



ASSOCIATE DEAN FOR FACULTY AFFAIRS WESTERN MICHIGAN UNIVERSITY HOMER STRYKER M.D. SCHOOL OF MEDICINE

POSITION SPECIFICATION



ASSOCIATE DEAN FOR FACULTY AFFAIRS, POSITION OVERVIEW

Western Michigan University Homer Stryker M.D. School of Medicine (WMed) is seeking an exceptional leader to serve as the Associate Dean for Faculty Affairs, and to oversee and facilitate all processes for faculty matters for a world-class institution for teaching, research, and clinical care. This is a full time position, however the duties of this position are 0.4 FTE and will be integrated with other responsibilities, based on the individual's qualifications, to be 1.0 FTE. Duties include: oversees and facilitates the processes for faculty recruitment, retention, appointment, reappointment, evaluation, promotion, professional development, recognition, awards, compliance, and conflict resolution; oversees all personnel actions relating to faculty including advising the process through the Appointment and Promotion Committee for faculty appointments, reappointments, and promotions; assists department chairs in developing the initial letter of offer for employed faculty, and evaluation of the clinical performance of clinicians; works with the Associate Dean for Administration and Finance and Human Resources to review salary levels and ensure salary equity for employed faculty; in collaboration with department chairs, develops and manages faculty orientation and mentoring; in collaboration with the Department of Medical Education, provides faculty professional development to promote faculty development activities related to teaching; oversees the annual faculty evaluation process and ensures compliance with WMed policies and procedures; assist in developing policy related to faculty issues; maintains the faculty database for faculty and assures that information is accurate and complete; oversees the annual Faculty Handbook review for updates. This position will report to the Dean as a member of the Medical School Executive Leadership team as well as serves as a member of the medical school Affiliates Committee, Diversity and Inclusiveness External Advisory Council, and Faculty Academic Council.

A PhD, MD, or DO degree is required. Physicians must have Board Certification in an American Board of Medical Specialties (ABMS), and current licensure or eligibility to practice medicine in the State of

Michigan. He/she must meet the qualifications for faculty appointment in the medical school; must have demonstrated experience and accomplishments in leadership roles at a medical school. A proven track record of progressive management experience and demonstrated success in providing strong leadership in a complex academic clinical setting is highly desirable.

Offering the full continuum of undergraduate, graduate, and continuing medical education in Southwest Michigan, the inaugural class of medical students began in August 2014. The medical school has more than 200 residents and fellows in eight residency and two fellowship programs. Ninety-two employed faculty and more than 200 community physicians are involved in medical school teaching and research programs. WMed Clinics provide more than 58,000 outpatient visits annually in primary care and subspecialty clinics with a full range of on-site ancillary services. Opened in June 2014, the medical school's new 350,000 square foot educational building underwent a \$68 million renovation and expansion including a 24,000 square foot simulation center. The medical school is a collaboration of Western Michigan University and Kalamazoo's two teaching hospitals, Borgess Health and Bronson Healthcare.

CANDIDATE INQUIRIES:

Interested candidates should provide a curriculum vitae and a letter of interest that describes relevant clinical strengths, as well as their educational, teaching, research and leadership background. Candidates are requested to also provide the names and contact information for three to five references. The references will not be contacted without the prior approval of the candidate. This information should be submitted to: Jay.Torio@merritthawkins.com

Notice of Nondiscrimination

Western Michigan University Homer Stryker M.D. School of Medicine is an Equal Employment Opportunity employer. The medical school complies with all applicable federal and state laws regarding nondiscrimination with respect to students, faculty, and employees in the administration and operation of its policies and programs, activities, facilities, financial aid (loans and scholarships), and admissions. The medical school is committed to equal opportunity for all persons. All actions and decisions made by the medical school with respect to students, faculty, and employees are on the basis of individual merit, qualifications, experiences, attributes, talent, abilities, skills, background, life experiences, and other relevant criteria and without discrimination on the basis of race, ethnicity/national origin, creed, color, religion, gender, pregnancy, sexual orientation, gender identity, age, disability, veteran status, genetic or family medical information, height, weight, marital status, familial status, or any other status protected by applicable law or local ordinance.

Affirmative Action Statement

Western Michigan University Homer Stryker M.D. School of Medicine is an Affirmative Action employer and complies with all applicable federal laws regarding affirmative action requirements.

Inquiries or complaints may be addressed to the associate dean for Administration and Finance, 1000 Oakland Drive, Kalamazoo, MI 49008-8010, 269.337.4415.