

Faculty – Associate Dean for Faculty Affairs
Western Michigan University Homer Stryker M.D. School of Medicine

Overview:

Western Michigan University Homer Stryker M.D. School of Medicine seeks an Associate Dean for Faculty Affairs. The ideal candidate will serve as a resource for faculty by assisting and supporting their career advancement and manage all faculty related issues. The office of Faculty Affairs interacts directly with the Department Chairs and Program Directors and collaborates with the Offices of Research, Clinical Affairs, Administration and Finance, Health Equity, Culture, Academic Affairs, and Institutional Advancement to support all of the School Medicine's programs and initiatives.

The Associate Dean for Faculty Affairs is expected to provide strong leadership to advance faculty excellence in teaching, scholarship, and service; promote the medical school's commitment to justice, equity, diversity, and inclusion; and partner with the dean and other senior leaders to develop and oversee policies and procedures that involve all the faculty.

The Associate Dean for Faculty Affairs serves at the pleasure of the dean of the medical school; demonstrates the highest level of personal and professional commitment, enthusiasm, integrity, and support of the medical school and its mission, vision, and values; aligns with and supports all aspects of the medical school; and strives to achieve excellence in all aspects of operations. Specifically, the Associate Dean for Faculty Affairs is expected to:

- Oversee and facilitate all processes for faculty matters including recruitment, appointment, retention, reappointment, evaluation, promotion, professional development, recognition, awards, compliance, and conflict resolution.
- Oversee all personnel actions related to faculty including advising the process through the Appointment and Promotion Committee for faculty appointments, reappointments, and promotions.
- Assist department chairs in developing the initial letter of offer for employed faculty.
- Assist department chairs in evaluation of faculty and promoting faculty wellness.
- Work with the Associate Dean for Administration and Finance and Human Resources to review salary levels and ensure salary equity for employed faculty.
- In collaboration with department chairs, develop and manage faculty orientation and mentoring.
- In collaboration with the Department of Medical Education, provide professional development to promote faculty activities related to teaching.
- Oversee the annual faculty evaluation process and ensure compliance with WMed policies and procedures.
- Assist in developing policy related to faculty issues.
- Maintain the faculty database for faculty and assures that information is accurate and complete.
- Oversee the annual Faculty Handbook review for updates.
- Report to the dean as a member of the medical school executive leadership team and serve as a member of the medical school Affiliates Committee, Diversity, Equity and Inclusion Standing Committee, and Faculty Academic Council.
- Work collaboratively with the medical school senior leadership team and department chairs.
- Work with Human Resources on personnel issues involving employed faculty.

Responsibilities:

- Participates as a member of the medical school senior leadership team and on appropriate committees as assigned.
- Design, develop, implement, and evaluate faculty orientation, development, and mentoring programs and initiatives focused on career development to support medical school programs.
- Oversees the processes for faculty recruitment, appointment, evaluation, promotion, and recognition and retention.
- Assures that the Faculty Handbook is complete and accurate.
- Maintains the faculty database for faculty and provides reports as needed on faculty achievements.
- Works to promote the Kalamazoo area and the medical school as a major medical and health education center; supports recruitment and retention of medical care providers in the medical school and in the community.
- Designs, develops, implements, and evaluates processes to achieve medical school goals for faculty diversity.
- Performs such other duties as may be necessary and in the best interest of the medical school and which the Dean may from time to time require.
- Availability to work occasional overtime on weekends or evenings to complete time sensitive projects.
- Acquires knowledge for new technology and policy/procedure revisions.
- All other duties as assigned.

Qualifications:

Qualified candidates are asked to include a cover letter or letter of intent that includes a statement of commitment to fostering a culture of diversity, equity and inclusion.

Education and experience:

- A Ph.D., M.D., D.O. or other doctoral degree is required.
- Must meet the qualifications for faculty appointment in the medical school at the level of Professor.
- Must have demonstrated experience and accomplishments in leadership roles at a medical school.
- A proven track record of progressive management experience and demonstrated success in providing strong leadership in medical education in a complex academic clinical setting is highly desirable.

License or certification:

- Physicians with clinical responsibilities must maintain current licensure or eligibility to practice medicine in the State of Michigan.

About Western Michigan University Homer Stryker M.D. School of Medicine

Western Michigan University Homer Stryker M.D. School of Medicine (WMed) is an exciting environment to pursue and academic career. The medical school is a collaboration of Western Michigan University and Kalamazoo's two teaching health systems, Ascension Borgess and Bronson Healthcare. The medical school is a private 501(c)(3) nonprofit corporation supported by private gifts, clinical revenues, research activities, tuition, and endowment income. Building upon the \$100 million foundational gift in 2011, WMed received a philanthropic commitment of \$300 million to support the mission of the medical school in June 2021. WMed contributed to the creation of 1,600 new jobs and an economic impact of \$353 million in Kalamazoo and Calhoun counties in 2020. An exciting new vision for WMed related to health equity for all people in Southwest Michigan has recently been launched.

WMed is fully accredited by the Liaison Committee on Medical Education and the Higher Learning Commission. WMed offers a comprehensive, innovative four-year Doctor of Medicine degree program and two Master of Science degree programs in Biomedical Sciences and Medical Engineering. There are more than 200 residents and fellows in 10 residencies and five fellowships accredited by the Accreditation Council for Graduate Medical Education. To support its mission to educate and inspire lifelong learners, WMed has Joint Accreditation for interprofessional continuing education, which incorporates accreditation by the Accreditation Council for Continuing Medical Education.

WMed Health is the clinical practice of the medical school with more than 300 providers offering comprehensive primary care and specialty services in several locations throughout Kalamazoo, Portage, and Battle Creek. The Department of Pathology faculty serve as the Office of the Medical Examiner for counties throughout Michigan and northern Indiana.

The W.E. Upjohn M.D. Campus located in downtown Kalamazoo serves as the primary educational facility with faculty and administrative offices, student study and social spaces, team-based learning halls, a state-of-the-art Simulation Center accredited by the Society for Simulation in Healthcare, basic science research labs, as well as toxicology and forensic pathology labs.

WMed is building upon Kalamazoo's century-long foundation of drug discovery and medical device development with a strategic investment in clinical, laboratory, community, and educational research.

Western Michigan University Homer Stryker M.D. School of Medicine is an Equal Employment Opportunity/Affirmative Action employer of females, minorities, individuals with disabilities, and protected veterans, and actively strives to increase diversity within its community. We provide a drug- and tobacco-free workplace.

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Questions and inquiries can be directed to Dr. Greg Vanden Heuvel, Chair of the Search Committee at greg.vandenheuvel@med.wmich.edu.

Qualified applicants can apply directly at: <https://careers-wmich.icims.com/jobs/1924/faculty---associate-dean-for-faculty-affairs/job>