

Associate Dean for Faculty Affairs/EDI
University at Buffalo, The State University of New York

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Posted Sep. 25, 2023, set to expire Aug. 4, 2024

Job Title	Associate Dean for Faculty Affairs/EDI
Department	School of Dental Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 25, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Academic Affairs
Job Website	https://www.ubjobs.buffalo.edu/postings/45447

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Job Description

The University at Buffalo [School of Dental Medicine](#) seeks a highly professional, **Associate Dean for Faculty Affairs, Equity, Diversity and Inclusion** that will play a pivotal role in creating and sustaining a diverse and inclusive student, staff, faculty body, as well as develop and promote health equity initiatives that collaborate with other health sciences schools and provide services to improve the health of the local community. This individual will lead the School in its effort to build a more intellectually, socially, and culturally diverse community. By building a robustly diverse professoriate at all levels— from initial hires to successful promotion and tenure—the Associate Dean will be a pivotal figure in transforming the faculty into a body that reflects the demographics of the student and patient populations it ultimately aims to serve.

Under the Dean's direction, the Associate Dean for Faculty Affairs/ EDI works to design and execute a faculty development plan that aligns with the School of Dental Medicine's Strategic Diversity Plan.

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Some key responsibilities for this position include:

- Works with the executive council to advance faculty development and diversity within the School of Dental Medicine.
- Leads the Equity Diversity and Inclusion initiatives for the School of Dental Medicine, representing the SDM on University-wide diversity-related initiatives and committees, and providing administrative support to the Office of Inclusive Excellence, Department Chairs and Strategic Diversity Plan Committee.
- Advises the Dean and senior leadership of the School of Dental Medicine on strategic matters related to faculty development and diversity.
- Works with the School of Dental Medicine's Director of Human Resources to assist with faculty recruitment, on-boarding, and retention; works with Department Chairs and Associate Dean's to advance faculty diversity and advancement.
- Helps to reinforce a culture and norms that support a safe and supportive learning environment for students from diverse backgrounds.
- Organizes and manages faculty and department chair orientation programs.
- Reviews and approves all new postings for academic and research hires to assure best practices are followed with respect to faculty hiring.
- Gathers, tracks, and analyzes institutional diversity related data.
- Identifies fund-raising opportunities and develop grant proposals related to faculty development and diversity.
- Works closely with academic appointments in consultation with the Dean.
- Develops and executes the School of Dental Medicine's strategic plan for diversity and inclusion in collaboration with senior leadership.
- Provide guidance to the Directors of Faculty Affairs and EDI during the implementation of the SDM programs.

Additional Responsibilities:

- Works to develop, implement, and support community-wide health equity initiatives in the greater Buffalo area.
- Supports dental equity research and education, including coordination with other dental sciences programs such as the schools of public health, dental, nursing, and pharmacy, as well as the school of social work.
- Promotes the recruitment and retention of diverse students, residents, and staff.

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Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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