Summary

The primary function of the Associate Dean for Academic Affairs is to plan, direct and oversee all activities related to Academic Affairs, ensuring that these activities meet the Roseman University of Health Sciences (University) and its College of Medicine's (COM) mission, goals, objectives, and core values. The Associate Dean for Academic Affairs will oversee the design and implementation of the College’s innovative academic curriculum, modeled after the “mastery learning/outcomes-based philosophy” and integrative course design using the Roseman block scheduling strategy. The Associate Dean must be a dynamic individual with appropriate experience, academic leadership and communication skills to work closely with the Dean and the University leadership to develop a new COM at the Summerlin Campus, Las Vegas, Nevada. The Associate Dean will take the lead role to ensure compliance with the Liaison Committee on Medical Education (LCME) standards for accreditation. The Associate Dean, working closely with the COM Dean, will oversee the ongoing curriculum development of the COM, the recruitment of core faculty, and development of the infrastructure support for a vibrant COM including fiscal, physical plant and human capital. This is a unique and special opportunity for an academic scholar to build a new COM in an innovative private non-profit University.

Responsibilities

• Align goals, objectives, and values with those of Roseman University and the College of Medicine.
• Oversee the following areas related to the COM:
  o Office of Medical Education
  o Medical Library
  o Academic Technology
  o Accreditation
  o Faculty Affairs
• Direct and oversee all aspects of the COM’s MD educational program and academic affairs activities. Plan, develop and implement program goals, objectives, and outcomes measures.
• Design, implement and ensure support for the COM’s MD education curriculum. Provide creative direction to the curriculum. Oversee the ongoing evaluation and revision of the COM’s curriculum.
• Assist in establishing student admissions policies and procedures and in recruiting the initial class for the summer of 2017, (recruitment dependent on the COM attaining preliminary accreditation status).
• Oversee the ongoing development of the overall educational objectives and graduation competencies according to LCME (Liaison Committee on Medical Education) requirements.
• Oversee the development of course descriptions for all MD education courses.
• Ensure linkage of course content, activities, and assessments to the overall educational objectives and graduation competencies.
• Provide all necessary communications with academic departments, block directors, general faculty and students regarding the MD curriculum, clinical requirements, academic performance and strategic planning for the academic program.
• Work collaboratively with the office of student affairs to create policies to address student academic problems and issues related to the College’s academic program.
• Track students’ academic progress on a continual basis related to achievement of the overall educational goals and evaluation of the program. Ensure, in collaboration with the office of student affairs, that students have completed all academic and clinical requirements prior to graduation.
• Work cooperatively with the Associate Dean for Clinical Affairs and other individuals as appropriate on issues related to both the clinical and academic programs at Summerlin and other locations.
• Manage the accreditation processes (LCME) for the COM’s MD education program. Keep the office of the Vice President for Quality informed on progress and provide reports.
• Oversee the College’s Outcomes Assessment and Curriculum Management/Review processes. Make recommendations for innovative curriculum/programmatic changes (i.e., improvements) to the Dean for appropriate action.
• Oversee the timely completion and distribution of internal and external reports and surveys.
• Oversee the development and implementation of strategies for excellence in student performance on National and State Board Examinations.
• Manage all communications related to changes in student academic status (e.g., leave of absence, probation, suspension, dismissal, etc.).
• Correspond both internally and externally regarding academic affairs matters.
• Provide leadership to the COM’s short- and long-term strategic planning processes.
• Participate in University-wide committee activities.
• Provide leadership in faculty recruitment, promotion, and retention policies and procedures.
• Initiate a faculty development program for the COM.
• Make recommendations to Dean regarding appointments of COM and University committee members, as required by COM policy.
• Assume a leadership role in the establishment of educational research activities, including the design and broad dissemination of outcomes of the MD educational program as an innovative model of medical education.
• Participate in the general administration of the COM with the Dean and other members of the COM Administrative Team.
• Oversee the annual revision of the COM Catalog, Student Handbook and other internal and external documents.
• Teach as directed by the COM Dean.
• Adhere to Roseman University and College of Medicine policies and procedures.
• Perform other duties as assigned/required.

Skills

• Ability to communicate effectively with the COM and Roseman stakeholders, the vision, mission and core values of the institution and its academic offerings.
• Ability to work cooperatively with colleagues and supervisory staff at all levels. Works in a collaborative manner with members of the COM and University team.
• Ability to analyze facts, exercise proper judgment and arrive at valid conclusions.
• Extensive knowledge of trends in medicine, experience in medical education, and interprofessional and interdisciplinary health professions education.
• Knowledge of outcomes assessment processes, evaluation techniques and methodologies.
• Knowledge of LCME policies, procedures and standards.
• Excellent interpersonal skills to effectively interact with students, residents, faculty, staff, and other University and COM stakeholders.
• Proficiency in appropriate information technology skills and the application of information technology to contemporary education and outcomes assessment.
• Familiarity with faculty affairs and faculty development functions.
• Understanding of the evolving role of libraries in medical education.
• Ability to exhibit professionalism even in a difficult situation.

Education/Training
• A medical degree (MD) and/or doctorate level degree (PhD, EdD, etc) in the health sciences or health professions is required.

Experience

• A minimum of 7 years of combined teaching and administrative experience at the level of Assistant Dean or higher, or equivalent experience is required.
• Excellent organizational skills.
• Ability to communicate well and excite faculty, students, other staff and University officials regarding the COM’s innovative academic programs.
• Ability to anticipate potential problems and identify solutions.
• Demonstrated leadership skills in the development and evaluation of innovative or novel educational programs.

Work Conditions

• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Summerlin campus buildings, off campus, and to University campuses and facilities located outside Summerlin, Nevada.
• Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. Henderson, Nevada and South Jordan, Utah) occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
• Any additional area-specific requirements.

Required Physical Abilities

• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, in handwritten forms, and printed on paper.
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.
• Any additional area-specific physical requirements.

I have read the above position description and have received a copy.

_______________________________________    _________________
Employee Signature        Date