

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

Position Description

The Senior Associate Dean for Medicine and Research will oversee all of the clinical and community/population-based departments, centers, and programs within the medical school component of the SMHS, sharing oversight for SMHS clinical operations with the Associate Dean for Health Sciences who will oversee the departments in the health sciences portion of the SMHS. The Senior Associate Dean will share in strategic planning and academic policy formulation and administration for all medical programs within the SMHS at both the undergraduate and graduate levels. The Senior Associate Dean will develop and maintain strong and collaborative relationships with the state's hospitals and clinics to support clinical education and patient care and will provide leadership to further strengthen the strategic and synergistic community partnerships. Additionally, the Senior Associate Dean will develop and maintain good relationships with the local, regional, state and national professional organizations that are associated with the practice of medicine.

The Senior Associate Dean will foster an environment that encourages excellence in teaching and in close collaboration with the department chairs and will work to ensure excellence in the continuing development of the faculty. The Senior 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 Senior Associate Dean will be a key leader in the development of the academic component of current UND SMHS initiatives.

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

Direct Reports

All clinical medical department chairs (excluding those within the health sciences enterprise, which includes the Departments of Physical Therapy, Occupational Therapy, Medical Laboratory Science, and the Physician Assistant Program); the regional campus deans; the chair of the Department of Population Health; the directors of all community and population-based centers and programs; the leadership of graduate medical education (GME) at the School; and the leadership of the Continuing Medical Education (CME) program.

Specific Responsibilities

The position of Senior Associate Dean for Medicine and Research will have a number of specific 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 clinical departmental chairs to maintain, grow, and develop new medical education programs at the undergraduate, graduate and practicing physician 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 Associate Dean for Health Sciences.
- Utilizes, promotes, and coordinates with the University's educational programs that serve the community.

Clinical

- Works in partnership with chairs and the SMHS's clinical partners to recruit new health-care providers and develop new clinical programs to serve the state.
- Provides leadership and management of all clinical operations of the medicine enterprise for the SMHS.
- Develops and maintains a culture of patient-centered, cost-effective, and quality care for all operations.

Research and Scholarship

- Works with other senior leadership, 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 especially as related to the regional campuses established by the following:
 - LCME (Liaison Committee on Medical Education).
 - ACGME (Accreditation Council for Graduate Medical Education).
 - ACCME (Accreditation Council for Continuing Medical Education).
- In conjunction with the regional campus deans, assures the quality and equivalency in educational experiences for students across all SMHS campuses. In conjunction with the Associate Dean for Student Affairs and Admissions, the Associate Dean also monitors student and resident academic and professional standards and provides remediation as required by the SMHS for students and residents assigned to the regional campuses.
- Participates in the annual promotion and tenure review process for all campus-based full-time, part-time, and volunteer clinical medical 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 at the Grand Forks and regional campuses, and implements faculty development

and evaluation activities to enable clinical 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 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.
- Represents the dean and the SMHS in interactions regarding clinical affiliates used to deliver the educational programs, clinical services of the faculty, and research endeavors on all regional campuses.