

# position description

Date: January 2019

Title: Assistant Dean for Faculty Development and Diversity

Department: Faculty Affairs

School: Medicine

Location:

Supervisor Name and Title: Sana Loue, Vice Dean, Faculty Development and Diversity

## POSITION OBJECTIVE

The Assistant Dean for Faculty Development and Diversity in the School of Medicine will serve to enhance diversity in the recruitment, hiring, retention, and promotion of School of Medicine faculty and the SOM environment as a whole as well as creating and spearheading faculty development programs.

## ESSENTIAL FUNCTIONS

1. Manage process for faculty searches, training search committee members on issues related to diversity, diversifying search committee membership, and broadening the scope of searches. Serving as the liaison with the CWRU Office of Inclusion, Diversity and Equal Opportunity. Provide search committee support on an as-needed basis. (20%)
2. *Provide expertise and direction for faculty development and excellence.* Develop and implement various faculty development programs and speaker series including monthly Faculty and Staff Toolkit series. (20%)
3. Identify patterns of need among faculty and staff from different disciplines and at different career stages in relation to their roles as teachers, research, and scholars. Develop, implement, and assess programs that support faculty development. (15%)
4. Provide career mentoring to faculty and staff. Serve as a point of contact for faculty concerns surrounding professional growth and development. (10%)
5. Maintain diversity statistical data within the office of Faculty Affairs and Human Resources. (10%)
6. Inform and educate the faculty on issues of diversity, multiculturalism, and cultural humility. Facilitate new faculty orientation and school orientations upon invitation. (5%)
7. Develop literature reviews related to best practices in faculty and staff development in academic medical centers and report/present findings to various entities. Identify and secure grants and funding for continued faculty expansion and growth. Prepare material for reports and/or state and federal grant programs. (5%)
8. Work with faculty and other institutional leaders to collaboratively assess needs, develop programming, and evaluate strategies to enhance the knowledge and skills of faculty in achieving their goals related to recruitment, retention, service, advancement, performance, and leadership. Foster and develop institutional policies, practices, and infrastructure that recognize and celebrate faculty success. (10%)
9. Lead the dean's Award Advisory Committee to solicit, vet, and finalize nominations for internal and external faculty awards. (5%)

## NONESSSENTIAL FUNCTIONS

Perform other duties as assigned. (<1%)

## CONTACTS

Reports to and has daily contact with Vice Dean for Faculty Development and Diversity.

Weekly contact with Vice Dean for Research, Assistant Dean for Faculty Affairs and Human Resources, Senior Associate Dean for Finance, department chairs, and faculty.

University: Periodic contact with CWRU OIDEO, as needed

External: Some contact with counterparts at peer institutions and professional organizations.

Students: Minimal contact

## SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

## QUALIFICATIONS

Experience: Ten years of related experience, preferably in academic medicine with seven years of experience involving and intersecting with medical school academic administrators.

Education: JD, MD, PhD, or EdD required.

## REQUIRED SKILLS

1. Extensive knowledge and appreciation of faculty role in joint administrative/faculty governance.
2. Familiarity with employment and discrimination law.
3. Ability to lead groups.
4. Excellent oral and written communication skills.
5. Strong negotiation skills.
6. Ability to meet consistent attendance.
7. Ability to interact with colleagues, supervisors, and customers face to face.
8. Ability to develop and implement effective career development programs.
9. Ability to define problems, collect and analyze data, establish facts and draw valid conclusions to solve problems and plan initiatives.
10. Ability to handle multiple tasks simultaneously.
11. Familiar with training and adult learning concepts, practices and procedures. Ability to engage participants with various knowledge levels and with various learning styles.
12. Strong interpersonal skills required. Ability to work collaboratively and effectively with faculty members and administrators at all levels across multiple institutions.

13. Highly motivated self-starter who demonstrates sound independent judgment, creativity, insight, accountability, and maturity.
14. Excellent facilitation skills and ability to engage and support individuals in large and small workshop settings.
15. Must be well organized, efficient, dependable and able to function independently without supervision.
16. Ability to prepare useful, succinct and informative written communications and make presentation.
17. Professional and effective oral and written communication skills.
18. Strong interpersonal skills; ability to work and communicate with various individuals from a broad spectrum of disciplines, technical and educational backgrounds within the department, School and University, and with individuals outside the University.
19. Strong organizational skills; ability to multi-task, prioritize and meet deadlines. Must demonstrate attention to detail and accuracy, time management skills, and follow-through.
20. Ability to work effectively independently and collaboratively within a team. Must be highly motivated, responsible, dependable and a self-starter.
21. Ability to work with sensitive information and maintain confidentiality.

#### WORKING CONDITIONS

Work is conducted indoors in comfortable office space. Occasional travel (to professional meetings, etc.)

[Click here](#) for more information and to apply.