



SCHOOL OF
**MEDICINE &
DENTISTRY**

UNIVERSITY *of* ROCHESTER
MEDICAL CENTER

University of Rochester
School of Medicine and Dentistry
Deans Descriptions

September 2023

Table of Contents

Dean	3
Vice Dean for Clinical Affairs	5
Vice Dean for Oral Health	6
Vice Dean for Research	7
Senior Associate Dean for Academic Affairs.....	9
Senior Associate Dean for Basic Research.....	10
Senior Associate Dean for Clinical Research.....	11
Senior Associate Dean for Equity and Inclusion	13
Senior Associate Dean for Finance and Operations.....	14
Senior Associate Dean for Graduate Education and Postdoctoral Affairs	15
Senior Associate Dean for Medical Student Education	16
Senior Associate Dean for Graduate Medical Education (GME)	17

**University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description — Dean, SMD**

The Dean is the chief executive of the SMD, responsible for visionary, innovative leadership and effective administration of the SMD. Doing so requires oversight of all strategic planning for and operations of the school, and oversight of the SMD's faculty, staff, and trainees in their contributions to the University of Rochester Medical Center (URMC) missions of clinical care, education, research, and community partnerships.

Appointment and Reporting Relationships

- The Dean is appointed by and reports to the CEO of URMC, and through the CEO to the UR President. The Dean also reports to the UR Provost for academic matters as specified in the UR Faculty Handbook and the SMD Regulations of the Faculty.
- The Dean has authority and responsibility for defining the roles of, and appointing, vice, senior associate, associate, and assistant deans, as well as other personnel deemed.

Important for accomplishing the goals and tasks of the SMD Dean's Office. These deans and other personnel report, directly or indirectly, to the Dean.

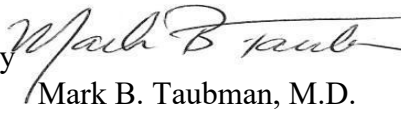
- SMD Department Chairs and Center Directors are appointed by and report to the Dean. The Dean chairs the Medical School Advisory Council (MedSAC), described in the SMD Regulations of the Faculty, which comprises the chairs and center directors as well as the other deans as non-voting *ex officio* members.
- The Vice Dean for Clinical Affairs, who may also be the CEO of the University of Rochester Medical Faculty Group (URMFG), i.e., the faculty clinician practice plan, reports to the Dean on academic matters and to the CEO on issues related to the Faculty Group.

Authority and Responsibilities

- Authority for all faculty in the SMD, including appointments, reappointments, promotion and tenure decisions, salary, and ancillary SMD-based financial support.
- Authority for all trainees and training programs in the SMD, including medical students and graduate students.
 - The Senior Associate Dean for Undergraduate Medical Education has authority for medical students on behalf of the Dean.
 - The Senior Associate Dean for Graduate Medical Education has authority for all trainees on behalf of the Dean; if this individual also serves as the Designated Institutional Officer, in that capacity they report to the CEO of Strong Memorial Hospital or other affiliated teaching hospital.
 - The Senior Associate Dean for Graduate Education and Post-doctoral Affairs has authority for master's and doctoral degree students and well as post-doctoral trainees on behalf of the Dean.

- Creation and implementation of strategic goals for the SMD, including mission-specific goals (clinical care, education, research, community) as well as overarching goals such as those related to diversity, equity, and inclusion and institutional culture and climate.
- Financial authority for all SMD revenue, expenses, Investments, and budgets, including responsibility and oversight of fundraising and endowments.
- Authority for processes mandated by the UR Faculty Hand book and by other UR policies, including grievance procedures and decision-making after investigations under the UR Policy Against Discrimination and Harassment
- Compliance responsibility for all regulatory requirements, and external and internal policies, related to the activities of the SMD.

Approved by



on April 14, 2022

Mark B. Taubman, M.D.

CEO, University of Rochester Medical
Center Senior Vice President for Health
Sciences

**University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description — Vice Dean for Clinical Affairs**

The Vice Dean for Clinical Affairs, on behalf of the SMD Dean, is responsible for visionary leadership and innovative management in leading the University of Rochester Medical Center (URMC) to become the clinical provider of choice in the region. The Vice Dean positions the University of Rochester Medical Faculty Group (URMFG) as a unified academic group practice that leads health reform, expands the reach of URMC's health delivery system, and builds its brand.

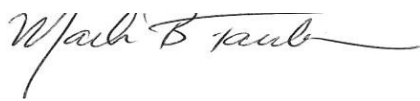
Appointment and Reporting Relationships

- The Vice Dean for Clinical Affairs is appointed by and reports to the SMDDean.

Responsibilities

- Through the development and implementation of a practice plan governance structure, champions the transformation of a federation of clinical departments into an integrated multi-specialty group practice driven by service, quality and innovation.
- Focuses on effective financial controls rooted in a unified management approach that drives clinical performance and generates maximal financial resources in support of URMC's research and education missions.
- Identifies opportunities to broaden existing relationships, and develop new relationships, with local, regional and national partners to strengthen and diversify the UR Medicine brand.
- Works collaboratively to establish effective payor relationships and contracting.
- Engages in the recruitment, performance review and mentorship of department chairs, URMFG executives and other clinical leaders at URMC in support of the clinical mission.
- Advises the CEO/Dean on the compensation model for faculty, through development of overarching principles and alignment analytics/reporting.
- Serves as the executive lead of the University's strategic pillar to address health disparities and provide equitable care across our clinical enterprise.
- Advances URMC's wellness initiatives to promote a healthy faculty and positive work culture.

Approved by



on March 10, 2022

Mark B. Taubman, M.D.
Dean, School of Medicine & Dentistry

**University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description — Vice Dean for Oral Health**

The Vice Dean for Oral Health (VDOH), on behalf of the SMD Dean, is responsible for innovative leadership, effective management, and administration of oral health education in SMD. The VDOH will support and ensure the quality of the oral health related educational programs and to achieve the strategic goals of SMD and the University. The VDOH also serves as the director of the Eastman Institute for Oral Health (EIOH).

Appointment and Reporting Relationships

- The VDOH is appointed by and reports to the SMD Dean
- At the discretion of the SMD Dean, EIOH program directors, chairs and other leadership positions report to the VDOH

Responsibilities

- Oversees the oral health related academic programs at SMD / EIOH: Specialty training in the various disciplines of dentistry, Master's in Dental Sciences and Continuing Dental Education
- Ensures diversity, equity, and inclusion in oral health education
- Manages the financial operation of oral health related education
- Oversees EIOH faculty development programs
- Oversees and leads oral health related research programs
- Oversees community related oral health programs
- Collaborates with SMD leadership to implement oral health education throughout SMD and the University.

Approved by



on March 10, 2022

Mark B. Taubman, M.D.
Dean, School of Medicine & Dentistry

**University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description —Vice Dean for Research**

The Vice Dean for Research (VDR), under the direction of the SMD Dean, and in keeping with the URMC Strategic Plan, will enhance the research mission of the SMD and improve overall research quality by the following actions: providing research leadership; supporting strategic initiatives; and promoting collaboration and alliances. To do this, the Vice Dean for Research will: oversee SMD research space and infrastructure; integrate the basic, clinical and translational research missions of SMD and ensure that they are aligned with the SMD education mission and with university wide research initiatives. This role entails working in close partnership with the SMD Senior Associate Deans for Basic Research, Clinical Research, Graduate Education, Equity & Inclusion, and Finance & Administration, as well as the leaders of SMD partner entities within the URMC (i.e., the Director of the EIOH and the Dean of the School of Nursing), and the University Vice President for Research.

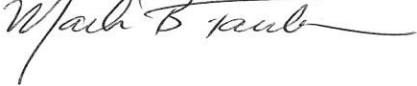
Appointment and Reporting Relationships

- The SMD Vice Dean for Research is appointed by, and reports to, the SMD Dean. The SMD VDR also has a dotted-line reporting relationship to the University Vice President for Research.
- The SMD Senior Associate Deans for: Basic Research, Clinical Research and Graduate Education report to the SMD VDR.

Responsibilities

- Lead SMD Strategic Research Plan development and implementation; Integrate with overall UR research plan. Coordinate and facilitate a faculty-driven effort (led by the SMD Scientific Advisory Council) to define and implement the SMD research strategic plan. *This includes programmatic priorities, strategic directions, new technology identification and metrics of success for the plan.*
- Lead space planning that is coupled to strategic planning and program integration. Lead space planning efforts around programmatic aggregation/integration of faculty, by discipline.
- Integration of training with research. Ensure that the graduate program/curriculum is integrated with the evolving research mission (in collaboration with the Senior Associate Dean for Graduate Studies).
- Liaise with Advancement. Ensure Advancement engages fully with the SMD research and graduate education missions.
- Lead new partnerships between SMD and industry, with the goals of: growing the portfolio of industry-sponsored research; creating internship and other educational opportunities for SMD learners; networking with SMD alumni who work in the private sector; enhancing the development of SMD intellectual property (IP) and the commercialization of SMD-derived technologies (working in close partnership with UR Ventures).
- Oversee recruitment and retention of research faculty, with emphasis on ensuring greater equity and inclusion in these processes - and an enhancement of faculty diversity (in collaboration with the Senior Associate Dean for Equity and Inclusion).
- Support the career development of early-stage faculty from historically excluded and minoritized populations (in collaboration with the Senior Associate Dean for Equity and Inclusion).

1.29.22

Approved by  on March 10, 2022
Mark B. Taubman, M.D.
Dean, School of Medicine & Dentistry

**University of Rochester School of Medicine & Dentistry (URSMD) Position
Description
— Senior Associate Dean for Academic Affairs**

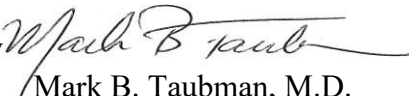
The Senior Associate Dean (SAD) for Academic Affairs, on behalf of the SMD Dean, is responsible for visionary, innovative leadership and effective administration of faculty affairs and faculty development in the SMD, and for other aspects of academic programs not included in the core responsibilities of other dean's office personnel. The overall goal is to support and ensure the quality and vitality of the SMD faculty as essential to achieving the strategic goals of the UR Medical Center (URMC) and the School.

Appointment and Reporting Relationships

- The SAD is appointed by and reports to the SMD Dean.
- At the discretion of the SMD Dean, other Dean's Office personnel may report to the SAD for Academic Affairs; typically and currently, the Associate Dean for Faculty Development reports to the SAD for Academic Affairs.

Responsibilities

- Faculty appointments, reappointments, and promotion/tenure processes, including chairing the Steering Committee of MedSAC
- Faculty contributions to diversity, equity, and inclusion
- Faculty contributions to workplace culture and climate, including oversight of efforts to foster faculty professionalism, e.g., the SMD Faculty Professionalism Council, and support of efforts to promote faculty wellness and career flexibility
- Serve as the primary Dean's Office liaison to the SMD Medical Faculty Council
- Academic leaves ("sabbaticals")
- Managing financial disclosures and actual or potential financial or fiduciary conflicts of interest
- Oversight of faculty development programs, including the Office for Faculty Development as led by the Associate Dean for Faculty Development
- Supporting continuing professional development among faculty leaders, including the recruitment, onboarding, ongoing development, and evaluations of department chairs and center directors
- Represent the SMD in collaborations across URMC, the UR, and nationally

Approved by  on March 10, 2022
Mark B. Taubman, M.D.
Dean, School of Medicine & Dentistry

**University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description —Senior Associate Dean for Basic Research**

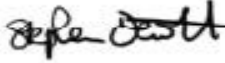
The Senior Associate Dean for Basic Research (SAD-BR), on behalf of the SMD Dean, under the direction of the Vice Dean for Research, and in keeping with the URM Strategic Plan, will foster the successful conduct of basic research by overseeing research infrastructure, supporting the vice dean of research in strategic planning and plan implementation, and integrating the basic research mission of SMD with clinical research, the education mission and universitywide initiatives. This role entails support for basic activities, working in partnership with the Senior Associate Dean for Clinical Research, and leaders of SMD partner entities within the URM (i.e., the Director of the EIOH and the Dean of the SON).

Appointment and Reporting Relationships

- The SAD-BR is appointed by the SMD Dean and reports to the Vice Dean for Research.

Responsibilities

- Align basic research and education missions. Strong research and a modern, attractive graduate program are mutually dependent. Work with the Senior Associate Dean for Graduate Studies on specific initiatives to strengthen graduate student and postdoc driven research (e.g. Curriculum Development, Mentoring programs for students, postdocs and junior faculty).
- Standing membership on the URM Scientific Advisory Committee (SAC). Work with the SAC chair to provide advice to the Dean on the Strategic Plan and its implementation. Assist in the review functions of SAC including in the evaluation of University Research Award applications.
- Oversee the Shared Resource Labs combined in the Center for Advanced Research Technologies (CART). Work with the CART Operations Director on strategic planning, operation and capital investments. Oversee personnel recruitment and termination. In consultation with SAC, appoint core oversight committees. Communicate with oversight committees and implement their recommendations. Support/initiate SIG grant applications.
- Oversee the vivarium and University Committee on Animal Research (UCAR). Conduct periodic external evaluation of these entities, and assist with the AAALAC accreditation process and related oversight activities. Administer the Dean's Research Advisory Committee (DRAC) on behalf of UCAR, for review of scientific merit of proposed animal experiments.
- Oversee Radiation Safety - including policies and procedures, fee structure and related activities.
- Serve as the Research Integrity Officer for SMD. In cooperation with the Senior Associate Dean for Clinical Research (who will oversee clinical research integrity), oversee research integrity. This includes serving on the SMD and UR-wide Conflict of Interest committees, and coordinating investigations into scientific misconduct on behalf of the Dean of SMD. Standing membership on the Faculty Professionalism Council.
- Outreach to faculty. Develop regular interactions with basic science departments. Organize interdepartmental events such as the Dean's Lectures, or the Sherman lectures.
- Administer the interim funding program.

Approved by  on January 30,

2022 Stephen Dewhurst, Ph.D.

**University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description —Senior Associate Dean for Clinical Research**

The Senior Associate Dean for Clinical Research (SAD-CR), on behalf of the SMD Dean, under the direction of the Vice Dean for Research, and in keeping with the URMC Strategic Plan, will foster the successful conduct of clinical research by overseeing research infrastructure, supporting the Vice Dean of Research in strategic planning and plan implementation, and integrating the clinical research mission of SMD with basic research and patient care, the education mission and University wide initiatives. This role entails support for clinical research activities, working in partnership with the Senior Associate Dean for Basic Research, and leaders of SMD partner entities within the SMD and the URMC (e.g., the Director of the CTSI, Director of the Office of Human Subjects Research, and the Dean of the SON, Chief Medical Officer).

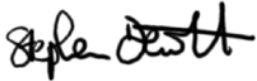
Appointment and Reporting Relationships

- The SAD-CR is appointed by the SMD Dean and reports to the Vice Dean for Research.

Responsibilities

- Oversee development, implementation, and adherence to clinical research policies across SMD. Works with the Director of the Office of Human Subjects Protection (OHSP), the Office of Research and Project Administration (ORPA), the UR and SMD Privacy Officers, and the Director(s) of the UR Information Systems Division to ensure regulatory compliance across clinical research activities.
- Oversee clinical trials resources, strategic goals, and regulatory compliance within SMD. Work with the Director(s) of the Clinical and Translational Science Institute to provide guidance to the Office of Clinical Research (OCR) for support of clinical trials infrastructure across SMD. Assist in establishing and implementing policies and procedures to comply with university and government research regulations, work with departments and faculty conducting clinical research, and provide updates to the Dean and Vice-Dean for Research at SMD on clinical trial activities, oversight, and alignment with the SMD strategic plan. Assist in resolving issues with regulatory compliance in clinical trials.
- Oversee the Clinical Research Review Process Improvement Team - including development and approval of policies and procedures related to clinical research across the University including: billing risk, privacy, regulatory compliance, fee structures for indirect costs, and related activities.
- Direct efforts to align the clinical research and clinical trial strategic goals of SMD with the University of Rochester Medical Center activities. Works with the Chief Medical Officer and Director of the University of Rochester Faculty Medical Group to ensure that clinical trial operations are integrated into URMC operations.
- Serve as the institutional signing official for Expanded Access (often referred to as “compassionate use”) agreements to obtain therapeutic agents for off-label or applications not yet formally FDA approved.
- Align clinical research and education missions. Strong research and modern, attractive graduate/post-doctoral programs are mutually dependent. Work with the Senior Associate Dean for Graduate Studies on specific initiatives to strengthen graduate student and postdoc driven clinical research (e.g. Curriculum Development, Mentoring programs for students, postdocs and junior faculty).

- Standing membership on the URM Scientific Advisory Committee (SAC). Work with the SAC chair to provide advice to the Dean on the Strategic Plan and its implementation. Assist in the review functions of SAC including in the evaluation of University Research Award applications.
- Oversee the Director of Research and Academic Information Technology (RAIT). Work with the Senior Associate Dean for Basic Research to coordinate support for research IT infrastructure, the Senior Associate Dean for Finance to recommend IT budget priorities for research within SMD, and infrastructure to support clinical research studies, clinical research data security, data loss prevention, and high risk data policy compliance.
- Identifies strategic funding activities related to clinical research and clinical trials. Works with the Vice Dean for Research to identify and support research teams to apply for such grants and funding.
- Works with the Senior Associate Dean for Diversity and Inclusion in aligning clinical research activities with university policies and strategic goals in diversity, equity and inclusion within SMD.
- Serve as the SMD representative for clinical research on the UR Conflict of Interest Committee.
- Serve with the other Senior Associate Deans for Research, Finance, and Operations on the SMD Space Planning Committee to oversee allocation of research space and assist in prioritizing clinical research space requests within SMD.
- Assist the SMD Dean, Vice-Dean for Research, and Senior Associate Dean for Finance in prioritizing capital and operating budget requests related to clinical research, including clinical research faculty recruitment offers.
- Assist the Research Integrity Officer for SMD in matters that relate to clinical research integrity, in cooperation with the Senior Associate Dean for Basic Research (who will oversee basic research integrity)
- Outreach to faculty. Develop regular interactions with departments involved in Clinical Research. This includes chairing the Clinical Research Chairs Organize interdepartmental events such as the Dean's Lectures, or the Sherman lectures.
- Administer the interim funding program.

Approved by  on January 30, 2022
Stephen Dewhurst, Ph.D.

University of Rochester School of Medicine & Dentistry (UR SMD) Position Description —Senior Associate Dean for Equity and Inclusion

The Senior Associate Dean for Equity and Inclusion, on behalf of the SMD Dean, is responsible for executing the SMD diversity strategic plan with priorities and goals. The Senior Associate Dean for Equity and Inclusion will advise the SMD senior leadership team and lead strategic diversity efforts that advance the SMD's mission and vision; collaborating with key University and Medical Center constituencies to develop and carry out initiatives that contribute to the achievement of diversity goals; contribute to the recruitment, retention and career goals of underrepresented faculty, trainees, post- doctoral fellows and other learners (medical and graduate students); and support the overarching goals of SMD faculty, trainees, students, and academic leaders to enhance the SMD programs for diversity and health equity. The Senior Associate Dean will create and lead a SMD Diversity Council to coordinate diversity and inclusion initiatives across the Clinical and Basic Science Departments.

Appointment and Reporting Relationships

- The SAD is appointed by and reports to the SMD Dean.
- At the discretion of the SMD Dean, other Dean's Office personnel may report to the SAD for diversity, equity, and inclusion efforts; typically, and currently, the Associate Dean for Equity and Inclusion and Associate Dean for Equity and Inclusion for Research and Research Education.

Responsibilities

- Provides strategic leadership by creating a vision for diversity and inclusion in the SMD and communicating this vision to administration, faculty, staff, students, and other stakeholders. This will include setting annual goals and objectives for the SMD Office for Equity and Inclusion that support the mission and objectives of the SMD.
- Develops and implements strategic plans, procedures, proposals, and programs to ensure overall coordination and direction of diversity programs at SMD, including maintenance of Departmental Diversity Metrics and Departmental Diversity Progress reports.
- Maximizes data gathering, analysis, and knowledge of regulatory compliance. Monitors and evaluate programmatic effectiveness through quantitative, qualitative and other methods and implements changes required for improvement.
- Works collaboratively with SMD leaders, and Diversity Councils/Committees to advance the institution's commitment of recruitment, retention and advancement of a diverse academic workforce.
- Serves as a resource to support SMD department/program-level initiatives to recruit, retain and advance diverse faculty, students, residents and post-doctoral fellows.
- Drives workforce diversity among Faculty through collaboration with SMD leadership to coordinate and evaluate programs to attract, retain, and promote the success of underrepresented minority and women faculty and staff.
- Provides annual reports to the Dean of the SMD, the University Vice President/Chief Diversity Officer and the SMD faculty and learners that includes diversity initiatives, demographic trends and objective outcomes, strategic goals, and future plans.
- Collaborates with the Associate Dean for Faculty Development and Medical Director for Continuing Medical Education on cultivating new initiatives, and implementing and evaluating existing efforts related to Diversity, Equity, and Inclusion.

1.8.22

A handwritten signature in black ink, reading "Mark B. Taubman". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Approved by

on March 10, 2022

Mark B. Taubman, M.D.

**University of Rochester School of Medicine & Dentistry
Position Description — Senior Associate Dean for Finance and
Operations**

The Senior Associate Dean (SAD) for Finance and Operations, on behalf of the School of Medicine and Dentistry (SMD) Dean and Medical Center CFO, is responsible for innovative, strategic leadership and effective and efficient management of finance and operations in the SMD. The overall goal is to support and ensure the quality and vitality of the SMD finances and operations as essential to achieving the strategic goals of the University of Rochester (UR), UR Medical Center (URMC), and School of Medicine and Dentistry.

Appointment and Reporting Relationships

- The SAD is appointed by and reports to the SMD Dean and CFO for the Medical Center.
- At the discretion of the SMD Dean and CFO for the Medical Center, other Dean's Office personnel may report to the SAD for finance and administration.

Responsibilities

- Ensuring the finances of SMD are clearly and understandably summarized for the URMC leadership to allow for effective strategic decision making related to research and UME.
- Making sure all financial decisions made by faculty and staff across SMD are made with an eye to strategy; diversity, equity, and inclusion; and financial sustainability.
- Ensuring highly efficient and effective operations and administration supports the work of faculty, students and staff in SMD.
- Be a lead contributor to a positive workplace culture and climate, while coaching when appropriate toward greater adaptability and modernization of approach to work.
- Serve as the primary Dean's Office liaison to a variety of committees, task forces, and work groups that utilize the knowledge, insights, and skills of the SAD.
- Ensure appropriate processes are in place for required signatures, decisions, and audit controls to reduce the risk of material negative outcomes related to people, culture, finances, and operations across SMD.
- Represent the SMD in collaborations across URMC, the UR, and nationally

**University of Rochester School of Medicine & Dentistry (UR
SMD) Position Description
Senior Associate Dean for Graduate Education and Postdoctoral
Affairs**

The Senior Associate Dean (SAD) for Graduate Education and Postdoctoral Affairs (GEPA), on behalf of the SMD Dean, is responsible for visionary, innovative leadership, and effective administration of SMD's postdoctoral, PhD, Master's, Advanced Certificate, post-baccalaureate, pre-baccalaureate, and research/administrative internship programs. GEPA's mission is to ensure that our learners are successful in their academic pursuits and prepared for their chosen career paths. GEPA also supports the research, and clinical missions that our learners are vital for, and works to ensure the overall goals of the School of Medicine and Dentistry (SMD), UR Medical Center (URMC) and the University of Rochester are met.

Appointment and Reporting Relationships

- The SAD is appointed by the SMD Dean and reports to the Vice Dean for Research.
- The Associate Dean for Mentor Development, the Director of Writing Services and Training Grant Development, the Director of Graduate Education and Postdoctoral Affairs, and the GEPA Registrar and Director of Student Services report to the SAD.

Responsibilities

- Oversee and provide support to over thirty PhD, Master's, and Advanced Certificate programs; Postdoctoral Affairs; Summer Scholars; PREP; and research/administrative internship programs.
- Oversee and provide support to all graduate courses which include nonmatriculated and undergraduate learners.
- Oversee and provide support for all daily operations of GEPA including the faculty and staff supporting the entire learner lifecycle: recruitment, admissions, onboarding, registration, appointment/reappointment, payroll and other financial services, career and professional development services, completion, commencement, and alumni engagement.
- Collaborate with graduate program directors, faculty, deans, and the Provost's Office to lead and evaluate modifications to the graduate programs' curriculum, maintaining consistency throughout with Middle States Commission on Higher Education accreditation standards.
- Work in conjunction with the Office of Equity and Inclusion to promote diversity in the graduate and postdoctoral programs.
- Collaborates effectively with the Office of Advancement to obtain support for graduate student and research-related programs and initiatives.
- Chair the SMD Committee on Graduate Studies
- Serve on SMD school and university committees as appropriate and appointed.
- Represent the Office for Graduate Education and Postdoctoral Affairs in national graduate and postdoctoral education organizations.

University of Rochester School of Medicine & Dentistry (UR SMD)
Position Description — Senior Associate Dean for Medical Student
Education


The Senior Associate Dean for Medical Student Education (SADMSE), on behalf of the SMD Dean, is responsible for innovative leadership, effective management, and administration of the medical student program leading to the MD degree. The SADMSE will support and ensure the quality of the medical student program and to achieve the strategic goals of the medical school and the university.

Appointment and Reporting Relationships

- The SADMSE is appointed by and reports to the SMDDean.
- The Associate Dean for Admissions, the Associate Dean for Student Affairs, the Advisory Deans, and the Director of Assessment report to the SADMSE.

Responsibilities

- Oversee the Associate Dean for Admissions who manages the medical student admissions process.
- Collaborate with course and clerkship directors, faculty, and deans to lead and evaluate modifications to the curriculum, maintaining consistency throughout with Liaison Committee on Medical Education (LCME) accreditation standards.
- Lead groups to continuously evaluate and improve the curriculum in terms of needs assessment, instructional content and methods, student assessment, and course evaluation as these processes relate to horizontal and vertical integration and educational principles such as independent and self-directed learning, student-centeredness, and active learning.
- Ongoing day to day management of the MD curriculum and other aspects of students' educational experience through the Office of Curriculum and Assessment.
- Chair the Curriculum Steering Committee.
- Work in conjunction with the Office of Equity and Inclusion to promote diversity in the medical student body, course, clerkship, and other leadership in the MD program.
- Oversee the Associate Dean for Student Affairs who manages areas including career counseling, wellness, coaching, advising programs as well as accommodations and promotions processes.
- Manage Student Services Office which includes the registrar, financial aid, medical student research, volunteer and international programs.
- Serve on medical school and university committees as appropriate and appointed.
- Collaborates effectively with the Office of Advancement to obtain support for medical student programs and initiatives.
- Represent the SMD MD program in national medical education organizations.



Approved by

on March 10, 2022

Mark B. Taubman, M.D.
 Dean, School of Medicine & Dentistry

University of Rochester School of Medicine & Dentistry
Position Description – Senior Associate Dean for Graduate Medical Education (GME)

The Senior Associate Dean (SAD) for Graduate Medical Education (GME), is responsible for developing and operationalizing a clear vision, mission and strategic focus for [Graduate Medical Education](#) (GME) within the University’s overall educational and health systems environment.

Appointment and Reporting Relationships

The Senior Associate Dean for Graduate Medical Education (GME) is appointed by and reports to the SMD Dean. Responsibilities:

- Administer and oversee all residency and fellowship programs and ensure their compliance with institutional, specialty/subspecialty specific and ACGME common program requirements.
- Drives strategic and operational planning within GME. Anticipates future needs, recommends changes in program scope, size, etc. to executive leadership, ensuring quality across all ACGME residency and fellowship programs, including recruitment and retention of high-quality trainees and production of skilled, practice-ready clinicians and academicians.
- Maintains awareness and knowledge of national policy, business and operational trends that affect GME and acts as a catalyst for change to maintain positive alignment of GME amidst evolving societal, institutional, system and community needs.
- Partner with other University of Rochester School of Medicine and Dentistry deans to attract diverse, high-quality graduates from University of Rochester and other national and international medical schools.
- Provide visionary, innovative leadership and effective administration of 90 residency and fellowship programs in medicine and dentistry that encompass more than 800 trainees and ensure inclusive, highly competitive, graduate medical education that prepares learners to thrive in a team-based, technology-enabled, metric-driven health care system.
- Participates as an active member of the Associate Deans Executive Planning Team (ADEPT) and partners with School of Medicine and Dentistry Deans for undergraduate education, academic affairs, diversity, equity and inclusion.
- Oversee the integration of residents into our quality and health equity initiatives.
- Facilitates the design and measurement of educational processes, programs, technologies, evaluation methods, and learning environments that support GME programs
- Establishes team commitment and synergy to achieve GME and institutional goals.

Approved
by:



Mark B. Taubman, M.D.
 CEO, University of Rochester Medical
 Center Dean, School of Medicine &
 Dentistry
 Senior Vice President for Health Sciences

on August 21, 2023