

## Associate Dean for Educational Affairs

### Western Michigan University Homer Stryker MD School of Medicine

The Associate Dean for Educational Affairs: is responsible for the decanal oversight, coordination, and staff support of the MD program and other degree and certificate programs as delegated by the dean, and continuing education programs for the medical school; collaborates with the Curriculum Committee for the MD degree program, and individual program committees for other degree and certificate programs; implements learning contracts of the Medical Student Performance Committee and accommodations approved by the Essential Abilities Committee; oversees continuing education through the assistant dean for Continuing Education and the Continuing Education Committee; collaborates with the associate dean for Graduate Medical Education to support residencies and fellowships and their integration with other educational programs of the medical school, including co-chairing the Learning and Working Environment Committees at the medical school and major clinical affiliates; collaborates with the faculty of the department of Medical Education and associate dean for Faculty Affairs to identify curriculum and program needs and to develop solutions that support instructors by providing technical support, training, and faculty development for all aspects of medical education as well as medical education scholarship; and is an advocate for education and education research within the medical school and with our affiliates.

The Associate Dean for Educational Affairs administers the grading and student advancement and graduation policies and procedures of the medical school. For the program leading to the MD degree, the associate dean for Educational Affairs works in collaboration with the Medical Student Performance Committee, and develops the Medical Student Performance Evaluation (MSPE) letters. For other degree and certificate programs, the associate dean for Educational Affairs works in collaboration with the individual program committees.

The associate dean for Educational Affairs is assisted by:

- The assistant dean for Foundations of Medicine, who in collaboration with the subcommittee for Foundations of Medicine is responsible for oversight of the courses and electives in the MD degree program in years 1 and 2 (except for the Introductory Clinical Experiences courses). The assistant dean collaborates with the course directors, discipline directors, and elective directors.
- The assistant dean for Clinical Applications, who in collaboration with the subcommittee for Clinical Applications is responsible for oversight of the courses, clerkships, and electives in the MD degree program in years 3 and 4, and the Introductory Clinical Experiences courses in years 1 and 2. The assistant dean collaborates with the course directors, clerkship directors, discipline directors, and elective directors.
- The assistant dean for Simulation, who is responsible for directing the Simulation Center as a resource for the medical school and a regional resource for southwest Michigan. The assistant dean collaborates with course/clerkship directors, program directors, department chairs, and faculty to develop and implement simulation technologies into the undergraduate and graduate medical education curricula.
- The assistant dean for Continuing Education, who is responsible for developing and implementing continuing education programs as a regional resource for southwest Michigan. The assistant dean collaborates with department chairs.
- The director of Educational Affairs, who oversees staff in support of the curriculum.

**Candidate Inquiries**

Interested applicants should send their curriculum vitae to Jay Torio, Senior Director of Academic Recruiting at Merritt Hawkins at [jay.torio@merrithawkins.com](mailto:jay.torio@merrithawkins.com). Questions and inquiries can be directed to 469-524-1400. All applications will be handled in a security sensitive and confidential manner.