



ASSOCIATE DEAN FOR CURRICULAR AFFAIRS

Duke University School of Medicine is seeking applicants for the Associate Dean for Curricular Affairs. This position reports to the School's Vice Dean for Medical and Health Professions Education.

The Associate Dean for Curricular Affairs is responsible for the overall development, implementation, and ongoing renewal of the medical students' educational program, their performance within the program (testing and assessment), program evaluation, and accreditation. The ADCA oversees centralized support for the Professors of the Practice, including administrative, mentorship, and scholarship support. The ADCA provides leadership and guidance to assistant deans, course directors, and the Office of Curricular Affairs. The ADCA oversees the delivery of the Duke curriculum to Duke-NUS, our sister school in Singapore, and serves on the Joint Academic Committee of Duke-NUS.

Experience sought: PhD, EdD, MD/DO, or equivalent terminal degree and at least five years of experience working with administration and faculty in an academic or research setting involving MD student education. Experience in the administration of graduate health professions education programs or past participation in teaching and evaluating medical students is preferred. The successful applicant should have excellent communication, collaboration, administrative and organizational skills, and a demonstrated commitment to leading a respectful and inclusive culture. Experience with AI tools is desired. A minimum of 70% FTE is required.

Job duties include:

- Provide oversight of the MD curriculum
 - ✓ Assure compliance with Liaison Committee on Medical Education (LCME) LCME and School of Medicine (SOM) policies.
 - ✓ Assure achievement of SOM objectives through evidence-based approaches to education and assessment
 - ✓ Oversee daily activities of implementing the medical students' educational program;
 - ✓ Supervise the Office of Curricular Affairs (OCA) staff in supporting courses and initiatives.
 - ✓ Provide guidance to assistant deans for Accreditation and Evaluation, Biomedical Sciences Education, and Clinical Education; Clinical Skills Lab Director, and Administrative Manager of the Office for Curricular Affairs.
- Oversee the Professors of the Practice and related faculty educators
 - ✓ Supervise and mentor junior and mid-level faculty in medical and health education
 - ✓ Collaborate with the Associate Dean for Duke AHEAD in supporting the Professors of the Practice in promotion and dissemination of scholarship
- Provide administrative oversight for the curriculum
 - ✓ Collaborate with Associate Dean for Medical Education Administration to assure alignment of educational program and available resources. In conjunction with medical education administrative leadership, SOM finance and departmental leaders, oversee annual operational and educational budget and financial reporting, including the UME funding model and all associated course and faculty costs.
 - ✓ Serve as co-chair of the Curriculum Administration Group (meets weekly) and the Curriculum Committee (meets monthly); construct agendas for both meetings
 - ✓ Carry out/implement decisions of the Curriculum Committee
 - ✓ Participate in the following subcommittees of the Curriculum Committee:
 - First Year Course Directors (monthly)
 - Clinical Training Committee (monthly)
 - 3rd Year Subcommittee (monthly)
 - Fourth Year Subcommittee (quarterly)

- ✓ Provide oversight for all new curricular proposals such as new courses, parallel tracks, and accelerated program assuring compliance with LCME and SOM policies
- ✓ Participate in twice annual meetings with peer institutions (Spring and Fall)
- ✓ Serve on ad hoc SOM committees as requested; e.g., medical education instructional technology council, search committees, dean/chancellor strategic planning committees;

The Associate Dean also has responsibilities related to the Duke-NUS Medical school which are:

- Oversee the implementation of the Duke curriculum at Duke-National University of Singapore (NUS) Medical School, by providing oversight and guidance to the team here responsible for capturing, editing, and exporting the Duke curriculum to Duke-NUS
- Serve on the Duke-NUS Joint Academic Committee (at least one in-person meeting in Singapore per year) and Duke/Duke-NUS Planning and Coordinating Group Meeting (meets quarterly in Durham, attendance can be virtual)
- Contribute to planning and implementing education symposia attended by education faculty from both schools with the location alternating between Durham and Singapore each year
- Set and adhere to a budget to support educational and training activities associated with Duke-NUS
- Participate in local interview days for applicants applying to Duke-NUS Medical School
- Liaison with education deans at Duke-NUS through monthly virtual meetings; encourage and support Duke faculty collaborations with Duke-NUS faculty

Nominations are welcome. Interested applicants should send an updated CV and a one page letter of interest to Karen Tesoriero (karen.tesoriero@duke.edu). **Applications will be reviewed as received with priority consideration for those submitted by March 17**

Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.