

Duties and responsibilities of the School of Medicine and Health Sciences (SMHS) Dean:

- The Dean is the chief academic officer of the SMHS
- The Dean is the chief fiduciary officer of the SMHS
- The Dean of the school shall be the principle officer responsible for the overall direction, development, evaluation, and support of all school activities.

Administration:

- Provide vision and direction for policy, long-range planning, budget, personnel and department coordination for the division of health affairs and the SMHS.
- Serve in campus-wide leadership roles and positions to enhance UND's services and support institutional initiatives plans and goals.
- Serve as a member of the President's Cabinet and Executive Council
- Continue to grow the UND SMHS sponsored funding by greater than 10%/year (based on three-year rolling average) with a goal of ranking in the top four of all public U.S. community-based medical schools by 2025 aligning such efforts to greatest extent possible with UND's five grand challenges.
- Continue to grow philanthropic annual funding by greater than 10%/year (based on a three-year rolling average)

Strategic Planning Responsibilities

- Provide leadership and support for UND and SMHS Strategic Planning

Clinical Responsibilities

- Provide clinical care to patients at regional medical centers
- Maintain licensure in North Dakota
- Maintain board certification in cardiovascular diseases
- Maintain credentialing and privilege requirements at locations of practice
- Be compliant with required continuing medical education requirements

National Accreditation Board Activities

- Strategize and lead the reaccreditation efforts of all SMHS programs with their respective accreditation boards
- Participate in the Liaison Committee on Medical Education (LCME) Board activities
- Participate in the LCME site visits at other medical schools

Teaching Responsibilities

- Consistently evaluate the performance of graduates on standardized exams and residency/employment matches
- Teach medical and health science students material relating to area of specialty

Scholarship Activities

- Participate in manuscript submissions
- Present on topic related to discipline
- Obtain grant support as needed and as appropriate for research activities

UND Executive Core Competencies

- Creates and sustains a work environment based on ethics, integrity, trust, and accountability
- The ability to gain others' support for ideas, proposals, projects, and solutions.
- The ability to analyze the University's competitive position by considering higher education trends, existing and potential customers (i.e. current and future students research sponsors), and strengths and weaknesses
- The ability to proactively anticipate and identify areas of improvement and opportunity along with establishment of clear directives and guidance; ability to delegate effectively and efficiently to implement solutions and perpetuate progress.
- The ability to develop, maintain, and strengthen partnerships with others inside and outside the university.
- Subsection Two-Responsibilities of the Dean
- The Dean shall be responsible for all resources and academic programs of the school.
- The Dean may appoint associate and assistant deans and other personnel to assist in the efficient execution of the duties of the Office of the Dean.
- The Dean shall establish an organizational structure to carry out the mission of the School and shall published annually a corresponding table of organization.
- The Dean may establish ad hoc committees for the administration of the School.
- The Dean shall make appointments to the standing committees pursuant to the Bylaws and other appropriate documents.
- The Dean shall submit to the faculty, at least annually, comments and recommendations concerning the state of the School.
- The state of the school report shall be part of a meeting of the faculty of the School called the Faculty Assembly, constituted to discuss matters related to the School.