

Associate Dean for Academic Affairs
Western University of Health Sciences

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Posted Jul. 6, 2018, set to expire Nov. 2, 2018

Job Title	Associate Dean for Academic Affairs
Department	
Institution	Western University of Health Sciences Pomona, California
Date Posted	Jul. 6, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Senior Executive Officer Associate/Assistant Dean
Academic Field(s)	Academic Affairs
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Job Description

Associate Dean for Academic Affairs

Western University of Health Sciences

Job Summary

The Associate Dean will be responsible for academic planning and will provide the support necessary to allow for the continued development of a unique curriculum and the professional development of a maturing faculty. The College was created upon and continues to operate under three founding principles: Lifelong, student centered learning, Reverence for life, and Excellence in clinical education through the creation of strategic alliances. The College is pursuing an individual who will embrace and champion this paradigm in curricular delivery.

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Knowledge, Skills and Abilities

Individuals must possess the knowledge, as well as the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Demonstrated administrative success.
2. Experience in strategic planning and management of human, fiscal, and facility resources
3. Experience in accreditation, assessment, and educational technology.
4. Evidence of successful consensus building.
5. Demonstrated commitment to community and campus alliances and relationships.
6. Demonstrated commitment to promoting diversity.

Required Qualifications

1. A DVM, Ph. D., and/or board certification in a clinical discipline preferred.
2. Significant teaching experience and scholarly achievement in the field of veterinary education.

Essential Job Duties

- * The development, management, coordination, and evaluation of all coursework including periodic review of the curriculum.
- * The performance of all appropriate duties and the identification of new initiatives necessary for the continual improvement and seamless operation of the academic programs and the administrative processes.
- * Effective communication on academic matters within the campus community as well as between the academic units and the external alliances and constituencies.
- * The enforcement of all University and College academic policies/regulations.

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- * The enhancement of the academic curriculum through the identification of, and the acquisition and management of, academic grants, both internal and external.
- * Introduction and continual improvement of programs which enhance the quality of veterinary education using techniques that promote student centered learning.
- * Assisting the Dean in the creation of annual budget proposals and oversight of all disbursements for academic units reporting to the Office of the Associate Dean for Academic Affairs.
- * The continued expansion and strengthening of strategic alliances with regional businesses and industries, governmental and community agencies, and other institutions of veterinary education.
- * The making of recommendations and general oversight for all matters concerning the recruitment, evaluation, and selection of the entering class of veterinary students, including providing leadership in recruiting a diverse student body.
- * To facilitate the education of veterinary students by serving as a small group facilitator and becoming involved in other courses that encompass the curriculum.
- * Assuring alignment of the academic program with the founding principles of the College.
- * Oversight and coordination of reports necessary for continued accreditation with the AVMA-COE and regionally with WASC.
- * Oversight of the physical plant necessary for the delivery of the curriculum.
- * Serve as Ex-Officio for the Student Performance Committee.
- * Approve faculty and academic staff requests for time off.
- * Management of student issues related to academic performance, leave of absence, or suspension. Advise the Dean of the College on student dismissals from the program.
- * Participate in annual evaluation of faculty.
- * Represent the Dean and/or the College when assigned.
- * The accomplishment of any other task that is assigned by the Dean of the College of Veterinary

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Medicine.

If yes, list maximum weight and duration

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands, reach with hands and arms, stoop, and sit. The employee is frequently required to move from room-to-room or building-to-building while on campus, and (depending on individual professional specialty) may be required to travel to off campus sites for curricular delivery. The employee generally must occasionally lift and/or move up to 10 pounds in normal office settings. Exceptions are dependent on the individual professional specialty. The employee may be required to work with (move or lift) live animals of various species and sizes as part of curricular delivery. The employee must be able to demonstrate appropriate behaviors and physical capacity to work with live animals according to generally accepted professional guidelines (for the individual's professional specialty) that are designed to meet reasonable safety standards in the protection of patients, professional colleagues, staff, and students. Specific vision abilities required by this job include close vision.

The employee must be able to travel extensively, at times, when required. The employee may be required to travel (intra-/inter-state; international) for as much as 25% of job effort to deliver the essential functions of the job.

Describe Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties of the Associate Dean for Academic Affairs are normally performed in a typical office setting. However, depending on individual professional specialty, curriculum duties may require different environmental settings which may include, but is not limited to classrooms, farms, clinical practices, research and academic laboratories, and other off campus settings. Occasionally the employee is exposed to outdoor weather conditions. The noise level in this setting is usually moderate due to telephone calls, office equipment, and normal student traffic. Some travel is required and work environment characteristics will change to that of the regional norms.



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For full application instructions and position description, visit:
[url=http://apptrkr.com/1252100]https://jobs.westernu.edu

Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.