

Job Description

Job Title:

Associate Dean, Dental Academic Affairs and Advanced Education

Job ID:

9239

Location:

Augusta University

Full/Part Time:

Full-Time

Regular/Temporary:

Regular

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Applicant Clearinghouse

USG Applicant Clearinghouse Position ID Number for Faculty Postings **28140 (# subject to change).**

Job Information

The Associate Dean for Academic Affairs and Advanced Education for The Dental College of Georgia (DCG) at Augusta University reports directly to the Dean of the DCG and provides leadership and guidance in academic affairs for the Pre-Doctoral Dental Medicine (DMD) Program and eight advanced dental education programs. This position is responsible for the development, implementation, and evaluation of the DMD curriculum to ensure compliance with accreditation standards, and oversight of dental student (DMD) enrollment and course registration, and monitors student academic progress. This position also provides administrative oversight for eight advanced dental education programs, including dental residency applications, admissions, registration, resident professional conduct, and monitoring residency program compliance with accreditation standards.

Major Responsibilities:

As a senior member of the Dental College of Georgia's Administration, the Associate Dean will provide:

- Management of Academic Affairs for the Dental College of Georgia
 - Leadership as Chair of the *DCG Curriculum Committee* and direction for curriculum development, implementation, evaluation, and revision.
 - Management of the Doctor of Dental Medicine Program curriculum to ensure compliance with accreditation standards and achievement of published student learning objectives.
 - Development of academic schedules and coordination of classroom assignments for implementation of the DMD curriculum.
 - Management of student enrollment, course registration, curriculum inventory reports and attendance data in accordance with institutional policy and procedure.
 - Oversight for the development, administration and analysis of course and faculty evaluations.
 - Leadership in the planning, development, implementation, analysis, and reporting of student learning outcomes and related activities.

- Academic program assessment information for the DCG for the purpose of institutional decision-making and policy development.
 - Oversight for the collection and management of confidential and sensitive assessment data required for student promotion/graduation and for completion of ADEA/CODA academic surveys and ensure the timely submission of these surveys.
 - Leadership as Chair the *DCG Student Academic Review Committee* and monitoring of student academic progress; including intervention (*e.g. conduct hearings*), and the management of students with academic deficiencies.
 - Monitoring of students' completion of DMD Program didactic, and clinical expectations in order to authorize graduation.
- Administrative oversight for the Office of Advanced Dental Education
 - Leadership as Chair the *DCG Advanced Education Committee* and provide administrative oversight for eight advanced dental education programs.
 - Management of the dental residency programs' applications, admissions, and registration.
 - Monitoring of dental residents' professional conduct and compliance with institutional policy and procedure.
 - Development, implementation, and assessment of the advanced dental education program core curriculum.
 - Oversight of the dental residents' academic progress and their completion of program certificate requirements.
 - Monitoring of advanced dental education program compliance with accreditation standards.
- Leadership and support for college-wide accreditation and DCG program reviews
 - Management of the continuous, on-going assessment and improvement of academic programs in accordance with accreditation standards and institutional best practices
 - Guidance and support for programs in the development of self-study reports and supporting documents for the purpose of renewal of accreditation.
 - Communication of programmatic and personnel changes to CODA in accordance with accreditation compliance guidelines

Reporting Relationships

Reports to: Dean of the Dental College of Georgia

Partners with: Associate Dean of Business & Finance, DCG
 Associate Dean for Patient Services, DCG
 Associate Dean for Research, DCG
 Associate Dean for Students, Admissions, and Alumni, DCG
 Vice Dean, DCG

Direct reports: Administrative Assistant, Dental Academic Affairs
 DCG Residency Program Coordinator
 DCG Director of Assessment and Compliance

Relates to: Vice President for Faculty and Academic Affairs, Augusta University
 Vice Dean for Academic Affairs, MCG
 Vice Dean, The Graduate School
 Associate Dean for Academic and Student Affairs, CON
 Associate Dean for Academic Affairs, CAHS

Qualifications

- DDS/DMD, or PhD or EdD in higher education administration is required with knowledge and experience in dental academic affairs. This is a full-time academic faculty position at the associate or full professor level. Salary, rank and tenure status for this position are commensurate with qualifications.
- Experience equivalent to five years in higher education that includes strategic planning, academic assessment, research and measurement, statistical analysis, or other appropriate and related fields.
- Demonstrated proficiency in assessment, data analysis, and educational outcomes, metrics and software as it relates to curriculum, learning objective and accreditation requirements.
- Demonstrated ability for effective leadership, communication, and organizational skills and an ability to balance a focus on the strategic mission and vision of the institution with attention to the tactics and goals of the administrative units in the college.
- Demonstrated ability to synthesize and analyze quantitative and qualitative data and prepare and present reports effectively.
- Interest/passion in working closely with faculty, students and staff to promote engagement, leadership and professional development through interactions with local, regional and national organizations and associations.

Ideal Experience

The Associate Dean for Academic Affairs and Advanced Education should be a strategic thinker, a visionary leader who thrives in a challenging environment and is clearly aligned with the **Augusta University** values of:

- **Collegiality** – reflected in collaboration, partnership, sense of community, and teamwork.
 - **Compassion** – reflected in caring, empathy, and social responsibility.
 - **Excellence** – reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.
 - **Inclusivity** – reflected in diversity, equality, fairness, impartiality, and respect.
 - **Integrity** – reflected in accountability, ethical behavior, honesty, and reliability.
 - **Leadership** – reflected in courage, honor, professionalism, transparency, and vision.
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- Proven success in a comprehensive research university setting.
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- Demonstrated ability, professionalism and mutual respect for diverse cultures with the ability to build an effective leadership team through consensus among team members and collaboration with other constituents and stakeholders.
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- Proven track record as a problem solver and the ability to implement innovative solutions to contemporary challenges.
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- Outstanding communication skills: written, oral, listening, and public speaking ability, including the ability to forge and reinforce effective relationships with internal/external constituencies.

Other Personal Characteristics

- Strategic and future-oriented.
- Understands and is committed to excellence.
- Effective, creative and a problem-solver.
- Proven ability to see the big picture but also dive into the details when necessary.
- Passionate, motivational leader able to craft an effective yet efficient plan and execute.
- Self-confident, likes a challenge, and is willing to take risks.
- The highest personal integrity and ethics, with a visible commitment to the mission of Augusta University and the Georgia Regents Health System.

Inquiries, nominations and applications (including full CV, letter of interest, and three references) will be received by:

Carolyn H. Burns, PHR

Assistant Director for Executive Search

Augusta University

executivesearch@gru.edu

Conditions of Employment

All candidates are required to successfully pass a Background Check review. For specific positions, the final candidate may be subject to a (pre-employment) physical, drug screen, and/or credit check.

The final candidate will be required to provide proof of completed academic degree in the form of an original transcript. Those candidates trained by a foreign institution will also be required to provide an educational/credential evaluation.

Equal Employment Opportunity

Augusta University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to age, disability, gender, national origin, race, religion, sexual orientation or veteran status.