

**Associate Dean for Regional Education and Academic  
Support – Naval Medical Center Portsmouth  
AD-0602-00**

## **INTRODUCTION**

The mission of the Uniformed Services University of the Health Sciences (USUHS) is to provide the highest quality education programs in the health sciences to those selected professions in the Uniformed Services. The USUHS is authorized to grant appropriate advanced academic degrees and has established postdoctoral, postgraduate, and technological institutes. Programs in continuing education for military members of the health professions have been established so that the highest standards of health care may be maintained within the military medical departments. The USUHS must be responsible to the overall educational needs of the Military Departments relating specifically to the preparation of individuals for careers in the health professions. The USUHS is developing programs designed to recruit and retain superior health science professionals as faculty and researchers, and to ensure maximum utilization of the health science labor force, facilities, and equipment available within military medical departments worldwide.

This position is located at the Naval Medical Center Portsmouth (NMCP) with service to the Uniformed Services University of the Health Sciences (USUHS), F. Edward Hebert School of Medicine in the Office of Academic Affairs.

As the Associate Dean for Regional Education & Academic Support, the incumbent will be responsible for the overall management, development, planning, coordination, delivery of, and day-to-day administration of the School of Medicine's Medical Education and Faculty Development programs at NMCP and the outlying regional MTF's of Camp Lejeune, Fort Liberty, Ft. Gordon, Eglin AFB, Ft. Moore, and Jacksonville Naval Hospital.

## **MAJOR DUTIES**

The incumbent serves as the Associate Dean for Regional Education and Academic Support and holds an academic appointment of an Associate Professor or higher, in a clinical science department. In this role, he/she is responsible for overseeing the management of a completely revised, and clinically and academically integrated, F. Edward Hebert School of Medicine Medical Student educational and Faculty Development Program. As such, the incumbent will be actively involved in the interdisciplinary preparation, coordination, implementation, and management of all aspects of School of Medicine's curricula both for medical students rotating at MTF's in the Region as well as for Faculty Development curricula that is delivered to the more than 1,000 faculty spread out across several Military Treatment Facilities (MTF's) in the Region. In addition, he/she will work in close coordination with the Associate Dean for Faculty Development and the Associate Dean for Clinical Education to ensure that the School of Medicine continually meets and/or exceeds all applicable accreditation requirements related to medical education and faculty development, faculty appointments and promotions, to include that of the Liaison Committee on Medical Education (LCME) and the Middle States Commission on Higher Education and the ACGME.

As Associate Dean, the incumbent will be responsible for maintaining close collaboration with the Master's in Health Professions Education Graduate Education Programs, the Directors of Medical Education/DIO at each MTF and with Graduate Medical Education programs and the corresponding USU Academic Departments, in order to fulfill all essential academic requirements. Additionally, he/she will work with Senior staff in the Postgraduate Dental College and the Graduate School of Nursing to provide inter-professional faculty development education and training.

A significant additional duty associated with this position involves participating in the provision of leadership, mentorship and the ongoing education and training of all levels of USUHS medical students. In this regard, the incumbent will also be expected to be an active leader or member of one or more key educational committees in NMCP. In addition, they may be required to participate via distance communication with several SOM committees to include, but not limited to, participation in the Academic Affairs committee and the Dean's Staff Committee and Executive Faculty Committee.

The Associate Dean will assure that all USU medical students have a thorough orientation, timely and fair assessment coordinated with the academic clerkship faculty, They will work to facilitate faculty appointments and when appropriate, academic promotion for all physicians involved in teaching USU students and military residents and fellows.

In coordination with the Associate Dean for Faculty Development, he/she will oversee the development, coordination, planning, and execution of resources required to fully implement School of Medicine Faculty Development educational goals and requirements. This includes a determination of required resources for budget, personnel, and space.

In addition, and where appropriate, he/she will coordinate with the respective clinical departments in order to facilitate the development of MOUs/MOAs with local area governmental, non-governmental, and/or volunteer agencies, in order to facilitate the provision of faculty development workshops or courses.

The individual in this position will be expected to maintain medical licensure, board certification in their primary medical specialty, and active privileges at NMCP. They will be expected to provide clinical care and clinical teaching to the extent permitted while still fulfilling their administrative responsibilities.

The individual filling this position will be expected to oversee a range of personnel related managerial responsibilities, and as such, will be responsible for complying with equal employment opportunity (EEO) policies and internal control program requirements. This includes the structuring of administrative positions for maximum efficiency, economy, and productivity. In this regard, he/she will be involved in interviewing and selecting prospective employees, setting performance standards, providing interim reviews of performance evaluations, as well as formal appraisals.

When necessary, he/she will review grievances and work to address and/or resolve, employee

concerns or complaints, to include actions needed to resolve performance or conduct problems. The incumbent will also ensure that incentive awards and other forms of professional recognition are fairly and equitably applied, specifically when recognizing employee contributions to departmental goals and objectives. The incumbent will also maintain and demonstrate a positive awareness of and support for EEO and affirmative action policies and programs, and will ensure that effective internal controls are established and maintained for assigned programs. The incumbent will be expected to be a University representative, point of contact, and advocate for all faculty members whether located at the University or at one of the outlying MTFs,

The incumbent may be expected to represent the University at professional gatherings, deliver lectures and other presentations, and participate in meetings and panel discussions at other meetings or venues, as appropriate. He/she will develop and maintain professional contact with representatives of other medical schools throughout the country, in order to facilitate the exchange of information of mutual interest.

The incumbent will also be expected to perform other duties as required.

## **SUPERVISORY CONTROLS**

The incumbent will work under the general direction of the Associate Dean for Clinical Education who evaluates performance on behalf of the USU for the individual's primary rater at NMCP.

## **QUALIFICATION REQUIREMENTS**

Requires an M.D. or D.O. degree. Physicians must possess current board certification, and a current, valid, and unrestricted, U.S. medical license. They must also have completed substantial formal training or experience in faculty development and/or health professions education. The incumbent must also fulfill the qualifications commensurate with that of an Associate (or full) Professor in a clinical science department.

This position requires substantial knowledge of the USU SOM integrated four year medical education program. They should have knowledge of the assessment requirements for each core medical student clerkship performed at NMCP. They should also have knowledge of state-of-the-art faculty development programs that are required to fulfill LCME and ACGME accreditation standards. The ability to facilitate inter-departmental and inter-professional collaboration is critical, as is an impeccable ability to manage attention to detail. Also essential are exceptionally strong professional written and oral communication skills, coupled with the ability to effectively negotiate complex situations and develop consensus based decisions.

Strongly desired is a minimum of 10 years' experience in and/or in-depth knowledge of the Military Health System (MHS), to include familiarity with the Joint Service Graduate Medical Education system and with new and/or emerging, military unique, educational requirements. Knowledge of LCME accreditation requirements is ideal.

**OTHER POSITION FACTORS:**

Assignment to the administrative position of Associate Dean for Regional Education is without tenure, and is in the non-tenure track. Assignment as Associate Dean is for a five-year term and may be renewed with no limit on the number of renewals. However, assignment as an Associate Dean is not a continuous appointment and as such, the incumbent serves at the pleasure of his or her immediate supervisor(s) and may be relieved as Associate Dean at any time.