

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Associate Dean for Education and Faculty Affairs

Position Description

Provide leadership in faculty affairs, educational matters, and act as a liaison to the University from the School.

Reporting Relationship

Reports to the Vice President for Health Affairs and Dean

Specific Responsibilities

The position of Associate Dean for Education and Faculty Affairs will have a number of specific responsibilities, which include, but are not limited to, the following:

Leadership:

- Oversight and administration of the Office of Education and Faculty Affairs and its budget
- Act as a liaison between the School of Medicine and Health Sciences ("SMHS", or "School") and other University of North Dakota ("UND") colleges, departments, programs, and administrative unit
- Serve on the SMHS executive leadership team
- Represent the SMHS at UND academic cabinet meetings
- Foster interdisciplinary collaboration between the SMHS and other UND colleges and schools
- Work with UND deans and the Vice President for Academic Affairs ("VPAA") on strategic planning, policies, and procedures pertaining to academic programs
- Provide leadership and mentorship of direct reports

Education:

- Provide leadership, program support, and oversight for undergraduate, graduate, and postdoctoral education in alignment with the purpose and strategic plan of the SMHS
- Manage, promote, and support student learning and program evaluation for departments and programs
- Collaborate, advise, and consult with department chairs, program directors, faculty, and staff as they administer academic programs
- Manage graduate tuition waiver process and budget
- Collaborate with the Associate Dean for Student Affairs and Admissions to create, disseminate, and implement institutional academic policies and procedures in accordance to the School's Policy on the Promulgation of Academic and Research Policies
- Provide leadership and support for promotion of interprofessional education, and learning communities

- In collaboration with the Associate Dean for Health Sciences and the Senior Associate Dean for Medicine and Research, provide support for health sciences education and undergraduate medical education, respectively
- Oversee a school-wide effort to optimize faculty development in the education realm

Faculty Affairs:

- Oversee academic personnel processes for all faculty, including recruitment, appointments, contracts, evaluation, leaves, retention, tenure, and promotions
- Disseminate and implement all faculty policies and procedures
- Uphold academic freedom, freedom of expression, and effective shared governance while maintaining accountability to students and other constituents to accrediting and regulating organizations
- Manage promotion of faculty professional development, including faculty development activities, annual reviews, faculty counseling, grievance procedures, and conflict management
- Provide information and reports to organizations such as AAMC and LCME on the basis of identified key faculty indicators
- Provide administrative advisory support to standing committees of the SMHS as per the Bylaws