



**Assistant Dean for Faculty Affairs**  
*Updated February 2023*

The Assistant Dean for Faculty Affairs will be expected to perform the following duties and responsibilities in support of the Senior Associate Dean of Faculty Affairs as listed:

- Provide guidance and support for the P&H review processes to ensure alignment with established appointment and promotion criteria and transparency about the process in support of faculty in the basic and clinical sciences
- Identify and use best practices including the literature to guide, advise, and collaborate with faculty and that support high quality and diverse faculty recruitment and retention.
- Work closely with the General Medical Faculty to ensure appropriate alignment of activities/policies and procedures with the SOM Bylaws and Constitution and the University Faculty Handbook as appropriate.
- Provide guidance to the staff in the Office of Faculty Affairs regarding ongoing activities (to include but not limited to annual faculty evaluations, annual reappointment process, Faculty 180, offer letters) to ensure adherence to all accreditation requirements and standards and participate in continuous quality improvement activities.
- Serve on committees and participate in administrative activities as appropriate.
- Build and maintain strong and collaborative relationships with members of the Personnel and Honors Committee, the Office of Multi-cultural Affairs, the General Medical Faculty.
- Contribute as a leader in faculty affairs and assist with planning and implementing activities that support faculty
- Monitor and stay abreast of trends and best practices for recruitment and retention of diverse faculty and develop and implement activities to support recruitment and retention of diverse and culturally competent faculty.

**Requirements:**

- Full time faculty member at the rank of Assistant Professor or higher in the SOM
- Working knowledge and experience with the missions of the SOM: research/scholarship, teaching/mentoring, institutional/professional service including clinical care
- Evidence of scholarship
- An innovative and creative leader committed to continuous improvement in faculty affairs
- A collaborative leadership style that integrates flexibility, creativity, inclusivity, integrity, and transparency, and a supportive attitude that readily engenders confidence and trust.
- Excellent verbal and written communication skills
- Strong organizational skills
- Ability to commit 20- 30% time

**Reports to:** Senior Associate Dean for Faculty Affairs