

Associate Dean for Assessment, Evaluation, and
Accreditation
University at Buffalo

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Downloaded On: Oct. 10, 2025 5:34am

Posted Oct. 9, 2025, set to expire Aug. 4, 2026

Job Title	Associate Dean for Assessment, Evaluation, and Accreditation
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 9, 2025
Application Deadline	10/08/2026
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - General
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Job Description

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Associate Dean for Assessment, Evaluation, and Accreditation

Position Information

Position Title: Associate Dean for Assessment, Evaluation, and Accreditation

Department: Jacobs School of Medicine and Biomedical Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59495>

Posting Detail Information

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Position Summary

The Jacobs School [Office of Accreditation and Quality Improvement \(OAQI\)](#) seeks a dedicated and innovative individual to serve as the **Associate Dean for Assessment, Evaluation, and Accreditation**. This role will provide collaborative leadership in developing, guiding, and contributing to ongoing implementation of learner assessment and evaluation for our undergraduate medical education (UME) program. The individual in this position will also provide leadership, oversight, and direction in the areas of program evaluation and accreditation. As Associate Dean for Assessment, Evaluation, and Accreditation, you will oversee the Office of Accreditation and Quality Improvement (OAQI). As a leader, you will represent the Jacobs School of Medicine and Biomedical Sciences to university leadership as well as external stakeholders. In this role, you will be responsible for promoting a culture of continuous improvement and data-informed decision making across the institution.

Key Responsibilities:

- Provide leadership and oversight of learner assessment and evaluation and the execution of program evaluation and accreditation processes.
- Lead the development of integrated assessments for delivery across the MD curriculum.
- Lead and inspire curricular leaders to design, implement, and evaluate a wide range of assessment tools to build towards a systematic program of assessment.
- Identify gaps in faculty assessment skills and construct faculty development programs in collaboration with the Medical Education and Educational Research Institute (MEERI) to address these deficiencies.
- Contribute to, and direct as needed, setup and administration of online examinations and curriculum evaluation surveys; serve as NBME Executive Chief Proctor
- Provide strategic leadership and mentorship to the OAQI team, promoting professional growth and a shared commitment to institutional excellence.
- Represent the Jacobs School of Medicine and Biomedical Sciences nationally on all matters related to assessment, evaluation, and accreditation.
- Oversee all accreditation activities, including self-studies, interim reports, and site visits.
- Contribute to complex problem-solving and development of new initiatives and programs.
- Pursue and collaborate on educational research and provide education research consultation.
- Serve on committees and other duties as assigned.

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Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

Minimum Qualifications

- Ph.D., Ed.D., M.D., D.O., or equivalent terminal degree from an accredited institution.
- At least 5 years of progressively responsible experience in assessment, evaluation, and accreditation in higher education, with preference for experience in medical or health professions education.
- Demonstrated knowledge of educational and/or psychological measurement theory, applied psychometrics, and program evaluation methods.
- Proven ability to lead accreditation processes and work collaboratively with accrediting bodies.
- Demonstrated success as an internal change agent advancing institutional effectiveness and continuous quality improvement.
- Strong record of effective communication skills (written, verbal, interpersonal) and the ability to work collaboratively with diverse faculty, staff, and leadership teams.

Preferred Qualifications

- Ph.D. or Ed.D. strongly preferred with a focus in educational or psychological measurement.
- 10+ years of leadership experience in assessment, evaluation, and accreditation, preferably in a medical school or academic health sciences environment.

Physical Demands

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Salary Range

Competitive

Job Type

Varies

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Tammi Blajszczak

Contact's Pronouns:

Contact's Title: Unit Finance Manager

Contact's Email: tlb25@buffalo.edu

Contact's Phone: 716-829-3632

Posting Dates

Posted: 10/08/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

Contact Information

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

Contact

N/A

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