

**University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Associate for Health Sciences**

Position Description

The Associate Dean for Health Sciences (Associate Dean) will oversee all of the departments and programs within the health sciences component of the University of North Dakota School of Medicine and Health Sciences (SMHS), sharing oversight with the Senior Associate Dean for Medicine and Research who oversees the clinical departments in the medicine portion of the SMHS. This position is 20% effort. The Associate Dean will share in strategic planning and academic policy formulation and administration for all health sciences programs within the SMHS at both the undergraduate and graduate levels. The Associate Dean will develop and maintain strong and collaborative relationships with the state's hospitals and clinics to support clinical health sciences education and patient care and will provide leadership to further strengthen strategic and synergistic community partnerships. Additionally, the Associate Dean will develop and maintain good relationships with the local, regional, state and national professional organizations that are associated with the practice of health sciences.

The Associate Dean will foster an environment that encourages excellence in teaching and in close collaboration with the department chairs will work to ensure excellence in the continuing professional development of the faculty. The Associate Dean will extend the relationships already forged with the health-care community—relationships that lead to faculty research opportunities, program development, and training opportunities for students and residents. The Associate Dean will be a key leader in the development of the academic component of current UND SMHS initiatives as they relate to the health sciences.

The Associate Dean will serve as a key advisor to the dean and will work with the other members of senior management as part of a team.

Reporting Relationship

The Associate Dean will report to the Vice President for Health Affairs and Dean of the School of Medicine.

Direct Reports

All health sciences department chairs (the Departments of Physical Therapy, Occupational Therapy, Medical Laboratory Science, Sports Medicine, Population Health, and Physician Assistant Studies).

Specific Responsibilities

The Associate Dean for Health Sciences will have a number of responsibilities, which include but are not limited to, the following:

Educational

- This position works with the Associate Dean for Education and Faculty Affairs and the health sciences chairs to maintain, grow, and develop health sciences educational programs at the undergraduate, graduate and practicing clinician levels.
- Works with the Associate Dean for Education and Faculty Affairs to systematically maintain academic standards and excellence of education for all educational programs.
- Collaborates with other UND professional schools and programs to coordinate health sciences education across the University and facilitates new program development in coordination with the Associate Dean for Education and Faculty Affairs and the Senior Associate Dean for Medicine and Research.
- Utilizes, promotes, and coordinates with the University's educational programs.

Research and Scholarship

- Works with the Senior Associate Dean for Medicine and Research, the department chairs and others to develop and maintain productive research plans with programs focusing on health issues for North Dakota's population.
- Supports and encourages an environment of scholarly inquiry among SMHS faculty.
- Works with the Dean and Associate Dean for Education and Faculty Affairs to maintain and assure sustained compliance with all accreditation standards.
- Participates in the annual promotion and tenure review process for all campus-based, full-time, part-time, and volunteer health sciences faculty who provide teaching, clinical service or research through the programs offered by the SMHS throughout the state.
- Recruits, trains, and retains faculty necessary to achieve the academic purpose of the SMHS, and implements faculty development and evaluation activities to enable clinical health sciences faculty to enhance and maintain educational skills and performance.
- Supports faculty development with programs that achieve excellence for both full-time and community-based clinical health sciences faculty.
- Works collaboratively with the dean's office regarding design and maintenance of education and support services space related to education and faculty and student well-being.

Budgetary

- Coordinates the budgeting process for the health sciences' departments