

**University of Phoenix
Tempe, Arizona**

**Position Specifications
Program Dean of Graduate Health Sciences
January 2015**

Prepared by:
Summit Search Solutions, Inc.



University of Phoenix®

www.phoenix.edu

THE INSTITUTION

John Sperling, PhD, a Cambridge-educated economist and professor-turned-entrepreneur, founded University of Phoenix (UPhoenix) in 1976. He made a commitment to provide working adults with higher education at times convenient to them. Now UPhoenix is the nation's largest private university, offering undergraduate and graduate degree programs at more than 100 locations, as well as online in most countries around the world. Not only do students attend classes that are convenient, they earn degrees that are built for the careers they want.

UPhoenix's commitment extends to higher education innovations as well by pioneering many of the conveniences that students now enjoy — evening classes, flexible scheduling, a university-wide academic social network, an immersive online classroom and an online library. In addition, the University has 20 years of experience in online education — a kind of education that's research-proven to be just as effective as conventional instruction.

The University is in a period of reinvention, with a new president and a host of new senior leaders including the Executive Dean of the College of Health Sciences. The College seeks to be the place for nurses and healthcare administrators to establish and advance their careers through specialized certificates, specialized concentrations, continuing education, and degree programs. The University of Phoenix provides an incredible platform for the right leader to develop a College to meet the needs of a rapidly evolving health care system -- there is no other university with the size and scope of the University of Phoenix. For more information visit: <http://www.phoenix.edu>

Location: Tempe, AZ (greater Phoenix)

THE OPPORTUNITY

The **Program Dean of Graduate Health Sciences** is a new role within the College of Health Sciences. The Program Dean will collaborate and inspire others to refresh current and develop new graduate level academic programs to meet the needs of the healthcare industry. The Program Dean will identify and describe the current and future state of health care, drive academic strategies and deliver academic programs in an effective and timely manner. Areas of influence will include curriculum and program emphases, faculty development, program tracks, accreditation, graduation and retention. This position is supported by a talented group with specialized skills in curriculum design, regulatory, assessment, and operations.

Primary Responsibilities:

- Leads the development of a varied portfolio of academic programs including degree programs, certifications, and accelerated programs designed for both students and employers.
- Works with subject matter experts and instructional designers to design, revise, and evaluate specific degree and certificate programs on a continual basis. This includes working closely with curriculum, learning assessment, accreditation and academic operations personnel to

monitor and revise program curriculum as necessary. Manages a budget for external resources and materials to execute on program delivery. Ensures documentation necessary for program approvals and accreditation reports.

- Participates in the design and evaluation of the specific program's missions and related strategic plans on a continual basis. Defines effective, objective, and measurable goals to support the department's mission, vision and strategic plans.
- Represents the organization as appropriate in its relationship with the education, business, and government communities. These relationships are essential to seek out programmatic feedback for continuous improvement. This position is also accountable for developing and maintaining a positive relationship within the organization, especially with industry strategy groups and employer relationship partners.
- In partnership with the academic dean, develops standards for the selection and performance management of faculty. Partners with faculty shared services organizations to ensure faculty standards are understood and maintained.
- Monitors academic and program delivery standards through the assessment of necessary academic requirements and provides guidance, information, resources, and support to operational staff as appropriate.
- Monitors student learning outcomes for programs within portfolio and analyzes outcomes data for use in continuous program improvement. Identifies and implements strategies for program maintenance and revision based on data.
- Monitors retention performance and enrollment trends in the programs in order to address program performance issues. Recommends and acts on necessary changes to improve total enrollment and retention metrics.
- Understands and monitors the impact of industry standards and accreditation needs on program design, development, assessment and revision. Provides evidence as required for new and ongoing accreditation efforts.

Position Qualifications:

- A doctoral degree is required. Healthcare administration, public health, or public administration background preferred.
- Track record in the areas of academic program development and evaluation, adult education principles and practices, and curriculum development. Graduate level experience preferred.
- Accreditation experience preferred.
- Experience working with the Association of University Programs in Health Administration (AUPHA).
- An ability to collaborate with administration and adjunct faculty/practitioners.
- An entrepreneurial spirit; an interest in reinventing education.
- Experience managing people and programs.
- Demonstrated agility and flexibility; willingness to embrace change.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately. Click the following link to apply and submit your CV/resume. [Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4606493&portalID=5652>

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The University of Phoenix provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



PHOENIX/TEMPE, ARIZONA

Phoenix is a sophisticated western city that values its roots. Located in an area known as the "Valley of the Sun," Phoenix is surrounded by several mountain ranges and the Sonoran Desert, which provide gorgeous scenery and ample opportunities for hiking, biking, and horseback riding. Thanks to the warm climate and sunny skies, seasonal tourism plays a major role in the city's economy, with many visitors arriving in winter months to patronize area golf resorts and spas. Many locals live in beautiful suburbs such as Scottsdale, Tempe, Mesa and Glendale.

Somewhat surprisingly for a desert city, the Greater Phoenix

area is home to over 100 golf courses. Other significant players in Phoenix's economy include government offices, high-tech companies such as Intel and Honeywell, and the University of Arizona. Though Phoenix is one of the most populous cities in America, it is also sprawling and not densely settled, making the city feel more like a collection of urban villages than a metropolis. In the city center, however, visitors will still find a classic downtown area, complete with skyscrapers and world-class cultural attractions such as Phoenix Symphony Hall and the Orpheum Theatre. Other noteworthy attractions include the Phoenix Art Museum, the Arizona Science Center, the Phoenix Zoo, and the Musical Instrument Museum as well as the Pueblo Grande and Cultural Park and Heard Museums where you can learn about the Native American culture in the Southwest.

- Compared to the rest of the country, Phoenix's cost of living is 1.10% lower than the U.S. average.
- The unemployment rate in Phoenix is 5.40 %, (U.S. avg. is 6.30%). Recent job growth is positive. Phoenix jobs have increased by 1.99 %.

For more information on Phoenix and Tempe, Arizona, please visit:

Visit Phoenix, http://www.visitphoenix.com/index.aspx?gclid=CMLXhY_px8ACFQto7AodgXgAcA
Phoenix Chamber of Commerce, <http://www.phoenixchamber.com/>
Arizona Office of Tourism, <https://tourism.az.gov/>
City of Tempe, AZ, <http://www.tempe.gov/>
Tempe Chamber of Commerce, <http://tempechamber.org/>

The city of Tempe is an exciting mixture of Southwestern hospitality, prosperity and success. In the center of the Valley of the Sun, Tempe covers approximately 40 square miles and is home to more than 166,000 residents.



While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe is a wonderful mix of history and modern urban amenities.

Tempe has a distinct identity as an emerging destination city, replete with all the offerings of a city rich in economics, technology, culture, tourism and educational resources. Tempe offers a blend of quality new developments, revitalization and redevelopment, prestigious institutions such as Arizona State University, and celebrated traditions. Tempe brings it all together – bright Arizona sun, rewarding places to work, diverse cultures, a myriad of recreational opportunities, the best in entertainment and an unparalleled Southwestern lifestyle. Tempe is the place to live, learn, work and play!

