

TOURO UNIVERSITY NEVADA
POSITION OVERVIEW

JOB TITLE: DEAN, COLLEGE OF OSTEOPATHIC MEDICINE, NEVADA
DEPARTMENT: COM ADMINISTRATION
SUPERVISOR: PROVOST, TOURO UNIVERSITY NEVADA

The Dean for Touro University College of Osteopathic Medicine, Nevada (TUNCOM) is a full-time position that is appointed by the President of Touro College and University System (TCUS) upon the nomination and support of the Provost of Touro University Nevada (TUN) and the CEO and Senior Provost of the Western Division. The Dean of the COM reports to the University Provost. As the chief academic and administrative officer of the College, the Dean is responsible for providing intellectual leadership and working effectively with faculty, staff, and administrative leaders within the College and with other stakeholders inside and outside the University. The overall responsibility is to direct the academic operations of TUNCOM in order to achieve excellence in all of the programs. The Dean meets regularly with the Provost to discuss initiatives, strategic planning, and the day to day management of TUNCOM.

Mission of Touro University Nevada

To provide quality educational programs in the fields of health care and education in concert with the Judaic commitment to social justice, intellectual pursuit, and service to humanity.

TUN Strategic Goals

Goal 1

Advance the culture of academic excellence in support of student learning.

Goal 2

Strengthen Touro's campus culture and learning/working environment.

Goal 3

Broaden awareness of Touro University Nevada by exemplifying the Touro mission to serve the community.

Goal 4

Expand strategic partnerships in alignment with Touro's mission.

RESPONSIBILITIES AND EXPECTATIONS:

The Dean should be an innovative academic leader who will work in collaboration with students and student leaders, administrative leaders, faculty and staff, and external constituencies to advance the mission of TUNCOM. The Dean's responsibilities include:

- Provides overall leadership for all academic, service, and research programs in the College;
- Serves as the fiscal leader of TUN COM budgets;
- Serves as principal spokesperson and representative of TUNCOM;
- Consults and collaborates regularly with the TUN Provost, the CEO and Senior Provost, and fellow deans within TCUS to identify opportunities to advance TUNCOM, the University, and the System;
- Leads planning for the development of new programs and the enhancement of existing programs within the College that serve to address the significant medical and health care needs of the State of Nevada and the nation;
- In collaboration with the TUN community, advances the goals and objectives of the TUN Strategic Plan;
- In collaboration with executive leadership, provides vision and direction in the development of focal areas of excellence for which the College and the University will be known in the future;
- Creates and sustains an excellent environment for learning in TUNCOM that provides students with opportunities for success in professional, post-graduate, and continuing education programs;
- In collaboration with academic leaders at TUN and at other TCUS institutions, advances inter-professional education, service and research programs that will prepare graduates to work in multidisciplinary health care teams;
- Recruits faculty, and recommends the appointment, promotion, and retention of faculty and administrative staff to the Provost (all faculty and key administrative staff appointments are subject to the final approval by the President);
- Oversees the leadership of the schools and departments in TUNCOM to ensure that processes are instituted for the evaluation, professional development, and reward of the faculty and staff; and that assessment plans are developed for the continuous quality improvement of the programs;
- Develops effective working relationships with a variety of university and external constituencies to advance academic, service and research plans of the College and University;
- Leads efforts to develop, enhance, and sustain partnerships with hospitals, healthcare systems, and the various consortia to provide sites for clinical rotations and GME programs;
- Ensures that a successful faculty practice plan is available through which clinical faculty may practice medicine, provide a clinical teaching environment for students, and also generate revenues that may be used for approved purposes;
- Serves as the medical director, or designates and supervises a director of the Touro Health Center.
- Oversees the TUNCOM continuing professional education program;
- Directs outreach efforts for COM mobile health clinics;
- Ensures that all TUNCOM programs meet or exceed the expectations and standards of the Commission on Osteopathic College Accreditation, the Accreditation Council for Graduate Medical Education, and the Accrediting Commission for Schools of the Western Association of Schools and Colleges;

- Evaluates the performance of subordinates
- Responsible for any assignment that shall be given to him/her by the Provost, the CEO and Senior Provost, or the President.

PROFESSIONAL QUALIFICATIONS AND PERSONAL CHARACTERISTICS:

“A COM must have a Dean who is qualified by education, training, and experience to provide effective leadership in education, scholarly activity, and patient care. The Dean shall have an earned DO degree from a COCA accredited College of Osteopathic Medicine, medical license, board certification (at some time in his/her career), and at least five years’ experience in academic leadership roles that include budget management authority” – (2017 COCA Standards, p. 8). The Dean must have the academic and leadership experience to accomplish the mission of the medical school. For example, prior administrative experience as an academic department chair, program director, assistant or associate dean, or dean at a school of medicine. The successful candidate should also possess:

- academic credentials and accomplishments sufficient to earn appointment to a senior faculty (associate professor or professor) position in the COM;
- knowledge of medical and health care education on the national level and the ability to bring the College into greater prominence on the state and national scene;
- familiarity with medical school curricula and GME programs;
- demonstrated success in promoting academic and research programs and for serving community needs;
- dedication to the mission and vision of Touro University Nevada and TUNCOM;
- self-motivation and the ability to work independently;
- demonstrated leadership abilities in consensus building, conflict resolution, inspiration, truthfulness, organization, and objective critique;
- the ability and desire to work diplomatically and effectively in relationships with faculty, staff, students, and with the external community;
- a willingness and the desire to be an effective team player who can work with the other TUN deans and provost to promote the continued success and development of the university;
- strong interpersonal and communication skills;
- demonstrated competence in designing curriculum and ability to institute a comfortable learning environment necessary to maintain a dynamic curriculum with a vision for growth;
- strong analytical and problem-solving skills, an ability to see an issue from multiple perspectives, and an inclination to frame problems in a way that facilitates their resolution;
- a collaborative leadership style and commitment to open and respectful dialogue with all members of the College and University, but with the ability to make difficult decisions when necessary;
- significant budget and supervisory experience; and
- the character to serve as a university citizen, balancing College needs with those of the broader University.