



Job Description

Vice Dean

FUNCTION:

The Vice Dean Provides leadership for the planning and implementation of all components of the Offices of Continuing Medical Education, Graduate Medical Education, and Academic Affairs, including Accreditation, Admissions, Assessment, Curriculum, and Student Affairs and Alumni Affairs for both the Stratford and Sewell Campuses. The Vice Dean leads these divisions to meet RowanSOM's mission to "develop clinically skillful, compassionate and culturally competent physicians from diverse backgrounds who are grounded in our osteopathic philosophy and ready to meet future healthcare workforce needs".

DUTIES:

1. Oversees Accreditation and supervises Assistant Dean, to ensure that the School complies with all curricular, teaching, student support, facility and educational resource standards to meet the accreditation requirements of the Commission on Osteopathic College Accreditation (COCA).
2. Oversees the Office of Admissions and Enrollment Services, and supervises Assistant Dean to ensure that the admissions processes are clear, fair, and transparent. Work with the Admissions Committee to ensure that the Schools' mission goals are met, including standards of academic excellence and diversity. Work with Enrollment Services to ensure that applicant and student records are appropriately maintained and all FERPA regulations are met.
3. Oversee the Offices of Assessment and Simulation, and supervises the Associate Dean, to ensure that comprehensive program evaluation and student assessment are utilized, and are tracked and reported across the continuum of education. Collaborates with the Assessment team to develop separate processes for formative and summative benchmarks for student advancement. Work with the Assessment team to develop and integrate simulation programming into the curriculum for assessing student physician skills.
4. Oversees undergraduate curriculum development, and supervises Associate Dean to ensure appropriate delivery. Engages faculty through the Curriculum Committee to develop curricular innovations using multiple learning formats including online learning technology. Collaborates with the Curriculum Committee throughout curriculum planning, development, implementation, and evaluation. Ensure that all directives of the Committee are implemented.
5. Oversees the Office of Alumni and Student Affairs, and supervises the Associate Dean, to ensure that student-related policies and procedures are maintained, communicated and implemented. Provide administrative support for student health insurance, student health and wellness programs. Provide support for student organizations and activities. Provide support

for the RowanSOM Alumni Association, and maintain effective communications and relationships with the alumni community. Maintain related databases for outcomes assessment and reporting.

6. Collaborates with Academic Affairs at Stratford and Campus Dean at Sewell to coordinate curricular efforts. Combines and consolidates curriculum where appropriate to do so. Initiates opportunities for inter-professional education and training. Ensures appropriate student evaluation techniques are utilized. Integrates measures of competency into student evaluations. Develops separate processes for formative and summative evaluations.
7. Oversee strategic growth and development of continuing medical education. Works with leaders of other health sciences disciplines to develop innovative and interdisciplinary continuing education programming.
8. Supervise RowanSOM's Graduate Medical Education (GME) and the execution of its residency programs, including the residency application and selection process, to ensure high-quality medical training in collaboration with our hospital partners. Work with GME staff to support our affiliate hospitals in their efforts to achieve Osteopathic Recognition and to ensure the continuum of Osteopathic education. Support hospital partners to develop and expand GME programs.
9. Oversees the administrative activities of Continuing Medical Education, Academic Affairs, and Graduate Medical Education, including budget forecasting, development, management, and approval.
10. Lead RowanSOM strategic planning as it relates to Continuing Medical Education, Academic and Student Affairs, and Graduate Medical Education goals.
11. Collaborates with the leadership for the graduate school and research to meet institutional goals for research and program development. Encourages faculty and staff to pursue extramural grants to develop and publish educational research and continually innovate and foster strategic growth.
12. Represents the School in University activities related to academic issues, such as meetings of education deans from other schools and leaders of regional hospital systems to build strategic relationships, and increase visibility and growth of our programs.
13. Other duties as assigned.

Rowan University and the School of Osteopathic Medicine promote a diverse community that begins with students, faculty, staff and administration who respect each other and value each other's dignity. By identifying and removing barriers and fostering individual potential, Rowan will cultivate a community where all members can learn and grow. The Rowan University community is committed to a safe environment that encourages intellectual, academic, and social interaction and engagement across multiple intersections of identities. Creating and maintaining a caring community that embraces diversity in its broadest sense is among the highest priorities.

Leadership, staff, and faculty identified diversity, equity, and inclusion as core values for Rowan School of Osteopathic Medicine. We believe promoting these values cultivates a more diverse physician workforce and develops skillful, culturally competent physicians to improve health and solve health disparities.

QUALIFICATIONS:

DO medical degree; at least ten years experience preferred in undergraduate and graduate medical education; at least five years of academic administration experience at a senior level that includes academic and student affairs management and administration, strongly preferred.

Outstanding leadership, interpersonal communication, collaboration, team-building, and negotiation skills with a varied constituency (students, faculty, chairs, staff) are essential. Ability to work with people from diverse racial, ethnic, gender identity, and socioeconomic backgrounds and adapt a flexible leadership style for multiple cultural environments with a strong knowledge of racial health disparities. Experience with Osteopathic Medical Education is preferred. Experience in admissions/enrollment management and academic accreditation is strongly preferred.

Application Instructions: All applicants must submit a teaching philosophy statement as part of their application documents.

To be considered, all applicants must apply at the Rowan Careers Websites link:

<http://jobs.rowan.edu/cw/en-us/job/496128?!ApplicationSubSourceID=>