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 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 provides leadership and guidance to assistant deans, course directors, clerkship directors, and the Office of Curricular Affairs. The ADCA also has responsibility for 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, ED, or MD degree and experience working with administration and faculty in an academic or research setting involving education. Experience in the administration of graduate health professions education programs or past participation in teaching and evaluating medical students is preferred but not required. The successful applicant should have excellent communication, collaboration, administrative and organizational skills. A minimum of 50% FTE is required, but percent effort is negotiable.

Job duties include:

- Provide oversight of the MD curriculum assuring compliance with Liaison Committee on Medical Education (LCME) LCME and School of Medicine (SOM) policies. Serve as Faculty Lead for all re-accreditation activities with the LCME
- Assure achievement of SOM objectives through evidence-based approaches to education and assessment
- Oversee the day to day activities of implementing the medical students’ educational program;
- Supervise the director of the Office of Curricular Affairs (OCA).
- Provide guidance to assistant deans for Assessment and Evaluation, Basic Science Education, Clinical Education, Learning Environment
- Supervise and mentor junior and mid-level faculty in medical education
- Collaborate with Associate Dean for Medical Education Administration to assure alignment of educational program and available resources
- Recruit, hire, supervise and mentor post-doctoral fellow in basic science education (one per year)
- 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
• Collaborate with and support the activities of the Duke Academy for Health Professions Education and Academic Development (Duke AHEAD) and the Duke Center for Interprofessional Education and Care (Duke IPEC)

• Participate in twice annual meetings with consortium of 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; reaccreditation of other SOM programs

• Represent the SOM on Duke University Assessment Working Group for reaccreditation with the Southern Association of Colleges and Schools (SACS); coordinate submission of annual assessment report from SOM programs to the Duke Provost’s office

• Contribute to peer-reviewed educational literature through educational research; mentor faculty and students in the conduct of educational research

Approximately 10% of the job responsibilities for the Associate Dean role are related to the Duke-NUS Medical School, and are as follows:

• 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

• Supervise Duke-NUS Liaison at Duke;

• 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 Paige Smith at paige.smith@duke.edu.

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