNP) Programs (Administrative Faculty Appointment)/

Associate Professor or Professor (Open Rank) of Clinical Teaching

Position Location: Anschutz Medical Campus, Aurora, CO 80045

### Job Summary:

The University of Colorado Denver | Anschutz Medical Campus seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

The University of Colorado, College of Nursing is seeking a strong faculty leader to serve as the Assistant Dean of DNP Programs, an administrative faculty position, that is responsible for the overall quality and implementation of the post-Masters DNP Program within the college. The ideal candidate would be qualified to hold a full-time (1.0 FTE) benefits-eligible faculty appointment at the rank of Associate Professor or Professor in the Clinical Teaching Track with dedicated time for the Assistant Dean of DNP Programs, an administrative faculty appointment. Faculty rank is based on experience and qualifications.

The Assistant Dean will work collaboratively with Master Programs Specialty Directors and the Assistant Dean for Masters Programs to ensure a high-quality, seamless curriculum, positive student outcomes, and student satisfaction with learning. The individual in this faculty administrative role is accountable for ensuring that the DNP curriculum and related procedures reflect academic excellence and meet all national and state standards as well as regulatory and accreditation requirements.

The Assistant Dean of Master Programs reports to the Associate Dean for Academic Programs. This position will collaborate with faculty, Specialty Directors, the Assistant Deans of Undergraduate Programs, Master's Programs, and PhD Programs, the Sr. Associate Dean of Faculty and Students, the Director of Admissions and Student Affairs, the Associate Dean of Research and Scholarship, the Associate Dean of Clinical and Community Affairs, the Experiential Learning Team, and college leadership as appropriate. They also provide input for faculty members' annual performance evaluations.

While the primary focus for this position resides in the College's teaching mission, service and scholarship to the University and the College are an expectation of all faculty members. A successful candidate will help foster a community of belonging and will utilize a justice lens to effectively engage with all members of the CU Nursing community, specifically faculty, staff, students, and community partners with diverse identities.

### Examples of Work Performed:



#### Student Coordination

- Recruits, interviews, and makes recommendations for admission of qualified post-Master's applicants. Collaboratively participates in making recommendations for admission for the BS-to-DNP students with Specialty Directors as requested.
- Works collaboratively with Specialty Directors to establish faculty advisors for DNP students and communicates these matched to the Assistant Dean for Master's Programs.
- In collaboration with the clinical placement team –ensure that students in the DNP post masters programs are compliant with student standards and requirements.
- Works collaboratively with the Student Affairs team to assure student progression tracking systems are in place and student data is current and relevant. Creates individualized plans of study for students in collaboration with Student Affairs and the Office of Academic Programs as appropriate.
- Works with the Student Affairs Committee as appropriate for issues related to student progression.
- In coordination with the CU Nursing Marketing and Communications team. Builds and leverages relationships with alumni, using a variety of methods including social media to (1) maintain ongoing contact with DNP Program graduates and (2) promote their participation as DNP Leadership mentors.

#### Curriculum

- Oversees the quality of and the implementation of DNP projects. Facilitates quality improvement as needed.
- Routinely evaluates the DNP curriculum, compares the curriculum with national competencies and the DNP Essentials and make recommendations to the Assistant Dean for Master's Programs, Associate Dean of Academic Programs, and faculty of needed changes/recommendations, and facilitates curriculum revision as needed.
- Collaborates with the Associate Dean of Academic Programs to identify programmatic needs, faculty requirements, and other resources needed to deliver the DNP curriculum.
- Collaborates with the Associate Dean of Academic Programs to develop benchmarks for programmatic evaluation. Monitors quality improvement metrics for the DNP curriculum. This includes the reporting and monitoring of student progress and post-graduate employment as appropriate.
- Serves as a lead faculty for the DNP Curriculum.
- Monitors DNP Program information in College publications and website in collaboration with the Specialty Directors and recommends changes to the Associate Dean of Academic Programs, as needed.
- Analyze DNP Leadership Mentor and DNP Project site evaluations, document findings, and communicate findings to the Associate Dean of Academic Programs. Make quality improvement changes as necessary.

#### DNP Leadership Mentors

- Works with faculty to establish and maintain standards for selection of external project mentors.

#### DNP Leadership Faculty Advisors

- Prior to each semester, collaborate with the Specialty Directors and the Assistant Dean for Master's Programs to identify DNP Leadership faculty matches for each student in the DNP program.



- Assure that each Faculty Advisor has Graduate Faculty Status in accordance with the College of Nursing process.
- Leverage networks, knowledge of clinical sites, information from professional organizations and collaborative relationships with the Clinical Placement team to recruit/suggest DNP Project sites and DNP Leadership Mentors and actively expand the database of qualified mentors.
- Participate in the initiation and maintenance of relationships with clinical agencies, organizations and/or practices to identify potential DNP projects that represent community needs.
- Actively participates as a member of state, regional, and national professional organizations by attending meetings, and engaging in service activities.

Communication/Leadership/Other

- Plans and lead regularly scheduled faculty meetings that routinely shares information regarding students engaged with the DNP curriculum. Shares pertinent CU Nursing academic policies and changes and national DNP recommendations (i.e., AACN DNP competencies, CCNE standards).
- Serves as Ex-Officio member on designated faculty committee
- Prepares reports in accordance with internal and external requirements.
- Collaborates with the Associate Dean of Academic Programs in the preparation of training and demonstration grants.
- Participates in teaching within the College of Nursing, serving as a role model for professional and educational excellence.
- Demonstrates effective, collaborative, and civil communication patterns with students, stakeholders, faculty, and staff.
- Engages in other activities and responsibilities as delegated by the Associate Dean of Academic Programs.

**Why Join Us:**

CU Nursing is an amazing place to be. We have the distinct advantage of being a part of a huge medical campus with three incredible hospitals – the VA, the nationally ranked University of Colorado Hospital, and the Children’s Hospital Colorado where our nursing students and faculty learn every day. From our beginning 125 years ago as part of the School of Medicine at CU Boulder to our current home at the Anschutz Medical Campus, the college has been a recognized leader in nursing education (ranked #10 in online MS graduate programs by U.S. News & World Report 2023). Our faculty, students and staff have been instrumental in shaping the profession of nursing and teaching the next generation of nurses while treating patients in our own nurse-led clinics. Be a part of an innovative, dynamic, diverse, and exciting workplace -- helping make great things happen. Join us in our quest to boldly transform health together.

The University of Colorado offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, tuition benefits, ECO pass, paid time off – vacation, sick, and holidays and more. To see what benefits are available, please visit: <https://nursing.cuanschutz.edu/about/careers/benefits>.

**Diversity and Equity:**

The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons



within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

The CU Nursing recognizes that Boldly Transforming Health is inextricably linked to a fundamental and integral commitment to Diversity, Equity, and Inclusion (DEI). It is a pledge to critical consciousness in teaching, research, and scholarship, clinical care, operational practices and service to the community. Toward that end, and in alignment with the Future of Nursing report, CU Nursing sees as central aims: naming and addressing structural systems of oppression, striving to eliminate societal inequities, and advance health equity. As such, we seek individuals with lived experience and/or demonstrated commitment to creating a justice driven and inclusive learning and working environment. Please provide a diversity statement (800 words or fewer) describing your lived experience and/or your professional commitment as a champion for diversity, equity, inclusion, and anti-oppressive practice within higher education and/or professional community, including past, current, and anticipated future contributions in these areas.

### **Qualifications:**

This is an open rank position and could be categorized as Associate Professor of Clinical Teaching or Professor of Clinical Teaching based on experience and qualifications as indicated below:

#### **Associate Professor:**

- Eligible to obtain an unencumbered RN license in Colorado.
- Master's degree or equivalent in nursing from an accredited institution.
- Doctoral (DNP or PhD) degree from an accredited institution.
- Eligible for faculty appointment at the rank of Associate Professor in the Clinical Teaching Track
- Experience as a DNP Project faculty advisor (within or outside of the CU Nursing) resulting in successful completion of DNP Projects.
- Demonstrated ability to mentor doctoral students (i.e., co-authored publications, presentations and/or poster presentations with doctoral student authors).

#### **Professor:**

- Eligible to obtain an unencumbered RN license in Colorado.
- Master's degree or equivalent in nursing from an accredited institution.
- Doctoral (DNP or PhD) degree from an accredited institution.
- Eligible for faculty appointment at the rank of Professor in the Clinical Teaching Track
- Experience as a DNP Project faculty advisor (within or outside of the CU Nursing) resulting in successful completion of DNP Projects.
- Demonstrated ability to mentor doctoral students (i.e., co-authored publications, presentations and/or poster presentations with doctoral student authors).

***Applicants must meet minimum qualifications at the time of hire.***

#### **Preferred Qualifications:**

- Doctoral degree in nursing from an accredited institution.
- Experience coordinating a DNP Program
- Experience working on an academic medical campus
- Demonstrated knowledge of current DNP trends.

#### **Competencies:**





- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.
- Demonstrated commitment and leadership ability to advance diversity, equity, and inclusion.
- Ability to think critically and problem-solve to achieve program objectives.
- Demonstrated lived experience and/or commitment to creating a justice driven culture of belonging evidenced by addressing structural systems of oppression, striving to eliminate society inequity, and/or advancing health equity in teaching, practice, scholarship, and/or research
- Excellent leadership qualities, including a participatory leadership style that fosters respect and collegiality, openness to the ideas of others and to constructive feedback.

**How to Apply:**

For full consideration, please submit the following document(s):

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume
3. Five professional references including name, address, phone number (mobile number if appropriate), and email address

Applications are accepted electronically ONLY at [www.cu.edu/cu-careers](http://www.cu.edu/cu-careers).

Questions should be directed to: College of Nursing Human Resources Team at [CON.HR@ucdenver.edu](mailto:CON.HR@ucdenver.edu) and 303-724-4447.

**Screening of Applications Begins:**

Applications will be accepted until the position is filled

**Anticipated Pay Range:**

The starting salary range (*or hiring range*) for this position has been established at:

- \$115,000 - \$125,000 annually at Associate of Clinical Teaching
- \$130,000 - \$155,000 annually at Professor of Clinical Teaching

The above salary range (*or hiring range*) represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.

Total Compensation Calculator: <http://www.cu.edu/node/153125>

**ADA Statement:**

The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [hr.adacoordinator@ucdenver.edu](mailto:hr.adacoordinator@ucdenver.edu).



**Background Check Statement:**

The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

**Vaccination Statement:**

The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date. Information regarding this requirement, and exemptions can be found at:

Anschutz: [https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3012---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4e9df3ba\\_2](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3012---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4e9df3ba_2)

Unit-Specific Exemptions:

- Anschutz Campus – Accommodations may be granted for medical or religious reasons.

The University of Colorado seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

Prescreening

Question	Answer	Required/Asset	Weight
Are you willing and able to comply to all of the conditions of employment as stated in the job posting?	Yes		
Have you attached your DEI Statement?	Yes		
If you haven't already done so in your cover letter and/or resume, please describe your experience (if any) with each of the items listed in the preferred qualifications section.			
How did you hear about this employment opportunity?	InsideHigherEd.com HigherEdJobs.com CU Careers Indeed.com Dice.com Monster LinkedIn Twitter Facebook Publication Job board Job/Career Fair Personal referral I'm a current CU employee Contacted by HR Consultant Other		
If you answered "Other" in the previous question, please provide where you heard about this posting.			

**Search Committee Charge Details:**

Search Committee Members -



University of Colorado  
Anschutz Medical Campus

Tracy Gray  
Amy Hester  
Carlos Miron

Define scope of the search (i.e. where/how do you plan to advertise, internal/state/regional/national, explain outreach methods) – Position should be advertised on CU Careers, Inside Higher Ed, and HigherEdJobs.com. The department will also post in multiple national nursing job boards through Job Elephant.

Target Dates - Posting will be advertised as open until filled, with priority given to those applicants who apply within 2 weeks of posting date. Committee should start reviewing MQs and PQs using matrix about 1-2 weeks after posting and should determine a top group for interviews within 1 week of the preferred deadline. Target date is to have top 3-5 candidates identified and referred to supervisor within approximately 4 weeks, with a finalist start date approximately 8 weeks after posting.

Finalists (number of finalists you expect, ranked or unranked, and how you want to receive feedback from the committee regarding the finalists): 3 – 5 unranked finalists