



The Harvard Medical School Center for Bioethics is soliciting applications for the role of *Faculty Director of Education*. We are seeking an innovative leader who has substantial experience in ethics education, program administration and development, and a broad professional network from which to draw upon. Start date is negotiable.

**We will be accepting applications until 5:00 p.m. ET on October 30, 2023.** To apply for the position of the *Faculty Director of Education*, please submit:

- a personal statement of no more than two pages (750 words maximum) outlining:
  - your career goals
  - your qualifications for the position
  - your reasons for wanting to serve as the *Faculty Director of Education* at the HMS Center for Bioethics, and
  - the expected changes to your current position and/or schedule that would be necessary to fulfill this commitment
- a copy of your Curriculum Vitae

Please submit the above materials to Genevieve Saphier at [genevieve\\_saphier@hms.harvard.edu](mailto:genevieve_saphier@hms.harvard.edu), use the subject line “Application for Faculty Director of Education,” and attach your personal statement and CV as a single PDF. Please name the PDF according to the following convention: “LastName\_FirstName\_FDE application.”

**Apply no later than 5:00 p.m. ET on October 30, 2023.** If you have questions about the *Faculty Director of Education* position or concerns about meeting the deadline, please contact Dr. Ed Hundert at [edward\\_hundert@hms.harvard.edu](mailto:edward_hundert@hms.harvard.edu).

The Harvard Medical School Center for Bioethics’ mission is to ensure that values and ethics are always part of medical training, laboratory and clinical research, and professional education. The Center brings together the rich intellectual resources of the medical school faculty with health professionals and scientists from our affiliated teaching hospitals, departments across Harvard, and colleagues from other institutions worldwide to ensure that scientific progress, medical therapeutics, and health care practices proceed hand-in-hand with reflection about the profound moral questions raised by advances in the life sciences. Under the new leadership of Dr. Rebecca Brendel, the HMS Center for Bioethics is building on our current research and educational offerings. Currently, the Center offers a Master of Science in Bioethics program, a Fellowship in Bioethics, supports the teaching of ethics to medical students across the 4-year curriculum, and supports the Responsible Conduct of Research education for postdoctoral fellows. The Master of Science in Bioethics program offers one-year full-time; two-year, part-time; and two-year part-time online tracks. With 125 students in the 2023-2024 academic year, this is the largest Master’s program at HMS and an educational leader in graduate education at HMS. Our Fellowship in Bioethics is a one-year, part-time academic certificate program designed for those with a serious interest in bioethics and who wish to further their knowledge in the history, philosophical underpinnings, and contemporary practice of bioethics. Directed by Dr. Mildred Solomon, fifteen fellows meet for weekly seminars throughout the academic year. In the future, the Center is looking to build upon our current educational offerings both to generate revenue and to expand the accessibility of our content.

Harvard Medical School is an Equal Opportunity Employer. We are actively committed to increasing the diversity of our faculty. Women and members of underrepresented minority groups are therefore strongly encouraged to apply.



## **Position Description: *Faculty Director of Education***

### Duties and Responsibilities

- Direct the Master of Science in Bioethics Program, including:
  - Oversee all curricular and administrative elements of the program, including:
    - Developing, monitoring and updating the program curriculum
    - Recruiting faculty to teach in the program
    - Overseeing admissions
    - Identify relevant courses for cross-registration
    - Teaching in the program
  - Manage program supporting staff and faculty, including Associate Director for Education, and two Associate Faculty Directors (one for the virtual track and one for the in-residence track). This includes oversight of recruitment, admissions, academic and student advising, and annual program evaluation.
  - Work with the Dean and Associate Deans for Graduate Education to define programmatic policies and academic expectations for the program.
  - Work with the Office for Graduate Education to participate in an external review of the program every 3-5 years, which includes developing a comprehensive report about the program and responding to reviewer comments.
  - Work with Center for Bioethics and Office for Graduate Education and finance teams to develop and adhere to annual budget, set tuition and enrollment targets, and collaborate on funding proposals to support the master's programs and students.
  - Serve on Master's Governance and Oversight commit and attend meetings three times per month to contribute to academic and administrative policy development, share best practices, collaborate to design resources across master's programs
- Develop a strategic plan for growing the educational offerings of the Center to capitalize on the reputation and existing content the MBE and the success of the Bioethics Fellowship. This could include certificate and CME offerings in collaboration with external education groups at HMS, leadership in other Center education programs as aligns with interest, and directing the Responsible Conduct of Research Program at HMS

### Qualifications and Attributes

- Doctoral degree required
- 7-10 years of teaching experience; minimum 5 years active teaching experience in educational leadership role
- Demonstrated commitment to supporting diversity and inclusion efforts and nurturing the career development of learners of diverse backgrounds
- Demonstrated leadership skills and operational excellence in a bioethics-related field or program
- Experience with student and program assessment, faculty development, and continuous educational quality improvement
- Minimum of 50% of full-time status (0.5FTE) to Director of Education position.

### Length of Service

- 1-year term extendable for a further 3-5 years after successful completion of first year.
- Position reviewed annually by the Director of the HMS Center for Bioethics.

### Compensation

- Compensation determined in accordance with Harvard benchmarks