



## **Associate Dean for Undergraduate Medical Education**

The School of Medicine at the University of Massachusetts Medical School (UMMS) is currently seeking an innovative and accomplished medical educator to assume the position of Associate Dean for Undergraduate Medical Education. The ideal candidate must be an MD with a current clinical practice and 7-10 years of progressive academic leadership and administrative experience at a major university or professional school.

Reporting to the Senior Associate Dean for Educational Affairs, the Associate Dean will manage and oversee all School of Medicine educational programs leading to the medical degree. As a contributing leader of the Senior Associate Dean's executive team for the educational mission, the Associate Dean for UME will provide vision and strategic oversight in the following key areas: Academic Administration and Leadership; Curriculum Design and Implementation; Student Performance Assessment; and Scholarship in Medical Education.

Described by students and faculty alike as "dynamic, supportive, collaborative and vibrant", UMMS is a leading academic medical center. The Commonwealth of Massachusetts' first and only public medical school, UMMS was founded in 1962 to provide affordable, high-quality medical education to state residents and to increase the number of primary care physicians practicing in underserved areas of the state. More than 40 years later, UMMS retains the pioneering spirit that attracted its founding faculty and students, even as it has matured to become one of the nation's top 50 medical schools. Located in Worcester, the state's second largest city, UMMS campus is also home to a Graduate School of Biomedical Sciences, Graduate School of Nursing, our clinical partner UMass Memorial Health Care, and a thriving research enterprise.

Since accepting its first class in 1970, the School of Medicine has provided a diverse student body with an accessible, comprehensive and personally rewarding medical education of the highest quality. The SoM prepares students to excel as caring, competent, productive physicians who are self-fulfilled in their chosen career, serving a broad range of patients, communities and the health sciences.

**Interested candidates may send their CV and a letter of interest to Deborah DeMarco, MD, Search Committee Chair at: [UmassAssocDeanforUME@umassmed.edu](mailto:UmassAssocDeanforUME@umassmed.edu)**

*As an equal opportunity and affirmative action employer, UMMS recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.*

**GENERAL SUMMARY**

Under the general direction of the Senior Associate Dean for Educational Affairs (SADEA), the Associate Dean for UME is responsible for management and oversight of the School of Medicine (SoM) curriculum and educational program leading to the MD degree. The Associate Dean will also serve as director for the Office of Medical Education, with responsibilities including budgetary management; personnel and resource management; oversight of OME based curricular and educational programs, including leadership for ongoing major curriculum redesign effort; overall office administration and supervision of OME professional and administrative staff.

As the leader of the medical school's undergraduate educational program, the Associate Dean for UME will serve as a member of SADEA's executive leadership team, which spans the continuum of the medical education mission and includes the Associate Deans for Admissions, Student Affairs, Graduate Medical Education and Continuing Medical Education. As a member of the SADEA's executive team, the scope and focus of the contributions of the Associate Dean for UME to the SoM's educational mission will be in the following key areas:

- **Academic Administration and Leadership:** As institutional leader of the School of Medicine's undergraduate educational program, oversees all aspects of the Office of Medical Education and represents UME within the School of Medicine offices and departments; the Graduate Schools of Nursing and Biomedical Sciences; the School of Medicine's clinical partner UMMHC/UMMMC; other UMMS educational affiliates; community-based faculty serving the educational programs for the SoM; other medical schools, locally and nationally; accrediting and oversight bodies (LCME, NEASC, AAMC, NBME) and professional societies and organizations sharing our interests in medical education. The Associate Dean will be responsible for oversight of the School of Medicine's educational program components within all SoM accreditation processes.
- **Curriculum Design and Implementation:** Responsible for the overall design and implementation, including leadership of ongoing curriculum change and innovation; curriculum management/assessment, including data driven quality assurance; and reporting and compliance with all accreditation standards.
- **Student Performance Assessment:** Directs student performance assessment and enhancement, and performance outcomes tracking, including oversight of the Center for Academic Achievement.
- **Scholarship in Medical Education:** Takes the lead in medical education research, curricular innovation, and faculty development in teaching, including state of the art pedagogy, educational leadership and administration, and contemporary educational technologies, such as simulation, on-line teaching and learning.

# Associate Dean for Undergraduate Medical Education Final Position Description

## **DUTIES AND RESPONSIBILITIES**

### **Academic Administration and Leadership**

- Provide vision and oversight for strategic curriculum development, implementation and assessment for the medical degree program.
- Maintain accreditation of the MD program and develop and foster relationships with accrediting bodies, medical associations, other academic institutions and stakeholders in medical education. Assure SoM compliance with the Liaison Committee on Medical Education (LCME) standards regarding the Educational Program.
- Work with School Operations leaders to ensure adequate and effective classroom space, and other support space for SoM's educational programs and the Office of Medical Education. Provide expertise for the development and planning of new or renovated space in collaboration with leaders from the medical school.
- Represent the UME program at meetings of the Educational Policy Committee, its subcommittees and other education-related groups, such as Basic Science and Clinical Science Academic Evaluation Boards.
- Manage the Office of Medical Education, including its professional and administrative personnel.
- Collaborate with the Offices of Admissions, Student Affairs, GME and CME to advance the educational mission.

### **Curriculum Design and Implementation**

- Work with the SADEA, curriculum committee chairs, and faculty and administrative leaders to implement change to current medical school curriculum, including the overall structure of the curriculum and the design and implementation of new programs. Although much of the strategic groundwork for this change has already been laid, the Associate Dean for UME is responsible for further evolution and implementation.
- Oversee curriculum development and delivery, including: providing leadership in educational development and assessment of educational objectives; working with the school's Educational Policy Committee and its subcommittees to effectively integrate and coordinate curricula to ensure up-to-date and relevant competency-based curricula, with the ultimate goal of equipping students for future practice.
- Ensure student engagement and partnership in ongoing curriculum design, development, review and feedback.
- In collaboration with Information Services, Academic Computing, and curriculum committees, advance the use of information technology in support of curriculum, student and course evaluation and innovation. Support administrative management of educational technology, including the School of Medicine's learning management system (e.g., WebCT, Vista), the curriculum calendar and other on-line curriculum databases.

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- Provide administrative management for course and clerkship evaluation and programmatic assessment of all OME sponsored educational offerings.
- Develop and implement measurement tools to track and monitor the effectiveness of curriculum changes to ensure continued success in attracting superior applicants and to train outstanding physicians.

### **Student Performance Assessment**

- In collaboration with course/clerkship directors and curriculum committees, assure quality, consistency and state-of-the-art methodologies for the assessment of medical student performance, enhancement and outcomes tracking.
- Oversee the administration of the End of Third Year Assessment (EOTYA) and any other OME-sponsored assessments.

### **Scholarship in Medical Education**

- Provide expertise, programming and support to advance faculty scholarship in medical education, including medical educational research, curriculum innovation and faculty development in teaching (state of the art pedagogy, educational leadership and administration and contemporary educational technologies such as simulation and on-line teaching and learning).
- In collaboration with the SADEA, secure extramural funding for the OME in support of scholarship in medical education, including medical education research, curriculum innovation and faculty development.

### **DISTRIBUTION OF EFFORT**

70% Administrative  
20% Clinical Practice  
10% Direct Teaching

### **RESOURCE MANAGEMENT**

1. Ensure appropriate infrastructure to support effective curriculum and program delivery
2. Develop and manage a business plan and budget for the Office of Medical Education in accordance with school policies and procedures
3. Exercise line management responsibility, including human resource management according to school policies and procedures.
4. Lead by example, demonstrating integrity, civility, professionalism and commitment to organizational values.

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## **SUPERVISORY RESPONSIBILITIES**

Supervise the professional and administrative personnel within the Office of Medical Education. Responsibilities include: assigning work, evaluating and giving feedback on staff performance, and rewarding or taking corrective action with direct reports, as well as addressing issues and resolving problems of employees who report to direct reports.

## **KEY RELATIONSHIPS**

Reports to: Michele P. Pugnaire, MD  
Senior Associate Dean for Educational Affairs

Direct Reports: Academic Business Coordinator  
Administrative Assistant to the Associate Dean for UME  
Assistant Dean for Academic Achievement  
Director of Curriculum and Faculty Development  
Director of Community Based Education  
GPP/CIP Project Manager  
PPS Course Director

Programmatic Oversight: Community Service Assistantship Program  
Curriculum Development Funds Program  
End of Third Year Assessment  
Fourth Year Miniselectives  
Generalist Physician Program  
Interclerkships  
International Medical Education Program  
Learning Objectives Project  
Optional Enrichment Elective Courses  
PPS I Course  
PPS II Course  
Senior Scholars Program  
Summer Research Fellowship Program

## **MINIMUM QUALIFICATIONS**

1. MD with a current clinical practice and minimum of 7-10 years of progressive academic leadership and administrative experience at a major university or professional school.
2. Sustained record of success and demonstrated leadership in undergraduate medical education. Demonstrated ability to lead change in a complex environment; familiarity with an academic medical environment essential.
3. Exemplary teaching record and evidence of innovative approaches to medical education (e.g. teaching awards, curriculum development awards or grants).

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4. Documented accomplishments in teaching, research and service at a level to be appointed associate professor in one of the academic departments of the Medical School (associate professor eligible); involvement in local, regional and national educational initiatives (e.g. teaching, student development, faculty development)
5. Strong interpersonal and communication skills that support consensus building and shared decision making. Facility in building collaborative and productive working relationships within the medical education milieu, including all clinical and basic science departments, and other key constituents and colleagues, to fulfill the academic mission of the institution. Demonstrated ability to foster interdisciplinary educational collaborations.
6. Have experience managing a diverse team and be able to encourage and develop individuals who have respect for difference in ideas, perspectives, unique characteristics and strengths that are reflective of the organization's commitment to inclusion.
7. Knowledge about future directions in medicine and their implications for medical education.
8. Demonstrated research productivity in education.
9. Evidence of leadership, expertise and educational scholarship through service and engagement in regional and national educational groups, e.g. the Association of American Medical Colleges, specialty societies, and national task forces.

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