

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Assistant Dean for Medical Curriculum

Position Description

Responsible for leading, managing and evaluating the effectiveness of Education Resources in its mission to oversee and support the medical curriculum and provide resources to support all academic programs in the School of Medicine and Health Sciences (SMHS). The assistant dean has supervisory authority over the employees of Education Resources along with budgetary accountability, subject to the rules and policies of the SMHS and the University of North Dakota.

Reporting Relationship

Reports to the Senior Associate Dean for Medicine and Research

Specific Responsibilities

The position of Assistant Dean for Medical Curriculum will have a number of specific responsibilities, which include, but are not limited to, the following:

- Provide oversight and implementation of all years of the medical curriculum assuring horizontal and vertical integration of objectives, content, pedagogy, learner assessment and evaluation
 - Primary oversight of the teaching, assessment, faculty development and program evaluation undergraduate years
 - Oversight of the PCL block directors
 - Recruitment, training and supervision of faculty members for PCL facilitation
 - Communication and coordination with basic science and clinical chairs to provide faculty for teaching
 - Supervision of faculty working on the medical curriculum including the support and training necessary and conducting periodic performance evaluations
- Provide support services for all academic programs at SMHS
 - Guidance and oversight of educational technology and software
 - Training and education in pedagogy and skills to provide the best learning environment for students
 - Assist in preparation for review and assurance of compliance with accreditation standards
 - Communicate best practices and changes in curricula or accreditation standards
- Support, encourage and implement innovation in education
- Advise and support the Undergraduate Medical Education Committee and other curricular committees as needed
- Develop and recommend policies related to education and curricula
- Support and encourage the scholarship of teaching and scholarly teaching