

**University of North Dakota (UND)**  
**School of Medicine and Health Sciences (SMHS)**  
**Assistant Dean for Phase 1**

**Position Description**

The Assistant Dean will provide oversight for Phase 1 of the medical program curriculum as you have been doing, with the same performance expectations and reporting relationship. As a member of the senior leadership team at the SMHS by virtue of your appointment as Assistant Dean, you must be committed to the concept of excellence in all endeavors of the SMHS, be they educational, research, and/or service, with an emphasis on continuing the development and maturation the medical program curriculum.

**Reporting Relationship**

Reports to Assistant Dean for Medical Curriculum

**Specific Responsibilities**

The position of Assistant Dean for Phase 1 will have a number of specific responsibilities, which include, but are not limited to, the following:

- The Assistant Dean for Phase 1 will have responsibility for managing the basic science content in the phase 1 medical curriculum.
- Duties will include working closely with the Assistant Dean for Medical Curriculum, existing Biomedical Science and Clinical Science Curriculum Directors, faculty and staff within Education Resources on pre-block preparations including case design, review, and preparation, block and case objective selection, scheduling lectures, labs, and helping with the scheduling of other small group activities (such as bioethics discussion sessions).
- Weekly responsibilities will include preparing and attending case wrap-up, directing student and facilitator meetings, and attending to curricular matters that may arise.
- End-of-block duties entail review of assessment materials, grading of case exams, and administration and involvement in remediation activities.
- Attendance and contribution to Biomedical Sciences Curriculum Subcommittee meetings is also required.