

Position Description: Senior Associate Dean for Education and Faculty Affairs

Associate Dean for Education and Faculty Affairs:

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 units
- 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

Medical Accreditation:

- Oversee, work with and support SMHS administration, faculty, staff and medical students in meeting the accreditation requirements of the Liaison Committee on Medical Education (LCME) for the medical student educational program
- Meet with the curriculum committees of the medical program on an ongoing basis to oversee and support the review and quality improvement of the curriculum and to bring expertise related to understanding and appropriately and fully addressing all LCME standards and elements
- Review and continue to be updated on the current and future LCME standards and elements through engagement with LCME and the Association of American Medical Colleges (AAMC)
- Lead the Office of Medical Program Accreditation and Quality Assurance (OMPAQA)
- Serve as UND SMHS LCME Faculty Accreditation Lead (FAL)
- Report directly to the Dean periodically and as necessary regarding the extant status of the medical program as it relates to all LCME standards and elements and specify any issues or problem areas that need to be addressed
- Provide periodic updates to the SMHS Advisory Council regarding the current standing of the medical program related to the LCME standards and elements and any issues that need to be addressed

Teaching:

- Teach laboratory components within the medical curriculum, mainly in Unit 5 of the Phase 1
- Teach NURS 524-Anatomy for Nurse Anesthetists

Scholarship:

- Educational activities and medical accreditation work

Service:

- Higher Learning Commission, Institutional Action Council (IAC)
- Serve as a team member for no more than two survey visits per year.