

**Job Description**  
**Assistant Dean for Gender Equity**  
**University of North Dakota School of Medicine and Health Sciences**

The Assistant Dean for Gender Equity (hereafter “Assistant Dean”) will assist all of the departments, units, and programs within the University of North Dakota School of Medicine and Health Sciences (hereafter “SMHS”) to achieve the goal of an appropriate representation of women in the faculty and staff ranks of the SMHS. The Assistant Dean will share in strategic planning and academic policy formulation and administration for all programs within the SMHS at both the undergraduate and graduate levels relating to gender equity issues.

The Assistant Dean will serve as an advisor to the dean through the Associate Dean for Diversity, Equity and Inclusion and will work with the other members of SMHS senior management team as appropriate.

**Reporting Relationship**

The Assistant Dean will report to the Associate Dean for Diversity, Equity, and Inclusion for all activities related to the deanship position.

**Direct Reports**

None

**Specific Responsibilities**

The primary responsibility of the Assistant Dean for Gender Equity is to develop, foster, and encourage the recruitment, selection, and retention of women for faculty and staff positions at the SMHS. The Assistant Dean is expected to assist any department, unit or program at the SMHS when they initiate a search for a new faculty or staff member to ensure that the pool of candidates contains an appropriate cadre of female applicants. Thus, the Assistant Dean functions as a resource and coach for the search teams to help identify and attract suitable female applicants.

The Assistant Dean will assist search teams to try to eliminate unconscious bias in the selection progress for faculty and staff positions.

The Assistant Dean is expected to study and make recommendations regarding what can be done to strengthen the retention of female faculty members at the SMHS in view of the attrition that occurs currently as faculty members progress through the academic ranks from instructor through professor.