

**University of Phoenix  
Tempe, Arizona**

**Position Specifications  
Dean of Healthcare Administration  
College of Health Sciences and Nursing  
September 2014**

**Prepared by:  
Summit Search Solutions, Inc.**



**University of Phoenix®**

**[www.phoenix.edu](http://www.phoenix.edu)**

## THE INSTITUTION

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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.

Faculty members have both real-world and academic experience. This means students can use what they learn in class the very next day they're at work. Degree programs at the associate, bachelor's, master's and doctoral levels are offered — to give students choices and room to grow.

The same principles of inclusion and progress that led to the founding of the University are reflected in its mission, purpose and strategy today. Several recent events highlight UPhoenix's commitment to educational excellence:

- The University's Severely Injured Veterans Scholarship program is recognized on the U.S. Army Community Covenant Web site as a national best practice in support of military members and their families.
- "Good Practices in Distance Education" by Western Interstate Commission on Higher Education.
- Selected for excellence in undergraduate education and participated in the "Project Good Work" study, conducted by researchers from Harvard, Stanford, and Claremont Graduate University.
- Council on Higher Education Accreditation recognized University of Phoenix as an exemplary institution for "Ensuring Quality in Distance Education."

### **Mission and Purpose:**

University of Phoenix provides access to higher education opportunities that enable students to develop knowledge and skills necessary to achieve their professional goals, improve the productivity of their organizations and provide leadership and service to their communities.

- To facilitate cognitive and affective student learning—knowledge, skills, and values—and to promote use of that knowledge in the student's work place.
- To develop competence in communication, critical thinking, collaboration, and information utilization, together with a commitment to lifelong learning for enhancement of students' opportunities for career success.
- To provide instruction that bridges the gap between theory and practice through faculty members who bring to their classroom not only advanced academic preparation, but also the skills that come from the current practice of their professions.

- To provide General Education and foundational instruction and services that prepare students to engage in a variety of university curricula.
- To use technology to create effective modes and means of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.
- To assess student learning and use assessment data to improve the teaching/learning system, curriculum, instruction, learning resources, counseling and student services.
- To be organized as a for-profit institution in order to foster a spirit of innovation that focuses on providing academic quality, service, excellence, and convenience to the working student.
- To generate the financial resources necessary to support the University's mission.

For more information visit: [http://www.phoenix.edu/about\\_us/about\\_university\\_of\\_phoenix.html](http://www.phoenix.edu/about_us/about_university_of_phoenix.html)

**Location:** Tempe, AZ (greater Phoenix)

## THE OPPORTUNITY

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The University is in a period of reinvention, with a new president and five new senior leaders including the Executive Dean of the College of Health Sciences and Nursing (to whom this position reports). The Academic Dean position is an exciting opportunity for a smart, innovative, highly energetic nurse professional to lead one of the largest nursing colleges in the country. The College seeks to be the place for healthcare administrators to establish and advance their careers through specialized certificates, specialized concentrations, continuing education, and degree programs. The Dean will assess current programs to ensure they are relevant, competitive, and of high quality – meeting the needs of our students while addressing the needs of employers. The Dean will build and develop a team of healthcare administrative professionals while engaging with the many highly accomplished healthcare leaders that currently serve on our faculty, both online and at our ground campuses. 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.

The **Dean of Healthcare Administration** for the College of Health Sciences and Nursing has overall accountability for academic program offerings, curriculum and program design, assessment of student learning, programmatic and/or institutional accreditation related to the college and all related academic components, which include faculty oversight, student satisfaction/retention, academic policy and standards, and program evaluation. This position also serves as a full-time faculty member with the University.

### Primary Responsibilities:

- **Program Development, Management and Assessment**
  - Coordinates program assessment, leads new program development/program refreshes, and identifies the need for new courses.
  - Collaborates with functional partners to identify trends, review market analysis and determine appropriate program portfolio.

- Establishes and monitors standards for the delivery of the academic program throughout the organization. Works with functional partners to ensure the academic programs are delivered accurately and effectively.
- **Curriculum**
  - Responsible for program re-design to ensure alignment with industry needs and standards.
  - Oversees design and development of courses and programs.
- **Industry Relationships**
  - Coordinates with industry partners to manage industry relations and incorporate industry needs and trends into the curriculum.
- **Student Satisfaction/Retention**
  - Manages the student experience within the program and college.
  - Serves as final escalation point for any student concerns or disputes.
- **Faculty**
  - Directs all policies and procedures related to faculty.
  - Oversees all faculty personnel matters (e.g., hiring, performance management and evaluation, training, promotion and termination) and coordinates execution with Academic Operations.
- **Accreditation**
  - Serves as a liaison to regulatory and accreditation agencies.
  - Oversees all efforts to evaluate, pursue, secure, and maintain accreditation, including programmatic accreditation.
- **Assessment**
  - Establishes and implements an assessment system for measuring student learning outcomes and program effectiveness.
  - Ensures every program has appropriate curriculum mapping and associated assessment benchmarks for measuring student learning outcomes.
- **General**
  - Directs and manages the human resources cost, development and growth functions for the department staff. This includes reviewing and approving personnel actions including recruitment, selection or promotion of staff, evaluations, salary determinations, and disciplinary actions.
  - Develops and implements department budget, goals and objectives in accordance with established University standards, goals, and objectives. Ensures budget goals are met on an annual basis.
  - Responds to and resolves faculty, student, and staff issues and concerns, as appropriate to the academic program area.
  - Serves as a full-time faculty member of the University.
  - Maintains a professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

### Position Qualifications:

- Proven experience in a progressively responsible capacity in an education or healthcare environment directing and/or leading activities organization-wide.
- Proven experience in teaching and/or administration at a regionally-accredited college or university. Will consider other teaching experience, such as continuing education or workplace training.
- Doctorate degree in appropriate discipline required. Highly attractive candidates who are willing to obtain a doctorate or candidates with a doctorate in progress will be considered.
- Proven experience in a field related to the content of the academic program.
- Ability to demonstrate a high level of conceptual and strategic thinking to establish and oversee academic program policies, procedures, and standards.
- Demonstrated critical thinking, political savvy, problem-solving, relationship building, negotiation and anticipatory abilities.
- Demonstrated ability to communicate effectively with diverse constituencies, including students, faculty, employees, and external parties.
- Must be results oriented and able to manage multiple processes and activities simultaneously.
- Ability to convey a professional image, as well as effectively represent the organization as appropriate in its relationship with the business and government community.
- Energy, passion, and enthusiasm.

### PROCEDURE FOR CANDIDACY

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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=4131958&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.*



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## 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](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!

