

**Associate Dean for Academic Affairs**

**Carle Illinois College of Medicine**

**University of Illinois Urbana-Champaign**

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### **Job Summary**

As a member of the Dean's Executive Leadership Team, The Associate Dean for Academic Affairs will provide administrative leadership for the engineering-based medical curriculum. Responsibilities of the position include curriculum development and implementation, assessment of students' progress within the case-driven, problem-based, active-learning curriculum, as well as faculty effectiveness and curriculum evaluation in compliance with Liaison Committee on Medical Education (LCME) standards. The Associate Dean will report directly to the Executive Vice Dean, Carle Illinois College of Medicine.

### **Duties and Responsibilities**

#### **Strategic Leadership**

- Provide primary leadership and oversight to the college's undergraduate medical education program, including all aspects of the program's curriculum and its delivery.
- Facilitate the planning, administration, evaluation, and continuous improvement of all academic programs of the college including integration of simulation within the curriculum; oversee compliance with any relevant LCME standards related to academic affairs.
- Provide oversight over development and operations of current and future graduate programs, degrees, and certificates, as well as future health education (potentially including graduate nursing (i.e. CRNA and Nurse Practitioner programs) and health care worker training programs) and future graduate medical education residency programming that falls under the jurisdiction of the college of medicine.
- Collaborate with course and clerkship directors, faculty, department heads, and professional staff to lead and evaluate modifications to the curriculum. Continuously evaluate and improve the curriculum in terms of needs assessment, instructional content and methods, student assessment, and course evaluation as these processes relate to horizontal and vertical integration and educational principles such as active learning, and independent and self-directed learning.
- Collaborate with members of the college Senior Operations Leadership Team to recommend, establish, implement and maintain policies, procedures, budgets, and staffing to facilitate an excellent engineering-based medical curriculum.

- Foster diversity in the faculty, staff, and student ranks; support and encourage positive inter-professional relationships bridging the college's private/public organization and its missions.
- Cultivate positive relationships with Carle Heath physicians and other community health partners and support unique college partnerships with industry or other business partners and foundations.
- Collaborate with the Faculty Executive Committee, Curriculum Oversight Committee, Diversity Committee, Executive Leadership Team, the Dean, and the Executive Associate Dean and the Chief of Staff on issues related to strategic planning and goals.
- Develop, promote and mentor innovative teaching methods affiliated with the Carle Illinois College of Medicine's engineering-based medical curriculum.
- Continue to develop the status of Carle Illinois as a progressive medical school by supporting excellence in medical education research. Provide leadership to faculty, staff, and students regarding the appropriate design, data collection, and reporting of medical education research.
- Provide leadership in the LCME self-study development, coordinate information to be shared with college stakeholders related to continued accreditation of the Carle Illinois College of Medicine.

#### **Administrative Leadership for the Office of Academic Affairs**

- Oversee and provide guidance to unit leaders including, Assistant Dean for Curriculum, Director of Foundational Sciences, Director of Clinical Education, Director of Engineering Education and Entrepreneurship, Director of Graduate Programs, and Director of Curricular Operations.
- Provide guidance to the Director of Medical Simulation and Education and oversee simulation integration into the educational curriculum.
- Oversee development of goals, assignment of specific responsibilities and projects, and evaluation of personnel in employment categories other than faculty within the Associate Dean's portfolio to ensure duties are performed consistent with LCME and college standards.
- Working with academic department leadership, and as appropriate, participate in the hiring, training and development, and review/evaluation of college teaching faculty.
- Oversee assessments, including student progress, curriculum content and delivery, and faculty effectiveness, to identify strengths, weaknesses, and opportunities for operational effectiveness.
- Oversee development of curriculum schedules.
- Collaborate with the Associate Dean for Finance and Administration and other members of the college senior leadership team on issues related to budget review and planning related to curriculum, faculty, space allocation and management.

#### **Executive Leadership and Collaboration with the Office of Faculty Affairs and Development, and Department Heads**

- Support recruitment, retention, and development of Carle Illinois College of Medicine faculty; and oversee the establishment and implementation of college policies and procedures supporting the campus's principles of shared governance.
- Oversee planning for faculty service, including faculty hiring, training and development, policies and procedures for annual evaluation for faculty merit, faculty promotion, and review for indefinite tenure.
- Collaborate with Directors/Heads on matters related to managing faculty workloads, faculty development, support of research, and support for faculty promotion and tenure.
- In partnership with the Office of Faculty Affairs and Development, oversee the mentoring of faculty new to the college curriculum delivery. Contribute to the oversight of college faculty development programs related to teaching and provide support on faculty and academic matters including evaluative feedback to faculty and review for promotion and tenure, where applicable.
- Recommend and work to establish, implement, and maintain policies and procedures supporting high academic standards. In consultation with other members of the college senior leadership team, develop a faculty handbook that supports University and health system partner policies and procedures, including matters unique to the Carle Illinois College of Medicine; ensure the college faculty handbook and student handbook partner as useful resources.

#### **Executive Leadership and Collaboration with the Associate Dean for Student Affairs**

- Foster excellence in programs that enable/facilitate student success, collaborating with the Associate Dean for Student Affairs on issues related to retention efforts, tutoring services, and facilitator skills development.
- Share oversight of data collection, analysis and interpretation of effectiveness in areas and operations within the portfolio of Academic Affairs and Student Affairs.

#### **Additional Duties and Responsibilities**

- Serve as a member of the College's Executive Leadership Team, the Senior Leadership Team, and other teams and task forces as designated by the Dean. As needed, attend other meetings of the college as well as joint and/or external committees and groups.
- As a member of the College's leadership, help foster a culture of diversity, equity, and inclusion within the Carle Illinois College of Medicine. Support diversity in all aspects of the educational experience and foster positive collegial relationships among students, staff, and faculty.
- Fostering a culture of philanthropy, including, as appropriate, participation in events, donor meetings and grant opportunities and assisting Advancement with alumni relations.
- Establish and maintain effective working relationships; work cooperatively and collegially with others in a manner consistent with a workplace of dignity and respect; support and engage in equal employment opportunity principles, rules, and regulations.

- Champion positive inter-professional relationships bridging the College's private/public organization and missions.
- Perform other related duties or projects as assigned to further the mission of the Carle Illinois College of Medicine.

### **Minimum Qualifications**

#### **Required Education:**

- M.D., D.O. or Ph.D. degree from an accredited college or university is required.

#### **Required Experience:**

- At least five years of professional experience working in educational leadership and administrative management of an undergraduate medical education program at an accredited medical school or equivalent academic leadership experience is required. Required experiences include medical curriculum development and delivery, and academic planning and management.
- The excellent candidate will have experience that points to a thorough knowledge of the principles and practices of medical education and academic affairs in an accredited medical school environment.
- Experience as a faculty member in a university or college with teaching responsibilities is required.
- Must qualify to be eligible for appointment at the rank of associate or full professor at Carle Illinois College of Medicine.

#### **Preferred Education:**

- M.B.A., J.D., or M.Ed. preferred.

#### **Preferred Experience:**

- Coordination of medical school/clinical operations and faculty planning (hiring, development and retention, promotion and tenure matters) within the context of medical education is also strongly preferred but not required experience.
- Experience as a faculty member in an accredited medical school is strongly preferred.

#### **Knowledge, Skills and Abilities:**

- This position requires the ability to communicate effectively, the ability to problem solve, think creatively, and resolve conflicts.
- An excellent candidate will have strong interpersonal skills with the ability to cultivate collaborative relationships.

- Strong familiarity with budgeting, accounting, strategically forecasting and managing resources and knowledge of procurement principles in a research-oriented public academic institution, as well as other knowledge required to oversee responsibilities of the position is required.
- The excellent candidate will provide evidence of strong leadership skills that include setting priorities, creative problem solving, making decisions in ambiguous situations, strength in communication and inclusion within a private/public collaborative environment.

### **Appointment Information**

This is a 100% full-time Academic Professional position, appointed on a 12-month basis. The expected start date is as soon as possible after 3/17/2025. The budgeted salary range is \$250,000 - \$350,000. We strive to provide a competitive salary, considering factors such as available market data, internal equity, candidate experience and qualifications, collective bargaining agreements, and budget constraints. The final salary offer will be determined through a thorough assessment of these elements. Sponsorship for work authorization is not available for this position.

### **Application Procedures & Deadline Information**

For full consideration, applications must be received by 6:00 pm (Central Time) on **Wednesday January 29, 2025**. Apply for this position using the Apply Now button at the top or bottom of this posting. Applications not submitted through <https://jobs.illinois.edu> will not be considered. For questions regarding the application process, please contact Illinois Human Resources - 217-333-2137. For further information about this specific position, please contact [wmmeyers@illinois.edu](mailto:wmmeyers@illinois.edu).

The University of Illinois offers a very competitive benefits portfolio, depending on the position. Click for a complete list of [Employee Benefits](#).

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, and employment eligibility review through [E-Verify](#).

Applicants with disabilities are encouraged to apply and may request a reasonable accommodation under the Americans with Disabilities Act (2008) to complete the application and/or interview process. Accommodations may also be requested on the basis of pregnancy, childbirth, and related conditions, or religion. Requests may be submitted through the reasonable accommodations [portal](#), or by contacting the Accessibility & Accommodations Division of the Office for Access and Equity at 217-333-0885, or by emailing [accessibility@illinois.edu](mailto:accessibility@illinois.edu).

**Requisition ID:** 1028312

**Job Category:** Education & Student Services

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