



Job Description

Job Title:	Associate Dean for Academic Affairs	Prepared by:	Dean, CDM
Location:	S. Jordan	Reviewed by:	Director, HR
Unit:	College of Dental Medicine	Approved by:	VP, Academic Affairs and Program Planning
Reports To:	Dean, CDM	Date:	2/23/2010
FLSA Status:	Exempt		

Summary

To plan, direct and oversee all activities related to Academic Affairs, ensuring that these activities meet the University of Southern Nevada (USN) College of Dental Medicine's (CODM) mission, goals, objectives, and core values. To design and implement the College's innovative academic curriculum, modeled after the "mastery learning/outcomes-based philosophy" and integrative course design using block scheduling strategy of USN. The Academic Dean must be a dynamic individual with appropriate experience, academic leadership and communication skills to work closely with the Dean and the USN leadership to develop a new CODM in South Jordan, Utah. The Academic Dean will take the lead role to ensure the Initial Accreditation Application to the Commission on Dental Accreditation meets the Commission's Standards. The Academic Dean, working closely with the CODM Dean and USN leadership, will oversee the initial and ongoing curriculum development of the CODM, the recruitment of core faculty, the infrastructure support for a vibrant CODM including fiscal, physical plant and human capital, and will ensure the CODM will accept an entering student class beginning in the Fall of 2011. This is a unique and special opportunity for an academic scholar to build a new CODM in an innovative private non-profit University.

Responsibilities

- Direct and oversee all aspects of the CODMs predoctoral and academic affairs activities. Plan, develop and implement program goals, objectives, and outcomes measures.
- Design, implement and administer the CODM's predoctoral curriculum. Provide creative direction to the curriculum. Oversee the evaluation and revision of the CODM's curriculum.
- Assist in establishing student admissions policies and procedures and in recruiting the initial class for the Fall of 2011.
- Oversee the development of course descriptions for all predoctoral courses.
- Develop and distribute all necessary communications with academic departments, course directors, general faculty and students regarding curriculum, clinical requirements, academic performance and strategic planning for the academic program.
- Address student academic problems and issues related to the College's academic program.
- Work cooperatively with faculty and USN administration regarding activities related to the College's academic program.
- Provide student and faculty academic counseling as needed.
- Track students' academic progress on a continual basis. Ensure that students have completed all academic and clinical requirements prior to graduation.
- Work cooperatively with the Clinical Dean and other individuals as appropriate on issues related to both the clinical and academic programs at South Jordan and extramural campuses.
- Manage the accreditation processes (i.e., Commission on Dental Accreditation) for the College's predoctoral education programs.
- 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 CODM's Curriculum Committee, and Outcomes Assessment activities.
- Oversee the timely completion and distribution of internal and external reports and surveys (e.g., ADA and ADEA predoctoral and institutional effectiveness reports, among others).
- Oversee the following processes:
 - Predoctoral course scheduling;
 - Predoctoral registration processes;

- Predoctoral grade collection processes;
- Maintenance of all academic records of past and current students, including accurate class standing data and transcripts;
- Updating and timely distribution of standardized course syllabi by course directors;
- Student competency evaluation in all academic departments;
- Development and revision of *Competencies for the New Dentist*, the CODM's competency document;
- Instructor and course evaluation processes;
- Oversee the development and implementation of strategies for excellence in student performance on National and State/Regional Board Examinations.
- Manage all communications related to changes in student status (e.g., leave of absence, probation, suspension, dismissal, etc.).
- Correspond both internally and externally regarding academic affairs matters.
- Provide leadership to the CODM's short- and long-term strategic planning processes.
- Participation in University-wide committee activities.
- Provide leadership in faculty recruitment, promotion, and retention policies and procedures.
- Make recommendations to Dean regarding appointments of CODM and University committee members, as required by CODM policy.
- Assume a leadership role in the initiation of educational research activities for the CODM including the design and broad dissemination of outcomes of the USN predoctoral program as an innovative model of dental education.
- Participate in the general administration of the CODM with the Dean and other members of the USN Administrative Team.
- Revise annually the CODM *Catalog*, *Student Handbook* and the CODM section of the ADEA *Directory of Institutional Members and Association Officers*.
- Adhere to USN policies and procedures.
- Perform other duties as assigned/required.

Skills

- Ability to communicate effectively with the CODM and USN 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.
- Ability to analyze facts, exercise proper judgment and arrive at valid conclusions.
- Extensive knowledge of trends in dental medicine, experience in dental education, and interprofessional and interdisciplinary health professions education.
- Knowledge of outcomes assessment processes, evaluation techniques and methodologies.
- Knowledge of Commission on Dental Accreditation policies, procedures and standards.
- Excellent interpersonal skills to effectively interact with students, residents, faculty, staff, and other USN and CODM stakeholders.
- Proficiency in appropriate information technology skills and the application of information technology to contemporary education and outcomes assessment.
- Ability to exhibit professionalism even in a difficult situation.

Education/Training

- A dental degree and/or doctorate level degree 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 Department Chair or higher is required.
- Excellent organizational skills.
- Ability to communicate well and excite faculty, students, other staff and University officials regarding the CODM'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 Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.
- 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 USN campuses or facilities (e.g. 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 hand-written 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