



# The Opportunity

Associate Dean of Academic Affairs

The University of Nebraska Medical Center, College of Public Health invites accomplished applicants to apply for the position of Associate Dean of Academic Affairs. Duties and responsibilities include:

- Develop a vision of the future of public health education and articulate that vision to faculty and students
- Provide leadership for the development and implementation of graduate professional and certificate curricula in the College
- Provide administrative leadership for academic matters, including new program development and approval; program quality; educational methods; assessment and evaluation; and policy development and implementation
- Practice, advocate, and promote the highest of standards for scholarship, academic achievement, honesty, and professional integrity
- Mentor faculty leaders
- Advance diversity, equity, and inclusion initiatives that ensure the College education program align with college and university goals
- Provide leadership for matters related to faculty development, including the establishment of programs and processes that support faculty in their academic roles as educators
- Cultivate external relations to promote the College and strengthen the relationships academic and practice partners
- Lead the College's accreditation activities (program, college, and university levels) and ensure compliance with accreditation standards
- Facilitate constructive dialogue with faculty and staff on academic programs, growth of the College, and maintain (as needed) effective faculty governance policies and processes



# Opportunity

- Ensure compliance with college, university, and system policies on academic promotion and tenure
- Serve as liaison to the Academic Affairs Committee of the UNMC Education Council
- Collaborate with University Leadership and serve on campus committees, as needed, to further the College's academic goals and strategic initiatives
- Provide leadership to instructional staff in development of the educational programs, including the maintenance of standards
- Plan the schedule of classes, in coordination with departments, administrators, and faculty
- Work with department chairs and other College leaders to formulate and implement strategic college initiatives
- Develop and administer policies for the College to ensure smooth operations and enhance educational programs
- Provide leadership and direction for administration of operational areas in distance education and career services
- Ensure smooth operation of educational policies and procedures of student grievances and student disciplinary procedures
- Develop collaborative relationships with departments, programs, faculty, and staff to provide additional learning opportunities and enhance the student experience

The Associate Dean for Academic Affairs will report directly to the Dean or the Sr. Associate Dean and is expected to work collaboratively with the Associate and Assistant Deans, Department Chairs, Leadership Council and Governing Faculty.

## SUCCESSFUL APPLICANTS

To be considered, the candidate should have a PhD or a doctorate in public health or a related field. The ideal candidate will demonstrate a record of leadership, service, and scholarship in higher education, including experience in faculty and/or student development. This individual must be committed to the mission and goals of the College of Public Health and demonstrate strong communication skills and the ability to work effectively with faculty, students, staff, and joint/adjunct faculty. The successful candidate will lead the strategic direction for public health education at the COPH. Additionally, the successful candidate will create and implement the strategic direction for the academic affairs unit. It is expected that the candidate will promote the highest standards for curriculum development, academic achievement, honesty, integrity, and scholarship. This position is a tenure leading appointment as an associate or full professor to be appointed within an appropriate department within the college. This position is a full-time, 12-month appointment with administrative, teaching, service, and research responsibilities.

## HOW TO APPLY

To apply for this position, [click here](#). Only online applications will be accepted. Interested candidates must submit a cover letter, a statement of accomplishments and interests, and a current curriculum vitae. For more information, see page 25.

## Application Process



Questions and inquiries can be directed to Jay Torio and will be handled in a security sensitive and confidential manner.

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*UNMC is an Equal Opportunity/Affirmative Action Employer. Individuals from diverse backgrounds are encouraged to apply.*

### CONTACT

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