

**JOB DESCRIPTION
COLLEGE OF MEDICINE
VICE DEAN FOR
FACULTY AFFAIRS AND DEVELOPMENT**

POSITION NEED

The College of Medicine wishes to establish a Vice Dean for Faculty Affairs and Development to enhance and provide oversight for all development, personnel actions, and policy issues for faculty in the College of Medicine. Duties will include overall responsibility for promotion and tenure processes, faculty development programs, faculty appointment and retention, leadership evaluation, and faculty governance. Will collaborate with college leadership to develop and/or implement initiatives pertaining to diversity, equity and inclusion and the well-being of faculty.

POSITION DESCRIPTION

Reporting to Dean of the College of Medicine, this position defines the professional, academic, and administrative activities of a medical administrator. Specific responsibilities include:

Faculty Affairs

Appointment, Promotion and Tenure

- Manage and interpret faculty appointment, promotion, and tenure processes for the College of Medicine to ensure compliance with all university policies, procedures, and practices
- Oversee recruitment processes and provide search committee training
- Advise and assist individual faculty members and departments regarding promotion and tenure, and coordinate updates of departments' written statements of evidence
- Coordinate appointment, promotion, and tenure review process and faculty affairs with UK Office of Faculty Advancement
- Manage retirement and phased retirement process for college faculty

Faculty Oversight

- Oversee and provide guidance on annual faculty performance review and appeals process
- Administers sabbatical leave process
- Oversee administrative reviews of department chairs and center directors including tracking and coordination of administering survey and review and discussion with the chair or center director and unit employees, if needed
- Participate in departmental periodic reviews in accordance with University Administrative Regulations
- Oversee voluntary faculty processes including conflict resolution and facilitate coordination of processes between the Office of Faculty Affairs and division of Academic Medical Education (AME) or other departments
- Serve on faculty peer review committee as liaison between medical staff and college

Recruitment and Retention

- Identify and foster effective and open recruitment processes which promote fairness and advance and support the strategic plan of the college
- Develop programs to ensure faculty retention including comprehensive onboarding programs in collaboration with department leadership
- Work in collaboration with Vice Dean for Diversity and Inclusion, Associate Dean of Wellness and Well-being and other members of college leadership to develop strategies to support our goals regarding faculty diversity

Faculty Governance

- Manage faculty governance process and provide guidance to Faculty Council to ensure appropriate representation on University governance committees
- Coordinate activities pertaining to faculty governance (elections, committees, bylaws)

Effort, Compensation, and Productivity

- Develop and review guidelines annually for documenting faculty effort. Serve as a delegated approver for the dean
- Aid in the development and maintenance of a compensation model that is fair, transparent, aligned with our organizational strategy, financially sustainable, and enhances our ability to recruit and retain talented faculty
- Serve as Ex-Officio to College Committee on Endowed Chairs and Professorships to provide guidance and direction

Faculty Development

- Lead a comprehensive faculty career development program in support of the college's mission
- Develop, promote, and implement initiatives focused on college-wide and departmental level faculty development, mentoring, succession planning and retention
- Partner with campus leaders to integrate faculty development needs
- Enhance faculty wellbeing through initiatives such as mentoring programs
- Develop, enhance, and implement faculty rewards and recognition program(s)
- Establish protocol, administer, and manage selection processes and funding support for internal and external professional development programs for faculty (e.g. ELAM, AAMC Leadership Development programs, Minority Development programs, etc.)
- Partner with college and unit leadership to develop, implement, and monitor faculty improvement plans
- Develop and facilitate faculty orientation program(s) for junior faculty to aid in career growth and retention

Leadership, Strategic Planning and Policy/Program Implementation

- Assist in the refinement and implementation of the college's strategic plan

- Establish benchmarks and metrics which evaluate the effectiveness of programs developed including faculty affairs and professional development
- Provide leadership in planning and implementation of strategies to advance and maintain LCME accreditation
- Regularly review and/or develop faculty policies to ensure relevance and continued applicability to current and changing circumstances and, as appropriate, recommend needed changes in such policies
- Assist the college leadership in addressing faculty concerns, grievances, and disciplinary issues and follow reporting procedures as appropriate
- Provide leadership and oversight to appropriate faculty-based groups
- Serves as ex-officio member of college's Conflict of Interest (COI) Committee and provides guidance to faculty on COI questions or concerns
- Provide guidance on faculty affairs/development website to ensure information accuracy

DIRECT REPORTS

- Associate Dean for Faculty Development
- Assistant Dean for Faculty Affairs
- Faculty Resource Coordinator
- Administrative Operations Coordinator
- Administrative Support Associate I

QUALIFICATIONS

1. Doctoral degree required. MD or DO preferred. Board certification desired.
2. Must be in good standing with all regulatory and governmental boards and agencies
3. Administrative academic and clinical experience is suggested
4. Working knowledge of education, research, and health care activities and interdependencies.
5. At least seven years of progressively responsible work experience in education, health care, or other related environment. Strong preference for demonstrated experience in an academic medical center setting.
6. Evidence of experience in higher level academic administration
7. Possesses role model excellence in attitude, compassion, professionalism, and personal behavior.
8. Strong collaborative, organizational, negotiation, time management, and communication skills.
9. Knowledgeable of and experience with interpretation and implementation of complex policies and procedures
10. Familiar with employment and discrimination laws, and Equal Employment Opportunities resources

PROPOSED PERCENTAGE OF TIME AND EFFORT (DOE)*

Administrative Responsibilities

50-70%

**proposed effort may vary depending on teaching, clinical, and/or research interests*