

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Associate Dean for Teaching and Learning

Position Description

The Associate Dean for Teaching and Learning will provide leadership for the ongoing development, implementation and evaluation of the educational programs at the School of Medicine and Health Sciences. The Associate Dean for Teaching and Learning will work with the assistant dean for medical curriculum, faculty and staff to implement and improve curricula, engage faculty and provide faculty training, provide curriculum management, oversee student assessment and competency, accomplish course and program evaluation and encourage the scholarship of teaching and educational research. The Associate Dean for Teaching and Learning will be an active member of a team of education deans coordinated through the office of Education and Faculty Affairs.

Reporting Relationship

Reports to the Associate Dean for Education and Faculty Affairs

Specific Responsibilities

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

- Lead the academic and related administrative operations of the Office of Education Resources, including budgeting, defining and appointing faculty and staff positions, and developing policies, particularly addressing accreditation expectations and operational requirements.
- Provide oversight and leadership of instructional design and educational innovation.
- Monitor and report regional, national, and international trends in health professions education.
- Develop, promote and assess innovative teaching methods.
- Develop and mentor faculty in the area of teaching, learning, the use of technology in the classroom, and experiential and service education.
- Develop quality indicators for the education programs and incorporate them into a continuous quality improvement process.
- Oversee a comprehensive evaluation process for the programs, ensuring there are valid and reliable instruments to assess student achievement of program objectives, course reviews, and faculty teaching efforts.
- Oversee the curriculum management process ensuring there is horizontal and vertical integration of objectives, content, pedagogy, learner assessment, and evaluation.
- Support the initiation of innovative and integrated teaching and learning strategies as well as instructional technology.

- Lead and support educational research and scholarship that will develop and nurture a community of nationally recognized educator-scholars who will ensure the highest quality health professions education and foster recognition for faculty teaching roles.
- Secure external funding for research and development projects in health professions education.
- Supervise academic scheduling.
- Advise and support committees and subcommittees related to curriculum management and oversight; serve as a resource to other committees, as necessary.
- Collaborate with department chairs, program directors, faculty, and others to foster a climate of academic excellence, collaboration, and interdisciplinary initiatives.
- Collaborate with department chairs and program directors in regularly evaluating degree and certificate programs.
- Collaborate with deans, department chairs, and program directors to assess needs and develop proposals for new programs.
- Collaborate with department chairs, program directors, faculty, and staff to evaluate instruction.
- Oversee and provide support for accreditation in collaboration with the Associate Dean for Education and Faculty Affairs.
- Provide support for periodic program reviews required by the university and/or regulatory agencies.