

**Associate Dean for Faculty Affairs
UAB Heersink School of Medicine**

Overview:

The UAB Heersink School of Medicine is seeking applications for an Associate Dean for Faculty Affairs. The Associate Dean reports to and works closely with the Dean and the Executive Vice Dean for the Heersink School of Medicine, partnering with them to support faculty members in their professional development. Lead faculty-related activities including appointments, development, grievances, enrichment programs, promotions, policies, and faculty programs, such as the Dean's Excellence Awards. Provide consistent support of the highest quality in a manner that is highly collaborative with all stakeholders, including but not limited to the departments, UAB Medicine and UAB Central Administration. It is also expected that the individual be innovative in creating effective and efficient processes and procedures in conjunction with UAB Medicine Leadership.

Faculty engagement is also a focus of our activities as it is the faculty who must engage to fulfill our school's mission. Finally, improving mentorship has been a priority as there is a substantial body of evidence that shows that mentorship is important for all faculty-related outcomes throughout an academic career. This role is a 0.40-0.50 FTE administrative appointment.

Required Qualifications:

- M.D., Ph.D., or M.D./Ph.D.
- Academic rank of Associate or Full Professor with Tenure
- Experience with professional development and faculty success within the UAB Heersink School of Medicine
- Accomplishments in developing outreach and development programs for faculty
- Proven record of leadership and mentorship
- Ability to work with a varied group of stakeholders
- Qualities:
 - Outstanding interpersonal and collaboration skills with demonstrated ability to work and influence across disciplines and departments;
 - Demonstrated innovative approaches to mentorship, problem solving, and assessment to support faculty success and development;
 - Conveys a transitional and longer-term vision for implementing an evolving faculty mentorship and development curriculum to meet the School's mission;
 - Demonstrated scholarship in faculty mentorship and professional development.

Responsibilities:

- Support UAB Heersink School of Medicine faculty in all career stages;
- Provide administrative leadership for the School of Medicine appointment, promotion and tenure process;
- Lead the faculty engagement survey process;
- Conduct faculty development programs including New Faculty Orientation;
- Serve as Co-director of the UAB Healthcare Leadership Academy and collaborate with the Chief Leadership Development Officer for UAB Heersink School of Medicine for leadership development opportunities for faculty;
- Function as faculty advocate by fostering career planning and counseling including promotion of available seminars, grant opportunities, and awards;
- Facilitate, nominate, and promote faculty recognitions and awards;
- Perform periodic trend analysis (faculty satisfaction, retention, recruitment, gender issues, faculty exit interviews);

- Advise department chairs and administrative personnel regarding faculty policies and issues;
- Serve as ex-officio member of the Faculty Council; and
- Provide strategic oversight to a team of faculty affairs professionals who:
 - Provide administrative support/guidance for the Heersink School of Medicine Appointment/Promotion/Tenure Process. This includes developing educational content for faculty and administrative leaders on preparing portfolios. In addition, provide strategic guidance and support for the Heersink SOM Appointment/Promotion and Tenure Revision Task Force;
 - Responsible for continued evaluation and leverage of best practice technology and processes used for faculty affairs and professional development and champion improvements and changes that will have a direct and positive impact on faculty success;
 - Provide overall strategic direction by providing advice and leadership to department chairs and administrators on all matters related to faculty evaluation, promotion, and professional development;
 - Ensure compliance with all applicable policies, procedures and external regulations relating to faculty employment, including affirmative action/equal employment opportunity policies;
 - Manage Faculty Council (FC) appointments, reappointments and elections annually in collaboration with the FC chairs;
 - Assist with identifying faculty for internal and external faculty recognition awards including the Dean's Excellence Awards;
 - Management and oversight of content for Faculty Resources Website and periodic review of, and develop new materials as the need arises.

The UAB Heersink SOM welcomes inquiries, nominations, and applications. To receive full consideration, interested individuals should electronically submit a Curriculum Vitae, a letter of interest, and a diversity statement. When recommending a colleague for this role, please confirm acceptance of the nomination by nominee.

The letter of interest is a cover letter (no more than 2-3 pages) detailing your experience and key achievements related to this position and your thoughts on how you see yourself contributing to the programs and responsibilities described in this position specification. Statements of diversity should outline your efforts/experience at promoting diversity and inclusive excellence. Letters should be addressed to Josh Carter, PhD, Executive Director, Strategic Leadership Recruitment, Heersink School of Medicine and and submitted electronically (email: mcarter1@uab.edu) by **Monday, August 1, 2022, 8:00am CST.**