Position Description: Dean

The Dean serves as the Chief Academic and Administrative Officer of the Joan C. Edwards School of Medicine, leading the faculty and staff of the school in planning, securing resources, implementing, and evaluating activities related to academic operations, research, service, and patient care programs. The Dean actively participates in various institutional planning, implementing, and evaluating activities.

**Roles and Responsibilities**

The Dean reports to Jerome Gilbert Ph.D., President, Marshall University, Huntington, West Virginia, with the following roles and responsibilities:

* Oversees all of the activities of the academic departments, fostering a high-quality academic environment.
* Serves as the chief academic officer for medical education; fostering scholarly activity in all medical school academic departments and within the Dean’s office; enhancing medical student, graduate medical, and continuing medical education and ensuring ongoing accreditation status.
* Participates in preparing and administering the budget of the medical school, the Faculty Practice Plan, and the academic departments; exercising proper budgetary guidance and prioritization for the clinical, research, and educational components of the school.
* Recommends all faculty appointments, promotions, and review; ensuring retention of key clinical and scientific faculty and overseeing/leading the ongoing recruitment of top talent across the teaching, research, and clinical components.
* Actively engages in issues involving faculty in their diverse roles. Creating opportunities and connections among faculty and working to secure additional resources that will enable the faculty to better participate in the teaching, clinical, and research mission of the school. Directing and developing programs for faculty development; overseeing the tenure review processes and other established academic personnel policies and procedures for the school.
* Develops, allocates, and ensures the effective use of financial and physical resources in the school, including the allocation and effective use of all space assigned for medical education and research.
* Works closely and collaboratively with the CEO’s of the affiliated hospitals to support a clinical enterprise that provides top quality, efficient care for patients and a state-of-the-art training experience for students and residents.



* Promotes the growth of research through recruitment of outstanding faculty, sustaining the research infrastructure, and capitalizing on emerging research opportunities, especially new initiatives in clinical and translational research as an important dimension for the immediate future, generating combined clinical and research programs that are interdisciplinary in order to create a more coherent whole.
* Supports a clinical environment that is conducive to appropriate integration of the educational and research programs.
* Advises and assists in the administration of the health sciences center, the institutional infrastructure, campus and external relationships, philanthropy, and alumni relations, etc.
* Represents the school in regional, state, and national task forces related to the improvement of graduate medical education, healthcare resources, and services.
* Provides local leadership in development/fundraising to support scholarships and departmental activities.
* Maintains membership and participates in activities of professional associations. Advocates for the school in interdisciplinary and intra-disciplinary activities. Serves as a knowledgeable resource person to colleagues, students, and community. Shares professional expertise at the regional, state, national and international level.

**Supervisory Responsibility**

Supervises directly the following:

* Vice Dean for Medical Education
* Vice Dean for Clinical Affairs
* Vice Dean for Graduate Medical Education
* Vice Dean for Biomedical Sciences Education
* Vice Dean for Clinical & Translational Sciences
* Vice Dean of Basic Sciences
* Vice Dean for Business Development
* Vice Dean of Government Relations, Health Care Policy and External Affairs
* Clinical and Basic Science Department Chairs