



Wayne County Community College District

District Office

801 W. Fort Street
Detroit, MI 48226
(313) 496-2765
(313) 963-5816 fax

Human Resources

Notice of Position Opening

INTERNAL

Full Time

Dean, Practical Nursing and Bridge Program
(E005-25)

Deadline: **August 6, 2025**
Reports to: **Health Science Provost**
Grade / Level: **Exempt/Pathways**

Broad Function:

The Practical Nursing Dean provides leadership for the practical nursing program and the bridge program, to ensure achievement of program goals and outcomes. The Dean works within a community of professionals dedicated to providing "relevant, rigorous, and relational" academic experiences for adult learners. The Practical Nursing Dean is responsible for all aspects of the program including the organization, administration, continuous review, planning and development and general effectiveness of the program. The Nursing Dean must provide supervision, administration and coordination of the instructional staff in the academic and clinical phases of the educational program.

Specific Duties and Responsibilities:

Program Administration:

Works with the professionals throughout campus operations with supporting marketing, student services, and fiscal accountability and the Vice Chancellor/Health Science Provost to:

- Establish and monitor annual enrollment goals
- Ensure that all students have an orientation to the program
- Monitors the progress of students
- Ensure a course schedule that accounts for student progression and appropriate class sizes
- Administer the summative activities for students' completing the program including comprehensive examinations
- Administer academic policies as documented in the student handbook and college catalog
- Ensures full compliance with the Standards, Guidelines, Policies and Procedures of the Higher Learning Commission (HLC) and the Accreditation Commission for Education in Nursing (ACEN) and the Michigan State Board of Nursing.
- Represent the value of the program to others both inside and outside the college district
- Maintain relationships in the community for the purpose of recruiting and marketing
- Supervises program staff and faculty.

Faculty Leadership:

Works with the Vice Chancellor/Health Science Provost to:

- Orient faculty to the program and college processes and mission
- Ensure that faculty are teaching from approved syllabi and using updated technology
- Conduct regular faculty meetings to promote coherence in curriculum implementation and sharing of best practices
- Provide ongoing support to faculty, staff, and students.
- Evaluate faculty performance by reviewing student evaluations, observing classes, and monitoring professional and scholarly productivity.

Curriculum Leadership:

Works with the Vice Chancellor/Health Science Provost to:

- Monitor the development and approval of all syllabi for all courses
- Conduct program reviews regularly (Monthly compliance and quarterly programmatic reports)
- Maintain course curriculum relevance through ongoing connections within the discipline including formal advisory committees and various environmental scanning approaches
- Implement assessment of student learning initiatives
- Facilitate new instructional approaches
- Effectively represents the Division of Health Occupations when serving on assigned College committees and attending community functions, as needed.
- Exhibits initiative, enthusiasm, and teamwork in accomplishing the responsibilities of the position.
- Encourages and supports articulation with K-12, universities, and other educational and community agencies.
- Fosters a departmental climate that supports collegiality and professional development of students, faculty and staff.
- Assists with the review and assessment of nursing programs and other services to monitor compliance with college policies and procedures and accreditation standards.
- Attends seminars and workshops as appropriate for professional development.
- Promotes the College's mission and goals through service on college committees and participation in college initiatives.
- Accepts assigned teaching and clinical responsibilities.
- Performs additional duties as assigned by the President or Health Science Provost.

Requirements for Position:**Education:**

- Master of Science in Nursing (MSN) is required.
- Doctoral degree in Nursing Education or equivalent is preferred

Experience:

- Must hold an active, or be eligible for, an unencumbered Michigan RN license.
- Three years of experience within a leadership position.
- Five years of experience in academic, clinical or administrative healthcare environment, or any combination thereof.
- Strong understanding of healthcare education with emphasis in the nursing field.
- Experience in and knowledge of accreditation standards/processes for nursing programs.
- Must have excellent interpersonal, written and verbal communication skills.

Other Requirements for Position:

- Must have strong interpersonal communication and organizational skills
- Must demonstrate basic proficiency in office and educational technology
- Must be able to prioritize
- Must be able to create/maintain a team spirit among students, faculty, and colleagues
- Must demonstrate professional decorum and ethical decision-making
- Must have effective supervisory skills including performance management and hiring
- Must have advanced expertise in research process and various methodologies

Application Procedure: Applicants must submit the following to jobs@wcccd.edu for immediate consideration:

Wayne County Community College District application form which can be found at www.wcccd.edu then go to: Divisions- Human Resources-Employment Application; Cover Letter explaining how your experience and education qualify you for the stated requirements of the position; Resume or Curriculum Vitae ; Copies of your undergraduate and graduate college transcripts (unofficial copies are acceptable during the application phase; official copies will be required upon hire) ;Three letters of recommendation

Please reference this staffing number on all documents: E005-25

EQUAL OPPORTUNITY EMPLOYER

**Mail Resume to: Wayne County Community College District, Attention: Human Resources,
801 W. Fort Street, Detroit, MI 48226 or e-mail your resume to: jobs@wcccd.edu**

Statement of Compliance

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1946, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S.

Department of Education. It is the policy of WCCCD that no person, on the basis of , or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.